



**Parent-Student Handbook
2026-2027 School Year**

This is a living document. Edits and corrections will be made as necessary and notice will be provided to parents should such changes affect school policies.

Saint Andrew's United Methodist Day School

4B Wallace Manor Road
Edgewater, MD 21037

Website: school.standrewsum.org

Email: office@standrewsum.org

School Office: 410-266-0952

Saint Andrew's United Methodist Day School Parent-Student Handbook

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I. The School

History and School Structure

Saint Andrew's United Methodist Day School, located in Edgewater, Maryland, provides a rigorous academic background in a Christian setting. The school is an education ministry of Saint Andrew's United Methodist Church and a vital part of the church community. The school operates under the leadership of the Head of School with the guidance from the Board of Governors.

Board members are representative of the school, church congregation, and community. The senior pastor is a member of the board and the head of school is an ex-officio member. The board is responsible for developing policies, while the head of school is responsible for the daily operation of the school.

The faculty at Saint Andrew's are degreed or certified as required by the Maryland State Department of Education regulations for private schools. The classes are scheduled to provide the best education for all the students by maintaining small class sizes with maximum attention by full-time faculty and staff. In addition to classroom teachers, our faculty includes educational technology, Spanish, physical education, music, art, and religion teachers. Teacher assistants provide educational support at all levels in preschool and select grade levels in elementary school, based on grade enrollment.

Saint Andrew's United Methodist Day School has an active Parent and Faculty Association (PFA) which lends additional support to our school community. All parents are members of the PFA and are encouraged to support the many activities sponsored by the PFA and to attend the quarterly meetings throughout the school year.

Saint Andrew's athletics programs promote and enhance the physical mission of the school through after-school sports. For students in preschool through fourth grade, players come from the school, church, and the broader community. Students in middle school may participate in our interscholastic athletic program that competes with other independent schools in the area.

Saint Andrew's United Methodist Day School opened on May 6, 1985 as a child development center and was also licensed as a summer camp under the Maryland Health Department. In response to interest from parents and the congregation's dedication to providing a quality education in a Christian environment, the church expanded the educational program to include not only the preschool but to provide a kindergarten and elementary school as well. The school met all standards set forth by the Maryland State Department of Education and received full accreditation on June 30, 1988. In the fall of 1996, the school expanded to include a middle school. The school is certified by the Association of Independent Maryland and DC Schools, and the Middle States Association. Saint Andrew's is also certified as a Green School by the Maryland Association for Environmental and Outdoor Education.

Mission Statement

A ministry of Saint Andrew's United Methodist Church, Saint Andrew's United Methodist Day School seeks to create an educational community that promotes the growth of mind, body, and spirit. A challenging interdisciplinary curriculum, enriched by the visual and performing arts, encourages each student to realize his or her own potential. A community rich in ethnic, economic, and educational diversity teaches students the inherent dignity and worth of all human beings. A commitment to environmental sustainability inspires students to become active, responsible stewards of the natural world. A strong religious education program creates good citizens whose commitment to service manifests a deep respect for themselves and for others.

Diversity Statement

Saint Andrew's United Methodist Day School is committed to welcoming, respecting, and celebrating the individuality of all community members. Diversity at Saint Andrew's is defined as differences in race, ethnic background, religious beliefs, gender, gender identity, sexual orientation, family composition, economic status, political beliefs, learning styles, and physical abilities.

As a school that was founded in the United Methodist tradition, we joyfully share the principles and practices of the Christian faith. We also encourage each student to thoughtfully explore the beauty and power of his or her own faith tradition.

We believe that our commitment to diversity should be reflected in the composition of our community, the content and structure of our academic curriculum, the thoughtfulness of our daily practices, and the inclusivity of our school culture. We believe that our school will achieve true excellence by preparing our students to thrive in an increasingly pluralistic society.

Heron's Guiding Principles

All members of the Saint Andrew's community are called upon to represent our Heron's Guiding Principles. Together, we are all part of Team Heron's:

Teachable

Eager

Authentic

Mindful

Honest

Encouraging

Responsible

Open-minded

Neighborly

Supportive

Educational Philosophy

Relationships within the Saint Andrew's Community

- Working relationships between students and teachers are warm, respectful, and productive. Teachers know and understand their students. Students feel challenged and supported by their teachers.
- Teachers and parents understand and respect the complementary role that each plays in the successful education of children. Communication between teachers and parents is honest and motivated by a desire to help children thrive.
- Relationships among students are respectful and considerate. Students support one another and are frequently asked to collaborate in such a way as to promote the growth and learning of all students.
- Faculty and staff readily share their experience and expertise with one another in a highly collaborative work environment.

The Saint Andrew's Curriculum

- Saint Andrew's curriculum attends to the various facets of human growth and development. Carefully planned activities address academic, artistic, and athletic pursuits. Character education, grounded in the United Methodist tradition of open hearts, open minds, and open doors infuses all aspects of school life.
- Learning goals are developmentally appropriate, challenging students to master new understandings and skills while building on previous learning.
- Lessons are explicitly constructed to meet clearly defined learning goals. Students are provided with numerous opportunities to practice new skills and receive frequent and constructive feedback from teachers and peers. Culminating assessments are varied, multifaceted, and designed to measure mastery of the learning goals.
- Numerous interdisciplinary lessons exist across all grade levels, challenging students to apply their learning in multiple academic domains.
- Teachers regularly differentiate the learning goals and strategies of lessons in order to address the various strengths and weaknesses of students.

- Teachers create engaging lessons that capture the imaginations of students, leading to deeper and more nuanced understanding of the learning goals.
- Consistent with our status as a Green School certified by the Maryland Association of Environmental and Outdoor Education, Saint Andrew's teachers frequently design lessons that teach environmentally sustainable practices and responsible environmental stewardship.

Technology Philosophy

Saint Andrew's Day School believes that technology is a tool for learning that extends our learning resources and inspires our students to create and innovate. Technology is present both in our school and in the lives of our students. Giving our students the skills they need to utilize technology tools throughout the day is the primary goal of our technology program.

Promoting active, student-centered learning, our teachers collaborate to integrate a variety of skills, including information and digital literacy, research techniques, coding and programming, and digital citizenship. Teachers and students use technology in the classroom to make learning experiences more lasting and powerful than they would be otherwise.

School Communication

Open and ongoing communication between home and school is imperative. Saint Andrew's fosters communication through a school newsletter, the Blue Heron Herald, the website, Facebook, and regular communication from each teacher to their students' families. The Blue Heron Herald (BHH) is published by the Director of External Relations, with support from faculty and staff, and contains vital information from the school. Articles about classroom activities, a school events calendar, and other important notices make up the majority of BHH content. The BHH is emailed to all current families and faculty at noon on Fridays when school is in session. It is essential that you receive and read this important publication. If your contact information changes mid-year, please contact the Director of External Relations to have your information updated in the system.

In addition to school-wide communications, your child's teachers will provide regular communication about information specific to the classroom experience. Classroom and teacher newsletters will be sent on Fridays on a regular basis.

Leadership Team

The Leadership Team consists of the Head of School, Assistant Head of School, Director of Admissions, Director of External Relations, Director of Finance and Operations, and Director of Learning Services.

Administrative & Student Support Staff

The Administrative and Student Support staff includes the administrative assistant, school counselor, learning specialist, and health office staff.

II. The Home-School Relationship

School Community Standards for Parents

A constructive relationship between home and school is essential to the growth of a school culture that supports the social, spiritual, and educational flourishing of students.

