



# ST. ANDREW SCHOOL



Classical Education  
Built on Catholic Faith,  
Academic Excellence & Community

*Parent/Student  
Handbook*

Changes	Revision Date
Final board approval of substantial handbook edits: entire format changed to make more reader friendly including linked TOC, 8-12 student planner document incorporated.	07/09/2020
Update faculty page, add transfer student policy to 8-12 student handbook and add revision table.	09/10/2020
Additional dress code options, PTVO, tuition policy	01/14/2021
Removed dollar value of PIP points and referenced new location in the Tuition and Fee Schedule.	03/18/2021
Update faculty page, Dress Code, student handbook grades 6-12 (re-organized, clarified language in Academics/Grading, Behavior Expectations/Demerit, Bell Schedule/Tardy and Cell Phone Policies).	8/19/2021
Clarification of passing grades and update to full-time student status in the 6-12 student handbook.	10/21/2021
Update to Commercial Movies (14), addition of navy blazer to 6-12 Dress Code (36), extensive additions to Transfer Student credits (39). <i>Page numbers with hyperlinks added in parentheses at request of parents.</i>	4/21/2022
Code of Conduct added to Admission Policies (9) and heading change from Communication/Complaints to Conflict Resolution Policy (14). Faculty/staff updated.	7/15/2022
New text (added/edited since last approved version) is highlighted in blue. Details: Faculty/staff list removed and website referenced. Gender and Sexuality section added (20); Wording updates to Safe Environment Policy, including Appendix B (24 and 46); New wording for K-5 report cards to reflect mastery grading for St. Patrick’s curriculum (31); clarification to Whole School Policies section of dress code (31 and 36); clarification/updates added to multiple sections within the 6-12 Student Handbook, including: Academic Integrity (33), Communication/Late Work (34), Grading System (37), Graduation Requirements (38), Latin Honors (38), Clubs and Sports (39), and Student Fundraising (41).	6/15/2023

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### *ST. ANDREW SCHOOL*

St. Andrew School is a private school, educating students in grades K thru 12, operated by St. Andrew School, Inc., a non-profit corporation incorporated under the laws of Montana. The mission of the School and all operating policies are established by the corporation, and administered through its agents, the St. Andrew Board and the Principal.

Since July 2015, the Bishop of Helena has recognized St. Andrew School as a *private* Catholic school in the Diocese of Helena. St. Andrew has been accredited with the Western Catholic Education Association [WCEA] since October 2015.

**MISSION STATEMENT:** *St. Andrew School provides a classical education built on Catholic faith, academic excellence and community.*

**VISION:** Our motto is *Vitam impendere vero* - “Hang your life on the truth.”

Graduates of St. Andrew School are:

#### **V**irtuous Citizens

- Kind and respectful to everyone
- Imitate the life of Christ, the apostles and saints
- Respect the body as a temple of the Holy Spirit
- Accept responsibility for choices and actions

#### **E**nthusiastic Catholics

- Realize the importance of sacramental life
- Understand the teachings of the Catholic Church
- Committed to traditional practices of prayer, mortification and good works
- Espouse Catholic principles of freedom of religion and ecumenical tolerance.

#### **R**esourceful Learners

- Read, write and think well
- Utilize the tools of Classical learning (grammar, logic and rhetoric)
- Value the assistance of others in the quest for truth
- Articulate ideas coherently
- Think critically to analyze problems
- Value the time-honored classics of Western Civilization

#### **O**pen Witnesses

- Engage the world with an educated charity
- Participate in the democratic process
- Use communication technology incorporating Catholic values to contribute to the positive development of society
- Share their gifts of time, talent and treasure

## MISSION

### CATHOLIC FAITH

St. Andrew School promotes the beliefs of the Roman Catholic Church in our curriculum; the school adheres to the teaching Magisterium of the Catholic Church and is committed to Catholic principles of freedom of religion and ecumenical tolerance. St. Andrew fosters strong Catholic spiritual lives through the historical Catholic practices of prayer, mortification and good works, as well as Catholic sacramental practices.

### ACADEMIC EXCELLENCE

St. Andrew School is a *classical* school. By classical school, we understand: a commitment to the classical subjects of learning, particularly the *Trivium* (grammar, logic, rhetoric); a commitment to the "classical tradition" of learning, which stresses development of skills, particularly those of speaking well, reading well, and thinking well; a commitment to *active* learning: to the active involvement of each student, faculty member, and parent in the life of learning; and a general commitment to the liberal arts and liberal learning, realizing that the aim of all study and learning is to increase our love of the truth and make us more proficient seekers of it.

### COMMUNITY

St. Andrew School is a community, united under God; we support each other and promote a spirit of goodwill to all. Embedded in the unfaltering knowledge and awareness that our Lord has given His life for us, we give our lives for Him. Community is achieved by modeling the Gospel of Jesus through consistent love and support for one another in and out of the classroom, creating a safe, respectful and disciplined environment anchored in core values, and generating an ever-present atmosphere of respect, unity and acceptance. Ours is a community of faith.

**CONTACT INFORMATION**

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P.O. BOX 231, HELENA, MT 59624

OFFICE: (406) 449-3201

FAX: (406) 449-0129

Website: [www.standrewschool.org](http://www.standrewschool.org)

Mr. Doug Tooke, Head of School

E-mail: [principal@standrewschool.org](mailto:principal@standrewschool.org)

Position Vacant, Vice Principal of the Upper School

E-mail: [viceprincipal@standrewschool.org](mailto:viceprincipal@standrewschool.org)

Mrs. Camille French, Vice Principal of the Lower School

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Mrs. Rebecca Hover, Secretary

E-mail: [standrew@standrewschool.org](mailto:standrew@standrewschool.org)

Mrs. Catherine Patzen, Communication and Learning Management Specialist

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Mrs. RyAnn Christman, Business Office

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Up to date faculty and staff assignments are available on the school website:  
<https://www.standrewschool.org/about/faculty-staff/>

THIS PARENT-STUDENT HANDBOOK IS INTENDED TO PROVIDE SPECIFIC INFORMATION REGARDING ST. ANDREW SCHOOL. INFORMATION CONTAINED WITHIN THE HANDBOOK IS NOT INTENDED TO CONTRADICT INFORMATION FOUND IN THE (FORMER) MONTANA CATHOLIC SCHOOLS POLICY MANUAL SECTION 2000.



## ***PARENT HANDBOOK***

### **WELCOME TO ST. ANDREW SCHOOL**

A high-quality Catholic education awaits your child at St. Andrew School. As Catholic tradition has always taught, we affirm that parents are the *primary educators* of their children. This truth has been verified time and again by experience in the classroom: the larger the role the parent plays in the educational process, supporting the teachers outside the classroom, encouraging their children in their studies and in the development of good habits of study and living, the more successful the teacher and the student are at school.

These guidelines are offered in the recognition of the essential role parents play in the educational process, and how much the school relies on parents for its success. If you have questions regarding any policies, please ask the Principal for assistance.

#### **RIGHT TO AMEND**

The St. Andrew Board retains the right to amend the handbook at any time. Parents will be given notice when changes are made.

### **ADMISSION POLICIES**

Parents are required to acknowledge receipt of the handbook and review all subsections of the below Admission Policies annually (as part of the enrollment process).

#### **ADMISSION REQUIREMENTS**

Students are expected to have a record of good standing from their previous school and previous semester.

Families applying for admission must provide a copy of the Enrollment Contract, a signed release of records (if applicable) and a current transcript (official or unofficial), current academic and/or medical accommodations forms, a completed medical emergency form, immunization records, and have any financing approved. These documents must be on file along with a teacher/principal recommendation before final acceptance.

The school administration reserves the right to deny enrollment or require the withdrawal of a student if the administration determines that it is in the best interest of St. Andrew School.

Applications are submitted online and include the Enrollment Contract, a Release of Record Form (when applicable) and a Medical Emergency Form. More details about the admission process can be found on the school website: <https://www.standrewschool.org/register-enroll/>.

#### **CODE OF CONDUCT**

Enrolled families are expected to fully embrace the mission, vision, policies, and procedures of St. Andrew School, as laid out in the parent student handbook, particularly our commitment to Catholic and classical education, which supports a mutually supportive relationship between the school and parents. As a private school community focused on living our Catholic faith, we

agree to hold each other to a high personal behavior standard, recognizing the dignity of each individual and conducting ourselves accordingly. This includes a clear expectation that parents/guardians will model good Christian behavior, even under duress, and address and/or respond to any school concerns in a positive and supportive manner, avoiding public actions or criticism detrimental to St. Andrew School or its employees.

The Code of Conduct clarifies expectations for all parents/guardians and visitors to our school regarding conduct while on school property, at school sponsored events, and when interacting with St. Andrew employees and/or students, in order to ensure an orderly, respectful, safe and secure educational environment.

### **General Policies**

In order to provide a safe environment which focuses on the well-being and benefit of all students, every member of our community (parents/guardians, students, visitors, teachers, administrators, faculty/staff, Board members) is expected to abide by the following principles and policies:

- All parents/guardians and visitors, as well as members of the school community (faculty, staff, administration, and students) must treat one another with respect and courtesy in all communications and disputes.
- During daily school operations, all parents/guardians and visitors **MUST** sign in to the front office, stating the purpose of visit and receiving an assigned visitor's badge. Displaying the visitor badge, the person must conduct their purpose only and then sign out, returning the visitor's badge when the stated purpose of the visit is achieved. Anyone who is not an approved faculty member or a person wearing a visitor's badge will be first asked to check in with the front office or, if appropriate, be asked to leave.
- St. Andrew School should be provided an opportunity to resolve all issues of concern before a complainant initiates public criticism (please follow the Conflict Resolution Policy on page 12):
- All Parents/guardians are encouraged to seek first to clarify a student's version of any negative situation or event cognizant of the school's stance or decision; this first step often opens the door to an improved understanding and provides a better basis for discussions focused on finding successful resolution(s) to any dispute(s).
- All Parents/guardians are invited to contact school personnel directly (always following the procedure outlined in the Conflict Resolution Policy when applicable) whenever a question or need for clarification arises regarding a school matter, and are asked to avoid relying on interpretations or perceptions from non-official school sources.

