St. Andrew Catholic School

Hang your life on the truth.

Classical Education

Built on Catholic Faith,

Academic Excellence & Community

Parent/Student Handbook

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Welcome to St. Andrew Catholic School

St. Andrew Catholic School is a private school, educating students in grades Pre-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 Head of School.

Since July 2015, the Bishop of Helena has recognized St. Andrew Catholic 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 Catholic 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 Catholic School are:

Virtuous 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

Enthusiastic 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.

Resourceful 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

Open 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

How We Live Our Mission

Catholic Faith

St. Andrew Catholic School is in complete fidelity to the magisterium of the Catholic Church, including the Code of Canon Law, Catechism of the Catholic Church, and other magisterial teachings. St. Andrew Catholic School prioritizes opportunities for Catholic prayer, liturgy, and sacramental practices which follow Catholic liturgical tradition for the integral formation of the whole person - body, mind, and spirit. .

Academic Excellence

St. Andrew Catholic School is committed to forming students as physical, intellectual, and spiritual beings called to perfect humanity in the fullness of Christ. St. Andrew Catholic School integrates faith and reason throughout all curriculum and imparts a Christian vision of the world, of life, of culture, and of history. St. Andrew Catholic School is a *classical* school. The school maintains 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 Catholic School is enveloped in the strength and commitment of the greater community. Embedded in the unfaltering knowledge of salvation history, community is achieved by modeling the Gospel through consistent love and support for one another in and out of the classroom, creating an environment anchored in virtue, and cultivating a living partnership of faith.

Contact Information

Main Campus (PreK-5): 1900 Flowerree St., Helena, MT 59601

Warren Campus (6-12): 509 N Warren St., Helena, MT 59601

P.O. Box 231, Helena, MT 59624

Office: (406) 449-3201

Website: www.standrewschool.org

Up to date faculty and staff assignments and contact information are available on the school website: https://standrewschool.org/about/faculty/

This Parent-Student handbook is intended to provide specific information regarding St. Andrew Catholic School. Information contained within the handbook is not intended to contradict information found in the (former) Montana Catholic Schools Policy Manual Section 2000.

Section 1: Parent Handbook

Welcome to St. Andrew Catholic School

A high-quality Catholic and classical education awaits your child at St. Andrew Catholic 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 policies 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 Head of School 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.

1.1 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).

1.1.1 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/Head of School 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 Catholic 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://standrewschool.org/admissions/

1.1.2 Code of Conduct

Enrolled families are expected to fully embrace the mission, vision, policies, and procedures of St. Andrew Catholic 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 Catholic 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.

1.2 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 at the Main Campus Office or at the Warren Campus Front Desk, 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 Catholic 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.

1.2.1 Prohibited Behaviors

In order to provide a peaceful and safe school environment, St. Andrew Catholic 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 Catholic School property.
- Threats to damage the property of an employee, visitor, fellow parent/guardian, or student.
- Damage or destruction of St. Andrew Catholic 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 known 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.

1.2.2 Consequences

- Any person observed to have violated one or more of the policies 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 Catholic 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 Catholic School.

1.2.3 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:

- Faculty, School Support Staff, and Other School Employees
- School Building Administrators
- 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

- 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 Catholic 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.)

- 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.
- 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 a School Administrator(s). 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.
- 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:
    - administration will first meet with the faculty/staff and parent(s) individually;
    - 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).
- 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). 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.
- The Board's decision is final, except as stipulated by canon or state law.
- 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)

- 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 Catholic 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.)
- 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.
- 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). 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.

- The Board's decision is final, except as stipulated by canon or state law.
- 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.

1.2.4 Parent Cooperation as Condition of Enrollment

St. Andrew Catholic 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 Catholic 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 Catholic 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 Catholic 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.

1.2.5 Policy on Non-Discrimination

St. Andrew Catholic 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.

1.2.6 Students with Disabilities

St. Andrew Catholic 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 Catholic School may conditionally accept a student's enrollment.

Conditional enrollment is a mutual agreement between parents and the administration. It recognizes what St. Andrew Catholic 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 Catholic 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 Catholic School.

1.2.7 Tuition Policy

St. Andrew Catholic 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 Catholic 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 Catholic School, as we are not supported by any parish.

Please be aware that all fees and tuition for St. Andrew Catholic School are due August 1; tuition payments (only) may be financed over a 10-month period, upon approval of the school. Parents must pay their tuition in accordance with the terms outlined in the Enrollment Agreement. If special unforeseen financial difficulties arise, parents should take the initiative of informing the Head of School to arrange a payment plan, which must be in writing. Regular and persistent failure to pay tuition can result in immediate dismissal of the child(ren) from school.

1.3 Other Important Information

1.3.1 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.

1.3.2 Asbestos

The asbestos abatement plan is available in the school office.

1.3.3 Athletic Booster Club

The St. Andrew Catholic School Athletic Booster club is operated by parents and community members with the purpose of supporting the St. Andrew Catholic School Athletic program. The Athletic Booster Club is not funded or operated by St. Andrew Catholic School.

1.3.4 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 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.

1.3.5 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.

1.3.6 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 through the teacher's official St. Andrew Catholic School email. Please respect faculty's personal time and do not contact teachers at home or on their cell phones.

1.3.7 Curriculum

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

1.3.8 Daily Schedule

Main Campus: 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.

Warren Campus: The school day begins at 8:15am and ends at 3:15pm. Students can arrive at the building starting at 7:45 am, with exception to students enrolled in Early Bird Courses. Students must be picked up by 3:45 pm. Students who drive to school should be off school grounds by 4pm, unless they are participating in a school sanctioned activity.

At the beginning of the academic year, Faculty in grades K-5 will provide a class schedule to parents. Students in grades 6-12 will receive a schedule of their classes at the open house or on the first day of school.

1.3.9 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 Catholic 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 Catholic 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 Head of School, and the parents.

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

Please contact the school office to inquire about purchasing House shirts and St. Andrew Spirit Wear options. Red cross-ties for girls in grades 6-12 may be purchased at the office or on the French Toast website.

1.3.11 Drop-off and Pick-up Procedures (Main Campus)

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.

1.3.12 Drop-off and Pick-up Procedures (Warren Campus)

Students may be dropped off starting at 7:45am, unless attending an Early Bird Course. Students who drive should park in the designated St. Andrew parking lot (Cathedral Overflow lot across the street), and ensure that their parking pass is clearly displayed.

For Drop-Off and Pick-Up, parents are encouraged to enter and exit the Cathedral parking lot from the Ewing Street entrance, due to the proximity of Central Elementary. Parents should enter the lot from the Ewing Street entrance, then proceed parallel to the Cathedral Office Building until the end of the lot closest to the school entrance, where they can drop their student(s) off. Once dropped off, parents should drive through the middle stretch of the Cathedral parking lot to exit onto Ewing Street.