To that end, the School actively supports the achievement of the following goals:

- to build relationships between home and school that are characterized by civility, honesty, trust, and respect;
- to ensure that families understand and embrace Saint Andrew's Mission, share its Guiding Principles, and fully support its curriculum, faculty, and staff;
- to promote clear, streamlined communication between home and school;

Parents-guardians commit to:

- staying informed about school policies and procedures, and about important events in the life of the school;
- communicating concerns openly and respectfully to the teacher or administrator closest to the problem;
- following school policies and abiding by school decisions;
- refraining from lobbying other parents-guardians.

The School commits to:

- communicating with families respectfully, openly, clearly, and efficiently;
- thoughtfully and honestly considering constructive criticism from families;
- engaging in decision-making processes that are grounded in the School's Mission and Philosophy and that are focused on the best interest of students and of the School community.

While parents/guardians may not agree with every decision made by the school, in most cases enough common ground can be found to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent/guardian cannot remain a constructive member of the community. In such a case, the school reserves the right to end the family's relationship with the school.

Family Involvement and Support

Saint Andrew's United Methodist Day School recognizes the importance of parent involvement in the education of children. One necessary attribute of a fine school is the active involvement of its parent volunteers. To aid parents in identifying areas where they can assist the school, the PFA encourages all parents to support their child's program by giving of their time and talents. Volunteer activities include, but are not limited to, room parents, guest readers and lunch assistants.

All parents are members of the PFA, and a required membership fee of **\$50.00** per family is collected at the time of registration. These funds enable the PFA to provide support for the school as well as programs and services for the parents. Parents are encouraged to attend PFA meetings which are held throughout the year.

The most important fundraiser, the Blue Heron Fund Annual Giving Campaign, presents an opportunity for parents, alumni, alumni families, and friends of the school to help close the gap between school expenses and tuition. It provides a tax-deductible way to advance the vision of the school, sustain school programs, and keep tuition more affordable for all families. Additionally, throughout the school year, a variety of fundraising events are held. The success of these programs depends on the support and involvement of parents. Participation in any and all fundraisers is voluntary. We encourage parents to be selective and choose fundraisers they feel appropriate.

Parent Volunteer Opportunities

We encourage you to volunteer as you are able. Volunteer opportunities can be organized through the PFA, room parents, or the homeroom teacher. When you volunteer, please be sure you have communicated with the room parent, volunteer organizer, and/or classroom teacher, and report to the school office to sign in and receive a visitor's pass.

This is a safety precaution for students and a courtesy to the teachers. During your visit, please remember you are a guest in the classroom.

Please do not use PFA meetings, open house, special events, arrival and dismissal times, or other informal visits as an opportunity to discuss your child's progress with his or her teacher. Rather, arrange a mutually convenient conference time with your child's teacher.

III. Attendance

School Hours

- Morning arrival begins for all students at 7:50 AM each day school is in session. Students may not be left unattended.
- The **Preschool** academic day runs 8:30 AM to 3:00 PM. Students may be dropped off as early as 7:50 during the regular morning drop-off time and will be given supervised play in their classrooms until the start of the academic day. Preschoolers may arrive between 8:30 AM and 9:00 AM without being considered tardy. Preschoolers arriving after 9:00 AM must obtain a late slip from the school office. Preschool dismissal takes place 3:00-3:15 PM.
- The **Elementary and Middle School (K-8th)** academic day runs 8:15 AM until 3:10 PM. Students may begin arriving at school no earlier than 7:50 AM in order to prepare for the day. Students arriving after 8:15 AM must obtain a late slip from the school office and will be considered tardy. The Elementary and Middle School day ends at 3:10 PM.

Attendance

- In accordance with Maryland law, parents are responsible for the attendance and punctuality of their children. Families of students with poor attendance may be asked to meet with school administration to discuss how to address the problem. Maryland law defines truancy as any student is who unlawfully absent from school more than:
 - 8 days in any trimester of the school year;
 - 15 days in any half of the school year; OR
 - 20 days in the school year.
- **Lawful** absences include, but are not limited to:
 - death in the immediate family;
 - illness of student with a physician's note after 3 days;
 - court summons;
 - hazardous weather;
 - state of emergency;
 - observance of a religious holiday;
 - deployment-related absences such as visitation with a parent/guardian who is an active duty member of the uniformed services and has been called to duty for, or is on leave from, or immediately returned from deployment to a combat zone or combat supporting position;
 - shadowing at another school with a parent's note.
- When a student is absent, a note, e-mail, or telephone message should be sent to the main office explaining the absence. If no note is received, the absence will be considered unexcused.
- Work missed due to an excused absence may be completed within a reasonable amount of time to be determined by the classroom teacher.
- Students must be in attendance for a minimum of 3.5 hours of instructional time during the school day. Attendance of less than 3.5 hours will not constitute a full day of attendance.
- Students must be present from 11:30 AM to 3:00 PM in order to participate in after school activities, including after school enrichments, extended care, and athletics. Students participating in shadow visits with appropriate documentation are exempt from this requirement.

Tardiness and Early Dismissal

- Late arrivals and early dismissals are disruptive to the academic routine and should be avoided. Chronic tardiness or early dismissals will result in a formal meeting with the parent(s) and administration to develop a strategy to ensure improvement or to determine if we can meet the needs for your child to be successful and continue attending Saint Andrew's.
- **Early Dismissal:** Parents are asked to send a note, email or a telephone message to the main office in advance if a student is to leave school early. Students leaving school early should be picked up in the main office. To minimize disruptions to the classroom, middle school early dismissal requests should coincide with the

end/start time of the class period. Early dismissal requests for 2:50-3:00 PM may not be accommodated due to the end of the day classroom routines and start of carline dismissal.

- Early pick-up on a noon dismissal day will result in a student being marked absent for the day.
- If there is a pre-existing circumstance that will make it difficult to abide by this policy please reach out to the assistant head of school directly to work together to develop a suitable plan.

Excessive Tardies and Absences

Families will receive a notification from FACTS if their child's attendance record includes a high-level of tardies, absences, or early dismissals as a warning. If a second notification is received, a formal meeting with the parent(s) and administration will be required to develop a strategy to ensure improvement or to determine if we can meet the needs for your child to be successful and continue attending Saint Andrew's.

Vacation Absences

From time to time situations arise in which families feel that it is best for their children to be absent from school for reasons other than normal illnesses or doctor's appointments. Important family gatherings, unique travel opportunities, or special vacations can all be reasons why families choose to have their children miss school. In such circumstances, we are respectful and supportive of the decisions that families make. However, according to Maryland state law, such absences are considered unlawful. If you are considering a vacation absence from school, please consult with the school administration to ensure the absences will not result in your child being deemed truant.

We are also faced with the practical problem of dealing with the issue of missed work. Below are the principles which guide our efforts in circumstances in which a family has elected to have a child take a vacation absence from school.

1. It is simply not possible to recreate the educational experience that a child misses during an extended absence. Consequently, and despite everyone's best efforts, extended absences often have a negative impact on a child's progress in class. When weighed against the benefits of the absences this is usually a reasonable trade, but it is important that all parties understand that such an impact is natural and unavoidable.
2. We generally do *not* ask teachers to prepare lessons in advance that students can take with them during their extended absences. From a practical point of view, this can be quite difficult. Also, the purpose of the trip is for the family to make the most of the experience and so sending a student off with a load of work to do does not really make sense.
3. Upon a student's return from such an absence, and in a developmentally appropriate manner, students are expected to take the initiative to see that they have everything they need from their teachers in order to complete missed work. Teachers will work with students to identify the assignments that need to be made up, and to help them set reasonable deadlines so that the work can be completed in a timely fashion. However, it is important for the students to be actively engaged in the process of planning and completing make-up work.

