

St. Andrew's Academy



Student/Parent Handbook

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Mission

The mission of St. Andrew's Academy is to equip our students with the tools of learning and to endow them with the wisdom of the ages so that they may serve God and their fellow man with virtue and strength.

Motto

The St. Andrew's Academy Motto is: *Oratio, Studium, Labor.*

Translated, it reads: "Prayer, Study, Work." This reflects the life and the priorities of the school.

Distinctives

Classical Methodology and Content:

St. Andrew's Academy employs the classical method of learning based upon the centuries-old *Trivium*. This methodology was well described by Dorothy L. Sayers in her address to Oxford in the 1940's called *The Lost Tools of Learning*. An early emphasis is placed upon basic learning skills, followed by formal instruction in logic and finally by development of clear verbal and written mechanisms of expression in each subject studied. The goal is to teach our students *how to think* as a basis for mastering specific subject areas. St. Andrew's draws from the rich tradition of Western Literature to teach the wisdom of the ages.

A Christ-centered Approach:

Christianity has been such an integral part of the history and development of Western civilization, that anything other than an education centered on the person of Jesus Christ fails at what it purports to be. St. Andrew's Academy holds that *all truth is God's truth*. We seek to integrate all subjects with historical Christianity and the teachings of the Scriptures in ways which are natural and not contrived. Our intent is to provide a clear model of the biblical Christian life and world view through our staff and faculty and to encourage every child to develop a genuine, meaningful and active life in the Body of Christ, His Church. Our goal is to foster the culture and environment of a Christian community which is *inclusive*. We are unapologetic in the assertion of doctrines which are central to orthodox Christianity, but students and faculty alike are welcome to their personal and denominational views on issues about which orthodox Christians disagree. The result is the cultivation in each student of an appreciation for the views of others, while building a confidence in one's own views.

Personal Attention:

Every student is created as a unique person and therefore benefits from individual attention and specific answers to his questions. St. Andrew's Academy is committed to small class sizes where individual, one-on-one help can be a reality. The staff of St. Andrew's Academy is committed to loving and caring for each student and equipping them for a lifetime of learning and serving God.

Statement of Faith

St. Andrew's Academy holds to historic, orthodox, biblical Christianity as summarized in the Apostles' and Nicene Creeds, and as further set out in the Thirty-Nine Articles of Religion. (Please see appendices for Creeds and our web site for the substantially longer Articles.)

Philosophy of Education

In the Bible, God declares that parents have a great duty and responsibility for the education of their children. "And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up" (Deut. 6). The Church also has a great responsibility to teach the faithful in Christ, and indeed, the world, and supports the role of the parent both by encouraging and facilitating the Christian nurture of a new generation. Parents, therefore, ought not to abdicate this, their responsibility, though they may enlist others to assist them in the educational task. This is the purpose of St. Andrew's Academy—to assist parents in the education of their children. As a school, therefore, St. Andrew's Academy works closely with the parents of students, and strongly encourages parental involvement and input in the educational process.

The particular standard by which St. Andrew's Academy seeks to structure and govern all that is done is the Bible, the written Word of God, and the traditional teaching of the Church throughout the ages. The whole of Scripture, as historically taught by the Church, provides the perspective from which our curriculum is taught, establishes the guideline for the teaching methods we use, and is the basis for the discipline and environment maintained in the classroom.

We at St. Andrew's Academy have as our goal the development of each student's potential by teaching him to use his God-given capacities to his fullest. This involves character development, training in Christian values and perspectives, developing a love for learning, maintaining high academic standards, and above all, encouraging students to serve God and do all things to the glory of God.

Associations and Memberships

St. Andrew's Academy is a founding member of The Society of St. Bede: An Association of Anglican Schools.

Chapel

At the very heart of Christian education is the constant concern to direct both our own and our students' hearts, minds and efforts to our chief purpose in life: worshipping God. As a part of this concern, daily chapels are conducted in which the whole school offers worship to God through a traditional and simple prayer service that includes the reading of Scripture and an occasional address to the students and faculty. Choral Matins (a morning prayer service) starts each day and a short evening prayer service ends each day.