### **Prohibited Behaviors**

In order to provide a peaceful and safe school environment, St. Andrew School expressly prohibits the following behaviors by any member of our school community (including parents/guardians, visitors, students, administration, faculty/staff, Board members, etc.):

- Abusive, threatening, profane, derogatory, intimidating, or harassing communication, either in person, by email or text/voicemail/phone or other written, verbal, and non-verbal communication
- Disruptive behavior that interferes or threatens to interfere with school operations in certain locations including:
  - a classroom,
  - an employee's office,
  - school grounds,
  - indoor and outdoor school sporting events,
  - parking lot ingress and egress, including school drop-off and pickup lines, and
  - school-sponsored events whether on campus or at other locations.
- Battery or assault towards an employee, visitor, fellow parent/guardian, or student, which will result in charges being pressed and bans from the St. Andrew School property.
- Threats to damage the property of an employee, visitor, fellow parent/guardian, or student.
- Damage or destruction of St. Andrew School property.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages, or other written or oral communication such that a reasonable person would conclude such actions are harassing in nature.

Please be advised:

- St. Andrew staff and administration may not always be immediately available to speak with you. The only way to ensure you are able to speak with a staff member or administrator is to schedule an appointment.
- St. Andrew staff and administration will attempt to return all messages within 24 hours on business days, or on the next available workday. Calls, emails, and visit requests will be responded to consistent with this practice at such times as someone is not immediately available to speak with you.
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others:
  - Any concerns that you have must be made through the appropriate channels (see the Conflict Resolution Policy on page 14) so that they can be dealt with fairly, appropriately, and effectively for all.
  - In this context, “publicly” includes the use of social media including, but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Twitter, Instagram, Snapchat, LinkedIn, Flickr, etc.

### **Consequences**

- Any person observed to have violated one or more of the guidelines listed in this Code of Conduct document may be asked to leave school premises. In some cases where appropriate, such person(s) may be denied access to the school or school-sponsored

events. Depending upon the severity of the incident, a verbal or written warning may be issued and/or reports may be filed with the police.

- Abusive and threatening behavior of any kind will not be tolerated in or near St. Andrew School nor during St. Andrew sponsored events under any circumstances. For the safety of our staff and students, the Helena Police will be called when appropriate.

If a pattern of abusive and threatening behavior is noted, the family responsible for that behavior may be asked to withdraw their student(s) from St. Andrew School.

### **CONFLICT RESOLUTION POLICY**

All members of the St. Andrew Community (students, parents, faculty, staff and administration) have the responsibility to be “Christ-like” in their interactions with each other, treating all members of the community with dignity, respect and trust.

In order to facilitate productive communication and trust among the members of the St. Andrew Community, please take concerns, suggestions or complaints immediately to the person(s) involved (including volunteers and substitute teachers) via email or by scheduling a meeting. If a member of the St. Andrew Community is not comfortable addressing their concern with the person involved, they should take their concern to a member of the School Administration. If a concern or complaint has been communicated to the involved person(s) and there is not a satisfactory dialogue or resolution, please present the concern or complaint to the next level of administration. The levels of administration are as follows:

1. Faculty, School Support Staff, and Other School Employees
2. School Building Administrators (Vice Principals and/or Principal)
3. St. Andrew Board

If you wish to communicate concerns in person, please schedule meetings ahead of time and communicate with respect. “Drop-in” or impromptu meetings are not a proper forum for serious concerns or complaints.

The St. Andrew Board prohibits retaliation by any member of the faculty, staff, administration, or the Board of Directors against any employee who cooperates in an investigation subsequent to a complaint.

#### PRACTICAL APPLICATION OF THIS POLICY:

If a parent disagrees with established rules of conduct, policies, or practices, or if a situation occurs when a parent has knowledge that a decision is negatively affecting a child’s education, the parent must engage the following communication protocols:

#### **Conflict with teacher/staff member**

1. Within five (5) calendar days of the incident, the parent will present the problem to the school employee responsible for the decision or action by scheduling a conference. At which time, the St. Andrew School Parent Communication Log will be filled out and signed by all parties present. The parent and staff member will each retain a copy of this form. (A copy of this form is provided in [Appendix A](#).)

2. After the agreed upon time for re-evaluation, the parent and employee will meet again to discuss progress/resolution. If, in the opinion of the parent, the employee's initial resolution is unsatisfactory and/or insufficient progress has been made, the parent may request a re-evaluation of the resolution by completing another Communication Log at this meeting. Again, both parties will retain a copy of this form.
3. If, in the opinion of the parent, the employee's re-evaluation of the matter is unsatisfactory, he/she may formally present the matter to the next level of administration by submitting copies of all relevant Communication Logs and scheduling a conference with the Principal and/or Vice Principals. A brief explanation of how the previous resolution has failed to meet their expectations can be provided on the reverse of the log form in the Additional Comments box. Parents should submit documentation before the scheduled conference so that administration has sufficient time to review.
4. After receipt of the written documentation from the parent, the school building administrator(s) will review the matter and then meet with all interested parties:
  - a. administration will first meet with the faculty/staff and parent(s) individually;
  - b. at the conclusion of the parent meeting, the faculty/staff member will join the meeting so that a mutually agreeable resolution can be reached (documented by another Communication Log).
5. If resolution cannot be reached with the help of the administration, then the parent(s) can send copies of all signed and dated Communication Logs to the St. Andrew Board ([standrewboard@standrewschool.org](mailto:standrewboard@standrewschool.org)). After receipt of this written documentation from all prior levels of administration, the Board will render a decision, stating findings of fact, and present their decision, in writing, to all involved parties. If necessary, the St. Andrew Board, or its representative(s), reserves the right to convene a conference with all involved parties present.
6. The Board's decision is final, except as stipulated by canon or state law.
7. If at any point in the protocol either the employee or parent(s) would prefer to have an (unrelated) third-party witness present for the meeting, they may. However, the levels of administration cannot become involved until after level two of the protocol has been completed. Any witness must be noted on the Communication Log and is expected to maintain confidentiality as required by the situation.

**Conflict with building administrator(s)**

1. Within five (5) calendar days of the incident, the parent will present the problem to the administrator responsible for the decision or action by scheduling a conference. At which time, the St. Andrew School Parent Communication Log will be filled out and signed by all parties present. The parent and administrator(s) will each retain a copy of this form. (A copy of this form is provided in [Appendix A](#).)
2. After the agreed upon time for re-evaluation, the parent and administrator will meet again to discuss progress/resolution. If, in the opinion of the parent, the administrator's initial resolution is unsatisfactory and/or insufficient progress has been made, the parent may request a re-evaluation of the resolution by completing another Communication Log at this meeting. Again, both parties will retain a copy of this form.
3. If, in the opinion of the parent, the administrator's re-evaluation of the matter is unsatisfactory, then the parent(s) can send copies of all signed and dated Communication Logs to the St. Andrew Board ([standrewboard@standrewschool.org](mailto:standrewboard@standrewschool.org)). After receipt of this written documentation, the Board will render a decision, stating findings of fact, and

present their decision, in writing, to all involved parties. If necessary, the St. Andrew Board, or its representative(s), reserves the right to convene a conference with all involved parties present.

4. The Board's decision is final, except as stipulated by canon or state law.
5. If at any point in the protocol either the administrator(s) or parent(s) would prefer to have an (unrelated) third-party witness present for the meeting, they may. However, the Board cannot become involved until after level two of the protocol has been completed. Any witness must be noted on the Communication Log and is expected to maintain confidentiality as required by the situation.

#### **PARENT COOPERATION AS CONDITION OF ENROLLMENT**

St. Andrew School accepts any student capable of succeeding at the curriculum; however, families (parents and students) are expected to support the classical, Catholic character of St. Andrew School.

Parents are expected to support out-of-classroom learning experiences, including field trips, concerts and art shows, and community service projects. Parents who regularly have their children excused from these experiences may be asked that their children not attend the school in the following year.

Parents should support the faculty in their endeavors to impart an education to their children. Parents should never undermine the proper authority and station of a faculty member in front of their children or to other people. Such behavior seriously undermines the teacher's efficacy in the classroom, and/or the general success of St. Andrew School itself.

As primary educators, parents assume responsibility to ensure students arrive at school punctually and ready to learn, to monitor their student's progress in class, to communicate with teachers, and to oversee schoolwork done at home. St. Andrew School relies on parents to encourage their students to complete their work in an efficient, timely manner.

Parents are encouraged to advise teachers and/or administrators of special circumstances at home, which may adversely affect the student's performance at school.

#### **POLICY ON NON-DISCRIMINATION**

St. Andrew School 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 school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

#### **STUDENTS WITH DISABILITIES**

St. Andrew School recognizes the special needs of students with learning conditions or disabilities and will attempt to meet the needs of all students, but lack of expertise and resources may prevent the school from meeting all the academic, physical, and/or emotional needs students with disabilities may have.

Unless alternative arrangements are made by the administration, all students must be able to perform in the classroom without special accommodations. In some cases, St. Andrew school may conditionally accept a student's enrollment.

Conditional enrollment is a mutual agreement between parents and the administration. It recognizes what St. Andrew School can provide for students, but also accepts any limitations due to lack of resources or expertise. Conditional enrollment may require parents to have their students professionally assessed and to provide the results to St. Andrew School. This cooperative effort will enable St. Andrew to assess expertise and/or resources that may be available for the benefit of the student.

If any emotional instability, educational condition, or physical disability makes demands on the school which the school cannot meet and the conditional enrollment process fails to provide suitable special accommodation, the parent or guardian will be asked to dis-enroll their student from St. Andrew School.

### **TUITION POLICY**

St. Andrew School is committed to educating a socio-economically diverse student body. Our financial aid program and reduced tuition for families with multiple students is designed to promote this goal.

St. Andrew School asks that all families seeking financial aid apply online through FACTS <https://online.factsmgt.com/signin/417MB>. Additional financial aid may also be available to new students through ACE; general scholarship information is available on the website, <https://www.standrewschool.org/tuition-fees/>. Financial assistance is provided entirely by ACE Scholarships and St. Andrew School, as we are not supported by any parish.

Please be aware that all fees and tuition for St. Andrew School are due at the beginning of the school year; tuition payments (only) may be financed over a 10 or 12-month period, upon approval of the school. Parents should pay their tuition in a timely fashion. If special unforeseen financial difficulties arise, parents should take the initiative of informing the principal to arrange a payment plan. Regular and persistent failure to pay tuition can result in dismissal of the child(ren) from school.

