



Student Handbook

**Our School is accredited by
The Southwest Association of Episcopal Schools**

It holds membership with
National Association of Independent Schools
Independent School Management
Association of Supervisors of Curriculum Development

Joel Bicknell, Head of School

**1515 S. Georgia
Amarillo, TX 79102**

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“The Southwestern Association of Episcopal Schools (SAES) is a member in good standing of the National Association of Independent Schools (NAIS) Commission on Accreditation. It has voluntarily agreed to abide by the Commission’s *Criteria for Effective Independent School Accreditation Practices* and to submit to a thorough review and evaluation of its accreditation standards, criteria, and procedures. SAES is recognized by three state agencies and by eleven Episcopal dioceses within the six states served by the association.”

**St. Andrew's Episcopal School
Mission Statement**

St. Andrew's Episcopal School of Amarillo nurtures each student
We celebrate the potential in every child through love and understanding.

In the Episcopal tradition of education.
We commit to academic excellence, our heritage, inclusiveness and the free expression of faith through prayer and worship.

We are a Christian environment
We provide children a safe place to believe in God, to be who they are, and to strive to become who they will be.

that welcomes families of any faith and varying backgrounds.
We respect our unique cultures, encourage listening, and value fellowship.

The school provides opportunities
We empower children to discover themselves through trial and error so they know individualized, not standardized, success.

for children to develop through a superior curriculum,
We transform learning to be fun, flexible, engaging, and vigorous so children develop curiosity, tenacity, self-confidence and the habits of a life-long learner.

dedicated fellowship,
We prioritize small class sizes so we can worship, learn, serve, create, and compete together as a family.

and service to the community.
We embolden children to become servant leaders by developing the habit of empathy in action.

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WHAT MAKES A SCHOOL EPISCOPAL?

(From the National Association of Episcopal Schools)

An Episcopal school is a Christian community whose mission integrates spiritual formation into all aspects of the educational experience. Episcopal schools are most distinctive when they are true to this mission and when they do so in the graceful and inclusive manner which is the hallmark of the Anglican approach to education over the centuries.

All Christian communities, even the most ecumenical and diverse of Episcopal schools, are upheld by the basic principles of the Baptismal Covenant. As expressed in The Book of Common Prayer, this Covenant maintains that individuals and institutions are called by God to adopt certain fundamental disciplines and dispositions in order to embrace fully their basic identities. As embodiments of the Christian faith, Episcopal schools are created to be communities that honor, celebrate and worship God as the center of life. They are created to be models of God's love and grace. They are created to serve God in Christ in all persons, regardless of origin, background, ability or religion. They are created to "strive for justice and peace among all people and [to] respect the dignity of every human being." These principles are the basis on which identity and vocation are to be defined in Episcopal schools.

Episcopal schools have been established, however, not solely as communities for Christians, like a parish church, but as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural and economic backgrounds. In fact, the intentional pluralism of most Episcopal schools is a hallmark of their missions. It is also a distinguishing characteristic of these schools that they seek to integrate religious and spiritual formation into the overall curriculum and life of each school community. Episcopal schools are clear, yet graceful, about how they articulate and express their basic identities, especially in their religious curricula and traditions. They invite all who attend and work in them –Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition – both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

By weaving these principles into the very fabric of the school's overall life, Episcopal schools ensure that their missions are built on the sure foundation of a Christian love that guides and challenges all who attend our schools to build lives of genuine meaning, purpose and service in the world they all will inherit.

SCHOOL HISTORY

For the past 60 years, St. Andrew's Episcopal School has been a cornerstone of the Amarillo community. It has provided students with the very best educational experience possible, rich in academics and grounded in service and faith.

The school's graduates have gone on to become outstanding leaders for our community, for the state of Texas and for the country as a whole. St. Andrew's alumni are now doctors, lawyers, scientists, veterinarians, writers, and teachers, just to name a few. Every year, they graduate in the top ranks of high schools – both here in Amarillo and at boarding schools across the country – with several former students earning titles as valedictorians and salutatorians.

More importantly, St. Andrew's has touched the lives of every student with whom it has come into contact. One recent graduate said "St. Andrew's nurturing environment, with its emphasis on academic excellence, afforded me the confidence and motivation to follow my dreams."

The story of St. Andrew's is one of vision, hard work and faith. Betty and Lee Bivins founded the School in 1951. They hoped to provide the children of Amarillo with the opportunity to attend Kindergarten in a faith-based environment. As the years passed, the school grew and the decision was made to expand slowly by adding one grade level each year. The school's first 8th grade class graduated in 1990, and today, St. Andrew's educates children as young as age three. Like all institutions, it has experienced times of difficulty along with its times of prosperity. But it has always advanced its mission with the spirit of progress that was evident in the Bivins' very first efforts.

Initially, the school was housed within St. Andrew's Church. But, thanks to the school's success in its early decades, those facilities were bursting at the seams by the early 1980's. In 1984, a handful of administrators, parents, and friends began discussions about a new day-school campus. Within a year, they had raised the funds, drawn up the plans and built the building that is today known as St. Andrew's Episcopal School. Since then, the school has undergone two additional expansions. In 1999, the Margaret Teal Early Childhood Center - named after the very first Headmistress, Miss Margaret Teal - was built. In 2007, dedicated facilities were added for middle-school students, as well as, music and art instruction.

All students at St. Andrew's enjoy a broad array of enrichment courses as part of their school experience. Today, in addition to their core classes, every student in Kindergarten through 8th grade receives regular instruction in Spanish, computer, music, religion, science and art. Through these diverse pursuits, students are able to grow into confident, well-rounded individuals. In the words of one alumnus,

“St. Andrew’s instilled in me an appreciation for creativity, a passion for knowledge, and a mind that is open to different ideas and cultures.”

Over the past decades, St. Andrew’s has come to mean many things to many people. But at its heart, the School is a family made up of sixty years of teachers, students, families and friends; and the traditions they have created. The School has been blessed by a wealth of hard work, determination, generosity, and love. Founding the School in 1951 was an act of faith, and that faith has been sustained for more than half a century through the care and dedication of so many people throughout the Panhandle.

HEADS OF SCHOOL

1951 – 1972:	Founding Head, Margaret Teel
1972 – 1981:	W.M. Nickell
1981 – 2002:	Connie Wootton
2002 – 2004:	Scott Kimball
2004 – 2017:	Ron Ferguson
2017 – Present:	Joel Bicknell

BOARD PRESIDENTS

1986 – 1987	Mr. Bill Britain
1987 – 1988	Mr. Mike Gray
1988 – 1989	Mr. Mike Curtis
1989 – 1990	Mr. Chris Storm
1990 – 1991	Mr. Allen Durrett
1991 – 1993	Mr. Mike Willborn
1993 – 1995	Mrs. Deborah Cone
1995 – 1997	Mr. Joe Morris
1997 – 1998	Mr. John Welch
1998 – 1999	Mrs. Chris Matthews
1999 – 2001	Mrs. Julie Puckett
2001 – 2003	Mrs. Julie Bivins
2003 – 2004	Mr. Bob Moore
2004 – 2005	Mrs. Alice O’Brien
2005 – 2006	Mr. Ralph Ellis
2006 – 2007	Mrs. Puff Niegos
2007 – 2009	Mr. Mark Bivins
2009 – 2011	Dr. Scott Sticksel
2011 – 2013	Mrs. Sharla Valdez
2013 – 2014	Mrs. Susan Atkins
2014 – 2017	Ms. Amy-Beth Morrison
2017 – 2019	Mr. Dale Smith
2019- Present	Mr. Jason Velky

Academic Program

St. Andrew's curricular and co-curricular programming constitutes a distinctive, balanced program in which our students develop a strong sense of identity and habits of lifelong learning. Learning how to study, how to be organized, and how to prepare for class effectively are key facets of our education program. As an independent school, no academic policy can outweigh the importance of meeting the needs of individual students. Still, the following procedures and policies are in place to safeguard the integrity of the program.

Academic Concerns

The following policies/practices are in place to support students and parents when academic difficulties are being experienced and performance suffers.

- If a student's average in a subject falls below **70 or drops a letter grade from his/her previous grade**, *the parents will be contacted by phone or email with a notice of concern.*
- A student with a current average below 70 or an overall average below 70 at the end of any grading period will be placed on academic probation. If the student brings the grade up to a 70 or better by the next marking period, academic probation will be lifted. Students must pass all required subjects with an end-of-year average of at least 70.

Academic Integrity

Being held accountable to the importance of being honest and direct in all their academic efforts is a core concept reinforced by our Honor Code. As part of our student's moral and intellectual growth, students need to develop a clear understanding of what constitutes cheating and plagiarism.

Cheating - In general, cheating is the act of engaging in unauthorized behavior on a test or assignment. The consequences for cheating will be age-appropriate and measured to the specific behaviors. Individual acts of cheating may be resolved within the classroom. Repeated acts of cheating will demonstrate a pattern of concerning behavior that will require academic and behavioral consequences to be determined by the Branch Head, in concert with the teacher. All acts of cheating will be reported to parents.

Plagiarism - Plagiarism is defined as the act of borrowing another person's work and presenting it as one's own. The use of such information is misleading and dishonest. This can be less clear in the minds of many students. As such, direct and consistent guidance is essential to bring about a clear understanding of plagiarism and its consequences. In cases involving plagiarism, the above procedures for cheating are applicable.

Academic Markings (Grades)

The School will provide comprehensive and specific feedback to parents and students concerning areas in which skills have been mastered and areas that need improvement. Competition is not a major motivational factor and comparison of children is de-emphasized as a means of evaluation.

Early grades do not receive formal grades. Feedback may take many forms, but must always be formative and directed toward the mastery of the objective. Grades for academic classes begin during the second grade uses a formal grading system.

Grading - The major goal is to have a sufficient number of grades for students to demonstrate growth and a balance of tone and type of grades to accurately represent that growth.

3rd-5th Grade Core Subjects (Language Arts, Math, Science, Social Studies)

All Middle School Classes

- A 90-100
- B 80-89
- C 75-79
- D 70-74
- F 69 or Below
- I Incomplete

All Primer-2nd Grade Classes

3rd-5th Grade Enrichments (Art, Computer, Drama, Music/Orchestra, PE, Religion, Spanish)

- M (Mastering)
- X (Excelling)
- P (Pursuing)
- N (Needing Improvement)

Advisory/Homeroom System

The Advisory/Homeroom system is an integral aspect of the School. In addition to the faculty advisor/homeroom teacher supporting the student as a listener and guide in problem-solving and goal-setting, this faculty member becomes the initial contact for school-related matters for parents.

- Middle School Advisors oversee the academic and social progress of each advisee and serve as an advocate within the school community. Advisors also coordinate parent conferences at the end of Trimesters or as needed. This faculty member also assists in study skills and discipline discussions.
- Through fifth grade, each child is under the guidance and direction of a homeroom teacher, who will be responsible for guiding students with the daily routine. The homeroom teacher will schedule two parent conferences each year to inform parents of their student's progress in both academic and social areas.
- Advisory/Homeroom Placement - The school wants students to become acquainted with a broad spectrum of their peers throughout their school years. We distribute girls and boys evenly and maintain diverse or heterogeneous groups on the basis of past school academic performance, citizenship, and social skills. We consider the needs of students who would benefit by being together or benefit by being separated. **While we value a parent's perspective, placement is done solely by the School. Please make an appointment with the Head of School to discuss unusual situations.**

Assigned Work

Students regularly receive assignments, which normally must be finished outside the classroom. The purpose of assigned work is to prepare the student for activities, which will happen in class, and to strengthen or enrich those which already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. Time is allotted in class and throughout the academic schedule to complete assigned work. While homework can be expected, it will be in part a function of how well students use their time at school. Teachers design assignments with the expectation that homework will not exceed 10 minutes times the grade level (40 min. for 4th grade, 50 min. for 5th grade, etc.)

Community Service/Service Learning

Service is one of the major tenets of the St. Andrew's mission statement. The Community Service Program has been established to prepare our students for a lifetime of service to others. The goals of service learning/community service are:

- To provide help where needed in many areas of society.
- To understand their lives in relation to others and feel responsibility toward a greater community.
- To broaden their horizons through exposure to a wide range of educational experiences.
- To foster the relationship between SAES and the Amarillo Community.
- To recognize that they are serving God by serving others.
- Students will receive a service learning grade on the trimester report card.

Differing Learning Profiles

Students with a broad range of learning profiles can and are expected to meet the academic demands of the program. Through differentiated instruction and/or approved accommodations, faculty support students to meet with success as they move through the grade levels.

In consultation with the Academic Support Coordinator, faculty, and, at times, the Head of School, parents pursue professionally-administered evaluations to more fully understand their child's learning profile. In the resulting reports, accommodations may be recommended by the licensed professional. There will be accommodations we will be able to implement; the School does reserve the right to limit implementation to those we can reasonably provide. Documentation supporting the implementation of accommodations in the classroom includes the following information.