Clubs, Extracurricular and Curricular Activities beyond school hours

The opportunity to participate in an activity that interests the student, yet falls outside the “normal” curriculum, is considered important. Clubs will be developed as there is interest and opportunity. Already, there exists a rocket club and a media club (radio show through podcasting and a student publication). An outings club is a part of the physical education program at St. Andrew's and is, therefore, actually a curricular activity. So too are after school requirements for Drama and Choir. All eligible students are expected to participate in field and class trips as they are all a part of the educational formation of students here at St. Andrew's Academy.

Conduct and Discipline

Students are expected to conduct themselves at all times so as to bring honor to God. Respect and obedience to faculty, staff, fellow students and all visitors are the foundation of the disciplinary code. Courteous behavior and polite manners are expected. Cheerful compliance with regulations is secured, when needed, with counseling. A teacher may simply remind or reprimand the student for an offense, but may also take away break and/or lunch; assign an after-school detention; or assign a Saturday work detention in consultation with the Headmaster. On the occasion of the second such Saturday work detention in a term, the family will be billed for faculty/staff time at \$25 per hour (it is suggested that the student earn the money by working for the parents at home).

In cases where cooperation cannot be otherwise achieved, or in flagrant violations of the Ten Commandments, a student may be suspended from school by the Headmaster. Rebellious behavior, lack of respect for authority, other adults or for a student's peers will not be tolerated. Expulsion from the Academy may be the final action the Headmaster administers, and in some cases, may be the first. Off-campus behavior will always be taken into account regarding the student's conduct and behavior. Should a student who has been expelled seek to be readmitted to St. Andrew's Academy at a later date, the administration will make a decision based on the student's attitude and circumstances at the time of reapplication.

Teachers maintain standards of student behavior which are based upon God's Word, conducive to learning, and consistent with school policies. The teacher's responsibility and authority extend to classroom and non-classroom activities and may include any student in the school. The Headmaster and teachers explain classroom and school standards at the beginning of the year and as needed.

St. Andrew's Academy believes that each student should overtly demonstrate self-discipline and responsibility through:

1. Cheerful and respectful obedience to authority (even when the authority figure is not present).
2. Responsibility in doing assigned work and tasks.
3. Cooperation with others.
4. Courtesy and good manners.

5. Cleanliness in person and property.
6. Truthfulness.
7. Respect for the property of the school and other people.
8. Promptness in attendance and assignments.
9. Morally upright conduct in language and social relationships.
10. Love for God and for the things that please Him.

The teacher stands "*in loco parentis*," that is, in the place of the parents with respect to the responsibility of discipline in the classroom and at school. Parents are expected to support the faculty and administration in disciplinary action taken.

Uniform violations (3rd Form and up) will be met with a loss of break and lunch for the students. A consistent lack of part of a uniform for three days will result in the uniform piece being ordered by the school for the student. The family will be billed.

Coming to Chapel unprepared will result in a loss of break and lunch time as well. Further action may be taken if the student does not comply.

Coming to school without homework or assignment book (3rd Form and up) will cause the student to lose break and lunch where he will work on his missed assignments. The second occurrence will cause him to have after school detention (either a work detail or a difficult physical workout). The third occurrence will be met with a Saturday work day and a parent teacher conference. Continued problems will cause more Saturday work days and families will be billed \$25 per hour.

The administration has discretion in all discipline matters.

Admissions Statement

St. Andrew's Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. St. Andrew's Academy practices a biblical philosophy of admissions, not discriminating on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic, and other school-directed programs.

Financial Policy Regarding Tuition

St. Andrew's Academy traditionally has raised about 70% of its operating budget from donations, while tuition has covered the remaining 30%. This is not a financially successful formula, and so St. Andrew's has finished a three year process to raise the tuition to reflect the cost. As always, scholarships are and will be available for those families who do not have the means to pay full tuition.

