

# Saint Andrew's Day School Student Handbook

*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 Day School 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 Pre-K 3, Pre-K-4, and Kindergarten.

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.

## **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

- The 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.

### **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.

### **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 is published by faculty and staff and contains vital information from the school, articles about classroom activities, a calendar of events, and important notices. It is essential that you receive and read this important publication.

## **II. Attendance**

### **School Hours**

- **Preschool** hours are from 9:00 AM to 3:10 PM. Students can be dropped off during the regular car pool time and will be given supervised play in their classrooms until 9:00 AM.
- **Kindergarten through eighth grade** hours are from 8:15 AM until 3:10 PM. Students should begin arriving at school no earlier than 7:50 AM in order to be ready to start classes by 8:30 AM. Students arriving after 8:15 AM must obtain a late slip from the school office and will be considered tardy.
- Early arrivals must go directly to Extended Care and sign in. Parents will be billed for this service.

### **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.

- **Excused** 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;
  - observance of religious holiday;
  - 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. If the absence is due to suspension or an unexcused absence, no work may be made up.
- 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.

### **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 circumstance, we are respectful and supportive of the decisions that families make, but still we are faced with the practical problem of dealing with 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 an extended absence from school for non-medical purposes.

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.



### **III. 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. As well, a student may not have vomited within 24 hours before 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.

*\*At Saint Andrew's a fever will be determined as a temperature of 99.9 degrees Fahrenheit.*

#### **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 occurrences of anaphylaxis and childhood allergies increase, it is important to be aware of allergies in the classroom. At Saint Andrew's Day School we have several students with nut allergies. Many of the classrooms have at least one student who has a severe allergy to nuts.

We do not prohibit parents from sending foods containing nuts, but we strive to be aware of the allergies in the classroom, and provide a safe environment for all students.

We encourage you to pack foods for both snack and lunch that do not contain nut products. Several times during the year food is brought in for events, such as birthday celebrations or holiday parties. It is of utmost importance that nut-containing foods not be brought in on such occasions. Please check food labels carefully when shopping for events and holidays.

### **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.
- Only extended day students are allowed in the building prior to 7:50 AM, and the parent or legal guardian is required to bring students into the school building and to make certain that a staff member is present before leaving the student. Those students not contracted for AM extended care will be billed for services rendered prior to 7:50 AM.
- Students must be dropped off at the designated carpool stations in the carpool 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;

## **IV. 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**

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. The school administrator will

determine an appropriate response, up to and including issuing an Office Visit Notice or a Referral.

**Office Visit Notice:** When issuing an Office Visit Notice, the school administrator will take the following steps:

- Discuss with the student how the behavior was unacceptable and remind the student of school and classroom expectations.
- Complete an Office Visit Notice, which includes a description of the matter discussed.
- Communicate with the student's parent/guardian regarding the matter.

**Referral:** When student behavior is found to be especially disruptive or persistently problematic, the school administrator may issue a Referral. The Referral will include a description of the behavior and a summary of steps taken to date. The school administrator will communicate with the student's parent/guardian regarding the matter, and facilitate completion of the following steps:

*First Referral*

- Preschool through kindergarten students, teachers, administration and parents will meet to create an individual behavior modification plan for the student.
- First through fourth grade students will be scheduled for a lunchtime/recess detention. Depending on the circumstances, fourth graders may be asked to serve a morning detention.
- In egregious cases the student may be sent home immediately and additional disciplinary measures may be imposed.

*Second Referral*

- The student may be removed from school or scheduled to serve a one-day suspension from school.
- A conference will be scheduled with the parents or legal guardians, teachers and administration. The individual behavior modification plan will be reviewed and revised appropriately.
- In egregious cases additional disciplinary measures may be imposed.

