



# Saint Andrew

Anchored in Faith  Catholic Church and School

## *Catholic School Family Handbook*

428 Irving Avenue, Elk River, MN 55330

(763) 441-2216

Principal: extension 327  
Secretary: extension 325

Updated August 2023

Dear families and students of Saint Andrew Catholic School:

Welcome to a new school year! We are excited to partner with you all to create a faith filled, enriching educational experience that will prepare your child to do whatever God is calling them to do. This handbook is here to ensure we all have the same information as far as expectations and policies. Please read this handbook and refer to it throughout the year when you have questions.

We are committed to providing academic achievement anchored in faith. Your partnership on this mission is vital. We invite you to join us at mass each Wednesday at 10 a.m. We welcome you to contact your child's teacher and to come volunteer in the classroom, and we welcome you to visit Volunteer Local to sign up to volunteer for various activities throughout the year. Please watch our weekly newsletters for volunteer opportunities that might fit your schedule.

We ask you to join us in praying for our school and for all of the families that are part of it. We want to do as Saint Andrew did – to follow Jesus where he calls us and to live a life of love and service. Saint Andrew, pray for us.

Sincerely,

Ann Dettmann  
Principal

### Policy Agreement

It is only possible to fulfill the mission of Saint Andrew Catholic School with the help of God and the cooperation of our students' families. **Upon enrollment, parents/guardians and students consent to be governed by the policies and rules sent forth in the enrollment agreement and in the Saint Andrew Family handbook.** Parents/guardians have the right to withdraw a child if desired. Similarly Saint Andrew Catholic School reserves the right to require withdrawal of a student if the administration determines the school-family partnership is irretrievably broken.

The policies and rules of Saint Andrew Catholic School are subject to change as deemed appropriate by the administration. The school is the sole interpreter of school policy.

Saint Andrew Catholic School reserves the right to amend this handbook at its sole discretion and at any time. Parents and guardians will be notified in writing of any changes made to this handbook. The provisions of this handbook do not create a contract, express or implied, between any applicant, student, or parent, and Saint Andrew Catholic School.

## Mission Statement

Saint Andrew Catholic School's commitment to academic excellence is matched by our commitment to instill the spiritual values and social teachings of the Catholic Church. It is through this combination that produces great leaders and great citizens. We work to help our students encounter all the gifts God has given them and help them recognize their responsibility to use them not only for their own good, but also for the benefit of others.

## Philosophy

We strive to proclaim **CHRIST'S MESSAGE** of love and forgiveness.

We believe gospel values should permeate our school, our families and our community, thereby following the footsteps of Christ in our daily lives. We strive to affirm gospel values in each of us and believe we are witnesses to Jesus' message by the way we live.

We expect and encourage students to strive for **ACADEMIC EXCELLENCE**.

We believe in encouraging students to meet their full potential by using their gifts and talents.

We strive to lead people to **WORSHIP** and **PRAYER**.

We believe in daily worship through actions, thoughts and celebration of the Eucharist as active, community participants. We believe prayer is our response to our dependence upon God.

We strive to develop **COMMUNITY**.

We believe that we are a community of faith developed by family, parish and Catholic traditions. We prepare ourselves and our students to be responsible members of our communities: school, faith, society and world. We believe we show community by the way we work together toward common goals.

We strive to motivate others to **SERVE**.

We believe as people of God we are responsible to work and share together for the good of all.

We strive to develop an awareness of local, national and global **PEACE** and **JUSTICE** issues.

We believe in demonstrating our faith by teaching children how to respond to peace and justice issues. We believe in honoring and respecting the dignity of each person according to the Catholic Social Teachings.

We are Catholic. **Our Catholic faith teaches, as does our parish and school, that:**

- Every human life is a gift from God, and every human life, from conception to natural death, is to be cherished and protected.
- God created us in his image, as man and woman (Genesis 1:27). God uses the body to reveal to each person his or her sexual identity as male or female (*Laudato Si*, 155). We are not free to choose, or to change, our gender.
- The gift of sexual relations is reserved for one man and one woman in the bond of matrimony.
- We have seven sacraments, the communion of the saints, we honor our Blessed Mother and ask for her intercession.
- We believe in the hierarchy of the pope and bishops to govern and guide our church.

## **The History of Saint Andrew Catholic School**

In 1951, the parish of Saint Andrew Catholic church had 151 children that were grade school age. Fr. Trobec was the pastor, and he and many of the families desired more faith formation than that currently offered in the release time program that was in place. They decided to start a school. The support for this decision was obvious when the doors opened the first day. Of the 151 children of the parish, 116 enrolled in the school despite the fact that private school children were not allowed to ride public school buses.

Construction began in April of 1951, and the new school cost \$100,000. School began the day after Labor Day in 1951, but the building was not complete. Classes were held in various rooms and spaces in the church until November 4, 1951 when the staff and students proudly processed from the church to the new school, singing "Holy God." The school was dedicated on the Feast of Saint Andrew, November 30, 1951.

Throughout the years, several construction projects have taken place at our school. An addition was built in 1960. In 1988 temporary classrooms were added, and in 1990 construction began on an addition to replace the temporary classrooms. In 1994 four more rooms were added to the northeast end of the building. From May 2005 until January 2006 the original gym and cafeteria were torn down. A new gym, stage, cafeteria, and kitchen were built for the school and three meeting rooms were added to the church. This project literally connected the church and school buildings.

There were also some changes to the grade levels taught. Originally, the school opened to grades 1 through 8. Beginning in the 1969-1970 school year, the school taught grades 1 through 6. In 1979, kindergarten was added. In 2011 we added preschool and preKindergarten classes.

In fall of 2023, the work to reopen our middle school grades began, with grade 6 back at Saint Andrew. This was in response to families who wished to have students stay steeped in the Catholic faith for more of their formative years.

As we strive to be good stewards of this gift God has provided, we continually refresh our school to make it be the best it can be, and we are grateful to all who worked so hard to get us where we are.

## **ATTENDANCE (Updated August 2023)**

Students being absent or tardy causes problems for both the students and the teachers. The purpose of this policy is to encourage regular school attendance and punctuality.

Families must inform the school secretary by 9:30 on the day of the absence if your child is absent or tardy for any reason. This can be an email, a phone call, or a voice mail to the school secretary. Please give your child's name, grade and reason for absence.

If we are not contacted by 9:30, families will receive a call from the school. This is to guarantee your child's safety.

- Students arriving before 10:30 will be counted as present all day but marked tardy.
- Students arriving between 10:30 and 1:00 will be marked 0.5 days absent.
- Students leaving between 10:30 and 1:00 will be marked 0.5 days absent.
- Students leaving after 1:00 will be excused.

### **Excused and Unexcused Absences/Tardies**

There are two types of absences/tardies – excused and unexcused. The school office staff has the final say on the type selected.

- **Examples of Excused Absences/Tardies:** Illness, funeral, doctor appointment, dentist appointment, orthodontist appointment, vacation/out of town when the school secretary is notified at least 24 hours in advance, family emergency
- **Examples of Unexcused Absences/Tardies:** Overslept, too tired, missed the bus, refused to go to school. Note – unexcused absences may result in truancy; also the office may contact the family to create a plan to eliminate unexcused absence/tardies. See below.

### **Absence due to illness**

- If a child is ill for one day, please do not call for make-up work. Let the child rest, recover and return to school to get any missed work the following day.
- If a child will be absent longer than one day, families should contact the child's Teacher. Teachers will decide which items may be given during the absence, which would be made up after the absence, and which things will be omitted.
- If your child has been ill for the entire day, they are not allowed to participate in after school activities.