### **OTHER IMPORTANT INFORMATION**

#### **ACCIDENTS**

In case of a serious accident or illness in which emergency medical care is necessary, 911 will be called. The school will make every effort to contact the parent/guardian immediately. If this is impossible, attempts will be made to contact the person(s) listed on the emergency information sheet. *For this reason, it is the parent/guardian's responsibility to be sure the school emergency information is kept current and accurate.* If there is a family change of address or telephone number(s), please send the information to the school office in writing or update in FACTS immediately.

**ASBESTOS**

The asbestos abatement plan is available in the school office.

**COMMERCIAL MOVIES**

Commercial movies shown to students during the school day will have an educational purpose related to the subject matter in that class and adhere to the policies below; at times, however, a teacher may choose to show a movie for entertainment purposes or part of the student body may organize to show a movie at St. Andrew for fun outside school hours. St Andrew cannot show commercial movies without purchasing an annual license to do so. If we are currently licensed to show movies, the following rules apply:

- R-Rated movies will not be allowed at St. Andrew except in very rare instances in which case the movie shall be approved by St. Andrew administration (principal or vice principal) and permission slips will be sent home in advance of the showing. If a parent wishes that their child not see the movie, they must indicate this on the permission slip or with a written note. The grade and/or evaluation of any student excused from the film will not be negatively affected.
- All movies must first be vetted through the USCCB website (Catholic News Services movie page). Appropriate movies will either be rated A-1 or A-2. A-3 and higher rated movies will be considered inappropriate.
- Grades K–8 may watch movies with a classification of A-1 and grades 9–12 may watch movies classified as A-2.
- In the event the movie in question is not found on the USCCB website it must be approved by the St. Andrew administration.
- Every attempt will be made to notify parents in advance of the planned showing of the film.

**CONFIDENTIALITY**

Academic records will be kept in the school office and are confidential. They will not be released to any person or institution without prior written consent.

**CONTACTING A TEACHER**

Parents are strongly encouraged to avoid discussing serious concerns or complaints with teachers before or during school. If a topic requires a longer discussion, parents should always make appointments with the faculty at mutually acceptable times.

Parents who wish to contact a teacher may do so by calling the school or using the teacher's school email address. Please respect faculty's personal time and do not contact teachers at home or on their cell phones.



## CURRICULUM

The course of studies at St. Andrew School has been carefully designed to fit our educational goals; therefore, students will approach all of their studies, including religion, with respect and a serious intention to succeed.

Parents may find more detail about the curriculum on the school website: <https://www.standrewschool.org/curriculum>.

## DAILY SCHEDULE

The school day begins at 8:00am and ends at 3:00pm. Students will be let into the building no earlier than 7:50 am and must be picked up no later than 3:15pm. Students remaining after 3:15 will be taken to the office and their parents (or designated pick-up person) called. Students who drive to school should be off school grounds by 3:25pm, unless they are participating in a school sanctioned activity.

Faculty in grades K-5 will provide a daily schedule to parents on the first day of school if it has not already been picked up during the open house or Back to School Picnic. Students in grades 6-12 will receive a schedule of their classes no later than homeroom on the first day of each semester.

## DISCIPLINE/STUDENT CONDUCT

The moral life (particularly the practice of the virtues) is necessary for success and excellence in the intellectual life. At St. Andrew School the development of the virtues is a key aspect of our mission and school life. The chief, or cardinal, virtues we aim to instill are:

Prudence (sound judgment): The virtue that enables us to discriminate truth from falsehood, good from evil, fact from opinion, the important from the trivial, and the eternal from the temporary. By this virtue we can accurately assess people, events, issues, and ideas. This virtue builds stable character, rescues us from falling prey to every passing whim, and helps us to form sound judgments about others and ourselves.

Justice (responsibility): This virtue enables us to recognize the worth and needs of others and to give others what is due to them. By this virtue we show respect for others' dignity, freedom, and opinions.

Temperance (self-control): With this virtue we discipline our passions and appetites for the sake of a higher good, and overcome our lower inclinations, including laziness, unreliability, and the need for frequent entertainment.

Fortitude (courage): This virtue enables us to endure or overcome pain, inconvenience, or disappointment for the sake of some higher good. Persistence, perseverance, and lack of complaining characterize this virtue. A person with this virtue will do what is right regardless of personal fears or anxieties.

Parents should respond promptly and affirmatively to reports of student misbehavior at school. All students are required to behave appropriately in class and to respect the teacher's authority in the classroom and will be disciplined or even expelled for violations of this rule. St. Andrew

School makes every attempt to ensure that teachers are fair and use appropriate disciplinary methods, and promises to attempt to resolve all reasonable complaints about teacher actions. However, concerns regarding discipline or classroom management should always be discussed privately with the teacher, and any disagreement kept between the teacher, the school principal, and the parents.

Parents will support the Demerit System, the form of student discipline administered in Grades 6 through 12. Frequent violations of the Demerit System will result in after school detentions, which the students will be required to serve.

### **DRESS CODE**

Parents should ensure that their children are dressed appropriately for school each day according to the uniform policy. Changes to the uniform policy will be announced to parents by the end of March for the following school year.

#### **Uniform Purchasing Information**

All uniform pants and shirts may be purchased from the Lands' End Uniform Catalog or Old Navy; *Target brand pants are not allowed.* Girls' skirts and jumpers must be purchased from Dennis Uniform Company. Boys' and Girls' navy blazers (*grades 6-12 only*) may be purchased from either French Toast or Lands' End. The preferred school number for Lands' End is 9000-4439-7. Please use the preferred number when ordering as they donate 3% back to the school.

Please contact the school office to obtain catalogs, for more information about ordering online, or to inquire about purchasing Fun Friday shirts and new St. Andrew Spirit Wear options. Red cross-ties for girls in grades 6-12 may be purchased at the office or on Lands' End.

#### **Uniform Policy**

Specific details about required items can be found under DRESS CODE within the appropriate student section of the handbook: K-5 or 6-12.

### **DROP-OFF AND PICK-UP PROCEDURES**

Students may be dropped off starting at 7:45am; no faculty supervision will be provided before this time. If you are parking, it is easiest to go to the lower (North) parking lot. Parents only wishing to drop-off should proceed all the way to the end of the loop, in a counter-clockwise fashion – as close to the stop sign as possible. Cars that stop in the middle near the Annex can pose a safety hazard as other cars try to maneuver around them or drop off their children outside of the designated drop-off zone. *For safety, students should exit their car on the passenger side to ensure that they exit onto the sidewalk and not the active driveway; at no time should a student exit the car while in the inside lane.*

There are two lanes within the loop. The outermost is used to drop-off/pick-up along the sidewalk. The innermost is used only to access the few parking spaces in the middle of the lot or to go back into traffic and exit the lot after you have dropped-off or picked-up. Please watch for stray students when transitioning between lanes. *Students must be escorted across the driving lanes if you choose to park in these few upper spots.*

During inclement weather, students may come inside the building at 7:45 and gather in their classroom, rather than lining up in their designated spot in front of the school. Teachers will assist students in finding their designated grade line-up location during the first week of school. Teachers will also help parents navigate the drop-off and pick-up line for the first week; after that, parents will be expected to follow the loop procedure during drop-off, but faculty will continue to direct traffic (and supervise students) during pick-up.

Students in grades K-5 are expected to line up outside and will be let into the building at 7:50am. Students in 6-12 may proceed into the school to unpack their bags, gather books from their lockers and go to their homerooms; students should not loiter near lockers, but proceed to their classroom as soon as they are ready.

#### **DRUG AND ALCOHOL POLICY**

St. Andrew School affirms its belief in the dignity and value of each student, faculty member, and staff member. Catholic education, to be complete, involves the development of body, mind, and spirit. Therefore, the use of any substance to alter the body, mind, or spirit, which is not required for medical or psychological reasons, conflicts with our Christian values.

St. Andrew School is a non-smoking campus; smoking and the use of other tobacco products, including “vaping”, is not allowed anywhere on the school grounds. Use of alcohol or illegal substances on campus may be cause for expulsion from St. Andrew School.

#### **EDUCATION ENHANCEMENT ACTIVITIES**

Activities have been developed at St. Andrew School to enhance the educational experience and further the goals and mission of the school. These activities are an important part of the school year and are often required for the students. We strongly encourage parents to support these activities by sending/encouraging students to participate, and making any arrangements necessary to allow for their attendance of activities outside of the school day (including reserving the dates with other activities your children might be involved in, such as Grandstreet, dance, etc.). This is particularly important for the Christmas programs. Students can be excused from these activities only by the principal, and only for serious reasons. They will still be expected to attend school when school is in session and may be required to perform a make-up activity. Some of these activities may be graded, as they are part of a class requirement.

#### **EMERGENCY DRILLS**

Fire drills and emergency preparedness drills are held throughout the school year. Procedures for evacuating the school building are posted throughout the school and explained to students. All visitors as well as staff members and students will follow the evacuation procedures. In case of an actual emergency, parents will be notified by email through our messaging system and/or by telephone, as soon as it is feasible.

#### **FACILITY USE POLICY**

All facilities of St. Andrew School exist to aid in fulfilling the mission of St. Andrew School. The Facility Use Policy is intended as a guide to members of the school community on the

availability of facilities for any use other than an activity directly operated by the school. The full policy and requisite forms can be obtained from the Office or on our website.

### **FIELD TRIPS AND PERMISSION FORMS**

Field trips are a privilege and students can be denied participation if they fail to meet academic or behavioral requirements. A Field Trip Permission Form **MUST** be signed and returned to school before a student accompanies the class on a school function away from campus. These forms will be sent home in advance of the field trip and will be announced in weekly newsletters. Students will occasionally travel on the school bus for all-school Masses. These trips will be announced in advance in the weekly newsletters and will not require special permission.

### **GENDER AND SEXUALITY**

St. Andrew School is faithful to the Magisterium of the Catholic Church. As such, St. Andrew upholds the Church's teachings on gender and sexuality. Acting in accord with true Christian charity and compassion, situations involving students, in which the norms and truths of gender or sexuality are called into question, will be treated on an individual basis. The board and administration will seek guidance from the Church and other Catholic schools/dioceses on best practices and will aim to provide pastoral care to the student and his/her family, always with a firm commitment to the revealed truths of the human person.

### **GOVERNANCE**

St. Andrew School is governed by the Board of Directors of St. Andrew School, Inc. and is independent of the Diocese of Helena. The St. Andrew Board meets regularly and anyone wishing to bring an issue to the board's attention should contact and submit information to the President at least ten (10) days before the meeting. Current directors are listed on the website: <https://www.standrewschool.org/about/board-of-directors/>.