With that in mind, we stand ready to work with families of students who have missed school under such circumstances.

IV. Arrival and Dismissal Procedures

Morning Drop Off (all students)

- Elementary and Middle School students should be discharged at the drop off circle at the main entrance of the school between 7:50 AM and 8:15 AM in order to be ready to begin class at 8:30 AM. A chime will ring in the ES and MS buildings to indicate the start and end of morning arrival. Preschool students should be walked directly to the front door of the Preschool building.
 - Preschool and Elementary students go right to their homeroom. Teachers will be present to greet students and make sure that they go directly to their classrooms. Elementary students are tardy after 8:15 AM and Preschoolers are tardy after 9:00 AM.
 - Middle school students who arrive between 7:50 AM and 8:10 AM will be directed to either the playground or the All Purpose Room, depending on the weather. At 8:10 AM, students will be dismissed to homerooms to prepare for the day. Students arriving at the building after 8:15 AM are tardy.
- Please do not drop off students unless teachers are outside on carline duty and school doors are open. Students may not be left unattended.
- Students may only be dropped off from the lane closest to the sidewalk. Students may not enter or exit cars from the passing lane.
- Drivers should honor a speed limit of 5 miles an hour for the safety of students, faculty/staff and parents.
- Drivers must follow the road signs in the parking lot indicating driving directions. Do not drive beyond the “Do Not Enter” sign to access parking in front of preschool.
- Please pull your car as far around the circle as possible and wait your turn in line.
- While it is tempting to stop under the porticos in front of the doors, this is a hazard for other cars and delays the efficiency of drop off.
- Have students ready to disembark safely with assistance from the teacher. Even this simple preparation helps to prevent long lines and delays.
- Please limit exiting your vehicle to assist your children.
- It is imperative that drivers **not** be using cell phones. For safety and efficiency, drivers should be fully aware of the directions given to them by teachers on carline duty.
- Children may only exit and enter their vehicle from the vehicle’s curbside doors.
- Please park in the parking area located on the side of the church if you need to come into the building. All visitors should report to the office.
- When accompanying your child(ren) to the building, please use the sidewalk leading to the school entrance.
- For the safety of all, never leave an idling vehicle unattended.
- Parents are not permitted to accompany their child to their classroom without office approval. This practice fosters independence in the children and helps to ensure that school starts on time with limited distractions in the hallways or outside the classrooms for students and teachers.
 - Preschool parents may accompany their child into the building for drop-off during the first month of school. Preschool teachers will be at the door to assist with drop-off each morning.
- Please remember, this is not a time for a teacher conference. This time is devoted to teachers and students preparing for the start of the school day. If a conference is necessary, please make arrangements through the office to meet with the teacher(s) at a convenient time.

General Pickup Procedures & Reminders

- All preschoolers are dismissed through walk-up dismissal. Parents should park in an available designated visitor space and walk up to the preschool front door to pick-up their child.
- Walk-up dismissal for elementary and middle school students is available, though families are encouraged to use the carline to help maintain an efficient dismissal for all students.
 - Families choosing walk-up dismissal must be outside the Elementary School front door by 3:10 PM. After the staff member calling students has progressed beyond the Elementary School portico,

additional walk-up pickups may need to wait until a staff member or Safety Patrol member is available to call for the student.

- Parents should remain in their cars and proceed slowly and safely through the carline at the direction of the staff.
- Parents who need to buckle their child into a carseat are strongly encouraged to park and utilize walk-up pick-up. If you are going through the carline, you must pull your car over into an available parking space once your child is in the vehicle to assist with buckling. For everyone's safety, parents may not exit their vehicles in the carline area.
- Drivers should honor a speed limit of 5 miles per hour for the safety of students, faculty/staff, and parents.
- It is imperative that drivers **not** use cellphones. For safety and efficiency, drivers need to be fully aware of the directions given to them by teachers on pick-up duty.
- For the safety of all students, parking in the spaces located within the center of the circle drive during dismissal is discouraged as students must cross moving traffic within the active carline area to access these vehicles. Parking is available along the side road directly across from the flagpole and toward the church parking lot.
- Students are *not* permitted to walk through the parking lot to meet parents unattended.
- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.
- Any parent needing to pick up their child(ren) for an early dismissal should arrive prior to 2:50 PM. They must park their car in the designated visitor parking lot, wait at the office for the student to be called from the classroom, and sign the student out. Parents should not go to the classrooms to pick up students.
- Parents should not go to the classrooms. Teachers have been instructed not to release students directly to the parents without authorization from the administration or office. This is for the safety of the students and reduces the confusion and disruption created during instructional time.
- Students should enter their cars immediately and not linger outside of the back or side of the car.
- Please remember that between 2:55 PM and 3:40 PM the office will be closed as dismissal is conducted. Please be prudent in coming into the office at that time. If you must come into the building, please park in the designated visitor parking area and come into the lobby. Please wait patiently until there is a break in the dismissal activity.

Preschool Dismissal

- Parents should park in the designated preschool parking and pick up students at the preschool door.
- Drivers must follow the road signs in the parking lot indicating driving directions. Do not drive beyond the "Do Not Enter" sign to access parking in front of preschool.
- Pickup for half-day preschools begins at 1:00 PM each day.
 - On noon dismissal days, half-day preschoolers begin dismissal at 11:50 AM.
 - On 1:30 dismissal days, half-day preschoolers follow their regular 1:00 dismissal procedure.
- Pickup for full-day preschool students begins at 3:00 pm and concludes at 3:15 PM.
 - On noon dismissal days, preschool dismissal begins at 11:50 AM.
 - On 1:30 dismissal days, preschool dismissal begins at 1:20 PM.
- Families not enrolled in Extended Care or After School Enrichment (ASE) should make every effort to complete student pickup by 3:15 PM.
- From 3:15-3:30 PM, parents must follow any dismissal traffic patterns in effect at that time. Access to parking may be extremely limited in some areas.
- Preschool extended care begins at 3:30 PM. Students will remain in the preschool building until all dismissal procedures have concluded before moving to other areas of the campus, weather permitting.

Lower School Dismissal

- Dismissal for kindergarten through fourth grade begins at 3:10 PM and concludes at 3:45 PM.
- Drivers should enter carline from Tarragon Lane.
- Please pull your car as far around the circle as possible and wait your turn.
- While it is tempting to stop under the porticos in front of the doors, this is a hazard for other cars and delays the efficiency of carline.

- Students are released for afternoon dismissal in an organized manner that facilitates the least amount of wait-time for families.
- The middle school begins at 3:25 PM or as soon as the ES line is clear; parents with children in the middle school are asked to arrive closer to the middle school's 3:25 PM dismissal and assemble with the other middle school parents in the middle school waiting line (see instructions below in the "Middle School Dismissal").
- Carline finishes at 3:45 pm. Remaining students will report to Extended Care or other registered after school programming.