### **Absence due to vacation**

- Vacations taken while school is in session are strongly discouraged.
- If a family takes a vacation while school is in session, the school secretary must be informed at least 24 hours before the planned absence.
- It is the policy of Saint Andrew Catholic School that teachers are not responsible for giving out assignments in advance. When the child returns to school after a vacation, the assignments will be given out together with a deadline for their completion.

## **Truancy**

Students who have unexcused absences and/or excessive tardiness are considered truant, also known as Educational Neglect. Truancy is against the law.

- Students with three unexcused absences within one school year, the student is considered “continuing truant” according to Minnesota Statute 260A.02. The school will communicate the dates of unexcused absence to the parent/guardian.
- Students with seven or more unexcused absences are considered “habitually truant. Cases of habitual truancy will be referred to the county. The county may choose to file an Educational Neglect Petition.

## **ACCREDITATION**

St. Andrew School is accredited by the Minnesota Nonpublic Schools Accrediting Association (MNSAA), meaning we meet the guidelines designed to make our school effective and efficient. Annual reports are submitted to this agency in order to meet their standards.

## **ACTIVITY FEE**

Each year we ask families to pay a one-time non-refundable activity fee. This eliminates the need to collect many smaller fees throughout the year. These funds will be used for various student needs such as field trips, classroom projects, assignment notebooks, folders, and special events. This fee will not cover fundraisers and charitable donations, LLCC, or graduation fees.

- The activity fee must be paid on or before Open House each fall.
- If a family is not able to pay the fee by open house, the family should contact the business administrator to arrange a payment plan.

## **ADMISSIONS -- Updated November 2021**

Priority for admission to Saint Andrew Catholic School is as follows, based on the date and time complete registration is received.

1. Students presently enrolled in Saint Andrew Catholic School
2. New students who are siblings of children currently enrolled in Saint Andrew Catholic School
3. New students who are children of active registered parish members
4. New students who are children of Saint Andrew Catholic School faculty or staff
5. New students whose parents are registered parishioners of Christ Our Light or Mary of the Visitation.

6. New student applications from the general public on a first-come, first-served basis

This policy is a guideline for prioritizing admission to Saint Andrew Catholic School. We reserve the right to make exceptions on a case-by-case basis.

As a condition of initial and continued enrollment as a student, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, or Saint Andrew's ability to provide an education solidly grounded in the Catholic faith, is grounds for disciplinary action up to and including immediate expulsion.

### **ASBESTOS**

Saint Andrew School has some asbestos-containing materials.

- As required by federal law, the condition of asbestos in our building is surveyed every 6 months as part of our ongoing operations and maintenance program. The asbestos is re-inspected every 3 years by a certified staff.
- Saint Andrew School has a complete and updated Management Plan for dealing with asbestos-containing building materials within the school building. The Director of Maintenance has a copy of the plan, and the plan is available for viewing by interested parties. Copies may be made at a nominal cost.
- If you have questions or concerns regarding our asbestos management plan, please address them to the Director of Maintenance.

### **BIRTHDAYS**

We know birthdays are a special time for children, and we gladly celebrate these days with them. However, there are a few things to keep in mind.

#### **Party Invitations**

To reinforce a positive Christian atmosphere, we do not allow students to distribute party invitations at school unless all of the class is invited, or all the classmates of the same sex as the birthday child. Please also keep this in mind when making transportation arrangements for parties.

#### **Birthday Treats**

Birthdays are a fun time for Saint Andrew students, and students and staff alike love celebrating the special day with them. Many students like to bring



something for their friends on their special day. Edible birthday treats can be difficult due to health department requirements and student allergy issues. Families may want to consider sending inexpensive individual non-edible items such as pencils.

If families choose to send edible treats, the treats must meet these requirements to be distributed to the students. The treats will be given to the students to bring home.

- Purchased, not homemade
- Peanut/tree nut free, and not packaged in a facility that processes peanuts or tree nuts. This generally excludes donuts and all bakery items.
- Individually wrapped.
- Snack sized. We do not allow students to host lunch for their birthdays.

## **BULLYING & HARASSMENT**

Saint Andrew Catholic School, in partnership with families, provides students the opportunity to celebrate and grow in their Catholic faith, to discover their academic potential and to become concerned, respectful, and responsible citizens. This philosophy is the foundation of the Anti-Bullying Policy. The Anti-Bullying Policy exists to foster a climate of mutual respect among the students and staff at Saint Andrew Catholic School.

### **Bullying Definition**

- Bullying is defined as the intentional behavior by an individual or group that is intimidating, threatening, abusive, or harming.
- It may include conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
- It may include conduct that violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student.

### **Harassment Definition**

Harassment is defined as the unwanted, inappropriate, and annoying actions of a person or group against another person or group. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, and physical acts of aggression or violence.

Harassment includes sexual harassment, which consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication.

### **Procedure for Dealing with a Bullying or Harassment**

1. Any student who believes they have been the victim of bullying, harassment or violence or any person with knowledge of or belief of conduct that may constitute such, shall report the alleged acts to a staff member.

- Any staff member who witnesses bullying or harassment or who has reliable information that would lead a reasonable person to suspect that a student is a target of bullying or harassment must make reasonable efforts to address and resolve the prohibited behaviors.
- 2. The staff member will forward the information to the principal as soon as possible.
- 3. Upon receipt of a complaint, the principal shall promptly begin an investigation or designate a 3<sup>rd</sup> party to perform the task.
  - If necessary for the safety of other students or to avoid significant disruption to the school social or academic environment, the accused student may be placed on a temporary out of school suspension pending the investigation.
- 4. After completion of the investigation, the Principal will make the determination whether bullying or harassment has occurred and, if so, what disciplinary action and/or remedial response is appropriate.
  - Remedial responses are measures to stop and correct prohibited conduct and to protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.
  - Discipline may include removal from class, suspension (in school or out of school), referral for counseling, remediation and restitution, or expulsion.
  - Depending on the nature of the offense, law enforcement officials may be notified.
- 5. After the investigation is complete, the principal will record the pertinent information regarding this investigation and any remedial or disciplinary responses.
- 6. While Saint Andrew Catholic School will make efforts to keep student information confidential, it cannot guarantee the anonymity of any individual reporting or participating in an investigation of bullying, harassment, or violence.
- 7. Saint Andrew Catholic School will not tolerate any retaliation against any person reporting or participating in an investigation of bullying, harassment, or violence.

## **BUSSING**

- Bussing is provided by Vision Transportation for students in kindergarten and up. Students must abide by the bus regulations and rules set up by Vision Transportation.
- All students are required to have a Transportation Form on file with Vision of Elk River, Inc. This information is used to assign bus stops and for notification in case of an emergency. The Transportation Form must be completed by June 15 each year for the following school year.