- Diagnosed statements of student's specific learning profile;
- Description of presenting problem(s) and developmental history (including relevant educational evaluations) used to arrive at the diagnosis including evaluation dates;
- Description of the functional limitations resulting from the learning difference, as supported by the test results;
- Description of the specific recommended accommodations and a rationale explaining how these accommodations address the functional limitations; and
- Copies of documents establishing the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization;

Parents are responsible for communicating recommendations and updated testing to the Academic Support Coordinator. This individual provides approved accommodations to teachers and works with them to make sure students receive the accommodations. In partnership, faculty, parents, and students work together to increase independence in learning environments at home and at school.

Field Trips

School-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world.

Signed parental permission slips are required for all field trips involving youth. If the field trip requires an overnight stay, the permission slip and the medical release portion of the form need to be completed. These forms are available from the School Office. Dealing with medical issues, dispensing of medication and emergency situations must be prepared for prior to leaving on the trip. Dispensing of student medications and health concerns should be directed to the group leader or his or her designee during the field trip.

Parents may provide transportation for some field trips. The following guidelines are for parents assuming the responsibilities of chaperoning: the primary responsibility of chaperones is to stay with the students in their care during the field trip; no younger siblings may go with the parent chaperone; no smoking or alcoholic beverages; the chaperone has full responsibility for the behavior of the assigned children in his/her care at all times; chaperones must be appropriately dressed and, the chaperones must be punctual. Remember, the teacher is responsible for everyone and everything.

Final Examinations

All Middle School students will take final exams at the end of each trimester. 1/2 of the courses will be assessed after the first trimester, the other half at the end of the second trimester, and all at the end of the third trimester. In 6th grade, the exams will comprise 10 percent of a student's trimester grade. In 7th grade, it will count for 15 percent. In 8th grade, 20 percent.

Late Work Policy

Developing the habit of meeting deadlines is an important student and life skill. As such, the following late work policy is in place to encourage the building of this habit. All work is due at the time stated by the teacher. 10% is deducted for each day an assignment is late down to a possible 50% deduction for work being 5 days late. After 5 days, the maximum a student can receive is 50%. If work is not turned in by the end of the Trimester, students will receive an incomplete on their official grade report.

Library

St. Andrew's library is available for students to check out books for assignments and for reading pleasure. Books may be checked out for two weeks. Each teacher will have an assigned weekly class time for students to visit the library. The school librarian will issue ID cards for check out purposes. Students are expected to follow all rules and procedures as instructed by our librarian.

Make-up Work

Parents may call the office to request assignments for absences of more than one day. Assignments for single day absences may be made up the next school day. ***Students are given one day for each day they are absent to make up work.*** Any assessments missed are to be made-up the next school day. Due dates for long term assignments and assessments (more than 2 days out) also do not change.

Note: Due dates do not change for students missing class for school-sponsored events, including Athletic competitions. Work due on the day of the school-sponsored event remains due on that day.

National Junior Honor Society (Middle School) and National Elementary Honor Society (5th grade)

An honor organization with a strong emphasis on school and service, the National Junior Honor Society (NJHS) is open only to sixth, seventh, and eighth grade students who qualify. National Elementary Honor Society (NEHS) serves fifth grade. Qualifications that must be met for both groups include:

- Overall cumulative average of 95 in all academic core subjects: Social Studies, Science, Spanish, Math, Reading, and Writing;
- Demonstrates outstanding citizenship;
- Exercises leadership;
- Is a student of exemplary character; and
- Serves

Students meeting these criteria are not guaranteed membership. They are considered according to the following methods: teacher evaluations, completion of student activity form, approval of the Faculty Council, and review of the student's cumulative record.

Parent Conferences

Parent conferences are held at the end of a selected Trimester. The purpose of the conference is to convey an overall impression of the student's growth in academic, extracurricular, and social areas and to make specific recommendations for strengthening general background, summer study, etc. The Head of School, as well as the Branch Heads, will be available to confer with parents on these days. These conferences are scheduled by the teachers.

Project-based Learning

Projects are at the core of the experience at St. Andrew's as they deepen students' understanding of specific content introduced in the classroom and allow the student to demonstrate that understanding through the display of a talent or learning style unique to the student (artistic expression, spatial organization, etc.). As such, projects need to be student – not parent – generated.

Re-invitation

Each winter, the Faculty and Administration will review each student's academic and social record for the year. In most cases, a student's invitation to return for the following year will be issued directly. However, in a limited number of cases, a student's performance might warrant further examination. In this case, the School may defer a re-invitation decision until the end of the school year. In these cases, the student and parents work together with the school to identify an appropriate course of action.

Summer Reading Lists

All students entering grades three through eight will have a summer reading assignment. The assignment will vary according to class and is to be turned in on the first day of school. A reading list, along with the requirements, will be available at the end of school. It is developed in consultation with other teachers.

The purpose of this activity is to increase the number and quality of books read by our students, to keep their reading skills alive during the summer, and to foster their enjoyment of reading books.

Technology - Acceptable and Unacceptable Use

St. Andrew's Episcopal School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, SAES encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of St. Andrew's Episcopal School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, this policy governs the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups using school-owned equipment/networks or participating digitally in our classrooms.

St. Andrew's Episcopal School Rights and Responsibilities - It is the policy of St. Andrew's Episcopal School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

Within this general policy, St. Andrew's Episcopal School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, St. Andrew's Episcopal School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.

3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to St. Andrew's Episcopal School-owned equipment and, specifically, to exclude those who do not abide by the St. Andrew's Episcopal School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. St. Andrew's Episcopal School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the School's mission and the behavioral expectations found in the honor code.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. SAES accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be property of the School.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. From time to time, St. Andrew's Episcopal School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited. Excessive use of the network for personal business shall be cause for disciplinary action.
3. Any use of the network for product advertisement or political lobbying is prohibited.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
8. The unauthorized installation of any software, including shareware and freeware, for use on St. Andrew's Episcopal School computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator), or files dangerous to the integrity of the local area network is prohibited.
10. St. Andrew's Episcopal School network may not be used for downloading entertainment software or other files not related to the mission and objectives of St. Andrew's Episcopal School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial

software, and all other forms of software and files not directly related to the instructional and administrative purposes of St. Andrew's Episcopal School.

11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Guidelines for E-readers - iPads, Kindles and Nooks will be allowed in Middle School English classes for personal and classroom reading. Students have a choice whether to purchase assigned classroom novels for use on electronic readers or to buy a printed copy of the book. All E-Readers are to be brought to the Technology Director before use to safely allow device on network. Students may choose to use E-readers for personal reading in the Intermediate Branch. iPads will be used in the Primary Branch as determined by the classroom teacher.

It is school policy to have the best educational choices available for students. Special requests for use of electronic readers will be assessed on the needs of the student.

The Head of School and/or the Assistant Head of School will make the final decision regarding whether a student has violated this Policy, and the appropriate disciplinary action. Some violations may also constitute violations of the law and may be referred to appropriate local, state, or federal law enforcement officials. In such cases, the School will cooperate fully with local, state, and federal officials in any related investigation.

Disclaimer

1. St. Andrew's Episcopal School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. St. Andrew's Episcopal School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. St. Andrew's Episcopal School makes no warranties (expressed or implied) with respect to the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. St. Andrew's Episcopal School reserves the right to change its policies and rules at any time.

Testing Policy (4th-8th)

Students are not expected to take more than two major assignments on the same day. Note that students are expected to take tests on the date specified. When students miss a test because of illness or any other acceptable reason, they will take their exam according to the Make-up Work policy.

Transcript Request

Transcript requests must be made at least one week in advance and in writing. Official transcripts will not be given to the student, but sent directly to the receiving institution.

Tutoring

Students having academic difficulties may, in certain situations, be advised to work with a tutor. If space and time are available, the tutor may work with the student during the school day. The goal for tutoring should be to bolster the student's ability to work independently and to be an active participant in the classroom. Over-reliance on tutoring to explain material covered in class or to do homework is not in the student's best interest and should be avoided. Tutoring is an extension of the classroom responsibility of all teachers. There is no monetary reimbursement.

Athletics/Physical Education

The athletic program at St. Andrew's is an essential part of the education of our students fostering the development of character, life skills, sportsmanship, and teamwork. The athletic program embodies the mission, philosophy, and objectives of our school. All 6th-8th grade students are encouraged to participate in athletics and will have the opportunity to be part of a team.

Attendance

Students are expected to honor their commitment to the team by attending all scheduled practices and competitions. Students who have excessive unexcused or excused absences from practices or games and/or academic classes may be suspended from athletic competition. A student must be in attendance at school the day of an athletic event to be eligible to participate in that event.

Athlete Conduct

Athletes will strive to conduct themselves in a way that embodies outstanding character, sportsmanship, and teamwork. Any athlete displaying conduct detrimental to the athletic program may be suspended from athletic competition or the athletic team.

Eligibility

To be eligible for interscholastic athletic competitions, students must maintain a passing grade in all classes. Eligibility shall be measured at midterm and at the end of each Trimester. If a student is not passing at midterm or the end of Trimester, they will be suspended from athletic competition for 10 school days. After 10 school days have elapsed, the student will be reassessed and if passing will be eligible to participate in athletic competition. If the student is still academically ineligible after 10 school days, they will be suspended from athletic competition until midterm/end of Trimester.

Parent/Spectator Conduct

Parents/Spectators will strive to conduct themselves in a way that shows character, sportsmanship, and supports St. Andrew's athletes and coaches. During competition, any parent/spectator displaying conduct detrimental to athletes, coaches, or officials will be asked to leave the athletic competition. Any parent/spectator who continually displays improper conduct may be banned from future athletic competition.

Physicals

Incoming 6th grade students must complete an athletic physical prior to participating in any athletic practices or games. The physical evaluation must be completed by a physician (other than a parent) within 30 days prior to the beginning of the sport's season. Incoming 7th and 8th grade students will not be required to have an athletic physical unless they are new to St. Andrew's athletics or have had a musculoskeletal injury, trouble breathing, or a heart-related issue since their last physical. When injuries occur during the season, athletes may be required to gain clearance from a physician to resume athletic participation.

Physical Education

Physical Education (PE) is an important part of a child's instructional day, as well as an instrumental component of a child's physical and social development. All students in grades K-8 will participate in physical education unless a written request/instruction from a doctor or parent is provided. Tennis shoes are required for a student to participate in PE. **Students in grades 4-8 will wear PE uniforms for all PE activities.** PE students will be graded on preparation (tennis shoes and uniform), participation, effort, and cooperation.

Behavior

St. Andrew’s encourages a positive learning environment by rewarding and reinforcing behavior and academic achievement. We believe human beings will make mistakes from time to time. We believe we should all be held accountable to learning from our mistakes. The dignity of every student must be maintained at all times. This includes not depriving anyone of the right to learn. Each student is expected to behave in a mature, courteous and responsible manner that reflects favorably upon himself, his parents, his school, and his community.

Students at St. Andrew’s should be developing a sense of responsibility for their own academic and personal lives, and an awareness of how their actions affect others in their community. The goal of any system of conduct is the development of self-discipline.

Conscious Discipline is an emotional intelligence (also known as a Social Emotional Learning) program to help adults and children respond from higher levels of the brain instead of react from the lower centers of the brain to life situations and conflict. It is a relationship based model of discipline which believes when you feel connected to each other there is a willingness to want to resolve conflict. It is because of this that when you change the way you respond, others willingness to resolve conflict allows them to change the way they respond.

CONSCIOUS SKILL <small>(emerges from powers)</small>	LIFE / COMMUNICATION SKILLS	VALUE
Composure	Anger management, delay of gratification	Integrity
Encouragement	Pro-social skills: kindness, caring, helpfulness	Interdependence, optimism, gratitude
Assertiveness	Bully Prevention, healthy boundaries	Respect for self and others
Choices	Impulse control, goal achievement	Persistence
Empathy	Emotional regulation, perspective-taking	Honoring diversity, honesty
Positive Intent	Cooperation, problem-solving	Compassion, generosity
Consequences	Learning from your mistakes	Responsibility

All members of the school community benefit from our strong reputation and are expected to uphold and advance the School’s good name. The School recognizes the primary role of the parents in raising their

sons and daughters, but the School reserves the right to hold students accountable for actions that reflect poorly on St. Andrew's Episcopal School or that jeopardize the safety or well-being of other students. Parents are expected to monitor weekend events occurring away from campus to ensure the well-being of participants.

Honor Code

The Honor Code is intended to work for all students. It is structured to encourage students to live with integrity and the strength of this code rests with our students' commitment to follow it and be held accountable. To accomplish our **Honor Code** at St. Andrew's Episcopal School we seek to establish a clear standard of our discipline system. Students & parents will read and sign an honor code agreement form.