Middle School Dismissal

- Dismissal for 5th through 8th grade students begins at 3:25 PM, or as soon as the ES line is clear, and ends at 3:45 PM.
- Drivers who are picking up middle school students are asked to enter campus from Wallace Manor Road. Upon entering campus drivers will be directed into the middle school waiting line by school staff.
- At 3:25 PM school staff will direct families who are picking up middle school students from the waiting line into the circle in front of the school buildings. Please cooperate with all school personnel when moving from the middle school waiting line into the circle in front of school buildings.
- Carline finishes at 3:45 PM. Remaining students will report to Extended Care or other registered after school programming.

V. Health and Safety

Health

Please do not bring your child to school if he or she is ill. We are required to send sick students home for their own welfare and the protection of others. The school defines illness as:

- a fever within the last 24 hours*;
- a sore throat;
- a persistent cold or cough;
- vomiting during the preceding 24 hours;
- three episodes of diarrhea within the course of a day;
- any skin rash.

A student may not return to school until his or her temperature has been normal for at least 24 hours *without the use of medication* to reduce the fever. Fever will be determined as a temperature of 100.4 degrees Fahrenheit. A student may not have vomited within 24 hours before returning to school. Students who have been absent because of illness for three days or longer must provide a doctor's note prior to returning to school.

Please notify the school immediately if your child has contracted or been exposed to a contagious disease. If a student becomes ill during the day, the school will contact the parents. If the parents cannot be reached, a designated emergency contact person will be called.

Parents agree that in the event of an emergency illness, the school has permission to secure medical aid for the child. All medical expenses, if any, are the responsibility of the parent.

Medication Policy

In accordance with state law, the school can only administer medication to your child with a doctor's signed "Parents Request to Administer Medication at School" form on file for a specific medication. This includes all over-the-counter medications such as cough drops, throat lozenges, Tylenol, allergy medication, and the like.

Medications will not be accepted by the school nurse or any other school officials unless it is in an appropriate container and brought to the health room by the parent or guardian. *No student may bring his or her medication to school.* Prescription medication must be labeled by a pharmacist with the student's name, medication, authorized doctor's name, dosage, when and how to administer, date that pharmacist filled prescription, and expiration date of medication.

Students may not bring any medication to school. Students with unauthorized medication will have that medication confiscated immediately and the parent will be notified.

Lice Policy

In the case of lice, the student must be treated and must be free of all lice and nits before returning to school. The student must be checked by the nurse prior to returning to his or her classroom. If any lice or nits are found during the school day, the parent will be notified and the student will be sent home for treatment. *Please notify the school nurse as well as your child's teacher if lice are found in your household.*

Nut Aware Policy

As food allergies, including life-threatening ones, become increasingly common among children, we are committed to fostering a safe and inclusive environment for all students. At Saint Andrew's Day School, we maintain a *nut-aware* campus, meaning foods containing peanuts and tree nuts are permitted; however, we encourage families to be mindful of the presence of allergies within our school community.

To help ensure the safety of all students:

- We encourage families to pack snacks and lunches that are free from nut products whenever possible.

- During special events—such as birthday celebrations, holiday parties, or classroom activities—**nut-containing foods should not be brought in**. These are times when shared food increases the risk of accidental exposure.
- Please carefully read ingredient labels when providing food for shared occasions, including warnings for production on shared equipment. Be aware that other allergens (such as dairy, egg, wheat, soy, or sesame) may also be present in classrooms, and teachers may communicate additional guidelines as needed.

Families of students with food allergies should ensure the school has a current [Allergy Action Plan](#) and [Medication Administration Authorization](#) on file as well as provide the specific medication to the Health Office. Staff are trained to recognize and respond to allergic reactions, and we work closely with families to support each child's health and well-being.

Thank you for your partnership in helping us provide a supportive and allergy-aware environment for all students.

Excusing Students from Physical Education

It is to the students' benefit to participate in physical education classes. On limited occasions, an illness or injury may necessitate some limitations in physical activity, in which case a parental note explaining the condition is necessary. A physician's note is required if the student is to be excused from physical education for more than two classes and may also be requested if there are regularly missed classes throughout the school year. The school nurse does not write such notes.

Safety

For the protection of our students, the following safety policies and standards will be enforced:

- When entering campus, drivers should proceed at a speed not to exceed five miles per hour and take special care to watch for pedestrians crossing the parking lot or the roadways.
- Drivers must observe and follow all traffic and parking signs.
- Drivers must refrain from using cell phones.
- Drivers and passengers must refrain from smoking.
- Students must be dropped off at the designated carline stations in the carline circle.
- Students may not leave the school grounds without expressed permission from school staff.
- Students may not bring electronic devices, cameras, toys, or anything that is a distraction or can be used as a weapon during school, recess, and extended care.
- In cases of student illness or emergency, parents or legal guardians will be notified by a representative of the school.
- At all times, including dismissal, only the rightful parent or legal guardian or person authorized by the parent may take a student from school.

Fire

- Students will be given instruction in fire drill procedures at the beginning of the school year.
- Fire drills are conducted on a monthly basis.
- Fire exits are clearly marked, and exit routes from each classroom and building are posted in every classroom.

Playground Rules

For the safety of all, students should use playground equipment appropriately. Students may not:

- Return to the building without the permission of a supervising teacher;
- approach any stranger in the vicinity of the playground but instead should immediately notify the supervising adult;
- play tackle football or any other similar sport;
- throw hard or sharp objects such as baseballs, Frisbees, golf balls, sticks, stones, rocks, ice, snowballs, and sand;
- run to and from the playground;
- jump from or stand on swings or slides;
- play games involving pushing, pulling, or wrestling;

- climb on anything other than designated climbing equipment;
- play outside the designated areas;
- play in the mud, puddles, or on piles of snow;
- go down the slide backwards or head first;

VI. Code of Conduct

Philosophy

In an age-appropriate manner, the school staff encourages students to demonstrate personal responsibility, self-respect, and respect for others. The faculty and staff help students to value their individuality and show consideration for the feelings, ideas, and personal property of others in an atmosphere of order and discipline. Responses to student misbehavior are organized to help students grow into thoughtful and responsible community members.

Code of Conduct

Saint Andrew's Code of Conduct is designed to serve each student and the entire school community by promoting the following goals:

- maintaining a safe, supportive environment;
- maintaining an age-appropriate academic environment;
- building a community of mutual respect;
- fostering high character, self-discipline and responsibility.

At school and all school-sponsored events students are expected to:

- respect others, manifesting courteous manners and proper language at all times;
- make a conscientious effort to accept classroom tasks and to conform to school rules and regulations;
- positively contribute to a productive climate conducive to learning;
- express ideas and opinions in a thoughtful and respectful manner;
- be honest and truthful at all times.

Procedures: Overview

The majority of student behavior issues will be addressed by teachers in the normal course of classroom activities. In a situation in which a student's behavior departs significantly from standards of appropriate conduct, the teacher will inform school administrators and enlist their help in addressing the problem. School administrators will investigate the details of each case. Students will be provided with the opportunity to present their versions of events before final determinations are made by the school administrators. The details of such cases will be documented and parents/guardians will be informed. A pattern of student misbehavior may result in increasingly significant disciplinary measures imposed by the school administration, up to and including dismissal from school. Individual instances of egregious misbehavior may result in the imposition of significant disciplinary measures, up to and including dismissal from school.

Procedures: Preschool through Fourth Grade

Behavior management begins at the classroom level. Teachers will work with students to identify disruptive behaviors and strategies to participate more successfully. A write up will be shared with parents of the issue. When the teacher or aide feels the use of classroom management techniques has been exhausted, or that a student's behavior departs significantly from appropriate classroom standards, the student will be referred to a school administrator. The school administrator will conduct an investigation into the circumstances of the case and determine an appropriate response, up to and including issuing an Office Visit Notice.