- **Bus Stops:**
  - Bus stop change requests must be made directly to Vision Transportation.
    - Temporary changes in a student's assigned bus or designated bus stop can be approved only by Vision of Elk River, Inc., and will be approved only in cases of family emergency.
      - Students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.
  - Students should be at their assigned bus stops at least five minutes before the scheduled arrival of their buses.
    - It is not unusual for buses to be twenty minutes late or later during the first two weeks of school. We request patience during this period of time.
    - Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late the bus will complete the route nonetheless and stop at every stop.
- **Bus Safety and Discipline:**
  - Saint Andrew teachers will teach bus safety to students in Kindergarten and higher each fall and will review it prior to any scheduled bus rides for field trips or other excursions.
  - School district policy on bus safety and discipline is available on the district website [www.elkriver.k12.mn.us](http://www.elkriver.k12.mn.us) as well as the Vision website [www.visionofelkriver.com](http://www.visionofelkriver.com).
  - The policy, rules and guidelines are reviewed by the teachers each year and are handed out by the bus drivers. Please review these safety and discipline rules with your students.
    - Bus riding is a privilege, not a right. Students who do not follow bus safety rules are subject to consequences.
      - 1<sup>st</sup> Report: Principal/Student Conference with review of bus safety instruction, and family notification
      - 2<sup>nd</sup> Report: Principal/Student Conference with review of bus safety instruction, family notification, and one day bus suspension.
      - 3<sup>rd</sup> Report: Principal/Student Conference with review of bus safety instruction, family notification, and 5 days bus suspension.
      - 4<sup>th</sup> Report: Principal/Student Conference with review of bus safety instruction, family notification, and one month bus suspension.
      - 5<sup>th</sup> Report: Principal/Student Conference, family notification and loss of bus privilege for the remainder of the year.

## **CALENDAR**

The school adheres to an official calendar published by Saint Andrew Catholic School each year. This calendar is in accordance with the directives of the Education Ministries Office of the St. Cloud Diocese. The school calendar is shared with families in multiple formats.

## **CHILD NEGLECT/ABUSE**

The staff members of the school are legally required to follow the requirements of Minnesota law to report any suspected child neglect and/or abuse.

## **COMMUNICATION**

Good communication between home and school is essential.

- **Our Outreach Includes:**
  - Sycamore -- Sycamore is our student data system.
    - Families will receive group emails from the system.
    - Some grades also have grades recorded in this system for families to access.
    - If you are unable to access the system, please contact the office.
  - School Messenger – This is a system that sends texts, emails, or voice recordings to families.
    - If you accidentally “opt out,” please reach out so we can get you back into the system.
  - Newsletters
    - Our school newsletter is sent weekly on Thursdays, electronically. Please see this newsletter for upcoming events and recent happenings.
    - Several teachers also send newsletters with specifics about that class.
- **Contacting Us**
  - Each staff member has voicemail and email. A directory of extensions is listed at the end of this handbook.

## **COMMUNITY EDUCATION INFORMATION**

The principal may distribute community education offerings that may be of interest to our students and families. These activities must not conflict with programs being sponsored by Saint Andrew Catholic School or Parish or the mission and philosophy of the school. The administration reserves the right to determine which community information is distributed.

## **COMPUTER, DEVICE & INTERNET ACCEPTABLE USE POLICY**

While Saint Andrew Catholic School appreciates the value of the educational resources available on the internet, it is important that the access be monitored for appropriate usage.

The use of the Internet will be restricted to support of education and research consistent with our school Mission and Philosophy. All students using the internet will be closely supervised by a faculty member or assigned adult. Students must have a signed permission form from the parent/guardian before using the internet.

Students must use their computer, device and Internet access appropriately. The use of the internet is a privilege; inappropriate usage will result in cancellation of this privilege and/or suitable consequences.

Inappropriate use of technology at Saint Andrew is prohibited. Inappropriate use includes, but is not limited to:

- Giving out personal information such as name, address or phone number
- Violation of copyright laws
- “Cyber-Bullying” which will be handled as a bullying situation by the principal.
- Damage to computers or software
- Use and/or installing of any unauthorized software
- Unauthorized access or use
- Messages sent or received, or information accessed, that include, indicate, or suggest pornography, unethical or illegal solicitations, racism, threats, vulgar language, or anything that would otherwise be a violation of these policies

### **CONFERENCES**

Conferences are held twice a year for the purpose of discussing the educational progress of your child. Attendance at both conferences is required. All conferences are professional and confidential. Parents or teachers may request additional conferences at any time during the school year.

### **COSTUMES**

The school may allow costumes on special dates in the school year such as Halloween. In keeping with our policy of non-violence, students will not be allowed to wear violent costumes or any costumes that portray a character whose actions intentionally harm others. No weapons of any kind are allowed. Teachers may send out additional guidelines. Please watch for and follow these as well.

### **DISCIPLINE**

Saint Andrew Catholic School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. We are a Christ-centered school, and we value learning, respect and responsibility. Our general school rules are:

- Be prepared and ready to learn
- Walk quietly in the school
- Keep hands, feet and other objects to yourself
- Use appropriate language with no put-downs, swearing or insults
- Take good care of our resources, property and materials
- Be peacemakers
- Respect others
- Listen and follow directions

- Do what is right according to the teachings of Christ

We believe each child is unique and therefore when solving a discipline problem, we consider the age of the student, the problem, the frequency of the student's misconduct and the severity of the problem. Depending on the situation, various techniques will be used to assist each student in becoming responsible for their own behavior and finding a solution to the problem. These may include the following.

- Warning note or call to parent/guardian
- Time-out
- After school detention
- Develop a problem-solving plan
- Loss of school privileges
- Mediation
- In-school suspension
- Out of School suspension
- Dismissal/expulsion

**Playground Rules -- for any time students are on the playground -- See Appendix for rules for specific games.**

1. Be respectful and kind to all students and supervisors.
2. Play safe games. (No games that include pretend fighting, pushing, or tackling.)
3. Throw safely. (No rock or snowball throwing. If throwing balls to "hit" another player, try to throw balls below the waist)
4. Use balls in safe, respectful ways. (No kicking or throwing balls against the building, against windows, or on the roof.)
5. Play in assigned areas.
6. Be respectful of equipment. (No banging, hanging, or climbing on trees, basketball hoops, etc.)
7. Play safely on equipment. (Go down slides, not up. Use equipment the way it was made to be used. Keep balls and jump ropes on the ground, not on the equipment.)
8. At the whistle, students should hold on to equipment that needs to be put away, line up at the door and quietly wait for the teacher.
9. No eating during recess, including gum and candy.

### **Severe behaviors**

There are certain behaviors where, due to the severity of the action, larger consequences are necessary. Consequences for these behaviors may result in removal of the student from the classroom, immediate meeting with parents/guardians, in school or out of school suspension, and/or expulsion.

Examples of severe behavior include:

- Violence Fighting/Bullying/Harassment
- Continued misconduct
- Blatant disrespect for authority
- Use or possession of alcohol, drugs, or weapons on school property
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Theft or vandalism
- Academic dishonesty

The duration and conditions of a suspension will be determined by the principal. If the principal determines that student behavior represents an imminent threat the student will be removed from the school immediately and may be suspended pending appropriate resolution at a later time.

## **DISMISSAL**

School dismissal is at 2:42 p.m.

- If you need to change the transportation method for your child, please inform the office and/or the teacher by 2:00 p.m. **If we have not received a phone call, email, or a note by 2:00 regarding a change in transportation, we will send the student home in their usual manner**
- Bussers will be led to the buses in our parking lot, near Door C.
- Students who attend Tackle Box will be dismissed to that program.
- Students who are being picked up will wait with their teachers

## **DROP-OFF PROCEDURE (Updated August 2023)**

If you are dropping off or picking up a Preschool or PreKindergarten student:

- Drop off your child between 7:45am and 8:15 am.
  - Students entering between 7:45 and 8:00 must be coming to have breakfast and will go directly to the cafeteria.
  - Those not having breakfast may enter school starting at 8:00 and may go to their classrooms.
- Please come to our school from the 4th Street (bell tower) side so your vehicle will be on the school side of Irving. We do not allow our students to cross Irving due to safety concerns.
- Drive along Irving and stop along the curb near Door G (near the Pre-K rooms and near the playground) on the school side of the street.
- You may need to pull in front of other cars, and that is fine. This line generally starts just prior to Door G and extends along the playground fence.
- PreKindergarten children often need help getting buckled in and getting unbuckled. You are welcome to get out and stay near your car to help your child.