*Third Referral*

- The student will be removed from school. The student will be suspended from school until such time as the school administration completes an assessment to determine whether Saint Andrew's is able to meet the specific needs of the student.
- If the student is allowed to continue his or her education at Saint Andrew's United Methodist Day School, the administration may establish certain stipulations and guidelines for that student at school.
- If the administration determines that a student may no longer continue at Saint Andrew's United Methodist Day school, the administration will take responsibility for communicating all relevant information to the student's parents/guardians.

*Fourth Referral*

- Upon receiving a 4th referral, the student will be expelled from Saint Andrew's United Methodist Day School.

**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 an Advisory Note. In doing so the teacher will take the following steps:

- Discuss with the student how the behavior was unacceptable and remind the student of school and classroom expectations.
- Complete an Advisory Note and have the student sign the note as an acknowledgment that the issue has been addressed by the teacher.
- Communicate with the student's parent/guardian regarding the matter.
- Share a copy of the Advisory Note with the Assistant Head of School.

**Referral:** When student behavior is found by a school administrator to be especially disruptive or persistently problematic, the school administrator may issue a Referral. The Referral will include a description of the behavior and a summary of steps taken to date. The school administrator will communicate with the student's parent/guardian regarding the matter, and facilitate completion of the following processes:

*First Referral*

- Student will be scheduled for a lunchtime/recess detention.
- In cases of especially inappropriate behavior the student may be sent home immediately.
- Imposition of additional disciplinary actions that the school administrator may deem appropriate.

*Second Referral*

- The student may be removed from school or scheduled to serve a one-day suspension from school. A conference will be scheduled with the parents or legal guardians, teachers and administration.
- Imposition of additional disciplinary actions that the school administrator may deem appropriate.

*Third Referral*

- The student will be removed from school. The student will be suspended from school until such time as the school administration completes an assessment to determine whether Saint Andrew's is able to meet the specific needs of the student.
- If the student is allowed to continue his or her education at Saint Andrew's United Methodist Day School, the administration may establish certain stipulations and guidelines for that student at school.
- If the administration determines that a student may no longer continue at Saint Andrew's United Methodist Day school, the administration will take responsibility for communicating all relevant information to the student's parents/guardians.

*Fourth Referral*

- Upon receiving a 4th referral, the student will be expelled from Saint Andrew's United Methodist Day School.

Notwithstanding the procedures described above if, at any time and at the sole discretion of the school administration following an investigation, it is determined that a student's continued enrollment in the school is inconsistent with the educational mission of Saint Andrew's United Methodist Day School, then the student may be expelled.

**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.

## **VI. 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.

### **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 5<sup>th</sup> grader; 60 minutes for a 6<sup>th</sup> 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**

- **Preschool through second grade report cards** are sent home three times a year and contain an inventory of skills and teacher comments.
- **Third through eighth grade report cards** are sent home three times a year and contain letter or percentage grades, a list of objectives and teacher comments.
- **Jupiter Grades** is only available on-line to parents of students in fifth through eighth grades.
- **Academic Excellence** is awarded to 8<sup>th</sup> grade students who have maintained an A average in all subjects for all marking periods during 7<sup>th</sup> and 8<sup>th</sup> grades. The names of students earning this honor will be placed on the plaque in the middle school building.
- **Character Kids of the Month** will be awarded to students in kindergarten through 4<sup>th</sup> grades.
- **Honor Roll Certificates** are awarded to students in 5<sup>th</sup> through 8<sup>th</sup> grades who achieve an overall B average in all classes *including specials*.
- **Principal's Honor Roll** is awarded to students in 5<sup>th</sup> through 8<sup>th</sup> grades who achieve straight A's in all classes *including specials*.
- **Interim Reports** will be issued three times a year to all students in first through eighth grades.

**Parent Conferences** will be held in the fall and again 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 carpool 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.

## **Individual Educational Requirements**

Students who are identified with special educational requirements may require a program more specialized than Saint Andrew's is able to offer. In those cases, the school assists the family in determining the proper placement for the student.