Procedures: Fifth through Eighth Grade

When a teacher feels that the use of classroom management techniques has been exhausted, or that a student's behavior departs significantly from appropriate classroom standards, then the teacher will issue the student a demerit or an advisory note. Demerits may be given for less disruptive behavior or choices, as well as uniform infractions. Advisories are given for behavioral choices that require additional reflection and response. In select cases, including but not limited to academic integrity, physical altercations, students will be issued a referral.

Disciplinary Consequences

- **Demerit:** A formal notice that your child has had a conversation with the teacher about his/her actions. In addition to behavior, demerits may be given for students in violation of the uniform policy. No further consequences occur, just the conversation. These are catalogued through FACTS and the parent will receive an electronic notification. No further action is required.
- **Advisory Note:** Similar to a demerit but a step above, an advisory note is a formal notice that your child has had a conversation with a teacher about his/her actions. Advisories include a reflection portion for the student to reflect on their choices. Advisories must be signed by a parent and returned to the teacher. A conversation between the parent and teacher is recommended.
- **Detention:** Detention is given when an action or behavior has been repetitive or requires a consequence greater than a conversation. Detention occurs on *Tuesday afternoons from 3:15-4:15 pm*. Your student must attend the detention. If the detention is not served, the student will receive a demerit.
 - Middle school students who participate in Saint Andrew's Athletic programs will miss their practice or game to serve detention. No exceptions will be made to this policy.
- **Referral:** A referral requires a meeting with parents, administration and the student. The student is suspended from all sports and extracurricular activities at school for a minimum of one week starting the day the referral is issued.

Any combination of 3 Demerits and Advisory notes = Detention

3 Detentions = Referral

2 Referrals leads to possible dismissal from school

Bullying, Harassment and Intimidation Policy

Bullying, harassment, or intimidation is inconsistent with the Saint Andrew's Code of Conduct and is expressly prohibited. Students are also prohibited from retaliating against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

Definition

Bullying, harassment, or intimidation means intentional verbal, physical, or written conduct or electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, performance, or with a student's physical or psychological well-being.

Bullying, harassment, or intimidation is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability;
- Threatening or seriously intimidating;
- Occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of school.

Procedures

All reports of bullying, harassment, or intimidation will be promptly and appropriately investigated by school administrators. School administrators will communicate with parents/guardians of all students involved in cases of bullying, harassment, or intimidation. Consistent with the procedures described in the Code of Conduct, school administrators will determine the appropriate course of action for all students involved in cases of bullying, harassment, or intimidation. School administrators will create a written record of the incident and any actions taken.

Policy Prohibiting Corporal Punishment

It is the policy of Saint Andrew's United Methodist Day School that all school administrators or any other employees of the institution are prohibited from administering corporal punishment to discipline a student, in accordance with Education Article 2-206(e)(3)(ii), Annotated Code of Maryland.

VII. Uniform Policy

All students at Saint Andrew's United Methodist Day School must wear uniforms daily. Lands' End is our official uniform provider for all regular and PE uniform items.

www.landsend.com | 800.963.4816 | School Number: 900047978

<u>Regular Dress Uniform</u>		
<u>Preschool (3s & 4s)</u>	<u>Elementary School (K-4)</u>	<u>Middle School (5-8)</u>
● Gray Saint Andrew's polo shirt ● Navy pants or Navy shorts (elastic waist pants/shorts are acceptable) ● Navy jumper or skort ● Navy logoed polo dress ● Navy or white crew socks, knee socks, or tights; No leggings	● Gray Saint Andrew's polo shirt ● Navy pants or Navy shorts (belt should be worn if pants/shorts have belt loops) ● Navy jumper or logoed polo dress (K-2nd Grade) ● Navy skort ● Navy, white or black crew socks, knee socks or tights ● Solid black leggings may be worn under shorts/skorts with black socks (3rd-4th only)	● Navy Saint Andrew's polo shirt ● Khaki pants or Khaki shorts (belt <u>must</u> be worn if pants/shorts have belt loops) ● Khaki skort ● Navy, white or black crew socks, knee socks or tights ● Solid black leggings may be worn under shorts/skorts with black socks
<u>PE Uniform (All Grades)</u> PreK may wear PE uniforms every day K-8th may wear PE uniforms on PE days only ● Gray Saint Andrew's t-shirt ● Navy sweatshirt ● Navy sweatpants or shorts ● Navy or white crew socks ● Appropriate PE/athletic shoes as outlined below.		
<u>Additional Uniform Requirements & Policies (All Grades)</u> ● Only the Saint Andrew's logo is allowed on school uniforms. ● Skorts, shorts, and jumpers must be an appropriate length. While standing in a natural position with arms relaxed at their sides, a student's fingertips must rest on their skorts, shorts, or jumpers, not on exposed skin. ● Age-appropriate makeup may be worn in moderation and should maintain a natural appearance that is not distracting in the school setting. ● Jewelry is discouraged but allowed in moderation. ● No other piercing adornments are allowed to be worn at school ● Temporary body modifications, such as temporary hair color and temporary tattoos, may be permitted at the school's discretion. Any modification that is determined to be distracting, disruptive, or inconsistent with the school's standards may be prohibited or require removal. ● Jackets must be removed in the classroom. ● Navy Saint Andrew's logoed sweaters or vests may be worn for warmth in the classrooms. ● Baseball hats, caps, or visors are to be worn only during PE and recess and not inside the building. ● Hoodies may not be worn under uniform tops or sports jerseys.		

Shoe Policy (All Grades)

Students may wear PE/athletic shoes as listed below or solid tan/brown/black dress shoes any day.

- Shoes may be laced, buckle, velcro, or slip-on style. All shoes should be closed-toe and have a secured heel.
- Hey Dude, Sperry-type shoes, and Bucs are allowed but must be a single solid color.
- Dress shoes should be at or below the ankle.
- The following are not permitted: Crocs, flip-flops, sandals, slippers, cleats, shoes with wheels, light-up shoes.
- Heels should not exceed one inch.
- Boots may only be worn during arrival/dismissal and recess on inclement weather days.
- For preschool students: Closed-toe, flat, and hard-soled shoes with buckles, straps, or laces, and a secured heel.

Free Dress/Out-of-Uniform Days Guidelines

- No inappropriate slogans or pictures on any clothing may be worn.
- While standing in a natural position with arms relaxed at their sides, a student's fingertips must rest on their shorts, shorts, or jumpers, not on exposed skin.
- No torn, oversized, tight or overly worn clothing is acceptable.
- No pajama pants, midriff shirts, Crocs, or flip-flops may be worn.
- Regulations apply to the length of slacks, shorts, skirts, shorts, and jumpers.

Saint Andrew's Spirit Wear

Saint Andrew's offers a number of spirit wear hoodies, t-shirts and other Saint Andrew's logoed items, separate from our uniform. Official spirit wear (licensed Saint Andrew's gear from either spirit store) may be worn on PE days as part of the PE uniform. Items should contain a variation of the school logo AND be either blue or gray in keeping with other uniform items. On non-PE days, hoodies may be worn with the regular uniform for recess/outdoor activities only and must be removed inside the building. Class color shirts may be worn on approved days only.