- A staff member from the program will be standing near Door G to ensure your child get safely to school each morning, and a staff member will come out with your child at the end of the day to ensure your child returns safely to you. Parents/guardians should say goodbye outside the school. Feel free to snap a first day of school picture outside.
- Students come outside for pick up around 2:42.
- If you arrive after 8:15, please bring your child to the main school doors, Door F, under Saint Andrew. They will be buzzed in by office staff and will then go to class. Class begins at 8:20.

If you are dropping off or picking up a student in K-8 between 7:45 am and 8:15 am:

- Please join the back of the car line. The line will start near Door G (Pre-K Door) and can extend around the block, turning the corner onto 4th street, and extending along 4th street.
- All students must be dropped off and picked up on the school side of the street. We do not allow our students to cross Irving due to safety concerns.
- Drop off between 7:45 am and 8:15 a.m.
  - Students entering school between 7:45 and 8:00 must go directly to the cafeteria for breakfast. Those entering between 8:00 and 8:15 may go directly to their classrooms.
  - Feel free to have your child hop out onto the sidewalk anywhere between the corner of Irving and 4th street and the school. A little walk in the fresh air is nice in the mornings.
  - A staff member will be outside to ensure the safety of the children.
  - Feel free to hop out and snap a first day of school picture outside. Most days you will be able to stay in your car during drop off.
  - If you arrive after 8:15, please bring your child to the main school doors, Door F, under Saint Andrew. They will be buzzed in by office staff and will then go to class. Class begins at 8:20.
- Pick up:
  - Pick up is similar to drop off. Join the car line on the school side of the street. It might look really long! Students are picked up starting at 2:42. Last year all students were picked up by 3:00 at the very latest, and most days it was 2:55.
  - As you approach the school we will use walkie talkies to tell teachers which families are here. Teachers will then send those students out. If you have a car tag or can put your name in your window or on your dash, that can be helpful. Sometimes that afternoon sun causes a lot of glare, and we still might need to ask who you are here to pick up. :)
  - Please continue rolling forward as space allows. We want the most cars along our curb as possible to get the most students on their way quickly. Thank you!
  - If you will be here later than 3:00 please call our office (763-441-2216 ext. 325) and let the school secretary know. Thank you!



## Early Dismissal at Saint Andrew

ISD 728 has a modified dismissal as one new option to utilize when winter weather arrives after students are at school and conditions warrant additional travel time. If snowfall or wintry weather warrants a modified dismissal, students from Saint Andrew will be released 15 minutes prior to their normal release time.

At Saint Andrew historically we have followed the decisions of ISD 728 for transportation. We consider possibly calling for an early release even if the public school has a full day or enacts the modified dismissal as written above.

If weather conditions warrant, Saint Andrew school will send out a text message to families letting you know when school will end for the day. We will ask families to come pick up their child when they can, and Tackle Box would be closed. We will then have our usual dismissal procedure with the car line. Staff members will stay with students until they are all picked up, knowing that poor travel conditions may make this a long wait for some parents to arrive.

If a "modified dismissal" is called by ISD 728, those families who usually take buses home could choose to have their child wait for those buses to arrive or could come pick up their child.

Most days we will do what Vision Transportation and ISD 728 have decided, but we wanted to alert you that we may choose an early release even if they do not or can not. We believe this option will increase the safety of our students as they travel home on snowy, wintry days. We love our students, and we want to keep them as safe as possible.

## **FAMILY-SCHOOL RELATIONSHIP**

In accordance with the teachings of the Catholic Church, Saint Andrew Catholic School recognizes that parents are the first and primary educators of their children. The relationship between the family and the school is crucial for a student to be successful. For this reason, if there is a breakdown in the relationship between a family and the school, it is a disservice to the student, family, and the school as a whole for the student to continue at the school, and in this situation the student may be dismissed.

## **FIELD TRIPS**

Students need a permission slip each time the student participates in a field trip.

Failure to return this form means that the student will not go on the field trip and must stay at school. The authorization must be in writing on our original form. A blank Field Trip form is available on the school website if needed. This rule is an insurance regulation of the Diocese of St. Cloud.

Parents/guardians participating on student outings, volunteering at school and/or chaperoning will be required to have the safe environment steps completed, including a

background check and time for it to be reported back to the school. Please plan ahead! See the volunteer section of this handbook for more information.

## **FUNDRAISERS**

Families are expected to support and promote our fundraising efforts to bring in needed income for our school. Our fundraisers that occur on a specific date each year are:

- Marathon/Workathon
- Catholic United Financial Raffle
- Gala

## **HEALTH POLICIES**

### **Immunizations**

State law requires that all students entering SACS must submit appropriate documentation showing all vaccinations required by state law have been received by the student within 30 days of your child's enrollment date. If we do not receive the needed information, the child may not be allowed to attend classes. The law does allow certain exceptions to the immunization rule.

### **Health Services & Care**

Services of a school nurse and on-site health clerk are provided through the state funded Health Service.

### **Health Records**

Health records are kept on all students as required by state law. Any special health problems a child has should be made known to the school so that adjustments, if possible, can be made in the classroom setting. The District School Nurse is available for consultation by calling School Health Services 763-241-3433.

### **Food Allergies**

Saint Andrew Catholic School has students who have life threatening allergies to all peanuts and other types of nuts. Food items sent with students for snack or cold lunch must be peanut and tree nut free, and must not be made in a facility that processes peanuts or tree nuts. We ask that you carefully read all labels on food sent to school.

If your child has a diagnosed food allergy, please bring documentation stating this to our school office so it can be documented, and the information shared with staff.

### **Medication Policy**

If a student requires **any** kind of medication (such as inhalers or antibiotics for example) during the school day, you must follow the strict procedures set forth by the state.

- The parent/guardian must provide the school with a written physician's order stating the name of medication, time of administration, dosage, doctor's name and phone number as well as any special instructions.

- o Pharmacists know this law and will make duplicate containers available if necessary.
  - o Any medications without the required information will not be given to the student.
- Parents/guardians are responsible for safe transportation of the medication to school. It is recommended that parents/guardians bring the medication to school to ensure its safe arrival and to keep it out of other children's hands.
- Medications will be administered by the school nurse or a designee who the school nurse has trained. Students who need to carry and administer their own medications (e.g. inhaler) must have a written consent form from the parent and physician. Medications that can be administered to the student appropriately before or after school are the responsibility of the parent/guardian.

### **Injury and Illness During School**

If your child becomes ill or injured at school, we will make every effort to notify the parent/guardian immediately. It is important to keep your phone number and email current. If the school deems it necessary for the student to leave due to the injury or illness, families are expected to arrange for that to occur in a timely manner.