## **VII. Uniform Policy**

All students at Saint Andrew's United Methodist Day School must wear uniforms daily. Everyday and PE uniforms must be purchased from **Lands' End**, [www.landsend.com](http://www.landsend.com); 800.963.4816.

### **Everyday Uniform for Caterpillars and Butterflies**

- White or gray Saint Andrew's polo shirt, turtleneck, or blouse;
- Navy tailored slacks or tailored shorts; elastic waist pants or shorts are acceptable;
- Navy skirt, skort, or jumper;
- Navy or white crew socks, knee socks, or tights;
- Shoes should be sturdy, flat-soled with buckle, strap, or tie. For safety, ballet slipper type shoes, Uggs, and Crocs are not allowed;
- Navy crew pullover, cardigan, or sweater vest;
- Preschool students may choose to wear their PE uniforms daily.

### **Everyday Uniform for Kindergarten through Fourth Grade**

#### **Girls:**

- White or gray Saint Andrew's polo shirt, white turtleneck, or white blouse;
- Navy tailored slacks or tailored shorts with a belt; elastic waist pants or shorts acceptable for children in preschool through 1<sup>st</sup> grade; elastic waist with belt loops acceptable for 2<sup>nd</sup> through 4<sup>th</sup> grade;
- Navy skirt, skort or jumper;
- Navy socks, navy or white tights or leggings, or navy or white knee socks;
- Dress shoe;
- Navy crewneck pullover, cardigan, or sweater vest. PE sweatshirt. Fleece with the school logo.



**Boys:**

- White or gray Saint Andrew's polo shirt or white turtleneck;
- Navy tailored slacks or tailored shorts with a belt; elastic waist pants or shorts acceptable for children in preschool through 1<sup>st</sup> grade; elastic waist with belt loops acceptable for 2<sup>nd</sup> through 4<sup>th</sup> grade;
- Navy or white crew socks;
- Dress shoe;
- Navy crewneck pullover, cardigan, or sweater vest. PE sweatshirt. Fleece with the school logo.

**Everyday Uniform for Grades Fifth through Eighth****Girls:**

- Navy Saint Andrew's polo shirt or navy turtleneck;
- Khaki skirt, tailored trousers or shorts *no more than two inches above the knee in length*, and if there are belt loops, worn with a leather belt;
- Navy crew socks, knee socks, tights, or leggings;
- Dress shoe;
- Navy crewneck pullover, cardigan, or sweater vest. P.E. sweatshirt (*not* including hooded sweatshirts). Fleece with the school logo.
- 8<sup>th</sup> grade class sweater *for 8<sup>th</sup> grade students only*.

**Boys:**

- Navy Saint Andrew's polo shirt or navy turtleneck;
- Khaki tailored trousers or shorts worn with a belt;
- Navy or khaki crew socks;
- Dress shoe;
- Navy crewneck pullover, cardigan, or sweater vest. P.E. sweatshirt (*not* including hooded sweatshirts). Fleece with the school logo.
- 8<sup>th</sup> grade class sweater *for 8<sup>th</sup> grade students only*.

**PE Uniform for Preschool through Eighth Grade**

Generally, students are scheduled for PE classes between two to three times per week. This may also be the uniform for field trips designated as casual. The PE uniform is as follows:

- Saint Andrew's gray, blue, or white t-shirt, navy blue Saint Andrew's sweatshirt, shorts or sweatpants, and regular athletic shoes with laces tied. *We strongly recommend cross trainers*. Please note: K-8<sup>th</sup> may wear white or navy crew socks.
- Saint Andrew's polo shirts or white turtlenecks may be worn under PE sweatshirts.
- In addition to purchasing PE attire from Dennis Uniform and Lands' End, PE attire may be purchased from the online Spirit Store.

**Concert Attire**

Concert attire, separate from the school uniform, will be required for holiday concerts and may be required for special events.