Families must apply, be accepted, and enroll their children at St. Andrew's

Academy before they file the scholarship application with Family Financial Needs Assessment <www.ffnal.com>.

Tuition payments are due on the 27th of the month, starting in August. For the family's convenience, tuition may be paid by check or by credit card. Late fees are assessed as soon as the payment is late.

All families are required to sign the covenant agreement which includes financial agreements.

Uniform/Dress Code

St. Andrew's Academy strives to set high standards in academic and moral conduct. An important aspect of achieving that goal is for students to view their educational duties as their calling before God. All students will wear uniforms—including choir robes at appropriate events—in order to foster a serious attitude toward their responsibilities.

Hems and necklines must be modest. Modesty, neatness and personal hygiene are encouraged at all times. Hairstyles for boys and girls should be simple, neat, and not faddish; moderation in appearance and length is the rule. Makeup and accessories should be non-distracting, not drawing undue attention to the individual. No hats or caps are to be worn inside any building.

The administration remains the final authority on the acceptability of the student's dress.

Learning Disabilities Policy

This policy applies to all students and teachers in all the classrooms of St. Andrew's Academy.

Definitions:

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, deaf/mute, blind, etc.

Learning Disability: Any condition in a current or potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents, e.g. hyperactivity, attention deficit syndrome, dyslexia, etc. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

1. Children with a severe learning disability will not be admitted to St. Andrew's Academy due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed (either before or after enrollment in St. Andrew's Academy) as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed (either before or after enrollment in

St. Andrew's Academy) as having a learning disability will be given as much individual instruction and encouragement as their classmates.

Athletics

The St. Andrew's athletic program continues to develop. Competition, within the framework of honor and respect, good-sportsmanship and graciousness, is seen to be a valuable learning experience. The lessons of discipline, cooperation, tenacity and hard work are all learned on the fields and floors of competitive athletics. Athletics and physical training are considered an important component of a classical and Christian education. We recognize that the training of the body has been part of the classical approach to education from the very beginning. Further, our understanding of the Christian worldview does not permit us artificially to limit a course of training to the mind only. Our goal is to educate our students in all aspects of life, with the Scriptures at the center of all things as the point of integration.

Grading

Because St. Andrew's Academy holds high academic standards for its students, it is important for parents and students to realize that while earning high grades may have been easy in a prior school experience, that may not be true for the student here. We have pledged ourselves not to raise grades simply to gain the favor of parents. This is in no one's best interests.

It should be remembered that the training is of primary importance, rather than the grade. Grades simply serve as indicators for parents and for students in order to help in the child's calling as a student.

Grading Scale

<u>%</u>	<u>Grade</u>	<u>Meaning</u>
100-98	A+	Excellent
97-93	A	
92-90	A-	
89-88	B+	Surpassing
87-83	B	
82-80	B-	
79-78	C+	Satisfactory
77-73	C	
72-70	C-	
69-0	F	Failing

Homework

Homework is an essential part of the academic program at St. Andrew's Academy because it causes the student to wrestle with the material on their own. Repeated exposure to subject matter is vital to moving the information from short-term to long-term memory. Students should expect homework assignments each day. We have guidelines for how much time a student needs to be spending on homework nightly, which varies from grade to grade and from student to student. It must be understood, however, that this guideline

is based on concentrated effort. If a student doesn't have disciplined habits, homework will take much longer. We fully understand that an increased homework load causes increased family stress (after all, our own children attend here!), but the goals of learning and development of intellectual discipline are not served by a trivial homework load.

All students purchase an assignment book and are expected to write down assignments daily. Parents can be of greatest help with homework by establishing a routine homework place and time, free from distractions, as well as by keeping their students accountable to do their homework.

Late homework is not accepted *for credit* though it must be completed and turned in.

Academic Honesty

Any sort of cheating will not be tolerated at St. Andrew's Academy. Cheating, plagiarism and any other actions that show a lack of academic integrity will be grounds for expulsion.

Books

All school materials and books (with minor exceptions) are to be purchased by families for their students. Books *can* run as much as \$200.00 – \$300.00 per year, especially for older students. Assignment Books are purchased through the Academy.