1.3.13 Drug and Alcohol Policy

St. Andrew Catholic 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 the

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 Catholic 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 Catholic School.

1.3.14 Education Enhancement Activities

Activities have been developed at St. Andrew Catholic 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 Head of School, 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.

1.3.15 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.

1.3.16 Facility Use

All facilities of St. Andrew Catholic School exist to aid in fulfilling the mission of St. Andrew Catholic School. The Facility Use Policy (See Appendix G) 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.

1.3.17 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.

1.3.18 Firearms and Weapons

Students and employees are prohibited from possessing, carrying, or storing firearms or other weapons on St. Andrew Catholic School property, including all buildings, parking areas, and school grounds, as well as at any school-sponsored or school-sanctioned off-campus activity, including athletic events, field trips, and other official programs. Violations of this policy may result in disciplinary action, up to and including immediate termination of employment or enrollment, and may also be referred to law enforcement.

1.3.19 Gender and Sexuality

St. Andrew Catholic 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.

1.3.20 Governance

St. Andrew Catholic School is governed by the Board of Directors of St. Andrew Catholic 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 in writing to standrewboard@standrewschool.org at least ten (10) days before the meeting. Current directors are listed on the website: https://standrewschool.org/about/board/.

1.3.21 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.

1.3.22 Homeschool Student Enrollment

St. Andrew Catholic School welcomes homeschool students to enroll in up to two (2) courses per semester, subject to approval by the school administration and available space. Enrollment in any course is contingent upon space availability, with priority given to students who are enrolled full-time at St. Andrew Catholic School. Homeschool students are expected to adhere with all school policies, procedures, academic standards, conduct expectations, and the Parent-Student Handbook while participating in any course. Tuition and fees paid for individual course enrollment cover instruction in the approved course(s) only and do not include participation in retreats, athletics, extracurricular activities, clubs, student organizations, dances, or other school-sponsored programs or events. Participation in such activities is governed by separate school policies and is subject to administrative approval.

1.3.23 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.*

1.3.24 Immunization requirements

All students attending St. Andrew Catholic 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 Main campus front office no later than the first day of school---this includes new students and transfer students.

<u>Exemptions are allowed when:</u>

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.

1.3.25 Leaving Campus

Both campuses are "closed campuses," meaning all students must be checked-in/out outside of standard drop-off/pick-up times, with the exception of Warren Campus 11th and 12th grade students who may leave campus during the lunch hour if permission slip (Appendix D) has been submitted to the school. 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 for

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.

1.3.26 Library
Pre-K-5 Students are given the opportunity to use the library at the Main Campus on a weekly basis. A replacement fee will be charged for lost or damaged books.

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

1.3.28 Montana Digital Academy (MDA) Online Course Enrollment

St. Andrew Catholic School partners with the Montana Office of Public Instruction through the Montana Digital Academy (MDA) to expand academic opportunities for students. MDA courses are intended to supplement the school's curriculum by providing access to approved electives, world languages, Advanced Placement (AP) courses, dual credit opportunities, and other specialized coursework that is not otherwise available through St. Andrew Catholic School.

Enrollment in any MDA course requires prior approval from the school administration. Approved courses must align with the student's individualized academic plan and, when applicable, be incorporated into the student's personalized graduation plan. Students may not enroll in a MDA course as a substitute for a course that is offered in person by St. Andrew Catholic School. In order to participate in MDA, students must enroll in a minimum of two courses at a time, and enroll as part-time students at Helena High School since St. Andrew Catholic School partners with Helena High School for administration of MDA.

Students enrolled in MDA courses will complete their coursework during the regular school day in a designated supervised classroom, such as a study hall or other assigned location, unless otherwise approved by the school administration. Students are expected to remain on pace with course requirements and meet all deadlines established by the MDA and St. Andrew Catholic School. Parents and students must actively monitor student progress in each course. If a student decides to drop a course, it must be done within the first two weeks of the semester, and the student must notify the Academic Advisor so the student may be scheduled for a St. Andrew course. All school policies regarding attendance, academic integrity, technology use, and student conduct remain in effect while students are participating in MDA coursework.

If St. Andrew Catholic School is unable to offer a required graduation course in a timeframe that allows the student to meet graduation requirements, the student may enroll in the approved MDA course, and the school will pay the associated enrollment fee.

If an approved MDA course is taken as an elective or for individual enrichment and is not required for graduation, the student's parent(s) or guardian(s) are responsible for all enrollment fees and any associated costs.

The school administration reserves the right to approve, deny, or discontinue enrollment in any MDA course based on the student's academic progress, graduation requirements, scheduling considerations, or the best interests of the student and the school.

1.3.29 Medication

For all questions regarding medication/medical concerns, please refer to the Health Handbook that can be found on the website.

1.3.30 Money Sent to School

For all non-tuition monies (i.e. field trip fees), all currency or checks must be turned in directly to either the Main Office at the Main Campus or directly to the student's teacher in a sealed envelope marked with the following information:

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

1.3.31 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 Catholic 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.*

Any activities that directly benefit St. Andrew Catholic School can be counted. This includes PTO 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.

Contact the Main Campus office for instructions on how to report.

1.3.32 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.

1.3.33 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 Catholic School. PTO membership is composed of every parent of a St. Andrew Catholic School student, all faculty, and volunteers. The PTO, in coordination with administration, sponsors and oversees a variety of 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 Catholic School. The PTO acts through its officers under the authority of the St. Andrew Board and the Board's designee, the Head of School. 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 Board of Directors.

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.

1.3.34 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 volunteers, chaperones, and/or parents 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 Catholic School can be found in Appendix B.

1.3.35 School Management System

St. Andrew Catholic School uses the Rediker learning management system, which includes ParentPlus and Student Plus Portals to provide 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.

1.3.36 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.

1.3.37 Summer Online and Credit Recovery Courses

St. Andrew Catholic School recognizes that summer coursework may provide students with opportunities for credit recovery, academic advancement, or fulfillment of graduation

requirements. Students may complete approved summer coursework for high school credit, provided the course and enrollment are approved in advance by the school administration.

Students seeking to enroll in a summer online course must meet the following requirements:

- The course must be offered through an accredited educational institution or online learning provider recognized by St. Andrew Catholic School.
- The course must be recommended by the appropriate St. Andrew subject-area teacher or department, when applicable, to ensure alignment with the school's curriculum and academic standards.
- The course must receive prior written approval from the school administration before the student enrolls.
- The student's parent(s) or guardian(s) are responsible for all tuition, enrollment fees, textbooks, and any other associated costs unless otherwise approved by the school administration.

Approved summer online courses may be used for:

- Credit recovery for previously failed courses;
- Advancement within a subject-area course sequence;
- Completion of graduation requirements when approved by the school administration.

Students may also participate in approved in-person summer school or credit recovery programs offered by local public school districts or other accredited educational institutions. Such programs must receive prior administrative approval before enrollment in order for credit to be considered for transfer to St. Andrew Catholic School.