**Preschool – Eighth Grade Girls**

- Holiday dress, or
- Blouse with skirt (2-inch rule as stated below) or dress pants
- Dress shoe
- Minimal holiday accessories permitted (so as not to distract from the performance)

**Preschool - Fourth Grade Boys**

- Collared button-down dress shirt or sweater (tie optional)
- Dress pants, dress socks, and dress shoes

### **Fifth – Eighth Grade Boys**

- Collared button-down dress shirt and tie (sweater over dress shirt optional)
- Dress pants, dress socks, dress shoes, and dress belt

### **Additional Requirements for Preschool through Eighth Grade:**

- Only the Saint Andrew's logo is allowed on school uniforms.
- All skirts, skorts, shorts and jumpers must be no more than two inches above the knee.
- Jewelry is discouraged but allowed in moderation.
- No other piercing adornments are allowed to be worn at school.
- Jackets must be removed in the classroom.
- Navy sweaters or vests may be worn for warmth in the classrooms.
- If the need for boots should arise, appropriate uniform shoes should be brought to change into for the duration of the school day.
- No Underarmor ® or long-sleeved tee shirts may be worn under short-sleeved shirts.
- Baseball hats, caps, or visors are to be worn only during PE and recess and not inside the building.
- Preschool students may wear their PE uniforms daily. Kindergarten through 8<sup>th</sup> grade must wear their PE uniform on PE days only.

### **Out-of-Uniform Day**

- No inappropriate slogans or pictures on any clothing may be worn.
- No torn, oversized, tight or overly worn clothing is acceptable.
- No pajama pants, midriff shirts or flip-flops may be worn.
- Regulations apply to length of slacks, shorts, skirts, skorts, and jumpers.

## **VIII. Drop Off and Dismissal Policies and Procedures**

### **Morning Drop Off**

- 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. Teachers will be present to greet students and make sure that they go directly to their classrooms. Students are tardy after 8:15 AM.
- Please do not drop off students unless teachers are outside on carpool duty and school doors are open. Students arriving prior to 7:50 AM will need to be signed in to morning Extended Care in the Elementary School building by their parent. Families will be charged for this service.
- Drivers should honor a speed limit of 5 miles an hour for the safety of students, faculty/staff and parents.
- 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 should 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.

#### Take Note!

- ✓ The procedure for morning drop off helps to ensure that school starts on time and there are no distractions in the hallways or outside the classrooms for students and teachers.
- ✓ It is strongly recommended that parents *not* accompany students into the classrooms in the morning. Teachers are present to assist students to their classrooms and present in the classrooms to assist them in preparing for the school day. This practice fosters independence in the children.
- ✓ 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.

#### **Mid-day Pickup for Preschool**

- The mid-day pickup for preschool will begin at 1:00 PM.
- Drivers should honor a speed limit of 5 miles an hour for the safety of students, faculty/staff and parents.
- Parents should remain in their cars. Preschoolers will be brought to their cars by teachers. It is not necessary for parents to come to the classrooms to pick up students.
- It is imperative that drivers **not** use cell phones. For safety and efficiency, drivers need to be fully aware of the directions given to them by teachers on pick-up duty.
- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.

#### **Preschool and Lower School Afternoon Dismissal**

- Dismissal for preschool through fourth grade begins at 3:10 pm and ends at 3:30 pm.
- Drivers should enter carline from Tarragon Lane.
- Drivers should remain in their cars and proceed slowly and safely through the carline at the direction of the staff.
- Drivers should honor a speed limit of 5 miles per hour for the safety of students, faculty/staff and parents.
- 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 carpool.
- It is imperative that drivers **not** use cell phones. For the safety and efficiency, drivers need to be fully aware of the directions given to them by teachers on dismissal duty.
- Students are released for afternoon dismissal in an organized manner that facilitates the least amount of wait-time for families.
- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.
- The middle school does not dismiss until 3:30 pm; parents with children in the middle school are asked to arrive closer to the middle school's 3:30 dismissal and assemble with the other middle school parents in the middle school waiting line (see instructions below in the "Middle School Dismissal").
- If you are in the lower school carline and want a middle school student, you will be asked to proceed to the back of the middle school line.