St Andrew's Episcopal School Honor Code

We commit to living as **Respectful, Responsible, and Trustworthy Leaders**.

What does it mean to be respectful? - Being respectful is using kind words and actions in school, in chapel and at all school events. By acting respectfully, you are honoring someone and showing care, concern and consideration for their needs, feelings and differences. Being respectful is also about following the school's policies and guidelines both in and out of the classroom.

What does it mean to be responsible? - Being responsible is about using self-control, planning ahead, and being diligent in doing what we are supposed to do. We think before we speak or act. We know we will make mistakes, but we are *resilient* in correcting them. We are accountable for our words, actions, and attitudes.

What does it mean to be trustworthy? - Being trustworthy is about being *authentic*, being honest in all that we say and do while respecting others. We are reliable by doing what we say we are going to do. We have the courage to do the right thing and by doing so, we build a good reputation for ourselves and the school.

What does it mean to be a leader? - Being a leader means we are willing to *confidently serve* with honesty and integrity. We set positive examples for our peers. We are confident and enthusiastic in our communication to inspire the same for our school and those we interact with at all times. We are accountable for all that we do.

Guidelines

The following behaviors will prompt a disciplinary response from the classroom teacher, Branch Heads, and/or Head of School.

- Possession of gum, food, and drink in unauthorized areas
- Inappropriate uniform
- Bullying
- Use of cell phone, Apple Watch, or other electronic device without permission
- Dishonesty
- Using profane language or gestures
- Disrespectful conduct toward any adult or member of the student body
- Disruptive Behavior
- Disregard of safety procedures
- Being in an undesignated area
- Violation of the School's Technology Policy

- Acts of physical or sexual harassment
- Destruction of property (school or that of another person)
- Fighting

Minor Infractions - A disciplinary ticket system handles basic behavioral choices that do not fall in line with the school's honor code and/or expectations. Common infractions that will be addressed through this system include uniform violations, cell phone/Apple watch use, technology violations, minor disruptions in all environments, and disrespect towards teachers or peers.

Upon receiving three (3) disciplinary tickets, consequences may include before school, lunch, or after school detentions, loss of privileges, and/or community service within the school. All disciplinary responses are at the discretion of the Branch Head and/or Head of School.

Major Infractions - Consequences for major infractions will be determined by the Branch Head and/or Head of School. Major infractions may include fighting, inappropriate physical behavior and/or language, disrespect towards faculty, peers, or the environment, and technology violations. Consequences may include detentions, in-school suspension, out-of-school suspension, and, in extreme cases (determined by severity or frequency of behavior), dismissal from school.

Behavior vs. Academic Concerns - Consequences for behavioral concerns will not affect a student's assessment in academic classes.

Specific Behavioral Policies - Cell Phones, Apple Watches, Other mobile devices

Students are allowed to bring cellular phones/Apple Watches to School, but are required to check them in to a common area in every class. If students bring these devices to school, they should be turned off.

Should you need to relay an urgent message to your child, please call the School Office.

Please note the school will diligently enforce the following.

- The school cannot be held responsible for any stolen, lost or damaged mobile devices.
- If a device is being used without permission, ***the device will be confiscated and the parent will be responsible for picking it up in the School office.***
- St. Andrew's Episcopal School prohibits taking and/or sending inappropriate pictures or pictures without the approval of the subjects while at school or at a school function.
- Students are not allowed to bring any personal music devices, DVD players, electronic games, or other similar entertainment devices to School.

Specific Behavioral Policies - Harassment/Bullying

Any form of harassment, including repeated teasing, hazing, and sexual harassments is unacceptable. St. Andrew's will take prompt disciplinary action, which may include suspension or expulsion, whenever it becomes aware of an issue of harassment.

Definitions

Sexual Harassment - *Sexual harassment may include any unwelcome action, which is sexual in content or implication. This includes unwelcome sexual advances, requests or demands for sexual favors, and other verbal, physical, or visual conduct of a sexual nature. For example, it may include actions such as unwelcome sex-oriented teasing or jokes; unwelcome sexual flirtations; subtle pressure for sexual activities, physical contact such as touching, petting, or brushing against another, or unwelcome display of pictures, cartoons, or drawings which are sexual in nature.*

- All students are expected to refrain from any behavior or conduct, which could be interpreted as harassment toward any other student or member of the St. Andrew's community.
- Any member of the SAES community who feels that he or she has been the victim of harassment should notify the Head of School who will investigate the complaint immediately. If cause is found, the disciplinary process will be initiated, and the staff member, student or parent making the complaint will be informed of the outcome.

Bullying - *Bullying is the use of implied or explicit aggression with the intent to cause the harming, demeaning, or downgrading of another person. It is frequently a persistent, focused and targeted pattern of behavior resulting in pain and distress to the victim. Bullying usually involves a perceived imbalance of power between the bullying child and the child being bullied. It can be displayed in a variety of forms including emotional, physical, racial, sexual, verbal, relational, or cyber.*

- The intent of bully prevention and intervention is to maintain a learning environment that is free from bullying and harassment. It is to promote positive interpersonal relationships between all members of the SAES community. The School will promptly and thoroughly investigate reports of harassment and bullying and appropriate discipline procedures will be implemented.
- Bully intervention is addressed through a common disciplinary approach that is developmental, graduated and consistent. There are articulated guidelines at divisional levels that serve to define bullying behavior. The School attempts to handle bullying preventively as well as through immediate intervention with a variety of measures and procedures. Referral intervention is also a part of the program.

Threatening Statements - The School considers statements to bring a weapon to school or to physically harm others to be threatening and a major interruption to the school environment. Threatening statements will elicit immediate disciplinary response that is age and situation appropriate and may include immediate expulsion.

- The student may be required to undergo an evaluation (at the parent's expense) to determine if the student is safe to return to School. The student may be referred for further evaluation and counseling.
- Statements like "I didn't mean it", "I was just playing", "It was a joke", etc. are not acceptable excuses, and all actions will be taken seriously.

Consequences for confirmed cases of the varying forms of harassment and bullying are determined by a number of factors including the developmental nature of the child, age of the students, number of offenses, conduct history, relative severity of the incident, and the past history of the parties involved. Direct, compassionate and confidential communication with all parties involved will maintain the dignity of every child, parent, and faculty member involved in reported situations. Any concerns regarding the disciplinary process should first go through the Branch Heads and involve the Head of School as appropriate.

Specific Behavior Policy - No Smoking/Vaping

Smoking or Vaping is not allowed in any school building or on any porch. This policy complies with fire safety standards and the medical needs of the students and staff.

Specific Behavior Policy - Student Contraband

Dangerous and/or disruptive articles, such as firearms, knives, fireworks, mace, water guns, etc., are not reflective of the mission and the philosophy of the School and are not permitted. Such articles will be confiscated and not returned and the appropriate disciplinary action taken.

General Policies/Procedures

Activity Fees

The School continuously monitors the total cost of attending St. Andrew's for families. There is a line item in the budget to cover the costs of field trips and teachers are informed that the collection of money for additional activities without prior approval of the Head of School is prohibited. For your planning purposes, we have listed the more traditional fees. Please note that these activities are optional and fees are subject to change.

<u>Item</u>	<u>Approximate Cost</u>	<u>When</u>
School Supplies	\$60-\$110 (By grade level)	Fall
Lands End	\$100-\$500 (By vendor)	Fall
PE Uniform Cost	\$30	Fall
Individual Pictures	\$18 (Average)	Fall
Class Pictures	\$10	Spring
Spring Benefit	\$100/person (Approx.)	Spring
MS Class Trips	\$ TBA	Spring

Accidents in School

The safety of our students is our absolute priority. St. Andrew's ensures safety in many ways by watching children constantly and making sure they are within the line of vision at all times. We teach safe habits such as responding quickly and calmly to an emergency. We check the classroom environment each day to remove any and all safety and health hazards. Students are diligently supervised during recess and outdoor activities.

Admission Policy and Process

St. Andrew's Episcopal School admits qualified students of any race, color, national and ethnic origin or religion to all the rights, privileges, programs, and activities made available to its students. The School does not discriminate in any of its educational, admission, or financial aid policies and programs. Please refer to the school's website for more information regarding the Admission process.

Tuition Assistance

Financial need shall be demonstrated to the Tuition Assistance Committee by completing the FACTS Application for Tuition Assistance Form. The Application for Tuition Assistance contains the full Tuition Assistance Policy. The completed form, along with a complete copy of the applicant's most recent U.S. Income Tax Return will be used confidentially as guidelines in determining the amount of tuition assistance granted to applicant. Requests for such assistance should be made by March.

Attendance

St. Andrew's Episcopal School attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning may take place. Simply stated, students are to attend all classes, chapel services, assemblies, and other meetings. If your child cannot attend school on a given day, please follow these guidelines:

- All absences should be reported to the Main Office.
- Please call and notify the School if your child is ill and will not attend school that day by 8:30 AM.
- When absences are planned in advance, written notice is required.
- If you are picking a student up for an appointment or to leave early, please notify the student's teacher in a note or let the School Office know in advance so that we may have the student ready in the Office in order to avoid classroom interruptions. Students must be signed out and picked up from the office receptionist.

- Students who arrive late or return to SAES following an appointment away from school must be signed in by a parent or the parents' representative and receive a pass from the School Office for attendance to class.
- In order to participate in any school-sponsored activities after school, a student must be in attendance by 10:30 a.m. on that school day.

Getting Assignments and Books When Absent - If a student is absent/ill, the first priority is for your child to rest and get well. Students will be given time to make up work. However s/he can also get work accomplished at home by staying on top of their SeeSaw or Google Classroom Account.

If a student is absent two days or more toward the end of the illness or injury they can begin to work. Call the School Office in the morning by 9:00 AM to request an assignment worksheet and stop by the School Office after 3:00 PM to pick up books and assignments.

Appointments During the Day - In order to not disrupt a child's learning, appointments during the school day are strongly discouraged. If it is necessary for a student to leave for an appointment, please follow this procedure:

- Bring a note from parents to School Office.
- When it is time for the student to leave, the teacher will be contacted and the student will report to the School Office where the parent/guardian will sign the student out. Parent/guardian must meet student in Office. Students will not be dismissed to parent in the parking lot or at the curb.
- Students are responsible for obtaining all information in class and/or assignments made during the classes they missed.
- When student returns to school, he/she will go to the School Office where he/she will sign in and provide a written note verifying the absence, and will then be given a pass to enter class.

The following policies address unique attendance issues.

Excessive Absences - If a student accumulates more than 10 absences for a semester or 20 absences for the year, the student may jeopardize credit for class/grade and be placed on academic probation. This determination is made by the Head of School and will require a parent conference.

Tardiness - If the child arrives late to school, the parent is requested to park the car and walk the child to the School Office. The parent is not to walk the child to the classroom at this time for it may be disruptive to the classroom environment. After (5) tardies, the Branch Heads will facilitate conversations with the student and/or parent to construct a plan to resolve the issue.

Absence from PE - Please write a note to the physical education teachers if your child has been ill and should not participate in the class. Send the note to the homeroom teacher, who will forward it to the physical education teacher

Special Requests - At times, parents request that children begin school vacation early or return late for reasons of family convenience. These are very difficult requests for the School because of the negative implications to the child about the importance of school and personal responsibility.

Awards

St. Andrew's encourages student recognition and awards throughout the year within the classroom setting. The Recognition Ceremony (in May) gives student recognition of academic, behavior, and athletic work. Each grade level will conduct its own student celebrations. Any and all other awards/recognitions must be cleared with the Head of School prior to presentation. All St. Andrew's students are to be honored through the year.

Birthdays

Students receive a Birthday Blessing in Chapel, usually the week of their birthday. Summer birthdays are recognized during the first or last months of the school year. The School Office mails an invitation to parents and, if applicable, to grandparents. In celebration, each child may give a donation during the blessing. These donations will be dispersed at the discretion of the chaplain.

We encourage parents to limit in-school birthday celebrations to simple class treats. Please confirm the date ahead of time with your child's teacher. When planning a birthday party off-site, please be considerate of all students; in this small school setting, feelings can easily be hurt. We request that invitations and/or gifts are not passed out at school.

Bus

For the start of the 2020-2021 school year, the use of the bus has been suspended until further notice. St. Andrew's Episcopal School has a 33 passenger school bus to transport students to field trips, service projects, athletic events and other school-related activities. It is imperative that all students follow the School's policies and procedures to ensure safety and welfare of everyone during the bus trip. A student is under the jurisdiction of the school administration during this entire period while on the school bus. It is a privilege to ride the school bus. If a student is not well-behaved and courteous or endangers the health and safety of other pupils, this privilege will be taken away. The bus driver and or bus monitor shall be considered to have the same authority as a teacher in the classroom.