Class Color Shirts

Class Color Shirts are a great way to show your grade and school pride throughout the year! Students have several opportunities to wear these shirts to school. Students may wear their class color shirts on most 1:30 pm dismissal days with their PE uniform bottoms, on select field trips, and on field day. Spirit shirts will also be worn on special event days including Fall Festival, Halloween, and Earth Day. These shirts are only available through online ordering in the summer. We have a limited collection of previously owned spirit shirts available but sizes are extremely limited.

The full list of Class Colors can be found on the Parent Portal.

Middle School Athletics Game Day Attire

MS athletics participants may wear Game Day Dress on the days they are competing in an athletic event. Game Day Dress is the daily dress code bottoms with team jersey/top. Hoodies may not be worn under jerseys.

Field Day Attire (Preschool–8th Grade)

- Students should wear their class colors; class color shirts are encouraged.
- Quick-dry athletic shorts or swim shorts are recommended.
- Swim attire for water activities may be worn underneath regular clothing. Swimwear should reflect school expectations for modesty and appropriateness.
- Closed-toe sneakers or water shoes with a secured heel must be worn for safety and participation in physical activities. Crocs and flip flops are not permitted.
- Please label all clothing items clearly, especially class color shirts, as many student shirts look alike.

VIII. Academic Policies

Academic Integrity

Consistent with the school's Code of Conduct, all students are expected to complete academic work honestly. Any form of academic dishonesty is expressly forbidden. Academic dishonesty includes, but is not limited to:

- using unauthorized material or test aids;
- deliberately copying from another student while taking a test or preparing a graded assignment;
- submitting work of another as one's own work;
- altering records in the official grade book or report;
- altering test answers and resubmitting them for grade correction;
- providing work for another student to copy, or communicating by verbal, visual, or other signal to another student during a test;
- providing information about test content to another student;
- stealing tests, answer sheets, or test manuals;
- plagiarizing the work of others without citing the sources.

Procedures for Addressing Academic Dishonesty

If, in the view of the teacher, a student has violated school standards regarding academic integrity, the student will be referred to school administrators. In all cases, it is the responsibility of school administrators to investigate the situation and determine appropriate consequences consistent with the procedures outlined in the Code of Conduct.

Consequences for instances of academic dishonesty may include academic penalties. In all instances of academic dishonesty, school administrators are responsible for communicating with parents/guardians.

Use of Artificial Intelligence (AI) in Academic Coursework

Academic integrity requires that all student work be their own, reflecting individual effort, understanding, and creativity. The use of artificial intelligence (AI), including but not limited to tools such as ChatGPT, Grammarly, or image/video generators, is subject to the following guidelines:

- **Student-Generated Work:** Unless explicitly stated otherwise, all assignments, essays, projects, and other assessments must be the original work of the student. The use of AI to generate, edit, or complete assignments without permission constitutes a violation of this policy.
- **Teacher Permission Required:** AI tools may only be used when a teacher has granted specific permission. In these cases, the teacher will provide clear expectations and protocols for appropriate use, which may include citing the AI tool, identifying which parts of the work involved AI support, or submitting both original and AI-assisted versions. Teachers will keep a log of approved AI assignments to be shared with the administration.
- **Transparency and Honesty:** As with any work that is not original, proper citation and credit must be given. When use of AI on an assignment has been granted and utilized, students must be transparent about this use. Attempts to conceal AI assistance or present AI-generated content as solely their own work is considered academic dishonesty.
- **Prohibited Uses:** Use of AI to complete quizzes, tests, timed writing, or other assessments where independent work is expected is strictly prohibited and is considered a violation of the academic integrity policy.

Violations of this policy will be addressed according to the school's academic integrity procedures. Consequences may include, but are not limited to, a warning, loss of credit, or administrative referral, depending on the severity of the infraction.

Portions of this policy were edited with assistance from ChatGPT.

Homework Policy

To varying degrees and consistent with the developmental level of students, homework serves several purposes:

- a. To provide students with the opportunity to *develop* mastery over content and skills.
- b. To provide feedback to teachers regarding students' progress in mastering content and skills.

- c. To preview and prepare for new topics that will be addressed in future lessons.
- d. To provide students with the opportunity to *demonstrate* mastery of content and skills.
- e. To help students develop effective study skills such as organization and time management.

There is a limited amount of time that students can spend on homework and have their efforts be helpful and productive. Beyond this limit continued work can be counterproductive. As a general rule, the total amount of time spent on homework each night should be about 10 minutes per grade level (50 minutes for a 5th grader; 60 minutes for a 6th grader; etc.) **Students who have exceeded the general limit without completing all of their homework should stop working and make plans to communicate their situations to their teachers.**

- Teachers have a responsibility to monitor the *total* homework load of their students to avoid sending students home with an inappropriate amount of work.
- Students have a responsibility to communicate with their teachers if they are experiencing difficulty completing their nightly homework assignments within an appropriate period of time.
- The degree to which homework contributes to a student's overall grade is scaled to the developmental level of students and the nature of the assignment. Homework assignments intended to help students *develop* mastery and *preview/prepare* for future lessons count less than assignments intended to have students *demonstrate* mastery.

Grading and Report Card Policy

- **FACTS** serves as our student information system and digital learning platform. All report cards and grades are processed through FACTS and are available to parents on the designated dates in the calendar through their Family Portal account. Grades are visible to parents for core subject classes in the elementary and middle school divisions.
- **Preschool** students receive a written report card twice a year. This report includes a narrative comment and list of learning objectives and skills.
- **Kindergarten through second grade** students receive three written report cards throughout the year. These contain an inventory of skills and narrative teacher comments.
- **Third and fourth grade** students receive three written report cards throughout the year. These contain an inventory of skills, letter grades, and narrative teacher comments.
- **Fifth through eighth grade** students receive three written report cards throughout the year. These contain letter grades and narrative teacher comments.
- **Interim Reports** will be issued three times a year to all students in third through eighth grade.

Academic Recognition

- **Honors** recognition is awarded to students in 5th through 8th grade who achieve an overall B average in all classes *including specials* in the given trimester, with no grade lower than a B.
- **Honors With Distinction (formerly Principal's Honor Roll)** is awarded to students in 5th through 8th grade who achieve straight A's in all classes *including specials* in the given trimester.
- **Academic Excellence** is awarded to 8th grade students who have maintained an A average in all subjects for all marking periods during 7th and 8th grades. The names of students earning this honor will be placed on the plaque in the middle school building.
- Students in 6th-8th grade may be invited to join the **National Junior Art Honor Society**. Invitation is merit based and students must complete an application process.

Parent-Teacher Conferences

Conferences will be held in the fall and in the spring; however, parents or teachers may request a conference anytime that a concern arises. Parents should contact the teachers immediately and directly to express and discuss any concerns. Please be aware that while informal conversations may take place during carline or school activities, academic and social concerns should never be discussed outside of a planned conference meeting.

Retention Policy

Retention is an individual matter and one which is based on a myriad of factors such as academic achievement, social and emotional maturity, health and attendance. After conferring with administration, teachers will notify parents of the possibility of retention as soon as it becomes apparent.

To be promoted to the next grade a student must:

- pass three of the four core subjects (math, language arts, science, and social studies);
- pass a majority of special subjects (art, computer, PE, religion, music, Spanish).

If a student does fail to pass any core subjects, Saint Andrew's may request that the student attend summer school through Anne Arundel County Public Schools. Passing grades from the summer school course(s) will be accepted and will enable the student to remain at Saint Andrew's. If a student does not attend or receive passing grades in AACPS summer school, the student may not return to Saint Andrew's.