#### **Middle School Dismissal**

- Dismissal for 5<sup>th</sup> through 8<sup>th</sup> grade students begins at 3:30 pm and ends at 3:50 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 3:30 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.
- Parents should remain in their cars and proceed slowly and safely through the carline at the direction of the staff.
- Drivers should honor a speed limit of 5 miles an hour for the safety of students, faculty/staff and parents.
- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.
- For matters of safety, it is imperative that drivers follow the directions given to them by dismissal staff.
- It is imperative that drivers **not** use cell phones. For safety and efficiency, drivers should be fully aware of the directions given to them by teachers on dismissal duty.

### **Take Note!**

- ✓ To ensure the efficient completion of dismissal, please do not park and come into the building to pick up your child. This will only prolong the process.
- ✓ Any parent needing to pick up their child(ren) for an early dismissal should arrive prior to 2:50PM. 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 are *not* permitted to walk through the parking lot to meet parents unattended. This is dangerous even when accompanied by an adult.
- ✓ Students should enter their cars immediately and not linger outside of the back or side of the car.
- ✓ Please remember that between 3:00 PM and 3:50 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.
- ✓ 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.

## **IX. General School Policies**

### **Snow and Inclement Weather**

In most situations, Saint Andrew's United Methodist Day School and Extended Care will follow the decision of the Anne Arundel County Board of Education regarding the closing of schools

due to inclement weather. However, Saint Andrew's 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, text message, the school's website and other social media, provided power and phone service allows.

### **Cell Phones and other Mobile Devices**

The school extends to students the privilege to possess and use cell phones and/or **smart watches** 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.

### **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.

### **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.

### **Lunch and Snacks**

Students should have consumed breakfast prior to arriving at carpool; 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 provides a pizza lunch option.

Students in pre-kindergarten through 4<sup>th</sup> 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.

### **Birthdays**

Birthdays are very special times for students. Parents may provide a simple birthday treat for their child's class. Coordinate delivery of birthday treat with 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.

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 celebrates Thanksgiving, Christmas, Ash Wednesday, and Easter by offering a Eucharist (communion) service to the students. If you do not wish for your child to partake of the Eucharist, please notify the classroom teacher in writing prior to the service.

### **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 quarter.

### **Personal Items**

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. 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.

### **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.

### **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.

## **X. Interscholastic Sports & Extracurricular Programs**

### **Extracurricular Programs**

Saint Andrew's students have many opportunities to participate in extracurricular activities. Clubs provide the opportunity to travel to different private schools and venues in the area

under the direction of the school's club sponsor. The extracurricular program is designed to teach skills specific to the club's theme or content, and more universal skills such as problem solving, independent and cooperative learning, development of individual self-worth and self-confidence, and team building. In accordance with the philosophy of Saint Andrew's, students are expected to exhibit respect for one another and respect for all others involved in their activities.

### **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*.

### **Elementary School Sports**

Younger students may participate in sports through Saint Andrew's sports program. Parents volunteer their time coaching and assisting children on various teams. Our young players come from the school, church, and the broader community. Players are taught to honor the game, follow the Golden Rule, and show respect to all involved in the game.

### **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*.

## **XI. 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.
- AM extended care hours are from 7:00AM to 7:50 AM.
- AM extended care students must enter through the elementary school doors and will be escorted to the extended care room by a faculty member.
- PM extended care hours are from 3:15PM to 6:00 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 \$10 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 \$20 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 \$10 per hour or portion of an hour. Fees will be charged to the account.
- 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.

### **After School Enrichment Activities**

A variety of after school programs will be offered to your child for an additional fee. Regular updates to the dates and club offerings will be available in the newsletter and on the school website.

## **XII. 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.

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 and 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](http://www.nais.org) or by calling the school's admissions office.