### **When to keep Children Home from School**

Please DO NOT send your child to school:

- If the child has or had a temperature of 100° or higher within the last 24 hours
- If the child has vomited or had diarrhea within the last 24 hours
- If your child has an unidentified rash
- If your child has symptoms of something contagious (i.e. pink eye, strep throat)
- If the child has been ill and is still not feeling well enough for school
- If the child had a doctor visit and you are waiting for results of tests
- If the child has started antibiotics

### **When can they return to school?**

- When they have been fever free, without medication, for 24 hours
- When they have not vomited or had diarrhea for 24 hours
- When the rash has been cleared
- When they have been on antibiotics for at least 24 hours.
- When the symptoms of something contagious have stopped or have been cleared.

### **Head lice**

Head lice are not dangerous and do not transmit disease. Preschool and elementary aged children are most commonly the ones to catch lice because they play close together. Symptoms of head lice include itching on the head and neck. Children who have head lice should be treated before returning to school. For more information please see [Head Lice 101 fact](#) sheet.

### **HOMEMADE FOODS**

Food distributed to other students at Saint Andrew must be made on site or commercially prepared. Purchased foods, for birthdays or other special days or any foods provided by the school for students must be contained in a sealed, unopened package with an ingredient list. Homemade food cannot be handed out to children.

### **HOMEWORK**

Homework will be given at each grade level. At the beginning of the school year, each teacher will inform parents/guardians of the homework policies in their classroom.

### **LONG LAKE CONSERVATION CAMP**

Each year grades 5 and 6 students attend LLCC as part of their curriculum. More information will be sent home with the students prior to the scheduled trip.

### **LOST & FOUND**

Our school maintains a “lost and found” container. You and your child are encouraged to check this frequently for lost articles. All unclaimed items will be given to charity at the end of each trimester.

### **LUNCH PROGRAM**

Saint Andrew Catholic School provides school lunches every day for your child by participating in the National Lunch Program. Students may bring their own cold lunch to school, but no pop or glass containers are allowed. Also, items must be peanut/tree nut free and free from items processed in a facility that contains peanuts/tree nuts.

- Parents/guardians are welcome to purchase lunch at school and eat with their children. If you do so, please contact the lunchroom at ext. 329 for a reservation by 9:00 a.m. of the morning you are joining your child so we may plan accordingly.

### **Payment**

- Lunch prices will be posted annually in the school newsletter.
- All families are strongly encouraged to apply for Free/Reduced Price lunch. The forms are distributed each fall and are available in our office should job loss or other changes occur throughout the year. The information is confidential.
- Families deposit money into their families’ lunch account for the purpose of purchasing milk, a second milk with a meal, and second entrees.
  - o The daily meal includes milk.
  - o Milk is also available for those who want milk with their bag lunch or who want to purchase extra milk.
  - o Students with heartier appetites can purchase a second entree for \$1.00.
  - o When sending lunch money to school, please put the check or cash in a sealed envelope and label it with your child’s name, grade/teacher and

account number. Lunch money may also be paid electronically on the parish website [www.saint-andrew.net](http://www.saint-andrew.net) under “online giving.”

### **Low or Negative Lunch Account during the School Year**

- Saint Andrew Church cannot support unpaid balances in student lunch accounts.
- Free and Reduced-price lunch programs are available for those eligible. The forms are included in the fall packets and are available in our office should job loss or other changes occur throughout the year. The information is confidential. Contact the office to get the form.
- The parent/guardian will be notified via email when the family account is \$10 or less. These emails continue until the account is brought above the \$10 balance.
- If the lunch balance is negative, an email or phone call will be made to the parent/guardian.
- When the balance is -\$10 or greater, the principal or designee will contact the family and review with them their responsibility to provide meals for their child.

### **End of the year lunch account balances**

At the end of the school year, lunch balances will roll over to the next school year. If a family is not returning to SACS, the following policies are in effect:

- No refunds will be given for a balance of \$5.00 or less
- Those with accounts over \$5, may request for reimbursement by contacting Melissa Anderson, Parish Accountant (763-441-1483 ext. 310) by June 15 of the calendar year.
- The following options are available for reimbursement:
  - Money may be returned to the family
  - A donation can be made to the Legacy Scholarship Program
  - The balance may be donated to your regular collection fund at Saint Andrew Church

### **MASS and Sitting with Family**

Grades K-8 attend weekly all-school Mass. Grades K-8 also may attend Mass at Guardian Angels Nursing Home (about 2x per year). Each classroom rotates making the liturgy plans for these Masses. Families are invited to attend these masses. In addition, our school will participate in some weekend masses throughout the year.

These are the general guidelines, with occasional exceptions made on a case by case basis.

- When a class is hosting Mass, the students will stay with their class for the entire Mass.
- Students may join their families before the processional.
  - If families arrive late, the student will stay with the class.
  - If the adults need to leave early, the students should stay with their class.



- Immediately after the recessional, students should calmly, quietly walk back to their class in the pews.

### **PARENT/GUARDIAN CONCERN POLICY**

If possible, concerns should be resolved on a person-to-person level at the lowest level that is related to the concern. Classroom concerns should be brought to the teacher. A concern about the school schedule or school policy should be brought to the principal. A concern about a student absence should be brought to the school secretary.

If this cannot be accomplished, the parent/guardian brings the concern to that person's supervisor. If there is still no resolution, the problem is brought to that person's supervisor, and so on. Ultimately the concern could be brought to the Pastor for guidance on resolving the issue.

### **PERSONAL TECHNOLOGY DEVICES**

Saint Andrew Catholic School recognizes that many students have cell phones, smart watches, and other personal technology devices. However, personal technology devices can cause a disruption to the learning environment; to limit this distraction this policy is in place.

- Saint Andrew Catholic School strongly recommends that students do not have personal technology devices at school. Students have access to the school phones, and school personnel will assist with their calls as needed.
  - An exception may be made when a teacher determines that on a specific day or days this technology is allowed. This will be clearly communicated with families.
- If students have personal technology devices, students will not be allowed to use them during the school day. They must be turned off and/or silenced and stored in the student's backpack/locker. Reminder: Saint Andrew Catholic School is not responsible for lost, stolen or damaged personal technology devices.
  - Personal technology devices that are heard or seen during the school day will be confiscated and taken to the principal.
  - The device will be returned only to the parent/guardian.
  - Repeated violations will result in confiscation, parent/guardian notification, and the principal will retain the device for up to 14 days.
  - Further violations may result in forfeiting the privilege of bringing any electronic device to school, and disciplinary action up to and including dismissal.

- Exceptions to this policy may be made on a case-by-case basis. For example, if a student needs to carry a cell phone to manage medical conditions, we would allow that. (Updated April 2023)

### **School Phones**

As a rule, neither teachers nor students are called to the phone during class time hours. Messages may be left with school office personnel if it is necessary to contact either a student or teacher.

- Teachers will check their voicemail and email after 3:00, so if your message is urgent, you must contact the school office.
- Students will not be allowed to phone their family to arrange for a friend to come over or to go to a friend's home. These arrangements must be made outside of school hours.

### **PEST CONTROL MATERIALS**

Minnesota State Law requires schools to inform parents and guardians about application of certain pesticides or herbicides on school property. The long-term health effects on children from the application of pesticides/herbicides or the class of materials to which they belong may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of application of herbicides and other materials to school grounds is available from the Director of Maintenance. Parents/guardians of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule, excluding emergency applications.

### **PROTECTION OF YOUTH**

Every year Saint Andrew Catholic School provides training for the students regarding their own personal safety both in and outside of the school. Training for the children often focuses on various ways students can keep themselves safe by the choices they make. The training is typically a video or a story, with time for follow-up questions as needed.