Upon successful completion of an approved course, students must submit an official transcript or other official documentation from the accredited provider before credit will be awarded and recorded on the student's St. Andrew Catholic School transcript. The school administration reserves the right to determine whether coursework satisfies St. Andrew Catholic School graduation requirements and where the course will be applied within the student's academic plan.

Approval of a summer course does not guarantee placement into a subsequent course. Final placement in a student's academic program remains at the discretion of the school administration based on demonstrated mastery of course content, transcript review, graduation requirements, and the student's overall academic readiness.

1.3.38 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 10ºF.

1.3.39 Transcripts

Transcript requests should be sent to the Main Campus front office. We ask that parents and students request this as far in advance as they are able to. The request should be made in person or via a paper which states what academic record (transcript or report card) is specifically needed, and where the record should be sent to.

1.3.40 Visitors

Parents are always encouraged and welcome to visit St. Andrew Catholic School. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class. *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, ideally 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.

Both campuses of St. Andrew Catholic School are 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 Catholic School.

1.3.41 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.

Section 2: Student Handbooks

Welcome to St. Andrew Catholic School

St. Andrew Catholic School is committed to instilling classical learning and the life of Christian virtue in its students. Students should expect St. Andrew Catholic 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 Catholic School. If you have questions regarding any of the policies, please ask your teachers for assistance.

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

2.1 General Policies for All Students

2.1.1 Artificial Intelligence (AI)

We affirm our Catholic and Classical education model. Artificial Intelligence (AI) shall not be used to replace appropriate human decision-making or personal interactions with one another. AI should be used virtuously and with proper discernment as an educational tool to promote student learning, creativity, and critical thinking. Teachers remain responsible for verifying the accuracy of all content, protecting the confidentiality of student and school information, complying with copyright and privacy laws, and ensuring that all final work reflects a student's work. St. Andrew Catholic School will, when appropriate, reference and/or follow guidelines published by the State of Montana Office of Public Instruction. (See opi.mt.gov)

2.1.2 Attendance and Tardy Policy

St. Andrew Catholic School limits absences to 10 days per semester. Absences that are counted against the 10-day absence limit (per semester):

- Excused Absences An absence that had been pre-approved or cleared, within five days of the absence, by a parent or a guardian.(Ex: Vacation, Illness,)
- **Unexcused Absences** An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.
- **Tardy** Student is not in the classroom by the time the bell rings and up to 10 minutes after the bell rings. Six (6) tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.

Students are required to make up all work that is missed to gain the necessary skills taught in the course.

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 10 minutes of class. 10 or more absences in a single class per semester is considered excessive and can result in the automatic loss of affected credit.

Absences not counted against the 10-day absence limit (per semester): Students are required to make up all work that is missed to gain the necessary skills taught in the course.

- School Related: When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- Medical Exempt: An absence lasting more than 4 consecutive days that is medically cleared through written documentation from a licensed physician.
- College Visit during your Senior year or discretionary administrative approval.
- Bereavement, religious exemptions

Any planned absence that may put a student over the limit of 10 must be approved by the Head of School (i.e. vacations, family trips, educational learning opportunities, etc.)

1.1.3 In-School Illness

If a student becomes ill, he/she should ask permission of the class teacher to report to the Main Office/Front Desk, where the student will receive attention. If a student is not able to report, the teacher will call the Main Office/Front Desk and request assistance. Students should be seen by designated faculty before calling their parents. If students need to go home, parents or guardians must give permission.

Parents will be called if a student is too ill to be in class. Students will not be allowed to stay in the sick room for extended periods unless they are waiting for a parent to pick them up. Students are not permitted to leave school at any time without the specific permission of the parent/guardian or a person acting on behalf of the parent/guardian as designated on the student emergency contact form.

2.1.4 Behavior Expectations

In order to support successful moral and intellectual lifestyles, St. Andrew Catholic 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). Please refer to the other sections of the Handbook regarding specific expectations and policies for enforcement.

2.1.5 Bullying

A safe and accepting school environment is conducive to, and necessary for optimal academic achievement and virtuous growth of our students. Like other disruptive behaviors, bullying, intimidation and hazing negatively impact the learning environment. Bullying, intimidating and hazing behaviors will not be tolerated at any grade level. Students and staff are strictly prohibited from taking any action that could be interpreted as bullying, intimidation, hazing, or retaliation for reporting such action. Bullying should be first reported directly to the student's teacher or, in the case that the teacher is involved, directly to the school administration. All reported cases of bullying will be addressed by the Administration.

2.1.6 House System

St. Andrew Catholic 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.

2.1.7 Prohibited Items

Portable personal electronic devices (such as tablets, personal music players, etc.) are not permitted at school. Devices such as smart watches will be banned during tests or exams. Students will not bring materials to school, which, in the judgment of the teacher or Head of School, 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 Catholic School has the right to search desks, lockers, book bags, and articles of clothing if there is reasonable suspicion.

2.1.8 Telephone and Cell Phone Use

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 the Head of School for a specific circumstance. Leaders of on- or off-campus school sponsored activities, such as retreats, may permit or prohibit cell phone use. 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.

Section 2A: Student Handbook: Grades Pre-K thru 5

This portion of the student handbook is specifically suited to students in grades Pre-K through 5.

2A.1 Lunch

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

2A.2 Discipline System

The Pre-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. (See Appendix E)

2A.3 Academics

2A.3.1 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.

2A.3.2 Dress Code

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

PreK: Uniforms for PreK include red long- or short-sleeved polos. Pants must be navy chinos. Navy chino shorts which fall to the top of the student's knee are allowed from August to October 15 and April 15 to the end of the school year. Conservative belts are allowed. Girls may wear Lands End "School Uniform Girls Jumper Top of Knee" in navy or French Toast brand "Pleated Knit Ponte Jumper" in navy. A red polo and either solid, neutral-colored (navy, black gray, charcoal, or white) leggings/tights or shorts must be worn under jumpers.

K-5: Uniforms for boys and girls include long- or short-sleeved polos: white, navy blue, or red. Pants must be khaki chinos. Chino shorts (or skorts for girls if preferred) which fall to the top of the student's knee are allowed from August to October 15 and April 15 to the end of the school year. Shirts must be neatly tucked in at all times. Conservative belts are allowed. In addition to pants, girls may wear Lands End "Classic Navy Large Plaid" or the discontinued Dennis

“Woodland Plaid.”. Black, gray, or navy leggings/tights or shorts must be worn under jumpers. For mass days, boys must wear white polo shirts and khaki chino, and girls must wear white polo shirts and jumpers.

Jackets and sweatshirts without the St. Andrew logo are not allowed in the classroom. No hoodies are allowed. Students without appropriate outerwear will be provided with an appropriate sweatshirt for the day. Any loaned clothing items must be washed and returned to the office the next day. House shirts may be worn on Fridays along with jumpers or khakis. Students participating on a sports team may wear their jerseys on the day of their competition. Plain navy or red sweaters or sweater vests (no hoods or writing) are allowed. Sanctioned St. Andrew Spirit Wear may be worn every day.