Attendance and Tardies

Students are expected to be at school and sitting in their seats by 7:35 AM. It is recommended that students arrive no later than 7:30. Tardies are discouraged. Please leave home in plenty of time to arrive at school on time, especially during winter weather. More than three tardies a half-term will cause a student to participate in after school detention or Saturday work days. Attendance at school is very important to the students' academic progress. Even missing one day can adversely affect that progress.

Unplanned School Closures

In all cases, the administration will make the final determination on closing school for a regularly scheduled day. There are two cases in which this happens. For those closures that are foreseeable, for instance a large percentage of the school population is ill and a closure has been called to control the spread of illness, notification will be given to students verbally, and a follow up email or phone call will be made. For those closures that are not foreseeable, families will be notified by email and phone between 6:00 am and 6:30 am of the day in question. No notification will be given if a cancellation is not called.

Regarding Weather Related School Closures:

Weather closures will not be called based on forecasts. Generally a weather closure will be called if the roads are impassable. The following are the conditions that will *generally* cause a school closure due to weather: Over one foot of snow

overnight with a strong chance of heavy snow for the remainder of the day; Two feet of snow overnight with no further snow called for that day. It should be noted that there is much local variation in the amount of snowfall, the above determinations will be made by the administration at the school itself.

The Administration recognizes the right of parents to keep their children at home. This standard varies greatly between families, and the school cannot reasonably accommodate all of these standards. Therefore if a parent decides to not allow a student to travel, the parent must understand that this is an unexcused absence, and students will not have a right to make up missed work. Teachers may allow this on an individual basis, but this privilege granted one time does not set a precedent for the teacher involved. Late arrival at school because of weather will be dealt with on a case by case basis by the administration. Please remember that it takes longer to travel in the winter than it does in the summer; thus, an earlier departure time is necessary in inclement weather.

Practical Parental Attitudes and Involvement

St. Andrew's Academy seeks to be a community of families. It is expected of parents and families to participate in the life of the school—particularly the events hosted by St. Andrew's Academy. These events include, but are not necessarily limited to: Convocation, St. Andrew's Day Conference, Advent Lessons and Carols, Winter Choir Concert, Hilary Lectures and the Drama Production. These activities are designed to further the education of the students, facilitate the growth of St. Andrew's Academy and to minister to the community.

When you read the numbered items below, which reflect the school's philosophy, we hope that you will wholeheartedly agree. If, however, you disagree with *some* points, it may be that you can be honest about your disagreement, but still plan to support wholeheartedly our philosophy of education. If you simply don't agree at all, and this isn't a school you can appreciate unreservedly (or at least tolerably) and support without major changes, the best course of action would be for you to choose another school more in keeping with your philosophy. The Lord God requires parents to be active leaders in the education of their children, (Deut. 6:4-9, Eph. 6:4) but that responsibility does not include trying to re-shape an entire class or institution to fit individual preferences. Positive criticism and ideas are always welcome, especially when they are in line with our stated philosophy. We are eager to answer any questions you may have which will help you make a good decision.

1. A great school needs the active participation of parents. Everyone has skills or knowledge that contribute to advancing our educational mission.
2. You may be surprised how often a parent will object to one facet of the curriculum. They may love the reading materials for English, but don't see why their child has to memorize, or take Greek, or wear the uniform/follow the dress code. We have had to make choices concerning our curriculum. We have based those choices on years of experience and learning on our part, and we think they have been good choices. We expect parents to support these choices and policies while we continually seek to upgrade the curriculum. No aspect of the curriculum is optional and school policies should be willingly

obeyed. If your attitude is not supportive, your child will pick it up, and this will be reflected in his work and attitude at school.

3. Conflicts should be resolved as discretely as possible and at the lowest level possible, in accordance with Matthew 18. If you have a problem with a teacher, a member of the staff or administration, or other parent, please first meet with the person involved, and if an agreement cannot be reached, both parties should then approach the next level of authority. You should, of course, not gossip with other parents about a problem.