Consistent attendance is extremely important to a student's academic achievement. Records of students missing more than 15 days during the school year will be assessed by the teacher and the administration for possible retention. For the educational benefit of students in the upper grades (5 through 8) who are recommended for retention, the school reserves the right to refuse placement for continuing education.

When A Student's Needs Exceed Available School Resources

Saint Andrew's is committed to providing a supportive learning environment that fosters each student's academic, social, emotional, and behavioral growth. While the school seeks to partner with families to support student success, there may be circumstances in which a student's academic, behavioral, social-emotional, or other educational needs require services, supports, or a program beyond what the school is able to provide.

The school reserves the right to determine when it is no longer able to appropriately meet a student's needs while maintaining a safe, positive, and productive learning environment for all students. In such cases, the school may determine that continued enrollment is not appropriate and will work with the family to identify an educational setting better suited to the student's needs.

IX. Technology

Saint Andrew's Day School is pleased to provide students and staff with a variety of technological tools to enhance the learning experience. The use of technology resources is a privilege, not a right. We encourage and strongly promote the use of electronic information technology for education pursuit. The proper use of informational technology allows learners to advance in knowledge through current and relevant resources, communicate effectively in a technological society, and develop into responsible, informed, and self-directed citizens.

Saint Andrew's is committed to providing training for students and teachers not only in cyber-security, but also on the positive rights and responsibilities of digital citizenship, so that students learn not only how to navigate the Internet safely and responsibly, but also how to assume their place as competent and contributing members of the digital community.

School Owned Devices & Accounts

Saint Andrew's owns a variety of devices available for student use during the academic day, including, but not limited to, Chromebooks, iPads, 3D printers, and robotics kits. Saint Andrew's provides Google accounts for academic use to students in grades Kindergarten through 8th grade with access to certain features disabled at younger grades. Access to a Saint Andrew's domain email address is granted in 5th grade once a signed authorized use agreement is returned.

Personal Devices

The use of personal devices is a privilege extended to middle school students. Use of personal devices by younger students may be allowed in select cases, as required by a learning success plan approved by the Director of Learning Services. Students agree to use their device as outlined in the Personal Device Program details on the school website. Students who misuse devices during the academic day may lose technology privileges in accordance with our discipline and code of conduct policies.

The school extends to students the privilege to possess and use cell phones before and after the instructional day provided they are not displayed, activated or used on the school property during the instructional day. All such devices must be turned off and in a locker, back-pack or similar enclosure during the instructional day. The instructional day includes, but is not limited to lunch breaks, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day as well as extended care, extracurricular activities, or after school activities. Exceptions will be made for students with specific needs that require such devices.

Smart Watches

Smart watches are strongly discouraged, but may be worn by students beginning in 5th grade. Smart watches must be in school-mode during the academic day. Students found to be using a smart watch for communication during the academic day may be required to turn their watch into the Front Office and may lose additional technology privileges for misuse of technology during the school day. Repeated offenses will result in a parent-administrator meeting. If you must reach your child during the academic day, please contact the front office and a message will be delivered at an appropriate time.

Other Wearable Technology and Mobile Devices

The use of smart glasses (e.g. Meta glasses) and other personal wearable technology is not permitted at any time. The use of recording devices is strictly prohibited and is considered a violation of the student code of conduct and may result in disciplinary action.

X. Learning Services

Students On Academic Rise (SOAR)

The SOAR Program is designed to provide targeted academic support for students who are struggling to master grade-level skills. Through a combination of interventions and classroom accommodations, SOAR helps students reach their full potential and achieve their academic goals.

Who Qualifies for SOAR?

Students may be referred to the Learning Specialist based on academic performance, assessment scores, or a demonstrated need for additional support. For middle school students (grades 5–8), eligibility for accommodations requires formal documentation of a diagnosis. Please note that the diagnosis must clearly impact the student's educational performance in order to qualify for services.

Our Learning Services program is a school-based academic support program within a general education setting and would not be the right fit for students who require a more intensive special education setting or services.

What Does SOAR Provide?

- Individualized academic interventions tailored to each student's needs
- Classroom accommodations for eligible middle school students
- Ongoing progress monitoring to ensure growth and success

Lower School Eligibility for the SOAR Program:

- Identified by their homeroom teacher as missing specific reading and math concepts and skills
- Exhibits challenges with phonemic awareness (hearing and manipulating individual sounds)
- Exhibits challenges with phonological awareness (hearing and manipulating sound structures within a word)
- Demonstrates difficulty applying learned spelling rules in written work
- Reads below their instructional grade level
- Struggles with number identification and counting
- Experiences difficulty with basic math computations

Note for 4th Grade Students:

- Students in 4th grade must be in the process of obtaining, or already have, documentation of a diagnosis that adversely impacts educational performance.

Middle School SOAR Eligibility:

- Must have documentation of a diagnosis that adversely impacts educational performance
- As with Lower School students, not all learning differences may qualify for support under the SOAR Program
- Documentation is crucial for a thorough review by the Academic Support Team

Please note that even with a documented learning difference, your child may not necessarily require SOAR services. Additionally, the SOAR Program may not be able to support all types of learning differences.

Student Success Plans

Saint Andrew's Day School offers Student Success Plans for students with documented learning differences that significantly impact their academic performance. While we strive to support each student's needs, please note that we may not be able to provide every accommodation.

To ensure a thorough review and the development of an effective Student Success Plan, submission of all required documentation is essential. At Saint Andrew's Day School, we are committed to providing the support every student needs to soar academically.

XI. Co-Curricular Programs

After School Enrichments

Saint Andrew's students have many opportunities to participate in extracurricular activities. After School Enrichment (ASE) clubs are offered in a variety of themes and are available to students in all grade levels. Clubs are offered in 4-week sessions with registration open two weeks prior to the start of the new session. All registration is completed online. ASE programs are offered for an additional fee. ASE policies and procedures will be shared at the start of each session.

Rules of Conduct

- Students absent from school on scheduled meeting days are not eligible to participate in that day's activity. This excludes a student shadowing at another school.
- Students participating in all clubs and activities are expected to adhere to the Saint Andrew's Code of Conduct. *See Code of Conduct Policy, Section IV.*

Middle School Interscholastic Sports Program

Saint Andrew's students in grades five through eight may participate in our interscholastic sports program. Teams travel to different private schools in the area under the direction of the school's athletic director. The program is designed to teach skills, sportsmanship, and team cooperation. Students are encouraged to honor the game through their enthusiasm, poise, and character. In accordance with the Saint Andrew's Code of Conduct, students are expected to exhibit respect for one another and respect for all involved in the game including coaches, players, opponents, opposing fans, and officials.

Rules of Conduct

- Players absent from school on game or practice days are not eligible to participate in that day's sporting activity. This excludes a student shadowing at another school.
- All school rules must be followed at all times. Consequences for disciplinary actions are listed below.
- Students participating in all clubs and activities are expected to adhere to the Saint Andrew's Code of Conduct. *See Code of Conduct Policy, Section IV.*
- While no player is guaranteed a certain amount of playing time, coaches are committed to ensuring active participation for all players.
- Players should dress appropriately for all practices and games. Players must adhere to the coach's discretion concerning dress or the player could forfeit the right to play that day.
- No jewelry should be worn.
- Players will be financially responsible for uniforms if lost or abused. All records will be held until uniforms or equipment are returned to the school.
- Coaches will place players in positions they feel are best suited for the individual's ability.