Rules of Safety and Behavior for all Passengers

1. Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things or playing while waiting for the bus.
2. Pupils shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
3. Positively no smoking on the school bus.
4. There shall be no littering or defacing of the buses.
5. There shall be no shouting, profanity, rough-housing, or throwing things in or out of the bus.
6. Pupils shall keep their hands, arms, and head inside the bus.
7. Pupils shall not open or close the bus windows without the permission of the driver/bus monitor.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. It is essential that each pupil cooperate with the bus driver/bus monitor for the safety of all concerned.
10. Pupils who refuse to obey promptly the directions of the driver/bus monitor or refuse to obey regulations forfeit their right to ride on the bus.
11. Weapons, explosives, and any dangerous articles are prohibited.
12. Profanity and obscene gestures are prohibited.
13. Students will never use the rear emergency exit except upon the direction of the driver/bus monitor.
14. Students will use the seat belts when the bus is moving.

Calendar

The Master Calendar of St. Andrew's Episcopal School is maintained by the Head of School. All activities and school events are scheduled through the Head of School.

Carpool

The success of carpool is dependent upon the cooperation of St. Andrew's parents. The staff appreciates your assistance in ensuring the safety of our children. All students are dismissed via a carpool line. Drivers should be in line at dismissal time. **Drivers should remain in their cars at all times.** The teachers will take the children to the car and load them. Staff attempts to load more than one car at a time so drivers are to pull up and stop where directed by the teachers. If not utilizing the carpool line, **parents are encouraged to park their car and walk to get a child. The carpool line dismissal system is in place for the safety of your children.**

7:45-8:00 AM (1st-8th)	Drop-off	Main School Entrance
8:15-8:30 AM (Primer-Pre-K-K)	Drop-off	Bryan Street Entrance
2:30 PM (Primer/Pre-K)	Pick-up	Bryan Street Entrance
2:45 PM (Kindergarten)	Pick-up	North Parking Lot
3:00 PM (1st-2nd)	Pick-up	Georgia Street Entrance
3:15 PM (3rd-5th)	Pick-up	Georgia Street Entrance
3:45 PM (Middle School)	Pick-up	North Parking Lot

Carpool Notes

- Please send all carpool changes **in writing at least one hour before carpool time** to school with your child to Main School Office or the teacher. You may also call (806-376-9501) and leave a message about the change.
- **PICK UP AFTER CARPOOL HOURS:** Students remaining fifteen minutes after regular dismissal time will be taken to the main office. It is imperative that all drivers arrive on time, as teachers have many obligations to fulfill after school hours. Students not enrolled in Extended Day but who are not picked up at the 3:00 p.m. dismissal may be sent to Extended Day and the daily fee will be charged.
- **The School asks for No Texting or Hand-held Cell Phone use while driving through the St. Andrew's Carpool line.**

General Carpool Information

- **The School wants to Load and Go, keeping safety paramount.**
 - Staff will be able to call down the line and have children ready to enter your vehicle.
 - Do not double park anywhere. Pull into the carpool lane, pick up your child(ren), **Load and Go.**
 - Do not park car and walk children across the traffic to your car.
 - If your child is not ready to load when a parent pulls up, the parent will be directed on what to do.
 - Do not park car, leave car unattended, or have an extended conference with a teacher.
 - Do not step from your vehicle when the engine is running!!!!
 - When exiting, city traffic code forbids a U-turn onto Georgia.
 - Please do not line up in front of houses on Bryan Street while waiting to enter the parking lot. Be courteous and considerate of other carpool drivers by not blocking the drive or leaving a car unattended in line.
-
- The farther you pull forward (toward the gym) in the carpool driveway, the more cars we are able to load or unload at one time, making the process safer and smoother for all concerned.
 - A left turn into our parking lot off 16th St. is ILLEGAL between 7:30 a.m. and 9:00 a.m. on school days. This is policy from Amarillo Traffic Department and a sign is posted to prevent a dangerous back-up of cars in the right lane of Georgia at the Georgia/16th St. intersection. Cars

traveling West (toward school) on 16th St. have the right-of-way turning into our parking lot. The best route is to use the Crockett St. exit and to travel West on 16th, making a right turn into our parking lot.

- The Southeast parking lot is not designed to be part of the carpool line. Please note that the lot is intended for ONE-WAY traffic, with an EXIT ONLY onto Bryan St.
- The red curb area in front of the South doors is always a no-parking zone. We must leave this space open for emergency access (fire lane, etc.), and for a safe area in which students may walk to and from chapel and playgrounds. These special walkways are designated by a red line.
- Enter either parking lot only at a designated ENTRANCE, and exit only at a designated EXIT.
- A U-turn (left) across Georgia out of our carpool driveway is not only illegal and unsafe, but also causes cars behind you to wait while you wait on two directions of traffic to clear.

Chapel

Daily chapel services form the basis of the school community's worship life. Services are based on the Morning Prayer liturgy from **The Book of Common Prayer**, the Episcopal prayer book. These services are conducted by the School Chaplain. Students assist in leading worship by serving as readers and leading prayers.

- Attendance and participation at daily chapel service is required of all students and all staff/faculty without exceptions.
- Eucharist services are held weekly. All baptized persons are invited to receive communion. Those not receiving communion will receive a non-Trinitarian blessing from the clergy.
- Parents, friends, and relatives are invited to worship at any of the services. Times and dates are published weekly and in the monthly calendar.

Chaplain

The School Chaplain is the focal person for religious and spiritual education and direction for school members. The Chaplain is responsible for chapel, coordinating Eucharist services and facilitating religious education. The Chaplain assists in coordinating the school service projects. All related matters need to be directed through this office. Any questions about religion, the Episcopal Church and other related matters that directly impact the School, need to be directed to the Chaplain.

Classroom Parties

The following classroom parties may be held each year for Primer/Pre-K and Kindergarten through grade five: Christmas, Valentine, end-of-school. Homeroom parents are responsible for planning class parties. Homeroom teachers should check with the homeroom parents at least one week prior to each party. Party favors are discouraged at class parties.

Clean Air and Tobacco Use

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the school's facilities or vehicles. This policy is in effect at all times, including before and after normal school business hours.

Communication

A student's success at St. Andrew's Episcopal School depends in large part upon open communication between the family and the School, requiring effort on the part of both parties. When a question or problem arises, always attempt to discuss it with the person most directly involved. Parents should feel free to call the School concerning any matter dealing with students and the School. When wishing to contact a teacher by telephone, the best approach is to leave your name and telephone number, or your email address. Your call or email will be returned within 48 hours. **Parent-initiated telephone calls to teachers' homes are reserved for emergencies only.**

Donations

Parents are very generous in their support of the School. Occasionally, parents will present the classroom with a gift of a book or some educational material. The Head of School needs to be informed of the gift unless specifically designated as a personal gift to the teacher. A gift becomes the property of the School at large, must be processed in the Master Inventory of the School, and then may be checked back out to the classroom. Books must be inventoried through the office before being used in the classrooms.

Elevator

The elevator may be used by students ONLY with permission from teachers or administrators. The elevator is to be used for persons with handicapped/health conditions or transporting heavy loads.

Entrances/Exits to Building by Students/Parents

St. Andrew's has two main entrances/exits for students, parents, staff and visitors: the Bryan Street Entrance and the Georgia Street/16th Entrance (and the Georgia side door between 7:45AM-8:00AM and dismissal). All other doors will remain locked, secured, and, in some locations, alarmed for the safety of all students. Kindergarten, pre-kindergarten and primer parents/students are to use the Bryan Street Entrance and all other parents/students (1st-8th) are to use the Georgia Entrance.

Extended Day

The Extended Day Program is limited to children enrolled in St. Andrew's Episcopal School. Students age 3 through fifth grade are eligible to register in this program. Extended Day is open only on regular school days. School personnel will check students in and parents are responsible for signing students out. For safety reasons, we ask all parents to come into the building to sign out their children each day. Students not signed out will be charged the maximum for that day. There is an additional fee charged when children are picked up after closing time of 5:30 p.m. Bills are sent at the end of each month for the prior month's attendance. Any questions about the program or billing should be directed to the Extended Day Director in the pre-school office.

Primer –Kindergarten - Early Morning Care begins at 7:30 a.m. in the Extended Day room for preschool students. Children participate in quiet activities, and then are taken to their classrooms at 8:25 a.m.

First Grade-Fifth Grade - Grade school students arriving early go to the cafeteria and quietly visit. Some students use the time to study or read. The students are dismissed to their classrooms when it is time. Extended Day for the younger students is held in the Pre-School building. Crafts, games, and study time are a part of the regular after-school schedule. Snacks are provided. The students may participate in outdoor activities or play in the school gym depending on weather and schedules. This program is available from 3:00 to 5:30 p.m. each day that school is in session.

Evaluation Forms (Student)

Parents may ask a teacher to complete an evaluation of a child for possible admission to another school or for outside testing. Teachers are to complete these forms carefully and give the form to the Head of School who will sign it, copy it, and mail it directly to the requesting school. A copy of all correspondence relating to a child is kept at the School. If there is any question about the content of the form, ask the Head of School.

Expectations of Parent

We assume that parents have chosen to send their children to St. Andrew's because they agree with and embrace the community's values. Therefore, the School expects parents to support the letter and spirit of St. Andrew's and the contents of this Handbook. Furthermore, we assume that parents will reinforce similar values within their own families so that their children will not receive mixed messages.

Although it is extremely rare, occasionally it becomes apparent that parents do not fully embrace the community's values or they behave in ways that suggest a serious conflict with the school's decisions,

policies, or consequences for their child’s behavior. The School accepts the reality that it is natural to have differences of opinion on occasion. However, if in the unlikely event that the School feels that the parent(s) seem to be at serious odds with the School’s values and approach, the School reserves the right to counsel or require the family’s withdrawal from the School.

Faculty/Staff Lounge

The Faculty/Staff lounge is for employee use only. Parents and students are asked not to enter the lounge to look for teachers or to use the phone or facilities.

Files

While St. Andrew’s is not specifically subject to the Buckley Act at the federal level, the School has had to deal seriously with its moral implications. Thus, St. Andrew’s has established the following filing system: **The official file** for each student, Primer-8th, is housed in the Records Room area and consists only of material that can be shared with the student or family, including: transcripts, testing scores, admission data and correspondence, reports that have gone home. Cumulative Records must be maintained in a secure area and under the “watchful eye” of a professional staff member. Records are maintained for ten (10) years.

Handbills, Flyers, and other Advertisements

St. Andrew’s will only distribute Head of School-approved notices from St. Andrew’s Episcopal Church, other area churches, or recognized organizations. Due to increased demand and child safety issues, the School reserves the right to limit these specific circulars.

Hours for Faculty and School

St. Andrew’s Episcopal School hours for students are:

Monday-Thursday

Half Day Primer	8:30 a.m. – 11:30 a.m.
Primer & Pre-Kindergarten	8:30 a.m. - 2:30 p.m.
Kindergarten	8:30 a.m. - 2:45 p.m.
Grades 1-2	8:00 a.m. - 3:00 p.m.
Grades 3-5	8:00 a.m. - 3:15 p.m.
Grades 6-8	8:00 a.m. - 3:45 p.m.

Friday

All classes begin at 8:30 a.m.

The School is not responsible for the supervision of students arriving before 7:45 a.m. nor those who remain after 4:00 p.m., except for those students involved in after-school programs including Extended Day and Athletics. The School Office is officially open at 7:30 a.m. and closes at 4:00 p.m.

Lost and Found

Lost and found items are placed in a container in the hallway outside the cafeteria when space is available. Students, teachers, and parents should check this table for lost items. Lost jewelry is kept in the main School Office. ***The child’s first and last name should be written in all articles of clothing.*** Lost items for PE and Athletics will be kept in a special area of the gym and students should check with their PE teachers or Athletic Coach for these items. Articles left on the playground may be located in the Margaret Teel Building.

Lunch

Lunches can be ordered on a monthly basis. Monthly purchased lunches need to be ordered and paid for by the deadline set by the School prior to the start of the month. Lunch orders cannot be transferred between days once ordered, and cannot be transferred between students. Lunches are not refundable for any reason including absence due to sickness or school activities.

A student may charge a lunch in the event of an unforeseen circumstance. In the event of a charge, it is the family's responsibility to pay the charge in a timely manner. At the end of the school year, families with outstanding balances will have final report cards held for all students until the account is paid in full.

When parents bring their child's lunch, they are asked to put it on a designated shelf in the cafeteria and write the child's name on the dry erase board provided. Students will check the board for their names and will know where to look for lunches.

Lunchroom Volunteers

Lunchroom volunteers are important workers at the School. The following are guidelines:

- Please be at school by 10:45 a.m. to help set-up the lunches.
- It is the volunteer's responsibility to find a substitute if you can't make your assigned day.
- There is a table reserved for parent/child lunches.
- Parents/Lunchroom Volunteers are to sit only with his/her child.