### **GRADING SYSTEM**

Report cards are issued quarterly; deficiency reports (if applicable) are sent out mid-quarter. Parents should follow up with faculty about academic issues.

If a student is spending an excessive amount of time on homework, a conference with the child's teacher is suggested.

Please refer to the appropriate section of the student handbook (K-5 or 6-12) for assessment metrics for specific grade levels.

### **ILLNESS**

If a child becomes sick enough to be sent home from school, his/her parent/guardian will be notified, and they will make arrangements concerning transportation. In case of a serious accident or illness in which emergency medical care is needed, 911 will be called. The school will make every effort to contact the parent/guardian immediately. If this is impossible, the nearest relative or person listed on the Emergency Information Sheet will be contacted.

Do not send a sick child to school, or one who has not fully recovered from a contagious illness, such as pink eye, strep throat (must be on medication at least 24 hours before returning to school), chickenpox, measles, flu, vomiting/diarrhea, or any virus. Students who have been ill for any reason must remain home until fully recovered. *A student who has had a fever in the past 24 hours may not come to school.*

### **IMMUNIZATION REQUIREMENTS**

All students attending St. Andrew School must be immunized against communicable diseases as required by the State Department of Health and Environmental Sciences. Before they are allowed to attend school, the State of Montana REQUIRES all children entering school for the first time to have immunizations as follows:

- Minimum of 4 shots (Tetanus-Diphtheria-Pertussis), including one given after the child's 4th birthday.
- 2 MMR (Measles-Mumps-Rubella) vaccine given on or after the first birthday. A second dose is required at school entry.
- Two Chicken Pox vaccinations are required for K-12 students. Students who have had Chicken Pox must show documentation from their physician.
- T-D to include Pertussis: Prior to entering the 7th grade a pupil must receive a second dose of T-D and Pertussis vaccines.

\*Students that are not current with immunizations will not be allowed in school.

A pupil entering any grade from 7-12 who has not already received the 2 required doses of MMR at kindergarten age must receive the second dose.

Immunization records, recorded on the "Blue Form" (HES-101), must show month, day and year, and a copy of the adequate documentation must be attached. This form needs to be filed with the school no later than the first day of school---this includes new students and transfer students.

### Exemptions are allowed when:

The school allows exemptions for medical reasons. For medical contraindications, parents need to have the back of the blue immunization form (HES-101) completed and signed by a physician licensed to practice medicine in the United States.

The law also allows for exemptions if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be notarized each year on an affidavit provided by the Montana Dept. of Public Health and Human Services.

Whenever there is good cause to believe that a person for whom an exemption has been filed has a disease, or has been exposed to a disease listed, or will, as a result of school attendance, be exposed to such a disease, the person may be excluded from school by the local health officer until that person is no longer at risk.

### **LEAVING CAMPUS**

If a student needs to leave campus during the school day, other than for school activities, the parent or guardian, or another authorized adult, must come into the office in person and sign the

student out. Parents or guardians can also provide a note to the office of appointments or times when students need to leave. Students will be excused from class, but will not be released until parents or guardians have called the office to say they are in the parking lot.

Students in grades 11-12 with open campus privileges may leave campus when they do not have a scheduled class; but must sign-out with the office for safety reasons.

### **LIBRARY**

Students are given the opportunity to use the library on a weekly basis. A replacement fee will be charged for lost or damaged books.

### **LOST AND FOUND**

Lost and found articles are collected by the front entrance. Lost and found items will be donated to Good Samaritan Ministries at the end of each month.

### **MEDICATION**

In the event a child must take medication during the school day, the following procedures must be followed:

- Non-prescription drugs must be sent in the original container.
- Prescription drugs must be sent in the original prescription container.

#### **Student Self-Administration of Medication**

These must be sent to the SCHOOL OFFICE accompanied with the Request for Self-Medication form. School personnel may not supervise ANY medication for a student unless the medication is SENT to school, with the WRITTEN instructions accompanying it. All medication will be supervised by designated school personnel.

1. The initial dose must be administered at home to avoid adverse reactions from occurring at school.
2. School personnel reserve the right to review and deny requests for administering medication taken during school hours.
3. All medication (except those approved to be in a student's possession) must be stored in a designated area that is to remain locked when not in use.
4. School personnel may not accept or supervise the self-administration of medication unless it is accompanied by a Request for Student Self-Administration of Medication form, signed by the parent/legal guardian.
5. Students taking medication (non-prescription or prescription) must present the medication in its original container to the principal or designee.
6. The student will self-administer the medication with adult supervision.
7. Parents must provide appropriate documentation, as detailed above, and make arrangements with the school office to request that a child take medication at school.

**Inhalers/Insulin/EpiPen:** If a child must carry an inhaler on his/her person or backpack due to doctor's orders, the Request for Self-Administration of Inhalers form must be completed and returned to the school office. If a student must carry an EpiPen or insulin on his/her person, an

Emergency Protocol Information form must be completed. These requests must be on file in the building office BEFORE a child may have medication in the school.

### **MONEY SENT TO SCHOOL**

All currency or checks must be sent to school in a sealed envelope marked with the following information:

- Student's name
- Student's grade/room
- Amount in envelope
- Purpose of payment

A locked box is available on the wall opposite the principal's office for tuition payments.

### **PARENTAL INVOLVEMENT PROGRAM (PIP)**

The Parental Involvement Program was created to provide supplemental support needed for a thriving school environment, helping to minimize the financial costs of running the school and to keep tuition as low as possible.

Every family with children enrolled at St. Andrew School is required to participate in the program by volunteering time for any of the school's activities and projects. Each hour volunteered is worth one (1) PIP point; each family needs to earn 24 points a year. *At least four of these points must be directly related to the annual auction, which is the school's largest fundraiser.* Parents who are teachers at St. Andrew School must also participate in the PIP program, where the PIP points must be outside of regular job duties.

Any activities that directly benefit St. Andrew School can be counted. This includes PTVO organized or sponsored activities, other school committees (auction, building improvement, publicity), volunteering as a classroom or recess aid, driving for a field trip, or helping in the office or library. If there is any doubt over whether something would qualify for PIP points, please check with the main office. High school aged children are eligible to earn PIP Points for the family only if they are accompanied by their parents at the activity (volunteer activities performed by high school students may be counted as either PIP points or Service Hours, not both).

The "PIP year" begins the first day of June and ends on the last day of May. All points must be recorded by June 15th. Points may not be banked or carried over to the next year, nor may they be transferred to another family. If the PIP commitment is not met, the family will be billed for the unfulfilled points at the end of the year at the rate indicated in the Tuition and Fee Schedule.

Parents may report their points directly to the office. This can be done in person or over email ([standrew@standrewschool.org](mailto:standrew@standrewschool.org)). To report PIP points, include your family name, description of the activity and the number of hours or points earned for the activity. Please report your PIP promptly.

Families will be sent a statement in December and at the end of the year. If discrepancies arise, please call the Front Office as soon as possible.

**PARENT-TEACHER CONFERENCE**

Parent-Teacher conferences are a valuable means of communication, providing an opportunity to get acquainted and share concerns. Formal conferences are held twice a year; however, parents and teachers are free to visit each other at any time during the school year. Parents should email the teacher to make arrangements for unscheduled conferences.

**PARENT-TEACHER ORGANIZATION (PTO)**

The Parent-Teacher Organization (PTO) exists to build and foster a sense of community among St. Andrew parents and teachers and to increase parent support of the academic, social, and spiritual activities at St. Andrew School. PTO membership is composed of every parent of a St. Andrew School student, all faculty, and volunteers. The PTO, in coordination with administration, sponsors and oversees school and community events. They may also assist teachers in their classrooms, coordinate volunteer work at the school, and develop other projects (year-long or multi-year) aimed to improve the overall environment for the students at St. Andrew School. The PTO acts through its officers under the authority of the St. Andrew Board and the Board's designee, the Principal. The PTO will not schedule regular meetings within approximately 1 week of a regular meeting of the Board. The St. Andrew Board agrees that any act to add, amend or abolish PTO policies or its Charter requires a 2/3 majority vote of the directors in office.

The PTO elects its officers each year according to the PTO Charter as ratified by the St. Andrew Board. The PTO Charter will specify the duties, qualifications, and term limits of its officers. The PTO will elect officers from its membership to include at least: a Chair, a Vice-Chair, and a Secretary. An officer of the PTO is expected to attend regular Board meetings, but not Special Meetings or Executive Sessions of the Board.

**SAFE ENVIRONMENT POLICY (VIRTUS)**

Adults sponsoring school clubs, working with students during or after school hours, or coaching sports, will be required to be compliant with Diocese of Helena Safe Environment Policy, including completing the VIRTUS *Protecting God's Children* training and monthly bulletins and completing a background check. All parents and volunteers who will work in classrooms or drive for field trips must also be compliant with the Diocese of Helena Safe Environment Policy, including completing the VIRTUS *Protecting God's Children* training and remaining up-to-date on monthly bulletins. Please let the school secretary know if you would like to have more information or sign-up for VIRTUS training, which is typically offered monthly through the diocese.

The complete Safe Environment Policy for St. Andrew School can be found in [Appendix B](#).

**SCHOOL MANAGEMENT SYSTEM**

St. Andrew School has implemented a service called OptionC (Option Catholic) which provides a way for you to check on your child's academic progress using an Internet-capable device. More information on navigating this school management system can be found on the school website.



**SCHOOL PROPERTY**

Parents are responsible for replacing textbooks and/or library books if lost or damaged beyond reasonable use. Parents may also be responsible for any other damage to school property caused by the actions of their children.

**SUPERVISION**

Students should not remain in the classroom without adult supervision. Students are not permitted to stay inside during recess or lunch periods unless arrangements have been made with teachers or administration. Students are responsible for coming to school appropriately dressed for the weather. The school's general guideline for outdoor recesses is that students will go outside if temperatures with or without wind chill do not go below 10°F.

**TRANSCRIPTS**

Transcript requests must be made in writing on the appropriate form (supplied in the office). There is no charge for the first five (5) transcripts; all transcripts after that will be provided for \$10 each. Processing and mailing a transcript requires at least 5 business days. If a transcript is needed immediately, a rush fee of \$25 will be charged.