4. Wise parents will not contribute to modern society's worship of success by paying too much attention to the outward marks of achievement. Our goal is for every student to do his best, to pursue excellence in order to attain his potential in every area. Not every student can high jump seven feet, and not every student can make A's at St. Andrew's. All students have their strengths and their weaknesses.

5. One of St. Andrew's Academy's greatest strengths is academic excellence. Our curriculum goals demand serious, concentrated effort from every student. Parents of students who must work harder to keep up with the academic demands may well need to limit their student's extracurricular activities and insist on completion of homework on some nights. We don't work academics around our extracurricular activities; studies come first.

6. We have set certain guidelines for homework. We base these guidelines on what we have come to believe are reasonable, necessary amounts for most students. We also highly value family time and will do all we can to respect it. If your student uses his class time wisely and is a good steward of his study time, normally he should not be spending an excessive amount of time on homework.

7. Students transferring into St. Andrew's will likely find that good grades are harder to come by at this school. A grade of "C" may represent satisfactory performance at St. Andrew's, but may also represent excellent effort and great accomplishment by a given student. That student should not be made to feel inferior by a parent's expectation for higher marks. If you want uniformly high grades, this may not be the school for you. If you want high, personal achievement, it is.

8. A teacher's attention is never going to be evenly divided among students; nor are parents' among their own children. But there is a point beyond which we are being unfair to the compliant majority. This is a small school with a conservative budget and limited resources, and we simply cannot be all things to all people in this context. The teacher will not be able to give any one student excessive attention to the detriment of other students.

Classical Subjects

Classical education employs a paradigm that includes as its foundation: Grammar, Logic and Rhetoric (known as the Trivium). As part of this classical program of education, there are certain classes that must be taught. One is a formal Logic class. This class grounds the student in solid reasoning and the terminology of classical, formal logic. It is a must for a classical education. It is generally new material for students and parents, but material that is needful and applicable in all other learning.

Other classes involve the classical languages. Latin and Greek are both taught at St. Andrew's Academy and are foundational to a sound education. The classical languages are a constant reminder of the grammar part of our learning which, though most easily dealt with when young, we all continue to deal with whenever we learn new information.

The final "classical" subject taught is Rhetoric. This class deals with the skills and tact necessary for poetic discourse. In other words, this class helps the student to learn to know when to say what and how to say it. This can often be thought of as the finishing touches of the education. The student, of course, even in this class, continues to learn new grammar and to sharpen his reasoning (logic) skills, but the focus is the end result, the art of speaking and writing well. Rhetoric is informally taught throughout a student's career at St. Andrew's, but also receives the particular attention of an advanced High School course.

Classical Education Philosophy Applied

What is the Trivium? In a sentence, it is a methodology wherein the student is trained in age appropriate ways and with age appropriate content, taking advantage of the student's natural inclinations and working with the student's natural, God-given learning curve. It has three stages: grammar, logic and rhetoric. When the student is in the primary grades, he loves to rhyme and to memorize. This is the work of grammar. At the middle school age, he loves to argue—hence, he is taught to argue effectively and with sound reason (logic). During the years following, the student is taught how to express his ideas and logic with more detail, flair, style and appropriateness—this is rhetoric, and follows after the maturing of the student's sensibilities and sense of tact. The classical, Christian model gives the student the tools of learning. It teaches the student how to think, how to discern, as the scriptures say, between good and evil. The "classroom" goal of education then, becomes not the regurgitation of a series of facts or a philosophy of art or history (though these might be a part of the process), but rather the search for Truth. Then the student can follow the advice of St. Paul to the Philippians: "Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things" (Phil. 4:8).

The Trivium in Short: Grammar: The fundamental rules of each subject. Logic: The ordered relationship of particulars in each subject. Rhetoric: The clear expression of the grammar and logic of each subject.

Residential Policies

Nights and Weekends Away

Students will be expected to spend most weekends at the residence. Visits away should not normally exceed one per month. Nights and weekends away must be approved and arranged generally a week in advance with the administration and residence parent and must often be cleared with parents. Arrangements must be made for missed residence chores.