Parent Conduct

The safety and security of all students and employees is of primary importance. Threats, threatening and abusive behavior, or acts of violence against students, employees, parents, visitors, or other individuals by anyone on school property or at school functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination of employment (employees), suspension or dismissal (students and parents) and/or referral to appropriate law enforcement agencies for arrest and prosecution. The School reserves the right to take any necessary legal action to protect its employees.

Parent Divorce/Separation

Believing that a child's educational experience is enhanced through active parent participation and partnership, St. Andrew's Episcopal School seeks to facilitate communication with all parents in the case of divorce or separation. Absent a court order to the contrary, and regardless of who signs the enrollment contract or pays tuition, it is the policy of the school to provide all parents (custodial, non-custodial, and step-parents) equal access to all official records and reports regarding their child(ren). All parents are entitled to receive normal school mailings (e.g., grades and comments, all-school emails). Each parent is granted access to the child (ren), to teachers, and to administrators. Such access is provided without notification of other parties. It is the parents' responsibility to provide record of court decisions, and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g. to comply with a court order).

Parent Teacher Association (PTA)

The St. Andrew's Episcopal School is fortunate to have a very active and involved Parent Teacher Association (PTA). Their purpose, as stated in their bylaws, is to promote friendship among parents of children enrolled in the School; create and stimulate interest in our school; to better the school by sharing their time and talents in a volunteer capacity; and financing worthy projects benefiting St. Andrew's Episcopal School. Examples include volunteering in the classrooms and school activities. Details on all PTA activities and opportunities for volunteering are found in frequent postings and by contacting PTA leadership.

Personal Grooming

All students will exhibit appropriate and healthy grooming appearances at St. Andrew's Episcopal School. In addition, good taste in cleanliness, make-up, hair-style, and jewelry should be exercised at all times. The School reserves the right to determine what styles are appropriate.

Personal Possessions

Students should not bring anything to school that will distract them or other students from learning. Distracting items include: electronic games, radios, iPods, roller blades, large sums of money, pagers, cell phones, CD players, etc. Other distractions include and not limited to inappropriate clothing, hair color, gum, exterior body piercing, tattoos, etc. Cell phones are to be turned off in the building and not taken to class. Phones may be confiscated by administrators for improper phone use during the

school day. The school has the right to restrict objects brought to class. St. Andrew's will not be held responsible for lost or stolen items.

Personal Searches

A student's person or personal effects (e.g., back pack, purse, pockets) may be searched by a school administrator to determine whether the student is in possession of contraband. Searches may be performed without notice, consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Publicity and Photography

From time to time during the school year, photographs are taken of students engaged in educational and athletic activities. These photographs may be used in the School's publications, electronic media, and admissions materials. They may also be used for newspaper articles or magazine ads. On occasion, local print and television media may cover school events. Unless otherwise notified, your student's photograph may be used in one or more of these described ways. If you do not want photographs of your child used in this manner, please notify the Director of Institutional Advancement and the Head of School.

School Closing

During bad weather, St. Andrew's will cancel classes if the administration feels that it is unsafe to open the building and to ask students and parents to travel on hazardous roads. For questionable bad weather days listen to KGNC radio 710, watch local television channels 4, 7, or 10, call the school office after 7:00 a.m. for a recorded message, check the School's Rediker site, or electronic messaging.

Snacks

Students in the Primer, Pre-Kindergarten and Kindergarten will regularly be provided "Snack Time" during the instructional day. Snack time will occasionally occur in classes of other grade levels.

Solicitation of Parents

The reward of teaching is in the achievement of the student. **Parents are not to be solicited and approached** by the teacher for payment or special favors in return for working with their child. **No solicitation of funds for any project or drive may be initiated unless approval of Head of School** has been received.

Solicitation of Students

Children should not solicit teachers and staff in their many "fund-raising" ventures such as Girl Scout cookies and Boy Scout sales. The teachers are put in an awkward position of being unable to sponsor all children and being unfair if they sponsor just a few.

Solicitation Policy

St. Andrew's School will not provide any outside organization with staff names, parents' names, addresses, or phone numbers for any solicitation. Teachers are asked not to solicit or distribute any personal business to school personnel and parents without prior approval by the Head of School.

Staff Telephone Numbers

At no time is a staff member's telephone number or e-mail address to be given to a parent or community person. The SAES staff roster is completely confidential and for staff use only.

Student Visitors

Students wishing to bring a guest to school must ask the Branch Heads or Head of School permission at

least 24 hours in advance. Drop-in student guests without prior permission will not be allowed to visit. In extenuating circumstances, and if the appropriate school head can be reached for approval, permission for a visit may be granted. Guests must sign in at the School Office upon arriving to school. All student visitors must be escorted to meet their party or their party must meet them in the School Office.

Toys

Students need to leave their toys at home. Show-and-tell should offer the child a chance to share original art, photos, shells, found flowers, etc. Toys from home become issues of conflict, may be lost or broken, or may become sources of distraction for the children. The School provides adequately for class and recess time and parents are encouraged to cooperate. Any toys confiscated by the teacher may be turned over to the Branch Heads and may not be returned until the end of the Trimester.

St. Andrew's philosophy does not support play with toy guns, weapons, or other "hurting" devices and discourages children from making these out of building toys or from playing pretend killing. While children need not be punished for this activity, they should be redirected to other play in which they understand the consequences of the dramatic creative play.

Treats

Treats, such as gum, candy, donuts, other sugar-filled treats, and sweet drinks, are to be used in limited ways and with prior knowledge of the Head of School. Some students have particular food allergies and medical conditions that need to be followed. ***Please note we will be a peanut-free environment beginning in 2018-2019.***

Visitors

To better protect the safety and security of employees and students, as well as St. Andrew's Episcopal School property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and student welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

For the 2020-2021 school year, all visitors to campus must have an appointment before arriving on campus. All visitors should enter St. Andrew's Episcopal School and report to the School Office. Once authorized, visitors will receive an identification badge and directions to their destination. Employees who have outside visitors are responsible for their conduct and taking steps to ensure their safety.

If a parent (or a prospective parent) wishes to observe a classroom, the visit must be scheduled in advance through the Head of School after consultation with the teacher. Classroom observations are limited to 20 minutes.

Volunteers in the Classroom

Any volunteer (anyone that is not on the St. Andrew's employment roster) in the classroom that is assisting more than a one-time presentation must meet similar standards as those of St. Andrew's employees (background check, appropriate training, policy guidelines, and data on file in the Head of School's office).

Whom to Contact

If a problem arises that requires contact with the School, the following guidelines are provided:

1. **Academic Difficulty** - Teacher, Branch Heads
2. **Achievement Testing** - Teacher, Head of School
3. **Admissions** – Dir. Of Institutional Advancement, Head of School
4. **Behavioral Concerns** – Branch Heads, Teacher
5. **Chapel** - Chaplain, Head of School
6. **Counseling** - Counselor
7. **Curriculum** - Teacher, Head of School
8. **Discipline** - Teacher, Branch Heads
9. **Donation to the School** – Dir. Of Institutional Advancement, Head of School
10. **Excused Absences** - Teacher, Head of School
11. **Extra-Curricular Activities** – Branch Heads, Head of School
12. **Family Concerns** – Head of School
13. **Financial Aid** – Head of School, Business Manager
14. **Financial Problems** – Head of School, Business Manager
15. **Health Issues** – School Nurse, Head of School, Branch Heads
16. **Homework** - Teacher
17. **Parent Teacher Association (PTA)** - PTA President, Head of School
18. **School Policy** – Head of School
19. **Tuition Questions** - Business Manager

Health, Safety and Security

Health and Safety

SAES is committed to providing a safe working environment that is free of physical hazards for all employees and students. All of the SAES community participant in helping to achieve this objective.

All employees and students are expected to:

- exhibit safe work behaviors at all times (serving as a role models to students and fellow employees in doing so)
- exercise active concern in the course of their work to prevent injuries to themselves, colleagues, and students
- take immediate steps to the extent prudent to report and/or remedy any unsafe condition (while not placing themselves or others in harm's way in doing so)

All potentially hazardous or unsafe circumstances should be reported immediately to the School Head or Plant Manager. All workplace injuries should be reported immediately to Head of School (See Workers' Compensation Leave and Injury Reporting policy for further details).

Asbestos Management Plan

St. Andrew's Episcopal School is committed to providing a safe environment for staff, students and visitors. An accredited management planner has developed an asbestos management plan for the school property. A copy of the school's management plan is kept in the Head of School's office and is available for inspection during normal business hours.

Child Abuse

Texas has both civil and criminal laws to protect children from abuse and neglect. If a staff member suspects that a child is being abused or neglected, the law requires immediate (in no event later than 48 hours) reporting of the suspicion to the Texas Department of Human Services (DHS) or a law enforcement agency. Child Protective Services (CPS), a division of DHS, is responsible for conducting civil investigations of alleged abuse and neglect that occurs in the child's family or home. If necessary to protect a child, CPS may seek court approval to remove the child from the home. Law enforcement agencies are responsible for criminal investigations, which usually focus on the person who hurts or endangers the child.

Withholding evidence of suspected child abuse and neglect puts the staff member in violation of the law. Individuals who make reports in good faith are protected by law from liability, as are those who provide information during a CPS investigation. To report to DHS, contact the Head of School.

Child Abuse & Sexual Molestation Prevention & Reporting (Texas)

The safety and well-being of children is a serious concern for educators and schools.

St. Andrew's Episcopal School's policy is that all faculty, administrators and staff share the responsibility of the prevention and reporting of suspected child abuse and sexual molestation. The school intends to comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services. Department of Family and Protective Services (DFPS) at 800-252-5400 or through the secure website at www.txabusehotline.org.

Employment

St. Andrew's Episcopal School will not knowingly employ anyone who has been convicted of child abuse or sexual molestation. The school requires as part of its pre-employment process a background check be conducted on all applicants before an offer of employment is extended. Periodic follow-up background checks are also conducted as part of continuing employment.

Texas Law

Child abuse and neglect are against the law in Texas, and so is the failure to report it. Abuse is defined as mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

Anyone who suspects a child has been abused or mistreated is required to report it to the Texas Department of Family Services (TDFS) or to a law enforcement agency as soon as possible, but no later than 48 hours before bruises and marks start to fade. The report can be made using the Abuse and Neglect Hotline (1-800-252-5400).

Your report to TDFS is confidential and not subject to public release under the Open Records Act. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. Your identity is kept confidential.

Reporting Procedure

Any employee suspecting child abuse or neglect is expected to use the following procedure:

- Do not confront the suspected abuser or molester.
- Report the details to the Head of School immediately including notes of the following:
 - All incidents and observations, including dates and times.
 - Any information he or she has about the relationship between the child and the suspected abuser.
 - Pertinent information that TDFS will need for its investigation:
 - Name, age, and address of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents' names and names of siblings at home
- Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a "need to know" basis and is not to be shared with fellow employees, parents, students or anyone outside the school other than law enforcement.
- Make a report to TDFS or local law enforcement and let them investigate.

Molestation Prevention at School

St. Andrew's Episcopal School expects all employees to limit the opportunities for molestation, responding quickly and appropriately to suspicious situations and taking actions or making reports when warranted. The school reserves the right to investigate employee or volunteer misconduct even if no complaint has been made.

Employees are expected to adhere to the following guidelines of behavior:

- Limit occasions of being alone with a child and be suspicious of anyone who is. Whenever possible have another teacher or adult present or be in an open, public area.
- Monitor volunteers and visitors to ensure they are never alone with a child.
- Report any known misconduct or questionable behavior on the part of fellow employees, volunteers, visitors and students.
- Do not touch a child unless it is for a clear educational purpose.
- At least two chaperones (preferably a male and a female) should accompany students on trips away from school.
- The school prohibits consensual sexual relationships between an employee or volunteer and students, including students who have reached the age of consent.
- Report any personal criminal convictions immediately to your administrator.

Harassment and Sexual Misconduct

St. Andrew's Episcopal School seeks to be a community in which every individual is treated with sensitivity and respect. The School encourages consideration of others and will not tolerate harassment of individuals based on ethnic or religious background, race, sex, or sexual orientation.

The environment necessary for the educational program fostered by the School must be one in which all individuals are free to develop appropriate relationships to, work and learn. The individual must be able

to pursue his or her work or academic program without fear of intimidation, humiliation or degradation from the unwelcome and unacceptable behavior of another.

Ethnic, Religious or Racial Harassment

Ethnic, religious or racial harassment is any abuse of an individual or group on the basis of ethnicity, religious preference or race. Harassment includes both easily identified acts of verbal, written or physical abuse or more subtle but equally damaging, forms of harassment such as graffiti, epithets, and stereotyped remarks or humor.