**VISITORS**

Parents are always encouraged and welcome to visit St. Andrew School. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. *All visitors must report to the school office before proceeding to a classroom; they will be given a visitor badge to wear while they are in the building.* Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which must be secured a minimum of one school day in advance. Trespassers who do not have legitimate business in the school building or on the school grounds will be requested to leave the premises.

The St. Andrew School campus is closed to elementary and secondary students from other schools in the Helena area unless those students are visiting the school to participate in or attend specific events, such as inter-school sporting events or special programs presented by St. Andrew School.

**WITHDRAWALS**

Parents must contact the office before withdrawing a child from school. Transcripts will be mailed to the new school upon receipt of the parent release form (available when enrolling at a new school) and payment of all outstanding balances. Records will not be released if money is still owed on student accounts.

***STUDENT HANDBOOKS*****WELCOME TO ST. ANDREW SCHOOL**

St. Andrew School is committed to instilling classical learning and the life of Christian virtue in its students. Students should expect St. Andrew School to provide them a challenging and rewarding course of studies. The School expects students to cooperate in their course of studies by responsibly and energetically doing the work assigned and respecting their teachers and other students. Students should always strive for excellence. The policies stated in this handbook are subject to change at the sole discretion of St. Andrew Board, as are all other policies, procedures, or programs of St. Andrew School. If you have questions regarding any of the policies, please ask your teachers for assistance.

Enrollment at St. Andrew School means that the student has agreed to support and abide by the *philosophy and rules* of the school.

**GENERAL POLICIES FOR ALL STUDENTS****ATTENDANCE AND TARDY POLICY**

Attendance is necessary for academic success at St. Andrew School. Absences for personal reasons should therefore be rare, reserved for occasions such as illness, occasional prearranged family travel, medical treatment, or funerals. School-sanctioned absences for academic, athletic or other forms of events are excused. However, in either case, students will need to make up for any missed work.

As a classical school, St. Andrew School recognizes the value of family travel to the total learning experience. Teachers will cooperate with timely, reasonable requests for assignments ahead of time so that a student may travel. However, teachers cannot be expected to provide private tutoring preceding or following such absences. Parents should try to schedule trips during designated breaks to prevent their student(s) from falling behind, especially in grades 6-12.

An unexcused absence is defined as missing classes for reasons other than one of the aforementioned or leaving the building without parental and teacher permission. Suspension lasting longer than 3 days will also be counted as unexcused absences. Make up work and credit for daily assignments during unexcused absences will be provided only at the discretion of teachers.

Any student accruing more than 10 absences (both excused and unexcused) during a semester must attend a formal meeting with parents and school administration. Failure to attend said meeting will result in automatic loss of affected credit.

For high school students, absences will be counted per class (i.e. missing Latin due to a dental appointment is one absence for that class), and an absence will be missing more than the first 20 minutes of class. Students coming in within 20 minutes of the beginning of class will be considered late or tardy; for purposes of this policy, six (6) tardies will count as one absence.

For all absences or tardies (anticipated as well):

- Parents should notify the school office in the morning if their child will be absent on that day and every day of continuous absences.
- Parents who fail to call in an absence or tardy will receive notification and will be required to inform the school office as to the reason for the student's absence.
- First bell rings at 8:00am. Second bell rings at 8:05am. Students who are not in their classrooms at the second bell are considered tardy.
- If a student is to be absent from school during any portion of the day (e.g. for a medical appointment), a parent/guardian must sign the student out/in at the school office.

### **BEHAVIOR EXPECTATIONS**

In order to support successful moral and intellectual lifestyles, St. Andrew School students are expected to behave in a way that reflects the virtues of Prudence (sound judgment), Justice (fairness), Temperance (self-control) and Fortitude (courage). Therefore, we expect students to do the following:

- Respect and obey faculty (teachers, part-time staff, substitutes, administrators, etc.) instructions and authority.
- Communicate respectfully to all faculty members and fellow students.
- Act with integrity and honesty at all times. (No plagiarism or cheating.)
- Act respectfully and orderly in the halls, walk quietly in the building and treat school property with care and respect. Running is not allowed outside of the gym.
- Be prepared with all learning materials (planner, books, homework, etc.) at the start of class and arrive punctually for each class.
- Participate in lessons (can include, but is not limited to, taking notes, engaging in respectful discussion, asking questions, doing the work set by the teacher, and staying on task).
- Complete work in a timely and professional manner.
- Be quiet and respectful during religious services.
- Avoid profane language, crude humor, and gossip.
- Follow the Golden Rule and treat others as they would like to be treated. Bullying and harassment of other students will not be tolerated (including physical, emotional, verbal, cyber, etc.).
- Abide by the school's dress code.
- Maintain a professional working environment by refraining from chewing gum or eating during class time (exceptions include special parties or teacher sanctioned activities); however, for grades K-7, water bottles may be allowed and coffee, tea and water are allowed in the high school wing at the discretion of teachers. Drinks *must* be in spill-proof containers.
- Be respectful of established boundaries. Certain areas of the school and campus are off-limits to students. These include teacher desks, storage rooms, the school offices and staff room, the backstage storage areas and the embankments between parking lots.

Repeated willful refusal to conduct oneself according to the philosophy and rules of the school is a serious violation of the virtues of responsibility and self-control and will result in disciplinary action, including suspension and expulsion. Expulsion will also take place if the student cannot

meet academic standards. The decision for such disciplinary actions mentioned above would be made by the principal in consultation with other faculty members.

St. Andrew School reserves the right to suspend or expel students who engage in the following specific behaviors:

- a. Insubordination to teachers or staff
- b. Leaving school grounds without permission
- c. Abusive language
- d. Sexual harassment
- e. Any sexual conduct that is a serious breach of chastity
- f. Other lewd conduct or conversation
- g. Violation of the rule concerning cell phone use
- h. Drinking of alcohol
- i. Any illegal drug use
- j. Theft or destruction of property
- k. Fighting or intimidation
- l. Any illegal behaviors

*Please note this list is not exhaustive.*

St. Andrew School is whole-heartedly pro-life and concerned for the well-being of all persons. Should a student at St. Andrew School become pregnant, St. Andrew School will provide moral support for the student to the extent possible given the school's means and facilities. However, because of our concern for all students at St. Andrew, there will be an immediate review of a pregnant student's status by the principal. Every effort will be made to support a pregnant student's efforts to complete her high school education, including alternatives to remaining at the school if that were the decision of the principal. Any male student responsible for a pregnancy would similarly be subject to the same review process.

### **HOUSE SYSTEM**

St. Andrew School supports a House System based on four predominant spiritualities found in Catholic Tradition: Carmelite, Benedictine, Dominican and Franciscan. Students will be automatically sorted into houses upon first enrollment. Students can earn points and rewards for their house through academics, reading challenges, sports contests, etc.

### **PROHIBITED ITEMS**

Portable personal electronic devices (such as tablets, personal music players, etc.) are not permitted at school. Devices such as smart watches may be banned during tests or exams. Students will not bring materials to school, which, in the judgment of the teacher or principal demean or cheapen other human beings or degrade the value of human life. Additionally, any illegal substance or weapon found on the school campus will be confiscated and, where required, turned over to the legal authorities. Students bringing such items to school may be expelled.

St. Andrew School has the right to search desks, lockers, book bags, and articles of clothing if there is reasonable suspicion.

**TELEPHONE AND CELL PHONE POLICY**

Students may use the office telephone for emergencies, but only with staff/teacher permission. Excessive use of the phone may be denied.

If an emergency arises (illness/injury), the office will phone the parents. Forgetting assignments, lunch, permission slips, signed papers, or arranging for after-school activities are not emergencies. Neither teachers nor students are called to the telephone during school hours unless it is an emergency. Only messages of importance are delivered during school time.

Students are not to use cell phones or other electronic communication devices on campus during the school day unless approved by St. Andrew faculty/staff for a specific circumstance. Cell phones will be silenced and must remain in backpacks or lockers during the academic day. Unauthorized use of electronic devices (which includes having the device turned on or on the student's person) will result in confiscation of the device, which will be returned to the student's parents; excessive abuse of this policy could result in suspension.

***STUDENT HANDBOOK: GRADES K THRU 5***

This portion of the student handbook is specifically suited to students in grades K through 5; all changes made since the previous year's handbook will be indicated by blue highlighting.

**SCHOOL DAY****SCHEDULE**

The school day begins at 8:00am and ends at 3:00pm. First bell rings at 8:00am. Second bell rings at 8:05am. Students not in their classrooms by the second bell are considered tardy. Students will be let into the building no earlier than 7:50 am, and should be picked up by 3:15pm, unless they are participating in a school sanctioned activity.

Each homeroom teacher in grades K-5 will have their own schedule, which will be provided to parents at the beginning of the academic year.

**LUNCH**

All students will eat lunch in their rooms and will clean up their eating area when finished.

**DISCIPLINE SYSTEM**

The Kindergarten through fifth grade behavior system is used as a learning tool to reinforce virtuous behavior and to ensure that the classroom environment is conducive to learning. Each teacher will inform the students and parents about their particular discipline policy.

**ACADEMICS****ACADEMIC INTEGRITY**

Each student must complete assignments and examinations on their own. Besides the obvious forms of cheating by looking at others' papers or notes during exams, the following will be considered cheating as well:

- a. Copying another student's homework.
- b. Copying from sources and passing the material off as one's own. While doing research, it is acceptable to quote from a source or to rewrite an author's idea, but you must document (i.e. give a text note) indicating who the author was and from which work the idea came.
- c. Having other people do one's work is cheating. Talking to parents or peers about homework or having them make suggestions about a paper are acceptable. If you have doubts about how much help is too much, ask the teacher.

Faculty will call for a parent-teacher conference to discuss the incident, as well as any opportunity for the student to redo his/her work.

**DRESS CODE**

Students will abide by the outlined dress code when attending the school. All uniforms are to be kept clean and mended.

**Uniform for Elementary School**

Boys and girls can wear long or short-sleeved polos: girls' shirts must be white while boys wear navy blue. Shirts must be neatly tucked in at all times.

Boys may wear Lands' End or Old Navy uniform khaki chinos or pants all year; khaki chino walking shorts are allowed during September and May. Conservative belts or suspenders in neutral colors (no large buckles) are allowed.

Girls should wear Woodland plaid jumpers (knee-length), but may wear Lands' End or Old Navy uniform khaki chinos November through March. Khaki chino walking shorts are allowed during September and May. Either solid, neutral-colored (navy, black, grey, charcoal, or white) leggings/tights or shorts must be worn under jumpers.