- Parents/guardians will be told which video will be used, and the website on which to preview it, in the school newsletter.
- Parents/guardians have the right to decline their child's participation, but must request and submit a "Declination Statement" to the Diocese of St. Cloud if your child is not attending.



## **RECESS DRESS AND THE WEATHER**

All students need to be prepared to go outside every day. Appropriate winter dress includes a coat, hat, boots, snow pants and mittens or gloves.

- Students with a medical reason to stay inside will be allowed to stay inside for up to two days if they have a signed note from a parent/guardian. If a student needs to stay inside for a longer period than 2 days, the school will require a note signed by a doctor.

### **Weather**

- The children stay inside when the temperature including Windchill is -11° or lower. The school generally uses The Weather Channel for this information.
- The school will exercise common sense in determining when students should go outside and for how long they will be outside when the weather is inclement.

## **RECORDS**

Parents/guardians may make a written request to the principal to review their child's records. No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parents/guardians, or from an adult student

## **REPORT CARDS**

Report cards are sent home with each student at the end of each grading period. Please see the school calendar for specific dates.

## **RELIGION**

Students at Saint Andrew Catholic School are taught about the Catholic faith on a daily basis through direct instruction, prayer, modeling, and an integration of Catholic teaching and values into every part of what we do at the school. Religious instruction is part of the core curriculum, and students participate in daily prayer as well as liturgical celebrations and participation in the sacraments. Religious teaching is not limited to religion class. Rather, students are shown how to put their relationship with God at the center of their lives, and that this relationship is the cornerstone of any achievement, be it academic, social, athletic, or any other.

Students and parents are expected to respect the teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*.

## **RETENTION POLICY**

It is the policy of Saint Andrew Catholic School to ensure that students are placed at appropriate grade levels. Students in kindergarten through grade 8 will generally be



promoted to the next grade each year, but there may be instances which cause the school staff, the parent/guardian, or both to consider retaining the child in a grade.

We keep in mind the fact that student development occurs at various rates. Indeed, even the rate of development of each part of the child can vary greatly. A student may be doing very well socially while struggling academically, or a student may do well academically while struggling with fine or gross motor skills. We also acknowledge that research shows that retention of students in general has a positive impact for a short while, but that later these students usually have a negative view of school and feel inadequate as learners, causing further issues in school. (See research from the National Education Association) Therefore this decision is made cautiously, with thoroughness and thoughtfulness guiding the decision.

- If staff or family members are wondering if a child should be retained, this must be brought to the principal no later than January 30th. The principal will then call a meeting with the teacher and the family to discuss the concerns and plan any remedial action. This plan may include additional support at school and/or at home.
- Meetings of the group will continue throughout the year at least monthly. Notes will be taken at these meetings showing the date, who attended, and a summary of what was discussed.
- If retention is still considered by one or both parties in March, on or before this meeting the Light's Retention Scale will be used to feed the discussion. At that meeting, through the lens of the Light's Retention Scale, the group will see if it appears that retention would be helpful in this case. The group will share their thoughts. If the school staff and the parent/guardian agree that retention is warranted, the child will be retained. If that is not the case, the child will advance to the next grade.

### **SCHOOL CLOSING/LATE START/EARLY DISMISSAL**

In the event that District 728 (Elk River Public Schools) closes, delays or dismisses early due to weather, Saint Andrew Catholic School will follow accordingly. All emergency school closings or any change in school hours due to inclement weather will be announced by SchoolMessenger and sent to families via email and text.

- A 2-hour late start means school will begin at 10:20.
- In the event the school closes early, please remember that your student(s) must be picked up within 30 minutes of receiving the alert of the closing. Please plan for this and arrange for someone close to the school to pick up your child.

## **SCHOOL ADVISORY BOARD**

The Saint Andrew School Advisory Board's mission is to guide and communicate Saint Andrew Catholic School policies, procedures and programs that support the school's commitment to instill academic excellence and the spiritual values and social teaching of the Catholic Church. With God's guidance, we will work together to establish and implement policies that sustain and grow our school.

The membership of the Advisory Board consists of five to eight regular members, two of which are appointed by the pastor and the remainder are nominated by the Advisory Board with approval of the pastor. Also includes Ex-officio members: the pastor and principal.

Regular members will serve for one 3-year term and may be eligible to serve a second term. A term begins in August. A regular member having served two consecutive 3-year terms may again be a candidate for membership after a lapse of at least one year. The regular members will be selected on a staggered basis as is possible.

## **SPECIAL EDUCATION SERVICES**

Some students may have special needs, giving rise to educational needs that are greater than our resources at SACS. To ensure students get any needed support, teachers may refer your child for testing.

If a teacher believes a student may need additional support or services for academic or social growth, the teacher will first contact the principal to let the principal know about the concerns. Working with the principal, the teacher will then contact the parent/guardian and let them know he/she is referring the child for special services testing.

Occasionally, as part of the testing process, school staff members are asked to provide information regarding the student. To ensure confidentiality, any information requested from teachers or school staff will be sent directly to the doctor, psychologist, psychiatrist or institution that requires said information.

The principal and teacher(s) participate in Individual Education Plan (IEP) conferences with the parents/guardians and District 728 Special Education personnel to determine what services, if any, the child is eligible for, and to plan for the best way to help that child succeed.

Most of the students with an IEP travel by van to Parker Elementary for their Special Education Services and then return to Saint Andrew.

## **SUPERVISION**

Adults in charge of a before- or after- school activity or meeting must directly supervise all children involved in that activity or meeting as well as their own children. Students will always be supervised in the school and at recess.

## **SYCAMORE**

Our school uses Sycamore.com as our student information system. There is great information you can find at this website, and you can update your contact information there, ensuring we always have your updated email address, work information, and other important contact information.

Go online to <https://app.sycamoreschool.com/index.php?schoolid=1650>

(You may want to bookmark this.)

- Enter your username. If you need your username, contact the school secretary.
- Take an online tutorial!
  - Go to “system help”
  - Then “online help”
  - Then “site basics” Now you can learn to do many things on Sycamore!
- Change your family information.
  - Go to the “My family” tab
- Find your Tackle Box balance or your lunchroom balance.
  - Go to the “My accounting” tab for this information.
- Access the “Family Directory” to get contact information for the other families in your child’s class, arrange playdates or other fun events.

## **TACKLE BOX BEFORE AND AFTER SCHOOL CARE PROGRAM**

Saint Andrew Catholic School provides an on-site childcare program on all regular school days. If you are interested in signing your child up for this program, please contact the Tackle Box Director.

- Hours are
  - 6:30 a.m. until 8 a.m. (includes breakfast)
  - 2:45 p.m. until 6:00 p.m. (includes snack)
- In summer and on non- school days when there is enough interest, Tackle Box will be offered for All day care, 6:30 a.m. until 6:00 p.m. This includes breakfast and a snack, but students bring cold lunches these days.
- Tackle Box is not available on days when school is closed due to inclement weather.
- Students participating in Tackle Box are expected to comply with all school policies, and will be disciplined for any failure to follow these policies.

### **Rates**

Rates will be published annually in the “Back to School” Packet.

Fees are assessed for the following options:

- Before school Care per child per day
- Before school Care Drop in Rate
- After school Care per child per day
- After school Care Drop-In Rate
- All-Day Care per child per day

Special Rates will be offered if students are signed up for after school activities such as Kidz Art or Children's Choir. Please contact the Tackle Box Director for these rates.