Sexual Harassment

Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (2) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance; (3) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment (Title VII of the Civil Rights Act of 1964).

Activities, which may constitute Sexual Harassment, include, but are not limited to:

1. Physical assault, including rape, or any coerced sexual relations.
2. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy adult/child friendship.
3. Any demeaning sexual propositions.
4. Inappropriate touching.
5. Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior.
6. Sexually stereotyped insults, humor or verbal abuse
7. Inappropriate personal questions.
8. Inappropriate or exploitive media such as, but not limited to posters, calendars, magazines and movies.

While unwelcome sexual advances, etc., are prohibited between employees of St. Andrew's any and all sexual advances are strictly prohibited toward students, even if a student is apparently accepting of them.

Reporting Procedure

Any alleged violation of the Harassment Policy should be reported immediately. When the accused or accuser is a faculty or staff member of the School, grievances may be brought to the Head of School.

It is the policy of the School to prevent, correct, and remedy sexual misconduct. All students, faculty, staff and volunteers are subject to this policy. Individuals who engage in such behavior are subject to discipline up to and including discharge, expulsion, or other appropriate sanctions.

1. What Constitutes Misconduct
 - a. Sexual misconduct means any:
 1. Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent; or
 2. Sexual misconduct is a situation where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to, sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
 3. Sexual exploitation, including but not limited to, the development of or attempt to develop a sexual relationship between a cleric, employee or volunteer and a person with whom he/she has a pastoral relationship, whether or not there is apparent consent from the individual. A relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or

volunteer provides counseling, pastoral care, spiritual direction or spiritual guidance or from who such cleric, employee or volunteer has received confession or confidential or privileged information.

b. The determination of what constitutes sexual misconduct will depend upon the specific facts and the context in which the conduct occurs. Sexual misconduct may take many forms. It may be subtle and indirect, or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers, or between individuals in a hierarchical relationship. Regardless of the intentions of the perpetrator, the key question is always whether the conduct is unwelcome to the individual to whom it is directed. Coercive behavior, including suggestion that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, constitutes misconduct and shall not be tolerated. A single incident of sexual misconduct could be grounds for discharge or expulsion.

c. Peer to peer harassment is forbidden. This type of harassment involves harassing an equal – teacher-to-teacher, or student-to-student. This can be one person acting against another or one person annoying several people. Common behavior at schools – much of which students accept as “the way things are” – can be considered harassment. Sexual harassment may include:

- name calling of a sexual nature;
- inappropriate personal comments and/or questions about a person’s body, clothing, looks, or sexual activity;
- telling dirty jokes, especially in mixed company;
- unnecessary touching in any form such as pinching, grabbing, brushing another’s clothing, or making physical contact;
- standing too close, cornering, blocking, or preventing someone from leaving the area;
- drawing graffiti that degenerate an individual;
- continuously asking someone out when the person has expressed no interest; leaving love letters or notes that are unwanted;
- wearing provocative attire or obscene T-shirts, hats, pins, etc;
- gesturing with hands or the body
- whistling, howling or making catcalls;
- coerced sexual relations, playing sexual games, or asking sexual favors; or
- public display of sexually explicit, offensive, or demeaning drawings or photographs.

Reports of such behavior shall be investigated and sanctions may include disciplinary action ranging from reprimands or detention to probation, suspension, expulsion or discharge.

2. Consensual Relationships

Clergy, administrative, and teachers, by virtue of their chosen profession, represent power and authority to those with whom they come into contact, regardless of the direct relationship. For this reason, it is extremely important that clear and appropriate policies and guidelines be established and maintained between those in positions of power, actual or perceived, and those with whom they come into contact. Likewise, young people and others need to be aware that a natural tendency to acknowledge or accept authority figures may render them particularly vulnerable to sexual exploitation and should act quickly to obtain assistance if confused or in doubt about a situation.

Those who supervise or evaluate the work of others, both in academic and employment settings, must deserve the trust of their students and subordinates. To be effective, they must be perceived to make their decisions fairly and without favoritism. There are special risks in any sexual or romantic relationships between individuals in inherently unequal positions, such as supervisor and employee. For example, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Moreover, such relationships may be less consensual than the individual whose position confers power believes, because of the complex and subtle effects of that power. The relationship is likely to be perceived in different ways by each of the parties involved, especially in retrospect.

Implementation

1. Responsibility for Implementation

Responsibility for implementation of this policy resides with the School and its employees. All employees who become aware of any conduct in violation of this policy are expected to take prompt action to prevent or stop such conduct. Complaints or observations of violations of this policy must be reported by that person to the Head of School.

2. No Reprisals

No reprisals will be taken against any individual who in good faith makes a complaint about behavior which is in violation of the policy. Intentionally false complaints, however, are grounds for discipline.

3. Informal Procedure

Employees, students, or volunteers subjected to unwelcome sexual advances are encouraged to immediately advise the offending person that such conduct is offensive and unwelcome. Employees, students and volunteers are encouraged to bring the matter to the attention of the Head of School. If the complaint involves the Head of School, then the complaint shall be made to the President of the Board of Trustees. To the extent reasonably possible, the School shall attempt to investigate and remedy the problem in a way that respects the privacy concerns of the individuals involved.

4. Formal Procedure

In any situation of perceived sexual misconduct, but particularly in cases where informal complaints have not resulted in stopping the behavior, an employee, student or volunteer may file a verbal or written complaint with the Head of School. Upon receipt of a formal complaint of misconduct, the Head of School shall promptly investigate the matter.

5. Corrective Action

If it is determined that a violation of this policy has occurred, appropriate corrective action and disciplinary measures, up to and including discharge or expulsion, shall be taken.

Strict Prohibition

The School strictly prohibits any interaction with students by anyone with a civil or criminal record of child sexual abuse, or who has admitted prior sexual abuse, or anyone known to have a paraphilia diagnosis (e.g. pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association. St. Andrew's Episcopal School requires a background check on all school employees.

Summary of Current Child Abuse Statutes and Reporting Requirements of Texas

The School is required under its insurance coverage to provide its employees and "volunteer who regularly supervise youth activities" a summary of Texas Family Code Chapter 261, which is entitled "Investigation of Report of child Abuse and neglect". The following is a summary of the pertinent provisions. For additional information, please contact the Head of School or see a complete copy of the statute with commentary that is available in the School Operations Manager's office.

1. Definitions

- a. "Abuse" includes mental or emotional injury, physical injury and sexual conduct harmful to a child's mental, emotional or physical welfare.
- b. "Department" means the Department of Protective and Regulatory Services.
- c. "Neglect" includes leaving a child in a situation where the child would be exposed to a substantial risk of physical or mental harm. "Neglect" also includes failing to seek, obtain or follow through with medical care for a child, failing to provide a child with food, clothing or shelter, or placing a child in or failing to remove the child from a situation in which the child would be exposed to inappropriate sexual conduct.

2. Persons required to Report; Time to Report.

- a. A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by subchapter 261.101.
- b. If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report no later than the 48th hour after the professional first suspects that

the child has been or may be abused or neglected. The professional may not delegate the duty to report to another person. The term “professional” includes Head of School, Assistant Head, teachers, nurses, doctors and day-care employees.

- c. The requirement to report applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.
- d. The identity of an individual making a report under subchapter 261.101 is confidential and may be disclosed only on the order of a court rendered chapter 261 or to a law enforcement officer for the purpose of conducting criminal investigation of the report.

3. Report Made to Appropriate Agency

A report shall be made to (1) any local or state law enforcement agency, (2) the Department if the alleged abuse involves a person responsible for the care, custody or welfare of the child, (3) the state agency that operates, licenses, certifies or registers the facility in which the alleged abuse occurred, or (4) the agency designated by the court to be responsible for the protection of children.

4. Contents of Report

The person making a report shall identify, if known:

1. the name and address of the child;
2. the name and address of the person responsible for the care, custody or welfare of the child; and
3. any other pertinent information concerning the alleged or suspected abuse or neglect.
4. Immunities

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding is immune from civil or criminal liability that might otherwise be incurred or imposed. A person who reports the person’s own abuse or neglect of a child or who acts in bad faith or with malicious purpose in reporting alleged child abuse neglect is not immune from civil or criminal liability.

5. False Report; Failure to Report.

A person commits an offense if the person knowingly or intentionally makes a report that the person knows is false or lacks factual foundation. A person also commits an offense if the person has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by the abuse or neglect and knowingly fails to make a report.

6. Confidentiality.

The information contained in the Department’s files, including the identity of the person making the report of alleged child abuse or neglect, is confidential and not subject to public release. Such information may be disclosed only after a hearing if the court finds that such release is essential to the administration of justice and would not endanger the person making the report, that child or any other person who participated in the investigation.

Sexual Misconduct

SAES believes that the spiritual growth and well-being of all persons at St. Andrew’s School is best fostered only in an environment where there is freedom from sexual misconduct. The Board understands the importance and pervasiveness of issues concerning sexual misconduct and that incidents may occur.

Sexual misconduct can occur at any time and any place - with both adults and students in any combination.

SAES will not tolerate sexual harassment, exploitation or abuse of faculty, staff, students or volunteers at the School. All allegations of sexual misconduct are taken seriously and immediately investigated. The following policies and procedures will enable the Head of School and the Board to manage the questions and problems of sexual misconduct. The policies and procedures include a worker screening and supervision program, a training and education program, response plan and reporting plan.

Definitions. Quid Pro Quo sexual exploitation occurs when an employee, prospective employee or student is required to accede to unwelcome sexual advances to obtain employment, educational

opportunities or benefits. Exploitation also occurs when an employee, prospective employee or student is denied opportunities or benefits because he or she refused to accede to such conduct.

Hostile Environment sexual harassment occurs when an employee or student is subjected to sexual innuendoes, remarks and/or physical acts that are severe enough to alter the conditions of employment and create an abusive work or educational environment. Sexual Abuse occurs when there is a sexual involvement or contract of any kind between an adult and a minor.

Employment and Selection of Employees. It is the responsibility of the School to screen and select employees who will come in contact with students. All employed workers will be screened.

Primary screening for paid employees includes an employment application, a screening form, a personal interview, reference checks and completion of a criminal records check authorization form, when considered appropriate. Any applicant, found to have been convicted as a child molester, will not be given employment. Any employee, found to have been convicted as a child molester, will be immediately terminated.

Volunteers. Secondary screening for regular volunteers includes registration and a personal interview. The individual will register his/her name, address, telephone number and description of affiliation with the school. An orientation will be required before the individual will be allowed to work with school children.

Training and Education. This comprehensive training and educational strategy is the foundation for prevention of sexual misconduct. The training program (“Protecting God’s Children”) involves the school’s leadership, the school’s employees and classroom volunteers.

1. The Leadership. The school’s leadership receives extensive training in the dangers of child sexual abuse and why the School must try to prevent it. The Board is committed to implementing an ongoing prevention plan. The Board is kept informed of the legal basis for policy decisions and makes any changes to the school’s policies regarding the implementation of the prevention plan.
 - a. Any new school leader or board member will receive orientation to the concepts of sexual misconduct and the school’s sexual misconduct policies.
 - b. Annually, the school’s leaders and Board members will receive training about sexual misconduct prevention.
2. The Parents or Guardians. Sexual misconduct prevention and education is most critical and necessary with the family.
 - a. The Parent’s Auxiliary is encouraged to make available to parents and guardians information about child sexual abuse. A videotape or special workshop may be used to familiarize parents with child sexual abuse and why the school is implementing a prevention program.
 - b. Parents are encouraged to instruct their children about the nature of abuse and the awareness that children can be victimized by people known to them. The School should work closely with parents to provide balanced materials and techniques for home instruction.
3. School Employees. Each new employee is given sexual misconduct training (“Protecting God’s Children”) as part of the orientation program. All employees are given sexual misconduct training at or near the beginning of each school year. Additional periodic training may be provided at the discretion of the Head of School.

The training program includes:

- a. The definition of child abuse,
- b. Sexual and physical abuse symptoms,
- c. What constitutes inappropriate conduct,
- d. School policies that govern working with children,
- e. The civil and criminal consequences of misconduct,
- f. Reporting procedures for observed or suspected misconduct, and
- g. The rationale behind screening procedures.

Supervision of Workers. It is the responsibility of the school head to supervise school workers. Schools can use reasonable care in selecting workers, but still be liable for injuries sustained during school activities on the basis of negligent supervision.

Negligent supervision is defined as the failure to exercise reasonable care in the

supervision of school workers and failure to reasonably supervise school activities. The following policies are designed to reduce the risk of negligent supervision.