**Whole School Policies**

Jackets and sweatshirts without the St. Andrew logos are strictly forbidden in the classroom. Plain navy or red sweaters (no hoods or writing) are allowed. Sanctioned St. Andrew Spirit Wear may be worn every day. Hoodies, with or without the St. Andrew logo, are not allowed. Fun Friday Shirts (house shirts) may be worn on Fridays along with uniform skirts or khaki chinos. Students participating on a sports team may wear their jerseys on the day of their competition.

Students are not required to wear uniforms on free dress days; however, chosen outfits must be modest, appropriate (no commercial logos, crude or improper words, etc.) and clean. Clothes with holes, tight fitting clothes and crop tops are strictly prohibited. Shoes should be appropriate; no open-toed shoes. No tank tops, camisoles, spaghetti straps or strapless clothing without a coverup. Students wearing leggings must have a shirt or dress that falls to mid-thigh.

For jewelry, boys may only wear a plain chain or religious medal. Girls should wear only modest jewelry. No hats are allowed in the classroom. All students must have natural hair color with conservative, modest hairstyles that are not distracting to others. Boys' hair must not go below the top of the uniform shirt collar.

**LATE WORK POLICY**

Teachers will communicate with students and parents regularly, especially about missing work and to make arrangements to turn it in.

**PROMOTION AND RETENTION**

The decision to promote or retain a student is based on the student's academic achievement with consideration given to social and emotional maturity, age, and attendance pattern. It is the expectation that all students pass the core classes of English, math, history/geography and science. When necessary, the final determination of grade placement is made by the principal in consultation with faculty and parents and in accordance with board policy.

**REPORT CARDS**

At the elementary level, St. Andrew School uses mastery-based report cards, rather than a traditional numeric grading system. The primary purpose of report cards is to facilitate communication between teachers and parents. Parent/teacher conferences are the standard, formal way for this communication to take place, though teachers will reach out regarding any concerns when they arise. Parents are always encouraged to reach out to teachers at any point in the year to discuss student progress.



## ***STUDENT HANDBOOK: GRADES 6 THROUGH 12***

This portion of the handbook is also included in the student planners for all students in grades 6-12. The Board reserves the right to update policy at any time and any amendments that have been made since the planners were printed will be found herein; all changes made since the previous year's handbook will be indicated by blue highlighting. *Note that the student planner draws information from all sections of the Parent/Student Handbook, so some sections found in the planner may not be explicitly included here.*

### **ACADEMICS**

#### **ACADEMIC INTEGRITY**

Each student must complete assignments and examinations without resorting to cheating or plagiarism. Cheating includes, but is not limited to:

1. Plagiarism, which includes, but isn't limited to, utilizing ideas from sources without properly citing them, copying from sources and presenting the written work as your own, using pieces of other written work and presenting them as your own, etc.
2. Asking someone else to do the work instead of you or copying another's work.
3. Unauthorized use of notes, technology, or information to complete an assignment, test, or exam to include Artificial Intelligence (AI) generated content.

Cheating will result in an automatic demerit as well as a "0" for the assignment, test, or exam; and, depending on the severity and frequency of cheating, consequences may also include: detention, parent teacher conference, suspension, loss of credit in the course, and possible expulsion.

#### **ATTENDANCE AND TARDY POLICIES**

Attendance is necessary for academic success at St. Andrew School. Please refer to the [Attendance and Tardy Policies](#) under General Policies for All Students.

#### **BELL SCHEDULE**

Students will have homeroom, seven class periods with passing time between, and one lunch break each day. Middle school and high school students will go to Mass once every week.

#### **BEHAVIOR EXPECTATIONS**

In order to support successful moral and intellectual lifestyles, St. Andrew School students are expected to behave in a way that reflects the virtues: Prudence (sound judgment), Justice (fairness), Temperance (self-control) and Fortitude (courage). Therefore, we expect students to:

- Obey all faculty instructions and authority.
- Communicate respectfully to all faculty members and fellow students.
- Act with integrity and honesty at all times.
- Be prepared with all learning materials (planner, books, homework, etc.) at the start of class and arrive punctually for each class.
- Participate in lessons (can include, but is not limited to, taking notes, engaging in respectful discussion, asking questions, doing the work set by the teacher, and staying on task).

- Complete work in a timely and professional manner.
- Avoid profane language, crude humor, gossip and all forms of bullying (including but not limited to physical, cyber, verbal, etc.).
- Abide by the school's dress code.
- Maintain a professional working environment by refraining from chewing gum or eating during class time (exceptions include special parties or teacher sanctioned activities); however, coffee, tea and water are allowed in the high school wing at the discretion of the teachers. Drinks *must* be in spill-proof containers.

Repeated willful refusal to follow behavioral expectations will result in disciplinary action, which may include suspension and expulsion. The following behaviors may result in immediate suspension or expulsion (this list is not exhaustive):

1. Insubordination to teachers or staff
2. Leaving school grounds without permission (truancy)
3. Abusive language
4. Sexual harassment
5. Any sexual conduct that is a serious breach of chastity
6. Other lewd conduct or conversation
7. Consumption of drugs or alcohol
8. Theft or destruction of property
9. Fighting or intimidation
10. Any illegal behaviors

St. Andrew School is whole-heartedly pro-life and concerned for the well-being of all. Should a student at St. Andrew School become pregnant, St. Andrew School will provide moral support for the student to the extent possible given the school's means and facilities. There will be an immediate review of a pregnant student's school status. Every effort will be made to support a pregnant student's efforts to complete her high school education, including alternatives to remaining at the school if that were the decision of the principal. Any male student responsible for a pregnancy would similarly be subject to the same review process.

#### COMMUNICATION

Students are responsible for their own work and should contact faculty as soon as possible if they are struggling in their studies or need to request an extension due to extenuating circumstances. Students are responsible for checking their emails and Google Classroom regularly, especially when they are absent from school. Students are also expected to communicate in a timely manner with teachers about planned or unexpected absences, about any missing work, and about arrangements to turn work in.

For excused absences, the following policies apply:

1. All students will have one full day for each class day absent (up to three days) to make up missed work.
2. For planned absences of longer than three days, students should contact faculty at least one-week in advance and make arrangements for late work.
3. For unplanned absences of longer than three days, students should contact faculty on the

day they return and make arrangements for late work.

Failure to report as described will result in a loss of credit of at least 10% up to a total loss of credit, depending on the circumstance.

### **DEMERIT SYSTEM**

Student discipline in Grades 6 through 12 is administered through a Demerit System, which will be recorded both on the student management system and on a records page in student planners. Demerits reflect a lack of virtue. While consequences may vary, depending on the severity of the offense, frequent violations of the Demerit System will result in after-school punishments and may involve suspension from school.

Students must carry their Demerit Record with them to each class. Exceptions can be made for PE if students are outside. Demerits are earned for violation of the behavior expectations or any other school policy (i.e., computer use).

Every 5<sup>th</sup> demerit results in an automatic detention with administration. Fifteen demerits in a semester will result in one day in-school suspension and a mandatory meeting with the student, parents and administration. Twenty demerits in a semester will result in one day out-of-school suspension and a mandatory meeting with the student, parents and administration.

### **DRESS CODE**

Students should keep uniforms clean and mended. Specific uniform policies are outlined below:

#### **Uniform for Middle School**

Boys and girls can wear long or short-sleeved polos: girls' shirts must be white while boys wear navy blue. Shirts must be neatly tucked in at all times.

Boys may wear Lands' End or Old Navy uniform khaki chinos or pants all year; khaki chino walking shorts are allowed during September and May. Conservative belts in neutral colors (no large buckles) are required.

Girls should wear Woodland plaid skirts October through April, but can wear Lands' End or Old Navy uniform khaki chinos November through March. Khaki chino walking shorts are allowed during September and May. Either solid, neutral-colored (black, navy, grey, charcoal) leggings/tights or shorts should be worn under skirts.

Students are allowed the *option* of wearing navy blue blazers every day.

#### **Uniform for High School**

Boys and girls can wear long or short-sleeved polos in Chambray blue, red, maize or cobalt. Girls can also wear white polos. Shirts must be neatly tucked in at all times.

Boys may wear Lands' End or Old Navy uniform khaki chinos all year; khaki chino walking shorts are allowed during September and May. Conservative belts in neutral colors (no large buckles) are required.

Girls should wear Woodland plaid or navy box-pleated skirts October through April, but can wear Lands' End or Old Navy uniform khaki chinos November through March. Khaki chino walking shorts are allowed during September and May. Either solid neutral-colored (black, navy, grey, charcoal) leggings/tights or shorts must be worn under skirts.

Students are allowed the *option* of wearing navy blue blazers every day.

### **Chapel Dress**

Chapel dress is required for Mass days, presentations or any other day announced in advance by administration or faculty. Girls must wear skirts, white collared blouses, red cross-ties and conservative dress shoes. Boys must wear khaki chino pants, Chambray blue collared shirts, conservative ties and conservative shoes.

### **PE dress**

Navy or black shorts or sweats with plain red T-shirts are required. Navy sweatshirts may also be worn. All students must wear athletic shorts that are loose and fall to mid-thigh. Shorts that are too short or tight are prohibited.

### **Whole School Policies**

Jackets and sweatshirts without the St. Andrew logo are strictly forbidden in the classroom. Plain navy or red sweaters (no hoods or writing) are allowed. Sanctioned St. Andrew Spirit Wear may be worn every day. Hoodies, with or without the St. Andrew logo, are not allowed. Fun Friday Shirts (house shirts) may be worn on Fridays along with uniform skirts or khaki chinos. Students participating on a sports team may wear their jerseys on the day of their competition.

Students are not required to wear uniforms on free dress days; however, chosen outfits must be modest, appropriate (no commercial logos, crude or improper words, etc.) and clean. Clothes with holes, tight fitting clothes and crop tops are strictly prohibited. Shoes should be appropriate; no open-toed shoes. No tank tops, camisoles, spaghetti straps or strapless clothing without a coverup. Students wearing leggings must have a shirt or dress that falls to mid-thigh.

For jewelry, boys may only wear a plain chain or religious medal. Girls should wear only modest jewelry. Make-up, if worn at all, must be minimal and natural. No hats are allowed in the classroom. All students must have natural hair color with conservative, modest hairstyles that are not distracting to others. Boys must have neatly trimmed hair, above the collar (no buns or ponytails).