Students are not required to wear uniforms on free dress days; Clothing must be modest and school appropriate. Leggings and tank tops without cover ups are not permitted. Skirts must fall to at least the top of the knee. Shorts should not be tight, and should fall at least past the student's fingertips if they are standing in a relaxed pose.

Miscellaneous: Shoes must be close-toed. No Crocs or wheeled-shoes permitted. Boys may only wear a plain chain or religious medal. Girls may wear 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).

2A.3.3 Late Work Policy
Teachers will communicate with students and parents regularly, especially about missing work and to make arrangements to turn it in.

2A.3.4 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 Head of School in consultation with faculty and parents and in accordance with board policy.

2A.3.5 Report Cards
At the elementary level, St. Andrew Catholic 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.

Section 2B: Student Handbook: Grades 6 through 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.

2B.1 Academics

2B.1.1 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.

2B.1.2 Attendance and Tardy Policies

Attendance is necessary for academic success at St. Andrew Catholic School. Please refer to the Attendance and Tardy Policies under General Policies for All Students.

2B.1.3 Schedule

Middle and High School follows a hybrid schedule. Core classes meet each morning for 55 minutes. In the afternoon, students attend two block periods with longer class times. Class times will be adjusted on days students attend mass.

2B.1.4 Behavior Expectations

St. Andrew Catholic School exists to form students academically, spiritually, and morally. Students are expected to conduct themselves in a manner consistent with the Gospel and the Cardinal Virtues:

- **Prudence** – exercising sound judgment and making wise decisions.
- **Justice** – treating God and others with fairness, honesty, and respect.
- **Temperance** – practicing self-control and moderation.
- **Fortitude** – demonstrating courage, perseverance, and responsibility.

Students are expected to obey legitimate authority, demonstrate integrity, communicate respectfully, participate fully in learning, care for school property, and contribute positively to our Catholic community.

Students are expected to:

- Follow directions from faculty and staff promptly and respectfully.
- Speak and act with Christian charity toward all members of the school community.
- Demonstrate honesty and academic integrity.
- Arrive prepared and on time for all classes.
- Participate appropriately in instruction.
- Complete assignments in a timely manner.
- Respect school property and the property of others.
- Follow the school dress code.
- Refrain from profanity, crude humor, gossip, bullying, intimidation, harassment, or disruptive behavior.
- Use technology responsibly according to school policy.
- Maintain an environment conducive to learning.

The behavior matrix in Appendix F is intended to provide a clear, consistent, and transparent framework for addressing student behavior while supporting each student's growth in virtue and personal responsibility. Behavioral interventions are designed to be corrective, restorative, and educational, helping students learn from their choices, repair relationships when appropriate, and contribute positively to the school community. While the matrix provides general guidelines for responding to student misconduct, every situation is unique. School administrators reserve the right to determine the appropriate level of intervention based on the severity, frequency, intent, and circumstances of each incident. Certain behaviors may warrant immediate advancement to a higher level of discipline, including suspension or expulsion, when necessary to protect the safety, dignity, and mission of the St. Andrew Catholic School community.

2B.1.5 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 regularly checking their emails and the student information system for assignments, especially when they are absent from school. Please refer to the Attendance Policy for further information regarding absences.

2B.1.6 Dress Code

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

2B.1.6.1. Sixth through Eighth Grade (Middle School) Uniforms

Boys and girls uniforms include long or short-sleeved polos: white, navy blue, or red. Polos must be neatly tucked in at all times. Pants must be khaki chinos. Khaki chino shorts which fall to the top of the student's knee are allowed from August to October 15 and April 15 to the end of the school year. Conservative belts are allowed. In addition to khaki chino pants, Middle School girls may wear Lands End "Classic Navy Large Plaid" box pleat top of knee skirts or the discontinued Dennis brand "Woodland Plaid" skirt (knee-length). Solid, neutral-colored (navy, black, gray, charcoal, or white) leggings/tights or shorts must be worn under jumpers.

2B.1.6.2 Ninth through 12th Grade (High School) Uniforms

Boys and girls uniforms include long or short-sleeved polos: white, navy blue, or red. Polos must be neatly tucked in at all times. Pants must be khaki chinos. Khaki chino shorts which fall to the top of the student's knee are allowed from August to October 15 and April 15 to the end of the school year. Conservative belts are required. In addition to khaki chino pants, High School girls may wear either Lands End brand "Classic Navy" Ponte pleat top of knee skirt or Lands End "Classic Navy" box pleat top of knee skirt. Either solid neutral-colored (navy, black, gray, charcoal, or white) leggings/tights or shorts must be worn under skirts. Students are allowed the option of wearing navy blue blazers every day.

2B.1.6.3 Chapel Dress

Chapel dress is required for Mass/chapel days, presentations, or any other day announced in advance by faculty or administration. 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 belts, conservative ties, and conservative dress shoes.

2B.1.6.4 PE dress

Middle and High school students must dress out for PE. Black shorts or black sweatpants and plain red T-shirts are required. Shorts that are too short or tight are prohibited. Shorts should fall at least past the student's fingertips if they are standing in a relaxed pose. Students may wear outerwear for outdoor activities depending on the weather.

2B.1.6.5 Spirit Wear Policies

6-12 students have the privilege everyday of wearing school-sanctioned Spirit Wear tops and outerwear available through the school's online store or the Athletic Department. Bottoms must remain the applicable uniform pants or skirts. Plain navy, white, or red sweaters (no hoods or writing) are also allowed.

Jackets and sweatshirts without the St. Andrew logo are strictly forbidden in the classroom. Sanctioned St. Andrew Spirit Wear, including hoodies, may be worn every day. House shirts may be worn on Fridays along with uniform skirts or khakis. Students participating on a sports team may wear their jerseys on the day of their competition.

2B.1.6.6 Free Dress

Students are not required to wear uniforms on free dress days; Clothing must be modest and school appropriate. Leggings and tank tops without cover ups are not permitted. Skirts must fall to at least the top of the knee. Shorts should not be tight, and should fall at least past the student's fingertips if they are standing in a relaxed pose

2B.1.6.7 Miscellaneous

Shoes must be close-toed and close-backed. No Crocs or wheeled-shoes permitted. No slippers or clog-style shoes are allowed. Boys may only wear a plain chain or religious medal. Girls may wear modest jewelry. Girls' 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).

2B.1.7 Dual Enrollment in College Courses

Dual Enrollment classes may be offered to High School students at St. Andrew Catholic School when available. Dual Enrollment classes will be noted on the St. Andrew transcript, and each student will receive a college transcript from the appropriate institution.