1. Adult Presence. Two adults should be present during any school activity outside the school setting. This rule reduces the risk of sexual molestation, and also reduces the risk of false accusations.
2. Visual Supervision. All classrooms allow for full visual supervision of adult workers and minors. Classrooms have windows in doors or windows in walls so that persons passing by can observe inside. School officials make frequent random visits to all classrooms and inspect areas of the buildings that are isolated from view.
3. Adequate Personnel. All school programs and activities that involve minors should include adequate personnel. Supervision of children should be maintained before and after the event until all children are in the custody of their parents or legal guardians. Special attention is given to overnight activities that involve minors. All adult chaperones and workers should be cleared in advance with school authorities.

Permission and Identification. To reduce the risk of liability and assure the safety of the children, school workers should obtain parental permission for activities outside the school setting and use reasonable care to identify any adult before releasing the child.

1. Obtain Parental Permission. There may be a legitimate reason for an adult to be alone with a child outside the school setting, i.e., tutoring or counseling. Before going out alone with a child, workers should obtain consent from the child's parent or guardian. The worker should also notify the appropriate school official of such activities in advance.
2. Identification Procedures. Children should only be released to a properly identified and pre-authorized adult. School workers must be able to clearly identify the child and the child's parent or guardian.

Response to Allegations of Abuse. All allegations of child sexual abuse are taken seriously and acted upon immediately. The well-being of the alleged victim is paramount concern. The alleged victim is not held responsible in any way. All situations are handled directly with due respect for privacy and confidentiality. Appropriate procedures are as follows.

1. The care and safety of the alleged victim is the first priority. Secure the safety of the child. Do not confront the accused.
2. Immediately report to the Head of School.
3. The Head of School shall notify the parents.
4. The Head of School shall report to the President of the Board and any authorities required by law.
5. If necessary, the insurance carrier is notified immediately by the Head of School and full cooperation is given to civil authorities under the guidance of the school attorney.
6. The School obtains the pastoral resources as needed to care for the alleged victim and parents.
7. The Head of School will utilize all resources available to investigate and keep the President of the Board informed.
8. The Head of School, the Chaplain and the Branch Heads, confront the accused with dignity and support. If the accused is a volunteer, that person should be relieved temporarily of his/her duties until the investigation is concluded. If the accused is a paid employee, that person is reassigned to a position that restricts his/her contact with children until the allegations are cleared or substantiated. The School determines if a paid employee's income is maintained or suspended during the investigation.
9. The Head of School documents all efforts in handling the incident. The Head of School uses any records necessary to fully document the incident, including records of worker's applications,

references and screening forms. These records are up-to-date and accessible to the Head of School.

10. The Head of School or his designee is the official spokesman for the school. If necessary, he/she speaks to the media and the school regarding the matter in a discreet, informed and diplomatic manner.
11. The privacy and confidentiality of all involved are safeguarded by the School.

Reporting Procedures. The State compliance procedures are as follows.

1. Workers must be aware of what constitutes child sexual abuse according to the Texas Family Code, and the terms defined by Section 43.01 of the State Penal Code.
2. Workers must report suspected child sexual abuse to the Head of School, who is legally responsible for reporting known and reasonably suspected cases of alleged child sexual abuse to the Chaplain and state officials.
Workers must make a report to the Head of School immediately if there is a suspicion of abuse. Workers are aware of the nature and content of the report. If the reporter is anonymous, the
3. Telephone contact should be made in the presence of an attorney or other independent witness who can verify later, if necessary, the identity of the reporter. This may become important if the worker is charged with negligence for failing to make a report.
4. The School notifies the Texas Regulatory and Child Protective Services (CPS).
5. Workers are made aware of the criminal penalties for failing to report. Failure to report may be punishable by a fine or a jail sentence. Workers are protected from legal and civil litigation if the report is made in good faith.

Health and Wellness

Illness prevention is the key to maintaining health and wellness in the school environment. Practice good personal hygiene. Hand washing is the best way to prevent the spread of germs. Other measures include covering coughs and sneezes and keeping sick students, staff and visitors away from others.

Hand washing guidelines include:

- Wash your hands before and after caring for a sick child.
- Before and after eating and after using the restroom.
- After emptying waste baskets or touching used tissues or similar waste.

The Center for Disease Control offers the following instructions on the proper procedure for washing or cleansing hands:

- When cleaning hands with an alcohol-based hand rub, apply product to palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry. Follow the manufacturer's recommendations regarding the volume of product to use.
- When washing hands with soap and water, wet hands first with water, apply soap to hands, and rub hands together vigorously for at least 20 seconds, covering all surfaces of the hands and fingers. Rinse hands with water and dry thoroughly with a disposable towel. Use towel to turn off the faucet. Avoid using hot water, because repeated exposure to hot water may increase the risk of dermatitis.
- Use lotion to help prevent chapping.

Other important infection control guidelines include:

- Gloves should be worn when touching blood or body fluids, soiled surfaces or clothing.
- Throw disposable items used to clean surfaces and items in a lined trashcan immediately after use.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Be vigilant about cleaning and disinfecting classroom materials and surfaces.

- Encourage sick students and staff to stay home and seek medical attention for severe illness.
- Adopt healthy practices for safe handling of food
- Flu vaccines are the first line of defense to prevent the flu. SAES will offer flu vaccines for staff members.

Good Samaritan Law

Staff members who offer first aid to students and respond to injuries resulting from work place incidents are protected under the Good Samaritan Law, which applies to individuals who voluntarily help a person who is injured or ill. The law protects staff members from liability for any errors or omissions when rendering good faith assistance in an emergency. Only those who willfully cause harm or are only negligent, may be found liable.

Student or Staff Illness (See Appendix A)

In the case of any ailment, the major criterion for exclusion of a student or a staff member from attendance is the condition's probability of being spread from person to person. When a child becomes ill but does not require immediate medical help, a determination must be made regarding whether the child should be sent home. The school nurse shall determine if the illness:

- Prevents the child from participating comfortably in activities;
- Results in a need for care that is greater than the staff can provide without comprising the health and safety of other children;
- Poses a risk of spread of harmful disease to others.

The school nurse or other staff do not diagnose, but may use their best judgment in caring for an ill child

Teachers are to send students who are ill to the nurse's office. The school nurse shall assess the symptoms and take appropriate measures, e.g., take temperatures, call parents, have student return to class with approved medication, have student lie down in the "sick" room. The school nurse shall consult with the parent, if needed. This is important for many liability and logistical reasons.

SAES is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions or refer to the Center for Disease Control and Prevention (CDC) at <http://www.cdc.gov/nndss/conditions/notifiable/2015/infectious>. Any medically diagnosed communicable disease should be reported immediately to the school nurse.

It is the responsibility of any person in the school community to report immediately to the school nurse any health condition that may call for treatment, separation or isolation to protect the health of other persons.

The school nurse has the responsibility to do the following:

Inform health officials regarding reportable conditions.

1. Treat with dignity and respect a student or staff member who has any serious, disabling or life threatening illness.
2. Hold in confidence the identity of the student, an employee, or a family member, who has any serious illness. Every effort will be made to maintain the confidentiality of the identity, as well as all medical information, consistent with the protection of the health of others and the needs of the affected individual.
3. Update annually the information received regarding diseases that are prevalent in our area and provide educational programs and/or other means to make current information available to the school community.
4. Provide specific ongoing training, as well as the necessary equipment to reinforce appropriate infection control procedures and to insure that they are implemented. Precautions should be taught and followed by everyone who may come in contact with blood or body fluids. Following such precautions will reduce the risk of infection by blood-borne pathogens and infectious agents. Whenever the school nurse becomes aware of a health concern in the school community, the

school nurse, with the consent of the affected individual, or said individual's parent or guardian, may refer the matter for advice.

Readmission to school after a person has been excluded for communicable disease will take place by one or more of the following methods:

- Certificate of the attending physician attesting to their recovery and non-infectious status.
- Permit for readmission issued by the local health authority.
- After a period of time corresponding to the duration of the communicability of the disease, as established by the Commission of Health.

A student may have a non-excludable disease, yet require care at home or in a hospital. The school nurse may require a note from a physician for readmission regardless for the reason of the absence.

Head Lice

Head lice in school-aged children are common in the United States, and all socio-economic groups are affected. A head louse is a tiny, wingless insect that can attach to a person's hair. They do not fly or jump, and are most commonly spread by head-to-head contact. If your child has head lice, he/she should not miss one day of school. It is recommended that your child should be treated with an FDA approved head lice product. We ask that your child return to school the following school day, after treatment. Nits/head lice are not considered to be a communicable disease, but if a chronic, untreated infestation persists, your child may be sent home from school until treated. The school nurse may check your child after treatment in order to assist you in managing head lice. Please talk with your physician, or pharmacist if you need assistance.

Medications

All prescriptions and non-prescription medications **must** be kept in the nurse's office. Medication will be administered by the school nurse or those designated and trained by the school nurse.

Guidelines for taking prescription and over-the-counter medications are as follows:

1. Prescription drugs **must** be in their original pharmacy container and properly labeled from a registered pharmacist licensed to practice in the state of Texas with the student's name, current date, medication, does to be given, time to be given, and medication route to be administered (only oral or topical medications shall be administered. Any other route, such as an injectable, shall be administered by school nurse or trained staff member and only in an emergency situation). The parent or legal guardian shall bring the prescribed medication to the nurse's office and complete the Medication Form. The Medication Form must be updated and on file at the beginning of each school year or when the student is prescribed the medication. The "Record of Medication Administered" shall be completed by the school nurse or those designated and trained by the school nurse. Any medication that has expired will not be given at school.

2. Over-the-counter medications **must** be in the original container. This medication must be properly labeled, as stated above, and accompanied by a written request signed and dated by the parent. These products will not be given more than 5 days without a doctor's order. SAES will not administer non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations.

3. Students will not be allowed to carry medications on them except for emergency medications allowed by Texas state law: an inhaler, EpiPen, or insulin. A written statement from a physician and parent/guardian allowing the student to carry and self-administer the medicine while on school property or at a school-related event is required. The physician's order and written parent permission must be on file in the student's medical records.

4. Sample medication given to you by a physician must be accompanied by a written prescription from the licensed physician, a written parent request, and on file in the student's medical records.

Food Allergies

SAES requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Minor Injury to Students

If a student sustains a minor injury during school, he/she is to immediately report to the school nurse. The student may be escorted to the nurse's office for first aid. When a student is injured, parents shall be notified and an Accident Report form must be completed. Preferably the teacher or staff member who witnessed the injury or accident will complete the form. This form is to be returned to the appropriate school office personnel. Accident Reports are kept on file and are important.

Serious Injury to Students

In the event of a serious injury to a student, the school nurse will be notified and immediately tend to the injured student. The student will not be removed from the location unless the environment is detrimental to the student's safety. The appropriate administrator must be notified as to the condition of the student. The school nurse or administrator will inform the parents of the student's condition. If time is of the essence, personnel are to first call 911 and then follow the procedure described above. SAES has CPR trained staff. Please refer to the "Emergency Procedures and Guidelines" booklet. When a student is injured, an Accident Report form must be completed. Preferably the teacher or staff member who witnessed the injury or accident will complete the form. This form is to be returned to the appropriate school office personnel. Accident Reports are kept on file and are important.

IMMUNIZATIONS

The health and safety of your child and of other children is an important consideration of our School. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the school. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the Head of School within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school office can provide information on age-appropriate immunizations or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see the TDSHS Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

Drills

Throughout the year, the school will have scheduled fire, tornado, and lockdown drills. Students are to follow the directions of their teachers and report to their assigned areas. Drills are very serious. There will be no talking or horseplay. **GOOD PRACTICE WILL SAVE LIVES DURING AN EMERGENCY!** Appropriate signals and evacuation plans are conveyed in Homeroom and Advisory. During any

evacuation, students are to move to the assigned area in a quiet, orderly manner, then await further instruction. Please refer to the “Emergency Procedures and Guidelines” booklet.

Early Dismissal of a Student

No student is permitted to leave a class or the campus without the permission of the School Office, or the Head of School. When it is necessary for a parent to take the child from class, a written note must be submitted to the School Office. If a student leaves school during school hours, the student must have the adult with whom he/she leaves sign out at the School Office. If the student returns, the adult must sign him/her back in.

Inclement Weather

SAES’s primary concern during inclement weather is the safety of students and staff. You must exercise your own judgment about personal safety. Corrective action will not be taken if you decide not to travel because of hazardous conditions. Be sure to follow the call-in procedure established in Absenteeism and Tardiness.

Employees will be paid their normal rate of pay for time missed due to an official closing of the school due to inclement weather. Employees who are on a leave of absence, on vacation, or who are otherwise unavailable for work during a closing of the school will not receive additional compensation or paid time off.

Whenever non-exempt employees are absent from or late for work or leave early because of inclement weather, they must charge such time away from work to accrued vacation or other accrued paid time off. If sufficient paid time off is not available to cover the absence, late arrival or early departure, leave without pay will be charged automatically. Exempt employees who miss an entire day of work due to inclement weather should charge it to accrued vacation or other accrued paid time off to avoid being charged with an unpaid absence.