## **TRANSPORTATION REIMBURSEMENT**

Transportation reimbursements for those eligible students residing outside the school bussing boundaries will be handled through each eligible district. Saint Andrew Catholic School staff will contact families with any information received from home districts. Transportation reimbursements will be processed for only the custodial parent/guardians.

## **TUITION for K-8**

The majority of the costs incurred in operating the school are paid through student tuition. Tuition payment must take a high priority in your home budget and must be on time. If you have questions or concerns about paying your tuition, please contact the Parish Business Administrator.

### **Registration Fee**

A registration fee of \$50 per child is non-refundable and is paid at the time of the child's registration to hold his/her place in the class. There is a maximum fee per k-8 family.

## **UNIFORM POLICY**

### **Saint Andrew Catholic School Uniform Policy**

Saint Andrew Catholic School students wear uniforms. These uniforms are a way of denying ourselves and what we would choose to wear. They also show that we are united as one family.

Students must follow the uniform policy every day unless otherwise notified by school staff. Families may purchase uniforms from the store of their choice as long as it complies with this policy. Items with our school logo and in our plaid may be purchased from our uniform company.

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### **Overall:**

- All clothing must be in good condition, free of holes, and free of fading. It must be sized properly (e.g. no baggy pants, oversized shirts, cropped shirts, or short shorts) and must be modest while standing or sitting.

- Students must appear clean and “put together.”

### **Shirts/blouses:**

- Colors:
  - o PreK-Grade 5: Solid white, navy, or light blue only
  - o Grades 6-8: Solid white, navy, royal blue, or black only
- Style options include:
  - o Long or short sleeved polo shirt, with or without logo
  - o Long or short sleeved button down, collared shirt, with or without logo
  - o Long or short sleeved shirt *with our school logo embroidered on it*
- A plain long or short sleeved T-shirt, in the above listed colors, may be worn underneath other uniform shirts if desired.

### **Sweaters, Sweatshirts, and Fleece toppers:**

- Colors:
  - o PreK-Grade 5: Solid white or navy only
  - o Grades 6-8: Solid white, navy, or black only
- Must be worn over approved uniform shirts
- With or without the school logo
- Must be free of hoods, trims, etc.
- Uniform Options include:
  - o Vests
  - o Cardigans
  - o Pullovers
  - o Full zip or quarter zip
- Grades 6- 8 only: Hooded sweatshirts may be worn on Fridays.

### **Pants and Shorts:**

- Colors:
  - o Pre-K through Grade 5: Solid navy or tan
  - o Grades 6 through 8: Solid black, navy, or tan
- Must have matching stitching
- Must be made of cotton, twill, corduroy or polyester.
- No carpenter pants, sweatpants, cargo/side pockets, zip offs, overalls.
- Jeans:
  - o Pre-K through Grade 5: No jeans
  - o Grades 6-8: Jeans may be worn on Fridays only.
- Leggings and other form-fitting pants may only be worn under skirts and jumpers or with long shirts or sweatshirts, sweaters, or fleece that completely cover the entire backside and maintain the same extended length in the front.
- Shorts must be walking shorts that reach near the knee.

- Shorts may not be worn to Mass. However, students will be allowed to change into shorts after Mass when allowed.
- Shorts are allowed in September, May and June or when authorized by the principal.

### **Jumpers, Skirts, and Skorts for girls**

- Jumper and Polo Dress options include:
  - o **All grades:** Blue plaid jumper from our uniform company
  - o **Pre-K through grade 5:** Solid navy or tan jumpers or polo dresses, similar to the styles available from our uniform company.
  - o **Grades 6 through 8:** Solid navy, **black** or tan jumpers or polo dresses similar to the styles available from our uniform company.
- Skirt/skort options include:
  - o **All grades:** Blue plaid skirt/skort from our uniform company.
  - o **Pre-K through Grade 5:** Solid navy or tan skirt/skort
  - o **Grades 6 through 8:** Solid navy, black or tan
- All skirts, skorts, and jumpers must be near the knee in length
- Modesty shorts, leggings or tights must be worn under skirts and jumpers

### **Socks, Leggings and Tights:**

- Leggings and tights must be plain white, tan, or navy
  - o **Grades 6-8** may also wear black leggings or tights
- Socks must be plain white, black, tan or navy
- Socks or tights must be worn daily
- Leggings and other form-fitting pants may only be worn under skirts and jumpers or with long shirts or sweatshirts, sweaters, or fleece that completely cover the entire backside and maintain the same extended length in the front.

### **Shoes:**

- Shoes must be closed toed; no open toed shoes, sandals, or flip-flops
- Shoe heel heights must be 1 inch or shorter
- Students are required to have a pair of tennis shoes for phy-ed
- We request that shoes do not have black soles, if possible.

### **Hair, Heads, and Make-up:**

- Hats and scarves are not to be worn inside the school building or church unless special permission is given
- Unnatural hair colors (purple, blue, green, etc.) are not allowed in any form (ie clip ons, extensions, etc.)

- **Pre-K through grade 6:** Make-up is not allowed

### **Winter Weather Attire:**

- A heavy coat, mittens or gloves, and a hat must be worn during the winter months at recess.
  - A heavy coat at minimum must be worn at dismissal.
  - Snow pants and boots will be required as administration directs for recess. We recommend having them at school whenever they may be needed.
- 

### **Spirit Wear Days**

On Spirit Wear days students may choose to wear their uniform. If not in uniform, the following regulations are in place.

Tops: Must have our school logo on it.

Bottoms: Modest pants (and shorts, when permitted, with all shorts coming near the knee)

- Leggings and other form-fitting pants may only be worn with long shirts or sweatshirts that completely cover the entire backside and maintain the same extended length in the front.
- 

### **Out of uniform Days**

The principal may designate some days as out of uniform days.

- Out of Uniform clothing includes items such as sweatshirt, t-shirts, casual pants, jeans or athletic pants, skirts, dresses, socks in any color, and closed toed shoes.
- Shorts may be worn in September, May and June, or when the principal allows. Shorts are not worn to Mass, and all shorts must be near the knee in length.
- No crop tops, tank tops, or spaghetti straps are permitted.
- No hats may be worn inside.
- Dress or skirt hemlines must be near the knee.
- Leggings and other form-fitting pants may only be worn with long shirts or sweatshirts that completely cover the entire backside and maintain the same extended length in the front.
- Policy may be adjusted as needed for specific events (i.e. Field Day)

## **VISITORS**

Parents/guardians and other visitors must check in at the school office and wear a visitor sticker or lanyard.

## **VOLUNTEERS – Including field trips, field day, and all others**

We provide safe and loving places for our children, youth and vulnerable adults to grow in their faith. No person will be allowed to work or volunteer until the Safe Environment training and background check are completed, and the results of the background check are reported to the St. Cloud Diocese. This must be completed every 5 years.

The Diocese of Saint Cloud contracts with Catholic Mutual Group and Selection.com for this purpose.