Carroll College's ACE program is open to 11th and 12th grade students with a minimum cumulative G.P.A. of 3.25 and a recommendation from the Head of School (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 and an application fee. As these classes are entirely optional, the entire cost (tuition, all fees, books) must be borne by the family. For more information on the ACE program, visit Carroll College ACE Program.

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. For any dual enrollment courses, the entire cost (tuition, fees, etc.) is borne by the family. For more information about Helena College's program, visit Helena College Dual Enrollment Program.

2B.1.8 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 Catholic School's grading scale is:

Passing Grades			Non-Passing Grades
A+ 97-100% / 4.3	B+ 87-89% / 3.3	C+ 77-79% / 2.3	D 60-69% / 1.0
A 93-96% / 4.0	B 83-86% / 3.0	C 73-76% / 2.0	F 0-59% / 0.0
A− 90-92% / 3.7	B− 80-82% / 2.7	C− 70-72% / 1.7	

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 an accommodation plan. 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.*

2B.1.9 Credit System

The Upper School credit system is based on the Carnegie credit unit. A Carnegie credit unit is defined as a period of 120 hours dedicated to one subject based on a 36-week school year. The Carnegie credit system is employed by most high schools across the United States. All courses at St. Andrew Catholic School are 1 credit (year-long course) or 0.5 credit (semester course, usually an elective). The credit system of St. Andrew Catholic School has two main benefits: 1) It allows students transferring to St. Andrew Catholic School an easier admission process, as the past transcript and previously earned credits will merge with the current St. Andrew Catholic School transcript; 2) The Carnegie unit system is familiar to most, if not all, colleges, universities, and trade schools in the United States, allowing for St. Andrew Catholic School seniors to submit their transcripts to these institutions with few issues.

2B.1.10 Graduation Requirements

Each high school student is required to provide service to the community for a minimum of 100 hours throughout four years of high school. The number of hours per year may vary, but it is recommended that students complete around 25 each year. Students should keep detailed records of their service hours to provide prior to graduation. Students who transfer into St. Andrew Catholic School will have a conversation with the Head of School regarding waiving some service hours based on when the student transfers in.

<u>Minimum requirements (in credit hours) are apportioned as follows:</u>

Theology: 4.0 Credits (a)	English/Literature: 4.0 Credits
Science: 3.0 Credits (b)	Mathematics: 3.0 Credits (c)
History: 3.5 Credits	Latin: 2.0 Credits
Latin/Foreign Language: 1.0-2.0 Credits (d)	Philosophy: 1.0 Credit
Fine, Applied, and Performing Arts: 1.0 Credit	Physical Education: 1.0 Credit (e)
Financial Literacy: 0.5 Credit	Electives: 3.0 Credits(f)

Total Credits Required (at minimum) for graduation: 27.0 (g)

(a) Students are required to take a theology course every semester that they attend St. Andrew Catholic School. Students transferring to St. Andrew Catholic School are not required to earn the full four credits of theology.
(b) Must include at least two credits of lab science.
(c) Students must complete three credits of math from Algebra I and beyond.

(d) Freshman and Sophomore students are required to take Latin I and Latin II respectively. Junior students are required to take either Latin III or Spanish I, and Senior Students are given the option to take an additional year after that (Advanced Latin or Spanish II). Students that choose Spanish over Latin forfeit their eligibility for the Summa Cum Laude Latin Honor as well as Valedictorian eligibility. Students that opt out of a fourth year of language forfeit all eligibility of a Latin Honor Title.
(e) Participation in either St. Andrew Catholic School Athletics or Helena Public School Athletics allows the required one credit of Physical Education to be waived in the following circumstances: participation on a total of two St. Andrew Catholic School sports teams waives 0.5 credit, while participation on a total of four St. Andrew Catholic School sports teams waives the required one credit.
(f) Courses in excess of the requirement in a subject will count towards the elective requirement.
(g) St. Andrew Catholic 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.

2B.1.11 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.

2B.1.12 Latin Honors System
Students may graduate with honors in one of these three tiers:

Cum Laude: Minimum 3.5 GPA, 4 credits of Foreign Language/Latin, and an additional 10 hours of service hours over the graduation requirements.

Magna Cum Laude: Minimum 3.7 GPA (with no Ds or Fs), 4 credits of Foreign Language/Latin, 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 credits of Latin, a total of 1.5 credits of Philosophy courses, including Critical Thinking, and an additional 20 hours of service hours over the graduation requirements.

At the end of the fall semester, all GPAs and Latin Honors are "locked" for graduation consideration. The student with the highest cumulative GPA (from among those qualifying for Latin Honors if applicable) will be named class valedictorian. If more than one student earns the Summa Cum Laude Honor, and the students' GPAs are 4.0 or greater, they are named co-valedictorians. The student with the best GPA (any student, not specifically those with Latin Honors) after the valedictorian/co-valedictorians, is named the class salutatorian. Students must maintain the GPA throughout their current scheduled courses for Spring semester. Students may

be enrolled in required courses for Latin Honors eligibility during Spring semester of senior year.

2B.1.13 Transfer Credits

For current students, courses from accredited schools may be considered by St. Andrew Catholic 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 Catholic 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 Catholic 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 Theology, Latin, and Philosophy).
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.

2B.1.14 High School Required Courses by Grade (a)

9th Grade

Theology*
English/Literature: Classical Literature
Mathematics: Algebra I**
History: Montana History
Science: Biology
Latin: Latin I

*All Students are required to take a Theology course every year, however the name of the course may change at the discretion of the Theology Teacher.

**Freshmen who excel in Math may take Geometry if Algebra I was taken in 8th grade or at the discretion of the Math Teacher upon assessment.

10th Grade

Theology
English/Literature: Medieval Literature
Mathematics: Geometry*

History: World History
Science: Physics
Latin: Latin II
*Sophomores who have already taken Geometry should take Algebra II

11th Grade

Theology
English/Literature: British Literature
Mathematics: Algebra II*
History: United States History
Science: Chemistry - Algebra II must be previously or concurrently taken
Latin/Foreign Language: Latin III/Spanish I**
*Juniors who have already taken Algebra II are finished with Math requirements for graduation, but are encouraged to continue on the Math electives track
**Juniors who take Spanish I over Latin III forfeit the opportunity to receive the Summa Cum Laude Latin Honors Title, as well as the opportunity to be considered for class Valedictorian

12th Grade

Theology
English/Literature: American/Modern Literature
History: Government*
Science: Students may take Anatomy & Physiology as an additional Science if provided
Latin/Foreign Language: Advanced Latin/Spanish II**
*Fall Semester Only
**Seniors are not required to take a language, however, those who choose not to take a language their senior year forfeit all Latin Honors Titles.

Depending on class sizes per grade, some grades may be combined. For example, if enrollment is low for 9th grade, 9th and 10th graders may be combined to take Medieval Literature. School administration will ensure all graduation requirements are offered during the student's high school tenure.