If inclement weather occurs during non-school hours and the school will be closed for the day, the school will notify local broadcast stations that provide this information to listeners as well as post it on the Rediker site. The information will also be posted on St. Andrew’s Episcopal School’s Web Site and the school’s telephone answering system.

Personal Property

Personal belongings brought onto St. Andrew’s Episcopal School’s premises are the employee’s and student’s responsibility. Never bring valuables onto school grounds, and never leave handbags, wallets, or other valuables unattended or unsecured. The School accepts no responsibility for theft or damage to personal property of employees on school premises. If employees notice property missing or damaged, they should report it to the Head of School immediately.

Property Rights and Confidentiality

Records. All files, records, documents and similar items relating to the business of the School, shall remain the exclusive property of the School and shall not be removed from the premises of the School under any circumstance without the prior written consent of the Head of School.

Return of the School’s Property. On the termination of an Employee’s contract, and whenever requested by the School, the Employee shall immediately deliver to the School all property belonging to the School that is in the Employee’s possession or under the Employee’s control.

Disclosure of Information. The Employee recognizes and acknowledges that certain items of the School’s business involve private and confidential material. The Employee will not, at any time, disclose any information or knowledge gained as to the manner of the School’s operating or any information relative to any specific person or entity that has done business with the School.

Families have the right: To confidentiality with regard to all information including their child's health, learning needs, as well as, social and/or financial circumstances. Health information, student information and/or records will be kept confidential and private and will be released only on the legal guardian consent or as required by law.

Search of School and Personal Property

SAES, at its expense, may provide lockers, desks, vehicles, computers, and other equipment and property for the convenience and use of our employees and students. Although this equipment is made available for your convenience, you should remember that all lockers, desks, vehicles, computers, and other equipment remain the sole property of St. Andrew's Episcopal School. Moreover, the School reserves the right to open and inspect lockers, desks, vehicles, computers, and any other school equipment made available to you, as well as any contents, effects, or articles that are in such lockers, desks, vehicles, or other equipment. Inspection can occur at any time, with or without advance notice or consent, during, before, or after working hours by any person designated by the School.

Severe Weather-Athletics

The unpredictable nature of thunderstorms and other severe weather conditions cannot guarantee an individual or group absolute protection from a lightning strike or some other event. However, being aware of, and following proven safety precautions and guidelines can greatly reduce the risk of injury or death.

When severe weather, including lightning, occurs, procedures by the athletic department will be used. This emergency plan includes instructions for participants and spectators as recommended by the National Athletic Trainers Association to diminish the hazards of lightning.

The chain of command designates who monitors threatening weather and who makes the decision to remove teams or individuals from an athletic site or event. It includes the stadium manager, licensed athletic trainer, athletic department administrator, athletic director, and/or the head coach of the participating sport, school administrator, and game officials.

The following will apply:

1. The athletic department will annually conduct training for all coaches on lightning safety.
2. The athletic director and coach will jointly command the suspension and resumption of athletic activities according to approved procedures by the athletic department.
3. The athletic director will be the spokesperson to participating teams, school administrators, game officials, press box, and news media.
4. The athletic director will obtain weather reports the day of a game/event and throughout the event. The information will be disseminated in a timely manner by the coach.
5. Stadium announcements will be repeated over the public address system.

Notices and safety instructions will be posted in visible, high traffic areas. Safety instructions will include the location of the nearest safe shelter high traffic areas.

Designated administrators will be authorized to ensure appropriate conduct of students, teachers, coaches, sponsors, and others attending an activity on school premises, athletic fields, or elsewhere. Crowd control efforts in facilities other than school-owned facilities will be coordinated through the officials or administrators in charge of that location. Please refer to the "Emergency Procedures and Guidelines" booklet.

Smoking Policy

There are no smoking areas on the School premises.

Violence Prevention

The safety and security of all employees is of primary importance at St. Andrew's Episcopal School (SAES). Threats, threatening and abusive behavior, or acts of violence against employees, students, parents, visitors, or other individuals by anyone on school property or at school functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. SAES reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on school premises shall be removed from the premises as quickly as safety permits and shall remain off school premises pending the outcome of an investigation. Following investigation, the School will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying the Head of School of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior or situation they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a school-controlled site or is connected to school employment or school business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The school understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee. Please refer to the "Emergency Procedures and Guidelines" booklet.

Visitors

All visitors should have visitor badges while on campus. All visitors **must** sign in at the Main Office before entering the building. **(Parents of primer, prekindergarten and kindergarten are the only visitors that may check in through the Preschool office.)**

Parents may come into the building to drop their children off but their length of stay should be brief. Please remind parents if they are on campus for a conference or meeting they need to check in with the office. The office will contact the appropriate teacher, administrator, or staff member.

Weapons Policy



“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN.) A PERSON LICENSED UNDER SUBCHAPTER H, CAPTER 411, GOVERNMENT CODE (CONSEALED HANDGUN LAW), MAY NOT ENTER THIS PROPERTY WITH A CONSEALED HANDGUN.”

“PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 41, GOVERNEMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.”

Security Visitor Management Policies and Procedures

Student safety is one of our highest priorities at St. Andrew's Episcopal School. The School is implementing the School Gate Guardian Visitor Management System. This system will perform several functions that will be beneficial to the safety of students. The goal is to better control access to the staff and students while under our care, thus providing enhanced protection and peace of mind for you.

School Gate Guardian is a visitor management system that enhances your child's security. The School Gate Guardian software compares the identity of anyone entering one of our schools with several databases which includes the registered sex offender database, a locally stored database created by the St. Andrew's Episcopal School's administrative staff that includes parents or guardians with custody issues, restraining orders, or visitor's that have been deemed a threat to students and staff.

General School Gate Guardian Procedures

1. The School Gate Guardian System will be used during the normal operating hours of the School, which will be Monday through Friday from 8:00 am until 3:30 pm. The School's administrative staff may modify and/or adjust this as they see fit as the school year progresses. ***All visitors entering our facility will be required to present a state issued ID. This can be a state issued driver's license or a state issued non-driver's identification. Military ID's are also acceptable.***
All staff members are thoroughly trained on the use of the system. They are also be trained on how to appropriately react in the event of an unauthorized pick-up attempt.
2. ***No child will be released to a parent or guardian who name does not appear on the approved guardian list.***
3. Upon initial entry to our facility anyone on the approved list must show a valid form of identification before picking up a child.
4. In the event a visitor does not have acceptable photo identification during their first pick-up attempt our administrative staff are trained to assess the situation and determine if the visitor is a known threat. If a trained staff member feels the visitor is known and should be authorized to pick up a child they will be released to their custody only after the school personnel call a family emergency contact number.
5. A designated staff member will scan an approved guardian's state issued photo ID when they attempt to pick up a child. When the Kiosk is in use visitors will scan their own ID's. The system has customizable warnings that can alert our staff if there are any custody issues, restraining orders, protection from abuse orders, limited visitation rights, etc. A child will be remanded to the appropriate guardian when no negative alerts occur.
6. All student pick-ups and drop-offs are date and time stamped in the system. This will give us a permanent electronic record of all the comings and goings of your child.
7. ***All students arriving at School after the designated school start time will be entered into the System with time of arrival and reason. This will be used in the student's attendance profile and tardy.***
8. All staff leaving campus early for any reason will be signed out with this System and signed back in upon return.

Positive Match Procedures

1. There are several ways School staff members are alerted of a positive match. First, the person performing the check will be instantly notified of a positive match by a discreet and silent warning on their computer screen. If a positive match does occur and the pop-up is shown, the School Gate Guardian software will force the staff member to acknowledge the pop-up and will not allow the staff member to proceed. At this time the front office staff can hit a 'send alert' key that will warn other key School personnel that an unwanted visitor has attempted to enter one of our schools.
2. The School Gate Guardian system bases the registered sex offender search on three criteria. First name, last name, and date-of-birth. There are rare instances where the system will register what is called a 'false positive'. To determine if a 'false positive' is actually a 'false positive' our staff will compare a photograph of the convicted sex offender along with height, weight, eye color,

aliases, current address, crime committed, bodily markings such as scars or tattoos so it will be easy to prove a false positive is in fact a false positive.

3. If in fact a parent or one of your approved guardians is a confirmed positive match it will be our policy to allow this person limited or no access to our facility if you still wish for him or her to remain on your list. This will be handled in a discreet and professional manner.
4. If this scenario does occur a letter will be sent to you outlining the guidelines and restrictions the parent or guardian must follow when on school property. They will be encouraged to conduct any business with teachers or staff when school is not in session.
- 5.

Customizable Unwanted Visitor Alerts

1. The School Gate Guardian System has the ability to electronically track approved pick-up lists as well as parent or guardians with limited or no-custody issues. These are all customizable lists that have the ability to show the reason for the 'not authorized' status. **It is very important to update a guardian's status in the event a change occurs by notifying the School Main Office so the emergency card and profile can be updated.**

Examples of persons who are not authorized to pick up a child:

- Non-custodial parent or family members
- Any person with a restraining order
- Parents or Guardians with limited visitation rights
- Persons with Protection from Abuse Orders.

2. In the event a person with a restraining order of custody issue is added to the customizable Unwanted Visitor Registry a legal document or court order should be on file in our School's Main office.

Disclaimer

The School Gate Guardian System accesses a proprietary database of registered sex offenders compiled by www.familywatchdog.us. The School Gate Guardian Corporation does not have the ability to maintain or update any of the information in this database. If any of this information is incorrect the individual will be responsible for contacting www.familywatchdog.us to have this information amended.

School Gate Guardian or the St. Andrew's Episcopal School shall not be held liable for any errors, mistakes, or omissions to the said database. The School Gate Guardian System does not do felony, misdemeanor, or FBI background checks. Only a registered sex offender search occurs during the initial entry of an approved guardian. Any information contained in the customizable unwanted visitor registry must be supplied by the legal parent or guardian of the child. Any errors, omissions, non-provided, or false statements made by a legal guardian are not the responsibility of the St. Andrew's Episcopal School or the School Gate Guardian Corporation. This information is strictly confidential and will not be accessed by anyone other than the staff of the school and will never be viewed by an employee of the School Gate Guardian Corporation.

Appendix A

Parent Information

Health Information Sheet

A health information sheet will be collected each year and located in the nurse's office. This form is highly important for you to accurately fill out so that we can safely care for your child while they are in school. Parent/Guardian should notify the school nurse of any health concerns that could require emergency services or require interventions throughout the day.

Emergency Information Card

An emergency information card should be filled out each year and located in the nurse's office. If there is an emergency it is imperative that we have the best contact information for you. If there are changes to your emergency contact information please update with the school nurse as soon as possible.

Screenings

Vision, hearing and scoliosis screenings are required by the State of Texas. Vision and hearing screenings are done within the first 120 days of admission of children who turn 4 by September 1st, Kindergarteners, first-time entrants, as well as students in 1st, 3rd, 5th, and 7th grades. Scoliosis screenings for girls are done in grade 5 and 7, and for boys grade 8.

When your child is ill

If children are sick they should stay home. We understand that it is hard for parents/guardians when children are sick and cannot attend school. There are many times when you are not sure whether you should keep your child out of school. In order to prevent the spread of illness to a minimum, we ask that you follow school policy when deciding whether or not to send your child to school in the morning. Please keep your child home if he/she has any of the following:

- A fever of 100.00 or higher. A student must be fever free for 72 hours without fever reducing medication.
- Diarrhea- 2 or more loose stools in a 24 hour period, return when no diarrhea for 24 hours.
- Vomiting- More than 1 episode in a 24 hour period, return when no vomiting for 24 hours.
- A blustery sore or rash, especially accompanied by fever.
- Heavy nasal congestion or have a persistent cough.
- If your child requires pain medication stronger than acetaminophen or ibuprofen your student should not attend school.
- Chicken Pox- Stay home until all sores are scabbed over.
- If your child has been diagnosed with strep throat, conjunctivitis (pink eye), ringworm, or impetigo, students can return to school 24 hours after treatment has begun.
- If your student is diagnosed with influenza, they should remain home until they are 72 hours fever free without fever reducing medication, coughing and congestion have improved and it has been 5 days since onset of first symptoms.

Parents aware that their student has a communicable disease or contagious disease are asked to inform the school nurse so that other students who have been exposed to the disease can be alerted if deemed necessary. These illnesses include but are not limited to whooping cough, chicken pox, mumps, measles, ringworm of the scalp, live lice, fever, pink eye, fifth's disease, and strep throat. If your child has any of the above, please keep them home until symptom free

for 24 hours. A physician's note is required before your child may return to school after being diagnosed with a contagious disease.