### **DUAL ENROLLMENT IN COLLEGE COURSES**

Students who have maintained a 3.5 GPA and have faculty approval will be eligible for advanced placement of up to 4 credits a semester at Carroll College or Helena College during their Junior and Senior year. Interested students may ask administration for information about which time blocks are set aside for this purpose. All courses must be approved by administration before enrollment; typically, approved classes will be in the core curriculum areas. As college classes are usually 3-4 credits, a credit equivalency will be noted on the St. Andrew transcript as if the student had taken a 5-credit St. Andrew course. In order to promote community among St. Andrew students, when core classes are offered at St. Andrew, students must normally take the St. Andrew course rather than substituting a Dual Enrollment course.

Carroll College is open to high school students with a minimum cumulative G.P.A. of 3.25 and a recommendation from the principal (in the place of a high school counselor). Students in the program are charged a reduced tuition cost per credit for up to six (6) credits (currently \$50 per credit) and an application fee of \$60. As these classes are entirely optional, the entire cost (tuition, all fees, books) must be borne by the family. However, in the event that a course is required for graduation and is not offered at St. Andrew School, the school will pay for the tuition; all fees and additional costs must be borne by the family.

Helena College offers a rolling schedule of classes available to high school students. As of 2021, Helena College offers a 1,2 Free Program, allowing students to enroll in up to two courses for free. Additional classes beyond those two courses would be subject to normal fees. Helena College may require certain test scores or grades in order to take a course.

### GRADING SYSTEM

Grades are earned by the student, not awarded by the teacher. For grades K-12, report cards are issued quarterly. In grades 6-12, only the first and second semester grades are recorded on the student's permanent record.

All ninth through twelfth grade students will sit for examinations at the end of each semester.

St. Andrew School's grading scale is:

Passing Grades			Non-Passing Grades
A+ 97-100%	B+ 87-89%	C+ 77-79%	D 60-69%
A 93-96%	B 83-86%	C 73-76%	F 0-59%
A- 90-92%	B- 80-82%	C- 70-72%	

Students who have below a 2.0 grade point average for their current courses in any semester, or who have failing grades in any two subjects, will automatically be placed on academic probation for the following semester. If a student does not achieve at least a "C" average (2.0 grade point average) in the next semester of studies, the student and their parents/guardians must meet with administration to discuss options. Students on academic probation will not be allowed to participate in clubs, sports or other school sponsored activities.

If a student is suspended or expelled, that action may be appealed by written application to the Board, in which the situation is described, and reasons given for a reconsideration of the expulsion. The Board will decide whether to consider the case based on information in the application.

*To clarify, non-passing grades (D or lower) will not count for **credit** in core subjects: Math, English, Science, History, Latin and Religion; High School students may have to retake the course (particularly for mathematics where each class builds upon previous knowledge). Exceptions can be made for extenuating circumstances including medical/health or family tragedies and for students with a 504. Exceptions will be determined on a case-by-case basis by administration with faculty input and are not the norm; all students should strive to do their best*

*in all of their studies. Non-Passing grades in middle school may result in retention in the same grade rather than promotion the following school year.*

## GRADUATION REQUIREMENTS

To graduate, students must accrue a minimum of 240 credits and complete **at least 100 hours of community service (25 per year)**. Graduates must be enrolled full-time students. To be considered full-time, students must be enrolled in a minimum of **30** credits per semester. Seniors are allowed to enroll in a minimum of **25** credits per semester to be considered full-time.

Minimum requirements (in credit hours) are apportioned as follows:

Religion (40)	English (40)
Science (30)	Mathematics (30)
History (30)	U.S. Government (5)
Logic (2)	Speech (2)
Fine Arts (choir, music, art) (10)	PE (8)
Classical Language (Latin I and II) (20*)	
Foreign Language (Latin III or Spanish I) (6-10*)	
Personal Finance (1)	
Electives (Carroll College, Helena College, St. Andrew) (12)	

### **TOTAL: 240 credit-hours**

*Note that students wishing to graduate with Latin Honors must take an Honors Humanities class as one elective; this may be satisfied by any Catholic Studies course at Carroll College if it cannot be offered at St. Andrew.*

\*St. Andrew School recognizes the need for a well-rounded education that forms the whole student by training both the heart and the mind in truth, beauty, and goodness. Therefore, all students will follow the same rigorous requirements in their course of studies. However, where necessary (due to documented learning impediments), administration will work with students and families to determine how best to satisfy the language credit requirements, as well as provide potential accommodations within the [grading system](#), as described above.

## LATE WORK POLICY FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS

In order to support timely assessment and feedback, as well as the virtues of Prudence and Justice, **late work will be docked 10% on the first day, 50% the second day, and will be entered as a “0” on the third day.** See the [Communication](#) section above for further details about late work for excused absences.

## LATIN HONORS SYSTEM

Students may graduate with honors in one of these three tiers:

*Cum Laude:* Minimum 3.5 GPA, **4 full years** Foreign Language/Latin, Humanities, an additional 10 hours of service hours over the graduation requirements.



*Magna Cum Laude*: Minimum 3.7 GPA (with no Ds or Fs), 4 full years Foreign Language/Latin, Humanities and an additional 15 hours of service hours over the graduation requirements.

*Summa Cum Laude*: Minimum 3.9 GPA (with no Ds or Fs), 4 full years Latin, over 5 credits of Honors classes, including Humanities and an additional 20 hours of service hours over the graduation requirements.

The student with the highest cumulative GPA (from among those qualifying for Latin Honors if applicable) at the end of the fall semester of senior year will be the class valedictorian.

### **TRANSFER CREDITS**

For current students, courses from accredited schools may be considered by St. Andrew School in order to fulfill graduation requirements or courses the school cannot provide. They will not replace classes that are already offered by the school. Classes for which high school credit will be given must be pre-arranged and approved by the St. Andrew administration. A transcript detailing credit hours must be presented to the school office upon completion of the course. St. Andrew reserves the right to judge the quality of any online course and to choose the institution from which the course will be administered.

All prospective transfer students must submit a current school record and/or transcript at the time of application. At that time, administration will determine students' placement (grade level) and determine if any credits may be ineligible for transfer to St. Andrew School. For prospective transfer high school students specifically, the administration reserves the right to waive any credit requirements for transfer students who, at their current school, have not been able to take classes or credits which St. Andrew School requires students to have in order to graduate.

Administrators should be guided in this decision by the following factors:

1. The missing graduation credit or class is not an expected academic standard for ALL schools, both public and private (examples include but are not limited to Religion, Latin, and Logic).
2. The transfer student is unable to fulfill the requirements in a reasonable time frame, either due to their class standing or due to the school's inability to offer a schedule that would help them meet those requirements.

### **SCHOOL CLUBS AND ACTIVITIES**

#### **CLUBS AND SPORTS**

Students may form clubs if they have administrative approval and a faculty or parent sponsor. Club activities that extend beyond the school building must have prior approval of the sponsor and the principal.

Students are encouraged to participate in St. Andrew School sports teams and extracurricular clubs, as well as extracurricular activities outside of St. Andrew School, including club sports, public school sports, and privately paid clubs or sport activities. The scholastic eligibility

requirements for participation in sports at St. Andrew School is a current grade point average of at least 2.0, completion of all currently assigned work, and a clean behavior record. Students who earn detention are not allowed to participate in St. Andrew sponsored extracurricular activities including competitions, club activities, or practices for one week from the notification of detention. Students who are suspended from school are not allowed to participate in St. Andrew sponsored extracurricular activities including competitions, club activities, or practices for one month.

Academic success comes before all other activities. Participation in clubs or activities may be suspended if a student falls below a 2.0 GPA during the quarter.

Student attendance is directly related to academic success. Students who are absent from more than half of the school day may not participate in the after school competitions, club activities, or practices directly following their absence.

### **EDUCATION ENHANCEMENT ACTIVITIES**

St. Andrew School activities are an important part of the school year and are often required for students. Students can be excused from these activities only by the principal. For religious activities (such as Mass), parents must sign students out and supervise them for the duration of said activity. Otherwise, they will still be expected to attend school when school is in session and may be required to perform a make-up activity.

Required school activities include but are not limited to: The St. Andrew School Christmas Program/Choir, Latin Day, May Crowning and Talent Show, The Emerald Isle Auction, Small School Track Meet (for lower grades), weekly Mass etc.

### **OPEN CAMPUS**

The principal may give open campus privileges to students in Grades 11 and 12 who are in good academic standing and have written parental permission. "Good academic standing" is defined as having a cumulative GPA of 2.0 and no failing grades of "D" or "F" from the previous semester.

For all other cases, if a student needs to leave campus during the school day, other than for school activities, a parent/guardian or another authorized adult must come into the school office in person and sign the student out, unless the parent/guardian has provided a note, signed by the parent/guardian, asking the student to be excused at a specific time. "Another authorized adult" means an adult whom the parent or guardian has authorized, by name and in writing, to accompany the student from the school.

### **STUDENT DRIVERS**

Students who have a valid driver's license may bring vehicles onto the school grounds. Students must park in the lower parking lot (North Side). Cars may not be left overnight in the parking lot unless otherwise noted by the school administration (i.e. Salt and Light). All students who are driving to school must inform the office, giving the make, model, and license plate number of the



car(s) they will drive (Form can be found in Appendix C). Students not following any school policies concerning cars will not be able to drive or park on the school grounds.

Students will leave their cars in the student parking area and should not enter them during the day unless it is to leave campus for school sanctioned travel (Mass or travel back to Carroll College).

### **STUDENT FUNDRAISING**

Student groups (including clubs, student government, and individual classes) involved in fundraising activities will adhere to the following policies:

- (1) All money raised within the school or greater Helena community must be for specific objectives, which have legitimate educational purposes consistent with the philosophy of the school. Money must never be raised or spent by student groups for needs that are of a personal nature.
- (2) All fundraising activities must have prior approval of the principal.
- (3) All money collected will be counted with a witness and left in the supervision of the school.
- (4) All money spent in fundraising activities must be validated by receipts.
- (5) Student groups who raise money for the purpose of educational or service-related travel will be prepared to formally share their experiences with the school community.
- (6) At least 5% of net profits of any fundraiser must be donated to the school scholarship fund and, with some exceptions (for example travel money for Rome Capstone which remains designated), all money remaining from fundraisers at the end of the school year will be designated for Student Government the following year.