Church Attendance

Students must attend St. Andrew's Church on Sundays and Feast Days, unless the student is gone out of the area for the weekend. Visiting away from campus/residence for the weekend or for Saturday night within driving distance of Church does not count as out of the area.

Signing In/Out

It is essential for residence parents to know where the students are at all times. A sign-out and sign-in system (either verbal or written, depending upon residence) is maintained for this purpose. When leaving for an activity other than school, students are required to have permission from the residence staff. When signing out, the student will be expected to remain at the designated activity for the duration or to call to make new arrangements.

Room Inspections

Residence parents or faculty or staff will inspect residence rooms at their discretion for cleanliness, orderliness, and a straightened bed. Any other areas which are assigned to be cared for by student (bathrooms or public areas, for example) will also be inspected. All student areas and bags and personal spaces are subject to searching and inspection at any time.

Communicating with St. Andrew's About Your Child

Here are some suggestions for parents who want information about their child. For a boarding student, email or call the residence parent first for a general update. The headmaster is available for a consultation regarding day students and boarding students. Teachers can be emailed or called directly in matters relating to courses they teach. In case of concerns and conflicts that do not seem to be resolving, you may appeal to an administrator, but always seek to follow Matthew 18:15-17 in addressing the person directly involved first. We encourage you to follow this model both in regular communication and in situations involving conflict.

Change of Status

Students who begin their attendance as boarding students at St. Andrew's must continue as boarding students of the school unless their family moves to the local area or permission is given by the administration.

Student Arrival/Departure Policy

St. Andrew's Academy feels that participation in the entire academic year is essential. To enable complete participation students are expected to arrive at and depart from the campus well in time for the first day of school and after the last day of school and any scheduled activities which follow.

Traveling Tips

Save money by arranging travel well in advance. Let the school know as far in advance as possible exactly when and where you will be arriving, since the airports are 1.5 to two hours away. (Chico, California and Reno-Tahoe are the preferred airports to use when traveling to St. Andrew's Academy).

Avoid lost luggage! Put tags on the outside and tape your name, address and phone number **INSIDE** each piece of luggage. Keep valuable or breakable items such as cash, checks, tickets, passports, and computers or other electronics in your carry-on luggage. It is also a good idea to include a change of clothing and personal grooming items in your carry-on luggage.

Visitation Policies

Visitors to the School

Visitors to the school and parents who arrive during class time are required to check in at the front office prior to proceeding into the classroom area. Students are expected to be helpful to strangers or guests who visit the school. Students are encouraged invite their parents to the school. In the case of boarding students, parents or students are requested to inform the front office staff of the date of the visit so a parent-teacher conference may be scheduled. Visiting parents wishing to visit a class are welcome to do so. Please communicate with the administration in advance. Any arrangements for a visit by prospective students or a friend of a current student should be made with the Headmaster in advance.

Parental Visits to the Student Residence & Weekend Leaves with Parents

As it fits the mission of the school and our desire for families, we strongly encourage parents of boarding students to visit their children here at our campus during the school year. We encourage parents to take their child out for dinner or some other activity and spend quality time together. We also encourage parents to remain on campus with heir child: visit a class, help with a project, and meet other students. In order to better serve the spiritual, academic, and maturity needs of students, students may return home only at the discretion of the headmaster and their residence parent.

Parents must notify administration and residence parents before arriving on campus for a visit as this will disrupt the day to day routine that is so helpful to students and staff. Please make every effort to alert the school at least a week in advance.

Computer Policies

Parents are required to have an email address that is checked regularly (every day or two) as the school communicates information to parents via email more often than any other way. This saves time and limited resources of a small school. Please update the Academy with any changes in email addresses.

Personal Computers at St. Andrew's

Personal laptop computers are a privilege at St. Andrew's Academy. In order for a student to bring a computer to campus, they and their parents or guardians must seek permission through the headmaster by filling out a personal computer request form prior to bringing the computer to campus. If the Headmaster and parents/guardians of said student feel that it would enhance the student's academic experience in a significant way, permission will be

granted. Permission is not necessarily granted to every applicant, and the administration reserves the right to refuse any student's request.