(a) St. Andrew Catholic School will do its best to provide graduation requirement courses at regular intervals; however, in certain circumstances if a course is not available, school administration will assess that course requirement for graduation.

2B.1.15 Course Tracks for the High School of St. Andrew Catholic School

St. Andrew Catholic School has set up course tracks for high school students. Each course track is designed to have the classes build upon each other while increasing in difficulty, forming a well rounded and knowledgeable student. Please note that this is based on a standard high schooler. Depending on the course track as well as teacher judgment, students may challenge the current course to be placed into a course higher than their grade level. If students are participating in dual credit courses, credit will be given for that course track.

MATH:

- Required: Algebra I (9th), Geometry (10th), Algebra II (11th)

- Advanced Track*: Geometry (9th), Algebra II (10th), Pre-Calculus (11th), Calculus (12th)

When a student enters High School, they will be placed in a math class based upon past math courses with a potential assessment to be given by the math department. In most cases, a 9th grade student will either be placed in Algebra I and follow the standard required courses, or will be placed in Geometry, designating them on the Advanced Track, with the goal of taking Calculus as a 12th grade student. If a student's recommended placement is a different course than one of the aforementioned, the student, their parents, and the math department will meet to create the student's trajectory in high school.

SCIENCE:

- Required: Introductory Physics (9th), Biology (10th), Chemistry (11th)*
- Electives: Anatomy & Physiology (12th); Biomedical Sciences

*Algebra II is highly encouraged to be taken before or concurrently with Chemistry

HISTORY:

- Required: Montana History (9th), World History (10th), United States History (11th), Government (12th Fall Semester)

THEOLOGY:

- Required: All Students are required to take a Theology course every year, however the name of the course may change at the discretion of the Theology Teacher.

LATIN/FOREIGN LANGUAGE:

- Required: Latin I (9th), Latin II (10th), Latin III OR Spanish I (11th)
- Electives: Advanced Latin, Spanish II (12th)

* If Spanish is not offered or if a student prefers to take a different foreign language in addition to their Latin graduation requirements, students may take a Montana Digital Academy foreign language course with school administration approval.

LITERATURE:

- Required: Classical Literature (9th), Medieval Literature (10th), British Literature (11th), American/Modern Literature (12th)

PHILOSOPHY: Any two* of the following one-semester courses. Note that while any high school student may take a Dual Credit course, to earn Dual Credit through Carroll College, the student must be an 11th or 12th grade student..

- Philosophy of Film and Fiction
- Lincoln-Douglas Debate
- Logic/Critical Thinking - Dual Credit
- The Writings of CS Lewis - Dual Credit
- Ancient Philosophy - Dual Credit

*Students on track to receive Summa Cum Laude honors, must take three Philosophy courses, including Logic/Critical Thinking.

FINE, APPLIED & PERFORMING ARTS: Any two of the following courses, may be repeated if desired

- Art
- Industrial Art
- Choir/Music
- Theater Arts/Drama

PHYSICAL EDUCATION*: Any two of the following courses are required and may be repeated if desired

- Physical Education
- Sports Conditioning

*Participation in St. Andrew Catholic School Athletics or Helena Public School Athletics allows the required one credit of Physical Education to be waived in the following circumstances: participation on a total of two St. Andrew Catholic School or Helena Public School sports teams waives 0.5 credit, while participation on a total of four St. Andrew Catholic School or Helena Public School sports teams waives the required one credit.

FINANCIAL LITERACY: Any one of the following courses is required, all three courses may be taken if desired

- Personal Finance
- Business Math
- Survey of Accounting

ELECTIVES: Any of the following may be repeated if desired

- Office Skills
- Study Hall - no credit awarded
- Teacher's Aide - no credit awarded

Additional Notes

- Juniors and Seniors may be allowed EITHER a late start OR an early dismissal depending on their class schedule.. This must be signed off by a parent and the Head of School.
- Schedule changes may be made only during the first two weeks of each semester. Exceptions are made only with the approval of the administration. The Head of School, in consultation with the student, parents, and teachers involved, must approve schedule changes. Schedule changes are approved for academic reasons only.
- In addition, schedules are occasionally adjusted by the school to balance class sizes. When this occurs, a student's schedule may show a change in the order of classes, but will not involve any changes in actual courses.
- Not all courses may be provided each semester or each year. It is important for students to work with the Academic Advisor to ensure students fulfill their graduation requirements.

2B.2 Miscellaneous

2B.2.1 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 Head of School.

Students are encouraged to participate in St. Andrew Catholic School sports teams and extracurricular clubs, as well as extracurricular activities outside of St. Andrew Catholic School, including club sports, public school sports, and privately paid clubs or sport activities. Academic Eligibility Policy The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in all classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon.

Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

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.

2B.2.2 Education Enhancement Activities

St. Andrew Catholic 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 Head of School. 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.

The following events require High School participation: The Fall Gala, The Annual Auction, and Field Day.

2B.2.3 Late Start/Early Release

Depending on their schedule and credit progress, junior and senior students have the privilege to qualify for either a Late Start or an Early Release. In order to qualify for either, the junior or senior must meet the following criteria: (1) The student must be in good academic standing (a GPA of 2.5 or higher and no D or Fs from the previous semester) and (2) have an elective block at the beginning or end of the day. If the student meets the criteria, a form signed by a parent will be submitted to administration, which will be renewed every semester. Students are only allowed one late start or one early release on one block group. All students who have a late start or early release must sign in and out of the front desk.

Additionally, junior and senior students who qualify for a late start/early release may choose to be a Teacher's Aide for a lower school teacher. The student must turn in a form with the teacher's and a parent's signatures.

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.

2B.2.4 Student Drivers

Students who have a valid driver's license may bring vehicles onto the school grounds. Students must park in the Cathedral of St. Helena parking lot on the corner of N Warren Street and E Lawrence Street (Warren Campus) or in the lowest (North) parking lot (Main Campus). Cars are not allowed to park overnight at the Warren Campus; for any overnight event (retreats), all vehicles must be parked at the Main Campus. 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) and display their parking pass in their windshield. 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 or approved by school administration.

2B.2.5 Student Fundraising

Student groups (including clubs, student government, and individual classes) involved in fundraising activities will adhere to the following policies. See Fundraising Handbook for further information.

(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 Head of School.

(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.

2B.2.6 Technology Policies

2B.2.6.1 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 Catholic School has installed monitoring and student safety software on all school computers. 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 Catholic 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.

2B.2.6.2 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 the Head of School for a specific circumstance. Leaders of on- or off-campus school sponsored activities, such as retreats, may permit or prohibit cell phone use. 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.

Appendix A: Copy of Communication Log

St. Andrew Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Head of School. If the complaint is against the Head of School, it is reported to the President of the Board.

If, after investigation, the Head of School 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 Head of School 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 Head of School 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 Catholic 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 Head of School.