## **TECHNOLOGY POLICIES**

### **COMPUTER USE POLICY**

Each student must know, sign, and comply with the St. Andrew Computer Use Policy. The use of the network and computer resources is a privilege. Misuse will lead to negative consequences which may include, but are not limited to revocation of computer privileges. Serious infractions may result in suspension or expulsion.

St. Andrew School has installed the program Hapara on all school Chromebooks. This program allows teachers to monitor student activities online while using school Chromebooks. Teachers can see all sites visited (in real time and past histories).

Computers should be utilized for academic and school purposes only. Students are expressly forbidden to:

- Eat or drink while using a computer or in the near vicinity of a computer.
- Make deliberate attempts to install and/or run a computer virus.
- Alter system software.

- Use the network without the permission of a staff member.
- Use computers/Internet to play non-educational games or for other non-academic activities.
- Damage or vandalize computers, computer systems or networks.
- Trespass in folders, work, or files which belong to another student or faculty member.
- Use computers/Internet for commercial purposes.
- Download files, programs, join list serves or newsgroups, or install personal software or shareware on any St. Andrew School computer.
- Print, display to the screen, or transmit on computer hardware any kind of inappropriate material. This includes but is not limited to material which is:
  - Threatening to an individual(s)
  - Abusive
  - Intimidating
  - Sexually explicit
  - Demeaning, degrading, or derogatory in nature (including comments that are ethnic and/or racial in nature).

All forms of cyberbullying are not tolerated and may result in suspension or expulsion.

#### **TELEPHONE AND CELL PHONE POLICY**

Students may use the office telephone for emergencies, but only with staff/teacher permission. Excessive use of the phone may be denied.

Students are not allowed to use cell phones or other electronic communication devices during the school day unless approved by St Andrew faculty/staff for a specific circumstance. Cell phones will be silenced and must remain in backpacks or lockers throughout the academic day. Unauthorized use of electronic devices (which includes having the device turned on or on the student's person) will result in confiscation of the device, which will be returned to the student's parents, and may also result in suspension.

***APPENDIX A: COPY OF COMMUNICATION LOG***

*St. Andrew School Parent Communication Log*

Date: \_\_\_\_\_

Please list all individuals who were present for the conference next to the appropriate role.

Parent(s)\_\_\_\_\_

Employee(s)\_\_\_\_\_

Witness(es)\_\_\_\_\_

Board Member(s)\_\_\_\_\_

**Problem:** Please describe the reason why the conference was held with as much detail as is necessary for an outside person to understand the nature of the conflict.

**Resolution:** In the following boxes, please describe the resolution that was agreed upon by all parties of interest, including any action to be taken by each individual (on reverse).

General Description:

Planned Response: Teacher/staff

Planned Response: Parent/student

All parties agree to these planned responses and further agree to re-evaluate the situation in \_\_\_\_\_ days or on this date \_\_\_\_\_ (if no need to re-evaluate, check this box  ). To respect the privacy of all individuals, discussions are to remain confidential unless all parties agree to involve outside mediation as part of the resolution.

Signatures:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Parent

Additional Comments (use only when providing documentation to the next level of administration, attach extra sheet if necessary):

***APPENDIX B: SAFE ENVIRONMENT POLICY*****GUIDING PRINCIPLES**

The teaching of the Catholic Church affirms the innate dignity of each human being, created in God's Image and Likeness, and redeemed by the Blood of Christ. In light of this teaching, everyone associated with St. Andrew School bears an obligation to treat all others with respect and dignity.

Teachers, staff, volunteers and other adults exercise authority over students enrolled in St. Andrew School. They exercise this authority in a manner that shows that they respect their students. Keeping each student's best interest in mind and heart, they exercise their authority after the pattern of Jesus, who came not to be served, but to serve.

Abusing a student is never a proper exercise of authority over a student. Nor is it tolerable that any teacher, staff, volunteer or other adult should act with or against any student in any manner that is an objective and serious violation of the virtue of chastity.

Students are expected to respect teachers, staff, volunteers and other adults; they show this respect by obeying these adults when they are properly exercising their authority.

Students are also expected to respect their fellow students. Abusive conduct toward another student is never permitted. Nor is it tolerable that any student should act with or against any other student in any manner that is an objective and serious violation of the virtue of chastity.

Members of the St. Andrew Community are expected to treat others with dignity and respect at all times. Abusive or inappropriate conduct is never permitted even if not of a sexual nature. Please refer also to the [Code of Conduct](#).

**PROHIBITED CONDUCT**

Sexual abuse means any act with or against a student of St. Andrew School, or with or against any person under the age of 18, whether a student or not, that is an external, objectively grave violation of the Sixth Commandment, including any sexual molestation or exploitation and any other act by which a person uses another person as an object of sexual gratification.

It is the Policy of St. Andrew School that the sexual abuse of a student, or of any person under the age of 18, whether a student or not, by faculty, staff, volunteers, other adults is not tolerated.

It is the policy of St. Andrew School that sexual abuse of a student or of a person under the age of 18, whether a student or not, by a student is also not tolerated, regardless of whether the offending student is a minor or an adult.

Inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome are prohibited. Please refer also to the [Code of Conduct](#).

### COMPLAINTS AND SANCTIONS

Any sexual abuse of any student or of a person under the age of 18, whether a student or not, by a teacher, staff member, volunteer or other adult, or by a student, is to be reported immediately to the Principal. If the complaint is against the Principal, it is reported to the President of the Board.

If, after investigation, the Principal or President concludes that there is reasonable cause to believe the student or person under the age of 18, whether a student or not, has been sexually abused, the Principal or President shall report the matter to the Montana Department of Public Health and Human Services, the Board, and local law enforcement authorities.

In addition to reporting to the Principal or Board President, a teacher or staff member who has reasonable cause to believe that a student a person under the age of 18, whether a student or not, has been sexually abused will also comply with Montana Code 41-3-201 by reporting the information to the Department of Public Health and Human Services and shall make a report to local law enforcement authorities.

A finding that a faculty or staff member has sexually abused a student or any person under the age of 18 whether a student or not is grounds for immediate termination of employment as well as for filing a complaint for criminal prosecution in accordance with Montana law.

A finding that a volunteer or other adult has sexually abused a student or any person under the age of 18, whether a student or not, is grounds for permanently barring that volunteer or other adult from participation in any School activity or program, as well as for filing a complaint for criminal prosecution in accordance with Montana law.

A finding that a student has sexually abused any other student or person under the age of 18, whether a student or not, is grounds for expulsion.

A finding that a person has made a sexual abuse allegation the person knew to be false is grounds for the following sanction:

- a. If the person is a faculty or staff member, termination;
- b. If the person is a student, or the parent of a student, expulsion of the student;
- c. If the person is a volunteer or other adult associated with St. Andrew School, a bar against participation in any school activity or program.

If a complaint is found to be substantiated, but the offense is not severe enough to warrant imposing a sanction, the Board may assess a lesser penalty. This lesser penalty may include suspension or loss of pay for an employee, suspension or detention for a student, and, for any offender, required participation in anger management, abuse awareness, or similar programs designed to increase awareness of and sensitivity to issues relating to appropriate relationships with minors.

Any inappropriate behavior or conduct that is discriminatory, harassing, abusive, offensive, or unwelcome, even if not of a sexual nature, is to be reported immediately to the Principal.

### PREVENTION AND EDUCATION

This Safe Environment Policy will be posted on the St. Andrew School website.

A copy of this Safe Environment Policy will be included with each copy of the Parent/Student Handbook provided to families enrolling in St. Andrew School. By signing the enrollment agreement, each parent or guardian acknowledges receipt of this Safe Environment Policy. The parent or guardian should discuss these matters with each child in a manner consistent with that child's age and ability to understand.

For students in grades 8 through 12, the homeroom teacher will, at the start of each semester, remind the students of the principles stated in this Safe Environment Policy and of each student's right to bring any inappropriate conduct to the attention of the Principal. A student in grades 8 through 12 will be excused from this discussion, upon written request from the student's parent or guardian.

A copy of this Safe Environment Policy will also be included with each copy of the Faculty Handbook provided to faculty and staff members. By signing the annual contract, a faculty member acknowledges receipt of this Safe Environment Policy and agrees to be bound by it.

All full-time and part-time faculty and staff must be compliant with Diocese of Helena Safe Environment Policy, including completing the VIRTUS™ *Protecting God's Children* training program during the first month of employment, submitting a background check, and staying up-to-date on VIRTUS™ monthly bulletins.

### ***APPENDIX C: STUDENT DRIVER VEHICLE REGISTRATION FORM***

Students who drive to school and their parents/guardians are asked to read these guidelines and follow them at all times. Parents/legal guardians and their children must sign and return this driving permission form before they will be allowed to drive on school property. St. Andrew School expects all students who drive to school or who ride with student drivers have permission to do so from a parent/legal guardian. Driving to school is a privilege that can be suspended or revoked by the school.

**VEHICLE REGISTRATION:** Parents/legal guardians must register any automobile the student intends to drive to and from school with the school office.

**PARKING RESTRICTIONS:** Student drivers are allowed to park in the lower school parking lot. Students may not park in any residential area surrounding the school. Residents who live near the school want their neighborhood to remain quiet and free from driving and parking complications. Restricted areas and private property surrounding the school must not be abused or littered.

**SAFETY GUIDELINES & RULES:** All those who drive to and from school, including students with driving privileges, are expected to use caution and safe driving practices at all times, including but not limited to the following rules:

1. Obey local traffic laws.
2. Be patient, cautious, and set a good example for others.

**ENFORCEMENT:** Complaints made to the school by neighbors, the police or others about incorrect or illegal parking, unregistered cars, unsafe driving, abused property, litter, blocked driveways, excessive noise, discourteous behavior, and/or other violations of school rules, or violations of law will result in disciplinary action. After a warning, driving privileges will be suspended for ten (10) school days. If a second offense occurs, the consequence may include a two-day suspension from school.

Any student who may be driving to school must completely fill out all information listed below—this form will be returned if all requested information is not provided.



**STUDENT DRIVER VEHICLE REGISTRATION FORM**

Student Name: \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Auto Insurance Company: \_\_\_\_\_

Policy # \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Vehicle 1:

Color \_\_\_\_\_ Make/Model \_\_\_\_\_

Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Vehicle 2:

Color \_\_\_\_\_ Make/Model \_\_\_\_\_

Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Student Signature:

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Legal Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_