Any personal computer found on campus without having received approval will be confiscated and sent home with parents or, in the case of boarding students, immediately sent home at student's expense.

General Guidelines for Computer Use:

Guidelines concerning computer use at home are applicable specifically to boarding students, but we encourage parents to monitor their day students in a similar manner.

Thirty minutes per school day is allowed for boarding students to correspond via email, chat, video chat, etc. One hour per day is allowed on weekends (exceptions and/or restrictions may be made by faculty, staff or residence parent).

Computers are kept under staff control and used under supervision. Students shall not be allowed to keep personal computers in their room or use them without supervision of the student's residence parent.

Faculty may, at their discretion, specify where and for how long a student may use a computer at school.

Students must secure permission from a faculty member before printing anything on the school printer.

St. Andrew's will not be responsible for individual upkeep or damage of personal computers, nor technical support for individual computers.

Internet Use Policy

The internet represents a powerful educational resource unlike anything that preceded it. Its potential for education grows with the establishment of each new connection. The use of the internet for research and academic purposes is needed for Middle School students and above at St. Andrew's Academy. This use of the internet should be done with permission and under supervision of faculty, staff, or house parents (and we recommend the same for day students in their homes).

St. Andrew's Academy believes that the benefits to educators and students from access to the internet exceed the dangers. Because the dangers, however, can have such harmful negative impacts on the lives of students, it is agreed that unacceptable uses of the internet through St. Andrew's facilities or any other facility shall result in discipline (and immediate suspension of access to the internet on campus and in boarding residences). Examples of unacceptable internet use are as follows, but not limited to:

- Using the network for any illegal activity, including violation of copyright

or other contracts.

- Using the network for financial or commercial gain.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communication without the author's consent.
- Posting anonymous or hurtful messages.
- Using or accessing inappropriate language, profanity, obscenity, offensive or inflammatory speech.
- Taking on a false identity.
- Knowingly accessing and/or deeper exploration resulting from accidental discovery of inappropriate material — specifically pornographic material or any other material that is counter to the intent of this Acceptable Use Policy.
- Antisocial and/or inappropriate emails, or inappropriate weblog (blog) posts or instant messaging, slander—through email or document publishing— or misuse of media.
- Using the network in any other manner contrary to specific instructions of St. Andrew's Academy personnel.

If a student fails to meet any of the above conditions for use, their internet and/or computer privilege may be revoked at any time, temporarily or permanently, and they will be subject to further disciplinary action.

Middle and High School students shall have a valid email address (Yahoo, Hotmail, Gmail, etc.) for their academic work and for communication purposes.

Telephone Use

Students may place calls from the secretary's office after securing permission from a teacher or administrator. After school hours, boarding students may only use telephone with residence parent permission. Students must use a phone card when calling home. Students may not generally bring a cell phone to school. If there are reasons why the administration allows a student to have a cell phone, the phone must be used in accordance to administration and faculty direction only. Boarding students who bring a cell phone with the administration's approval shall store the cell phone with the administration or residence parent. Students may call people on an approved list during phone time. Calls will be "monitored" by a nearby staff or faculty member or residence parent. This is not done to invade the privacy of any relationships, but to prevent inappropriate conversations or the contacting of people who would not be a good influence on the student.

Media Policies (Music, Movies, Television)

Portable Electronic Devices

We love music at St. Andrew's! We sing every morning in chapel, and almost every day in choir. On some weekends, we watch movies together. However, not all music and movies glorify God. Students should therefore leave iPods/

MP3 players, shuffles, Discmans, DVD players, radios and TVs, at home.

Permission may be requested and given to a boarding student to bring a small CD player or iPod device to play music through speakers in the boarding residence. External speakers must be used but should not be heard outside of the residence room. To promote accountability and community, headphones/earbuds are not allowed.