Prevention and Education

This Safe Environment Policy will be posted on the St. Andrew Catholic 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 Catholic 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 Head of School. 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 Catholic 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: ____/____/____

Appendix D: Open Campus Lunch Permission Form

School Year: _____

St. Andrew Catholic School offers an Open Campus Lunch privilege to eligible juniors and seniors. This privilege is extended to students who have demonstrated maturity, responsibility, and good standing with the school. Open campus is a privilege, not a right, and may be revoked at any time by the administration.

By signing this form, the parent/guardian grants permission for the student named below to leave campus during the designated lunch period throughout the academic year.

Student Information

Student Name: _____

Grade: ☐ 11th ☐ 12th

Parent/Guardian Permission

I give permission for my child to leave the St. Andrew Catholic School campus during the designated lunch period for the current school year.

I understand and agree that:

- My child may sign himself/herself out of the school office (or other designated location) before leaving campus and must sign back in immediately upon returning.
- My child is responsible for returning to campus before the end of the assigned lunch period and arriving to class on time.
- My child is expected to comply with all school policies, the Student Handbook, and all traffic laws while off campus.
- My child may transport himself/herself or ride with another individual only with my permission. The school does not arrange or supervise transportation.
- Once my child signs out and leaves campus, he/she is no longer under the supervision or control of St. Andrew Catholic School until he/she signs back in upon returning.
- I assume full responsibility for my child's safety, conduct, transportation, and activities while off campus during the lunch period.
- I release, indemnify, and hold harmless St. Andrew Catholic School, its Board of Directors, employees, volunteers, and agents from any claims, injuries, losses, damages, or liabilities arising from my child's participation in the Open Campus Lunch privilege.

Student Agreement

I understand that Open Campus Lunch is a privilege.I agree that I will:

- Sign myself out before leaving campus.
- Sign back in immediately upon returning.

- Return to school on time for my next class.
- Conduct myself in a manner consistent with the mission and values of St. Andrew Catholic School.
- Follow all school rules while off campus.
- Understand that misuse of this privilege may result in disciplinary action, including immediate suspension or permanent revocation of Open Campus privileges.

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgment

Parent/Guardian Name (printed):_____

Parent/Guardian Signature: _____Date: _____

Phone Number: _____

Emergency Contact (if different): _____

Emergency Phone: _____

Administrative Approval

☐ Approved ☐ Denied

Administrator Signature:_____ Date: _____

Administrative Notes

Open Campus privileges may be suspended or revoked at any time for reasons including, but not limited to:

- Excessive tardiness after lunch
- Failure to sign out or sign back in
- Academic or disciplinary concerns
- Unsafe driving or transportation practices
- Violation of school policies or conduct expectations
- Any behavior determined by the administration to be inconsistent with the mission or best interests of St. Andrew Catholic School

The school reserves the right to modify or discontinue the Open Campus Lunch program at any time.

Appendix E: Elementary Behavior Support Matrix

St. Andrew School Elementary Behavior Support Matrix
At St. Andrew Catholic School, we teach children to love God and neighbor through their words, choices, and actions. Students are expected to practice the Cardinal Virtues of Prudence, Justice, Temperance, and Fortitude while living the Golden Rule by treating others as they would like to be treated.

Level 1 Student Behavior (Classroom Managed)	Level 2 Student Behavior (Classroom Managed)	Level 3 Student Behavior (Classroom Managed and or Administrative Involvement)	Level 4 Student Behavior (Administrative Involvement)
• Disruptive classroom behavior • Hallway disruptive behavior • Running • Cursing or inappropriate talk • Possession of prohibited items • Not following directions • Cheating • Using school chromebook/computer, phone, cell phone or other electronic devices without permission or in an inappropriate manner • Unsafe behavior • Lying • Not respecting physical space (hitting, pushing)	• Continuing (3) level 1 behaviors • Chronic and/or severe disruptive behavior • Directed cursing and abusive language/gestures • Abuse of school and other's property • Leaving the classroom without permission • Refusal to hand over prohibited items to a staff member • Horseplay or rough or dangerous behavior • Minor theft	• Continuing (3) or severe level 2 behaviors • Verbal disrespect to a teacher arguing, yelling, cursing • Physically aggressive behavior • Irreparable vandalism • Engaging in behavior which creates substantial risk of injury • Threatening violence with clear intent • Using slurs based on race, ethnicity, color, religion, or gender • Sexual harassment	• Continuing (3) level 3 behaviors • Physical fighting • Weapons • Sexual (physical) harassment • Major theft • Arson

Teacher and Staff/Administrative Responses			
Level 1	Level 2	Level 3	Level 4
• Student-teacher conference • Teacher directed recess problem solving • Refer to Counselor • Student reflection • Making amends • Apology letter • Time out by working in a cohort classroom • Parent/Guardian contact	Staff Response • Anecdotal documentation • Parent/Guardian contact And choose from: • Student-teacher conference • Teacher or Administrator directed recess problem solving • Behavior Reflection • Refer to Principal • Office referral • Detention (lunch/recess)	Staff Response • Immediate removal from classroom to ___ with referral • Parent/Guardian Contact Administration will: • Parent/Guardian contact • Administrative conference with student • Administrator assigned restrictions Administration can provide: • Administrative Conference • Student Success Plan • Restorative conference • Restitution if appropriate • Lunch reflection • In-school intervention	Staff Response • Immediate removal from classroom to ___ with referral • Parent/Guardian Contact Administration will: • Parent/Guardian contact • Administrative conference with student • Administrator assigned restrictions • Behavior contract • Detention (ISS/OSS 1-10 days) • Recommended expulsion - Conference with school board

Appendix F: Middle School & High School Behavior Support Matrix

Behavior Matrix for Middle School & High School Students				
Behavioral interventions at St. Andrew Catholic School are intended to promote student growth in virtue, personal responsibility, and respect for the dignity of every person. Whenever possible, discipline seeks to restore relationships, teach appropriate behavior, and encourage reconciliation while maintaining a safe and orderly learning environment. Repeated or serious misconduct will result in progressively more significant interventions. Administrators reserve the right to accelerate consequences based on the severity, frequency, or circumstances of any incident.				
Offense	**Level I** **Minor classroom or school rule violations that can usually be corrected by the teacher**	Level II Repeated or more serious misconduct that disrupts learning or shows disregard for expectations.	Level III Serious misconduct that threatens safety, dignity, or the learning environment.	Level IV Major misconduct involving illegal activity, violence, serious moral misconduct, or behavior that may warrant expulsion.
Step 1	The teacher provides a respectful reminder of the expected behavior and allows the student the opportunity to correct the behavior independently.	Administrative Conference The administrator meets with the student to review the incident, reinforce school expectations, and identify corrective actions.	Immediate Administrative Referral The student is removed from class if necessary. Parents are contacted. Administrative investigation begins.	Administrative Response - Immediate administrative removal - Parent notification - Investigation - Suspension pending review when appropriate - Consultation with the Head of School - Recommendation for expulsion when warranted
Step 2	The teacher meets privately with the student to discuss the behavior, identify the expectation that was not met, and develop strategies for improvement.	Parent Conference The administrator contacts the parent or guardian to review concerns and establish a collaborative plan for improvement.	Immediate Administrative Referral & Parent Notification The student is removed from class. Parents are contacted. Administrative investigation. Disciplinary Consequence Depending upon circumstances:	
Step 3	The teacher communicates with the parent or guardian regarding the repeated behavior, interventions already attempted, and expectations moving	Behavior Improvement Plan A written behavior improvement plan may be developed outlining behavioral goals, supports, and		