1. Go to <https://stcloud.cmgconnect.org>.
2. New staff and new volunteers should 'Register for a New Account.'
3. Those who have an account need to use it. If in doubt, or if you forgot your username or password, check with Randy Bayerl. [randyb@saint-andrew.net](mailto:randyb@saint-andrew.net)



# Appendix

## Staff Directory

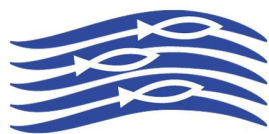
Call 763-441-2216 and then enter the extension

Principal	Mrs. Ann Dettmann	Ext. 327	<a href="mailto:adettmann@saint-andrew.net">adettmann@saint-andrew.net</a>
School Secretary	Mrs. Laura Helgeson	Ext. 325	<a href="mailto:lhelgeson@saint-andrew.net">lhelgeson@saint-andrew.net</a>
Health Office Assistant	Mrs. Stacy Decker	Ext. 326	<a href="mailto:schoolnurse@saint-andrew.net">schoolnurse@saint-andrew.net</a>
Bookkeeper/ Classroom Assistant	Mrs. Janet Rydberg	Ext. 349	<a href="mailto:jrydberg@saint-andrew.net">jrydberg@saint-andrew.net</a>
Pre-K 3 day Teacher	Mrs. Jordan Gustafson	Ext 343	<a href="mailto:jgustafson@saint-andrew.net">jgustafson@saint-andrew.net</a>
PreKindergarten Teacher	Mrs. Amanda Rajkowski	Ext. 340	<a href="mailto:arajkowski@saint-andrew.net">arajkowski@saint-andrew.net</a>
PreKindergarten Aide	Mrs. Genny LeFebvre	Ext. 340	<a href="mailto:glefebvre@saint-andrew.net">glefebvre@saint-andrew.net</a>
Kindergarten Teacher	Mrs. Shelly Rerick	Ext. 332	<a href="mailto:srerick@saint-andrew.net">srerick@saint-andrew.net</a>
1 <sup>st</sup> Grade Teacher	Mrs. Chris Cross	Ext. 333	<a href="mailto:ccross@saint-andrew.net">ccross@saint-andrew.net</a>
2 <sup>nd</sup> Grade Teacher	Mrs. Sue Leither	Ext. 335	<a href="mailto:sleither@saint-andrew.net">sleither@saint-andrew.net</a>
3 <sup>rd</sup> Grade Teacher	Ms. Angie Hipsag	Ext. 336	<a href="mailto:ahipsag@saint-andrew.net">ahipsag@saint-andrew.net</a>
4 <sup>th</sup> Grade Teacher	Mrs. Corene Bjorkedal	Ext. 338	<a href="mailto:cbjorkedal@saint-andrew.net">cbjorkedal@saint-andrew.net</a>
5 <sup>th</sup> Grade Teacher	Mrs. Elizabeth Laabs	Ext. 337	<a href="mailto:elaabs@saint-andrew.net">elaabs@saint-andrew.net</a>
Technology and Library Media Teacher	Mr. Aaron Johnson	Ext. 345	<a href="mailto:ajohnson@saint-andrew.net">ajohnson@saint-andrew.net</a>
Music Teacher	Ms. Karen Hartung	Ext. 334	<a href="mailto:khartung@saint-andrew.net">khartung@saint-andrew.net</a>
Phy Ed Teacher	Mrs. Jessie Kish	Ext. 344	<a href="mailto:jkish@saint-andrew.net">jkish@saint-andrew.net</a>
Band Director			
Tackle Box Director		Ext. 341	<a href="mailto:sanderson@saint-andrew.net">sanderson@saint-andrew.net</a>
Head Cook	Mrs. Laure Hipsag	Ext.329	<a href="mailto:lhipsag@saint-andrew.net">lhipsag@saint-andrew.net</a>
Head of Maintenance	Mr. Neale	763-441-1483 ext. 316	<a href="mailto:nealeh@saint-andrew.net">nealeh@saint-andrew.net</a>
Custodian	Mr. Francis VanHavermaet	763-441-1483 ext. 316	<a href="mailto:francisv@saint-andrew.net">francisv@saint-andrew.net</a>
Safe Environment Coordinator	Mr. Randy Bayerl	763-441-1483 Ext. 305	<a href="mailto:Randyb@saint-andrew.net">Randyb@saint-andrew.net</a>
Parish Business Administrator	Mrs. Melissa Anderson	763-441-1483 Ext. 310	<a href="mailto:melissaa@saint-andrew.net">melissaa@saint-andrew.net</a>
Pastor	Fr. Mark Innocenti	763-441-1483 ext. 302	<a href="mailto:minnocenti@saint-andrew.net">minnocenti@saint-andrew.net</a>

## Gaga Ball Rules

1. To start, everyone in the pit must be touching the wall. Someone tosses the ball in the center of the pit, and it must bounce twice on the ground. As it bounces, everyone can say "Ga" for each bounce. After the second bounce ("Ga-Ga-Ball"), the ball is then live.
2. You must slap or hit the ball with your hand, aiming it at another player's leg at the knee or below. If the ball hits or touches anyone at the knee or below, that player is out and must exit the pit. At any time, if a player makes any type of contact with the ball at the knee or below, that player is out. You may not grab the ball and sling or throw it.
3. If during regular play the ball is double touched by any person (examples: the ball hits your body two times, both hands, one arm and the other hand, etc.) that player is out. (Unless there are only three players -- see rule 5)
4. Anytime the ball goes out of the pit, the last person the ball touched is out.
5. You can only hit the ball one time until it either touches another player or the wall, then you are able to hit it again. You can bounce the ball against the wall to position it if necessary, and you can move around anywhere inside the pit during the game. With three players left you may double touch to speed the game up.
6. When there are three people left, the people count down from 30. When there are two people left, the people out countdown from 10. The game ends when the last person is eliminated or, to speed up the end of the game, the last few players can be given a countdown for a tie game. Once the game is over, everyone else re-enters the pit to start a new game.
7. If you fall to your knees you need to get up within 5 seconds.
8. If you are on your knee (or knees) and you get hit anywhere on the leg (hip and below) you are OUT. This will help keep everyone on their feet moving around and help prevent the 5 second Rule.
9. Anyone caught pushing, hitting, or shoving will be eliminated and sent to the wall for the remainder of the recess.





# Saint Andrew

Anchored in Faith  Catholic Church and School

Parent/Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

- ☐ No, we are not interested in the iPad/Chromebook lease because we have a device at home that our child can utilize to complete classroom and technology assignments.
- ☐ Yes, we **are** leasing a device from Saint Andrew for our child to use to complete assignments.
- ☐ We are paying **\$50** to lease this device for this school year. (To pay online go to [www.saint-andrew.net](http://www.saint-andrew.net) and under "Stewardship" find "Online giving.")
  - ☒ Our child will bring the fully charged device to school each school day.
  - ☐ We agree to return the device and the power cords in the same condition they were received by us, exclusive of normal wear, at the end of the school year.
  - ☐ We understand that if the device and/or power source is damaged or lost, we are responsible to pay the cost of repair or replacement of the item(s).
  - ☒ We understand that the school's internet safeguards are **not** in place when students use the device off of school grounds. We agree to take steps to protect our child when working online off campus.
  - ☐ We understand that this device is for assignments from Saint Andrew Catholic School staff. We will not permit this to be used by anyone but the student who is named above.
  - ☐ We understand that this device is supplied for the student as a convenience and not as an obligation of Saint Andrew Catholic School. Any violation of this accepted responsibility will forfeit the privilege of using the device.

Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

This contract must be signed by both the student and parent/guardian and returned to Saint Andrew Catholic School along with the rental payment before the device will be sent home with the student.

<b><u>For Staff Use in fall</u></b>	<b><u>For Staff Use in Spring</u></b>
Device issued date:.. _____	Device return date:..... _____
Device issued:..... _____	Damage assessment:.... _____
Serial Number:..... _____	Fee assessed:..... _____
Replacement Cost:.... <b><u>Chromebook \$200 / iPad \$250</u></b>	Documentation:..... _____