Music

Boarding Students may bring music with them to St. Andrew's Academy for use in the residences. We expect the music that students bring to the residences to reflect Christian values. Since music can be brought into the residences in so many different forms, it is impossible for the faculty/staff or residence parents to review all the music students may bring with them. However, St. Andrew's faculty/staff and residence parents have the right and the responsibility to monitor the music to which boarding students are listening.

Any contraband material, whether electronic device or music on any media form, will be confiscated (or erased, if applicable).

DVD, Video and Television

Students are expected to comply with the staff in the choice of videos and DVDs. All visual media shown in the residences needs the approval of a residence parent. Visual media may only be shown in student rooms with residence staff permission and supervision. Discretion should be used by the students in the choice of media they watch or listen to. The following guidelines will be adhered to within the residences:

Each staff member and student is held accountable to God for what they allow into their minds. Staff and students are expected to be thinking people, discerning in what they view. The staff at St. Andrew's Academy has been given a responsibility to help students develop a godly mindset. No staff member should be a stumbling block to a student or an offense to others; therefore a conservative selection of media material is required. The selection of any visual media should take into account the audience with regards to age, gender, group, etc., and the purpose of the viewing instruction or entertainment.

APPENDIX A

The Apostles' Creed

I Believe in God the Father Almighty, Maker of heaven and earth: And in Jesus Christ his only Son our Lord: Who was conceived by the Holy Ghost, Born of the Virgin Mary: Suffered under Pontius Pilate, Was crucified, dead, and buried: He descended into hell; The third day he rose again from the dead: He ascended into heaven, And sitteth on the right hand of God the Father Almighty: From thence he shall come to judge the quick and the dead.

I believe in the Holy Ghost: The holy Catholic Church; The Communion of Saints: The Forgiveness of sins: The Resurrection of the body: And the Life everlasting. Amen.

The Nicene Creed

I Believe in one God the Father Almighty, Maker of heaven and earth, And of all things visible and invisible:

And in one Lord Jesus Christ, the only-begotten Son of God; Begotten of his Father before all worlds, God of God, Light of Light, Very God of very God; Begotten, not made; Being of one substance with the Father; By whom all things were made: Who for us men and for our salvation came down from heaven, And was incarnate by the Holy Ghost of the Virgin Mary, And was made man: And was crucified also for us under Pontius Pilate; He suffered and was buried: And the third day he rose again according to the Scriptures: And ascended into heaven, And sitteth on the right hand of the Father: And he shall come again, with glory, to judge both the quick and the dead; Whose kingdom shall have no end.

And I believe in the Holy Ghost, The Lord, and Giver of Life, Who proceedeth from the Father and the Son; Who with the Father and the Son together is worshipped and glorified; Who spake by the Prophets: And I believe one Catholic and Apostolic Church: I acknowledge one Baptism for the remission of sins: And I look for the Resurrection of the dead: And the Life of the world to come. Amen.

APPENDIX B

General Curricular descriptions:

Grammar School:

Generally, in grammar school, we seek to emphasize information and narrative. This does not mean that logic and rhetoric are not dealt with, but that the students are well equipped to learn much in the way of information—the grammar of each subject—and they naturally love story.

Thus, most of our curriculum for this age reflects these priorities.

Middle School:

In these years, a student learns connections and takes formal logic. The class-work emphasizes continuity of information, material and skills. Integration of all learning becomes more obvious. Time lines, chronological movement, connections with maps, logical progression in subjects: these are all elements of the middle school student's academic life.

The basic subject areas include classes in Language (Latin and Greek), Math, Literature, Bible (survey), Composition, History (survey of Western Civilization), Logic, and Science.

High School:

Rhetorical development is important in these years. The student learns to study, research and express himself with sufficient detail, appropriate tone and diligent completeness. These years find the student wisely using the foundation of his grammar and logic education.

The classes students in High School take include: Languages (Latin and Greek), Math, Literature (great books progression), Composition and Rhetoric, Bible and Theology, History (emphasis on original source documentation), and Science.

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