	forward. Documentation begins.	expectations for successful improvement.	Detention Restitution Behavior contract In-school suspension Out-of-school suspension Reentry Conference Prior to returning to class following suspension or serious misconduct, the student and parent meet with administration to review expectations and establish a successful plan for returning to the school community.	
Step 4	The student completes a written reflection, restorative conversation, apology, or other teacher-directed intervention designed to repair relationships and encourage growth in virtue. Examples: Reflection Sheet Apology Classroom service Lunch reflection Teacher detention .	Detention or Restorative Assignment The student may be assigned detention, campus service, restorative work, or another appropriate consequence intended to promote accountability.		
Step 5	Administrative Referral Continued Level I behaviors despite teacher interventions will result in an administrative referral for additional support and possible disciplinary action.	Administrative Probation / In-School Suspension Continued misconduct may result in in-school suspension, behavioral probation, loss of privileges, or other administrative consequences.		
Examples	- Off-task behavior - Talking out of turn - Unprepared for class - Minor dress code violation - Minor classroom disruption - Gum/food in class - Minor technology misuse - Failure to follow classroom procedures	- Repeated classroom disruption - Repeated disrespect - Inappropriate language - Defiance - Academic dishonesty - Minor bullying - Repeated technology misuse - Skipping detention	- Fighting - Threats - Harassment - Vaping - Theft - Significant vandalism - Major cheating - Repeated bullying - Leaving supervision	- Drugs - Alcohol - Weapons - Assault - Sexual harassment - Serious violations of chastity - Major theft - Criminal activity - Serious threats - Repeated Level III behaviors
The administration reserves the authority to determine the appropriate level of intervention based on the severity, frequency, intent, and circumstances of any incident. Certain behaviors may warrant immediate advancement to a higher level of discipline, regardless of prior behavioral history.				

Appendix G: St. Andrew Catholic School Facility Use Agreement – Gymnasium

This Facility Use Agreement ("Agreement") is made between **St. Andrew Catholic School** ("School") and the undersigned individual or organization ("Renter") for the temporary use of the School's gymnasium facility.

1. Purpose of Use

The School grants the Renter permission to use the **St. Andrew Catholic School Gymnasium** ("Facility") solely for the following event or activity:

Event/Activity: _____
Date(s) of Use: _____
Hours of Use: _____
Estimated Attendance: _____

No other use is permitted unless explicitly approved in writing by the School.

2. Authorized Areas

Renter and all associated participants, guests, vendors, or spectators are **strictly prohibited** from entering or accessing any part of St. Andrew Catholic School other than:

- The gymnasium
- Designated restrooms within the gymnasium
- Any additional areas expressly authorized in writing by the School

Under no circumstances may Renter or participants enter classrooms, hallways, offices, storage areas, or any other school property not designated above.

Unauthorized entry or roaming of school property constitutes a **material breach** of this Agreement and may result in immediate removal from campus, loss of future rental privileges, and financial liability for damages.

3. Cleaning & Post-Event Responsibilities

Renter agrees to:

- Leave the Facility clean, orderly, and free of trash or debris
- Sweep floors if dirt, food, or debris is present
- Remove all decorations, equipment, and personal property
- Dispose of trash in designated dumpsters (not inside school hallways or classrooms)
- Return all furniture or equipment to original locations

If excessive cleaning is required—determined at the School's sole discretion—a **minimum $250 cleaning fee** will be assessed. Additional charges may be incurred for extraordinary cleaning needs.

4. Damage to Property

Renter is financially responsible for:

- Any damage to the gymnasium or its contents
- Damage to the building structure, doors, walls, fixtures, equipment, or flooring
- Damage caused by Renter's guests, participants, children, or vendors
- Turning off or messing with any switches clearly marked as off limits.

The School will assess damages and invoice the Renter. Payment must be made within **10 business days**. Failure to pay may result in legal action and permanent loss of facility use privileges.

5. Supervision & Conduct

Renter agrees to:

- Provide adequate adult supervision at all times
- Ensure no illegal, unsafe, or dangerous behavior occurs
- Prohibit alcohol, tobacco, vaping, drugs, and weapons on the premises

The School reserves the right to stop the event immediately if unsafe or inappropriate conduct occurs.

6. Security & Access

Renter may not prop open doors, tamper with locks, or allow unauthorized persons into the building.

Entry and exit must occur through the designated door only.

7. Indemnification & Liability

Renter agrees to:

- Hold harmless and indemnify St. Andrew Catholic School, its employees and Board of Directors, from all liability, claims, damages, injuries, losses, or expenses arising from Renter's use of the facility and any related conduct
- Assume full responsibility for all participants and activities taking place during the rental period

The School is not responsible for lost, stolen, or damaged personal property belonging to the Renter or event attendees.

8. Insurance (if applicable)

For organizations or large events, the School may require a **certificate of liability insurance** naming St. Andrew Catholic School as an additional insured.

9. Fees

Rental Fee: _____
Other Fees: _____

Fees must be paid in full prior to the event unless otherwise approved by the School.

10. Termination

The School reserves the right to:

- Cancel this Agreement at any time for safety or emergency
- Maintain priority use of the gymnasium and may cancel this agreement if required by an unexpected priority event
- Remove individuals violating Agreement rules
- Prohibit future rentals based on violation of this Agreement

11. Governing Law
The undersigned agree that this Agreement shall be governed by the laws of the State of Montana.

12. Severability
If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed and have no effect; but such invalidity, illegality, or unenforceability shall not affect or impair the enforceability of the remainder of this Agreement. The undersigned agree that the intent and purpose of this Agreement shall be carried out to the fullest extent permitted by law.

13. Entire Agreement
This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, representations, and communications, whether oral or written. No amendment, modification, or waiver of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

14. Acceptance of Terms

By signing below, the Renter acknowledges:

- They have read, understood, and agree to all terms outlined in this Agreement.
- They accept full responsibility for ensuring compliance by all participants.
- They understand that violations may result in additional fees, termination of the event, or legal action.
- They will comply with all local, state, and federal laws while engaging in use of the facility.

Renter Information

Printed Name: _____

Organization (if applicable): _____

Email Address: _____

Phone Number: _____

Address: _____

Signature: _____

Date: _____

School Approval

Approved By: _____
Title: _____
Signature: _____
Date: _____