Consequences for Disciplinary Actions

- For the first and second detentions a player receives, he/she will not be eligible to participate in the next scheduled game after the detention is given. *The player must attend practices as well as sit with teammates during the game.*
- If a player receives a referral, it will result in benching for two games. *The student will be required to attend the games in school dress uniform to support the team.* If a second referral is received, the student will be dismissed from the team. If the coach believes that a player's actions are detrimental to the team, that player will be dismissed from the team. *See Code of Conduct Policy.*

XII. Extended Care

Extended Care Policy

Saint Andrew's United Methodist Day School Extended Care Program is a service provided for our students. It is an extension of our normal school day and provides students with a myriad of activities. The program is staffed by experienced individuals who plan age appropriate programs for preschool, kindergarten, elementary and middle school students.

- Saint Andrew's extended care program adheres to the school's Code of Conduct Policy.
- PM extended care hours are from 3:45 PM to 6:00 PM
 - Preschool extended care begins at 3:30 PM
- Parents or legal guardians who fail to pick up their child(ren) by 6:00 PM will be subject to a late fee of \$15 for every 15 minutes late. Fees will be charged to the account.
- If a child is picked up late three times within one month, the fees will be doubled after the third offense resulting in a \$30 per 15-minute charge. Fees will be charged to the account.
- Any change in the extended care contractual agreement status must be made in writing in advance of the effective date.
- Parents or legal guardians who have not contracted for extended care may use the extended care program for emergencies at a rate of \$15 per hour or portion of an hour. Fees will be charged to the account. Parents must complete the Drop-In Extended Care form on the school website. We request that drop-in reservations be made at least one day in advance in order to insure compliance with staff-to-child ratios, as required by the State of Maryland.
- No staff member may waive any extended care fees for any parent for any reason.
- Any person, other than the parent or legal guardian, picking up a student must show proper identification to a staff person before the student will be released into his or her custody.
- Once students are signed out of extended care, they must leave the building and school grounds in a manner consistent with the school rules and not return to the school unaccompanied.
- Consistent with school rules, students in extended care may not bring gum, candy, or money.

XIII. General School Policies & Information

Birthdays

Birthdays are very special times for students. Parents may provide a simple birthday treat for their child's class. Coordinate delivery of birthday treats with the homeroom teacher. All snacks can be dropped off in the front office. Please communicate with the teacher to ascertain whether any students in the class have any food allergies. Items that require refrigeration or significant preparation by the teacher are not permitted.

We encourage parents to be considerate of all students in the class when preparing party invitations. If every student in the class is not invited, invitations must be mailed from home and not distributed at school. If a child's party is directly after school and not all students in the class are invited, please be sensitive to the other students' feelings.

Celebrations

Celebrations during the year *may* include Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. The senior pastor of Saint Andrew's United Methodist Church will also coordinate the celebration and recognition of select religious days during our weekly Chapel services.

Chapel

Students in all grades participate in our weekly chapel service, which consists of songs, scripture, an age-appropriate message, and communion (Eucharist). In the United Methodist Church, communion is understood as a holy mystery in which we receive God's grace and understanding, open to all ages and abilities and without regard to church membership or baptismal status. As a United Methodist school, all students will be welcome to receive the bread and cup (grape juice) during communion or they may choose to receive a blessing instead. If you do not wish for your child to have the option to receive elements during communion, please notify the homeroom teacher and Pastor Emily in writing.

Class Schedules

Class schedules are subject to change each year based on the needs of the school, classes, staffing, and various other factors. Creating schedules for students and faculty that maintain the integrity of our program, support our curriculum, and enrich the lives of our students is our priority. To do that, schedules need to remain fluid from year to year and may change without prior notification.

Educational Materials

Students are responsible for all the textbooks, workbooks, reading materials and other classroom equipment that have been assigned to them. A student will be asked to replace any of the aforementioned which are lost or damaged. Report cards and student records will be withheld at the end of the school year if there are outstanding charges.

Library and Media Program

The library and media program is available to all students. Students may check out materials only when teacher or staff member is present to assist them. Additional library materials may not be taken out until previous materials are returned. Students will be charged a replacement fee for any materials lost or damaged. Report cards will be withheld at the end of the school year if there are any outstanding library materials.

Lost Items

It is essential that all parents label their children's clothing. All articles that are found will be kept in the main office. Parents are encouraged to have students check for lost articles as soon as possible. All unlabeled articles will be taken to a local thrift shop at the end of each trimester.

Lunch and Snacks

Students should have consumed breakfast prior to arriving at carline; no morning refreshments will be allowed in the buildings. Students must bring their own lunches to school. Food requiring heating or cooking is not allowed for

lunches; additionally, lunches are not refrigerated, so please provide lunches that do not require refrigeration. Lunches must not contain carbonated or glass bottled beverages. Tuesday through Thursday students are able to order a hot lunch through Main and Market/Boonli online by visiting <https://mainandmarket.boonli.com/login>. On Mondays and Fridays the PFA sells either pizza (Monday) or Chick-Fil-A (Friday) lunch options. All lunch options must be ordered online by the order deadline, as noted by Main and Market or the PFA.

Students in pre-kindergarten through 4th grade are given time for a morning snack which must be supplied from home. Fifth through eighth grade students may eat a healthy snack provided from home between designated classes. Students need to be responsible by throwing away their wrappers. Students should not bring candy or gum for snacks.

Parking On Campus

Visitor parking is available in the spaces directly across from the flag pole and preschool building along the side of the church. A limited number of visitor spaces are also available in the circle drive closest to the preschool sidewalk. Spaces in the middle of the circle drive are designated as faculty parking.

- Please be considerate of parents parked in the designated visitor parking spaces along the side of the church. Be alert to anyone attempting to exit from the parking spaces. Please exercise patience and courtesy as you let those parents leave.
- Parents and visitors should honor the faculty parking regardless of time of day by parking in the designated visitor parking along the side of the church.

Personal Items

Excluding laptop devices for middle school students, students may not bring electronic devices, cameras, toys, trading cards, or anything that is a distraction or can be used as a weapon during school, recess, and extended care. Please do not allow your child to bring gum, candy, or money to school. Students have no need for money at school except on certain designated occasions. You will be notified of these occasions in advance.

Snow and Inclement Weather

In most situations, Saint Andrew's United Methodist Day School will follow the decision of the Anne Arundel County Public Schools regarding changes to the schedule including, but not limited to, closing of school, delayed start, and early closing. This applies to all Saint Andrew's programming. Saint Andrew's, however, reserves the right to make its own decisions regarding weather-related closings.

In all cases of weather-related changes to the regular school day, parents will be notified via telephone, e-mail, and text message, provided power and phone service allows.

XIV. Re-Enrollment and Enrollment

Near the beginning of January, a re-enrollment contract will be sent home. To ensure a place for your child, it must be completed and returned with the non-refundable re-enrollment deposit by the re-enrollment deadline. Enrollment for the next school year will only be considered if all accounts have been settled through the business office. Any families from whom contracts are not received by the deadline will risk losing their child's place to another student from the waiting pool. A late registration fee of \$100 will be charged for contracts submitted after the deadline.

Saint Andrew's United Methodist Day School values diversity in all respects and is committed to the accessibility and affordability of a quality education. We strive for diversity and actively seek students from racially, socio-economically and culturally diverse families. We offer tuition assistance to families that may need support while attending. All families applying for tuition assistance must apply to the School and Student Service for Financial Aid (SSS) for an independent evaluation. Applications may be found on the Internet at www.nais.org or by calling the school's admissions office.