

ST ANDREW SCHOOL

A Classical School in the Catholic Tradition



FACULTY/STAFF/STUDENT/PARENT HANDBOOK

FEBRUARY, 2011

ST. ANDREW SCHOOL MISSION STATEMENT

St. Andrew School is a classical school in the *Catholic* tradition. Our twin commitments to classical learning and to Catholicism play equal roles in our formulation of mission, programs, and policies at St. Andrew School.

St. Andrew School is a *classical* school. By classical school, we understand:

- a commitment to the classical subjects of learning, particularly the *Trivium* (grammar, logic, rhetoric).
- a commitment to the "classical tradition" of learning, which stresses development of skills, particularly those of speaking well, reading well, and thinking well.
- a commitment to *active* learning: to the active involvement of each student, faculty member, and parent in the life of learning.
- 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.

St. Andrew School is in the *Catholic* tradition. St. Andrew School is founded and directed by lay Catholics, neither affiliated nor governed by the Catholic Diocese of Helena. By our *Catholic* character, we understand:

- the official espousal of the beliefs of the Roman Catholic Church and the teaching of these beliefs in our religion program, and total adherence to the teaching *Magisterium* of the Catholic Church.
- a commitment to Catholic spiritual life; in particular a commitment to the historical Catholic practices of prayer, mortification and good works, as well as Catholic sacramental practices.
- the commitment to acquiring and living the virtues in our and our student's lives, as the normal means that Christians imitate Christ in their lives.
- a commitment to Catholic principles of freedom of religion and ecumenical tolerance.

[Approved by the School Board, 10/22/96]

This handbook is meant as a specification and delineation of the ideals and goals implicit in our mission statement. Some things need be said so that our actions and interactions may be clear, orderly, and harmonious; others so that, in the unfortunate event of a breakdown in those interactions, principles of justice and mutual understanding may guide our decisions and judgments. All things are said in the spirit of those noble ideals for which we founded St. Andrew School.

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SECTION ONE: FACULTY HANDBOOK

WELCOME TO ST. ANDREW SCHOOL

An interesting and challenging experience awaits you as a faculty member of St. Andrew School. To answer some questions you may have concerning the School and its policies, the School Board has written this handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are subject to change at the sole discretion of School Board, as are all other policies, procedures, benefits, or programs of St. Andrew School. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask the Principal for assistance.

This Faculty Handbook is not a contract, express or implied. The Faculty Agreement governs your employment relationship with us. Although we hope that your employment relationship with us will be long term, the School Board may terminate this relationship according to the terms of the Faculty Agreement. Please understand that no supervisor, manager, or representative of St. Andrew School other than the Chairman of the School Board has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by Chairman of the School Board shall not be enforceable unless it is in writing.

We hope that your employment relationship with St. Andrew School will be a rewarding experience.

This section has the following subsections:

1.1. GENERAL POLICIES AND PRECEPTS

1.2. RULES GOVERNING PROFESSIONAL CONDUCT & COMPETENCE

1.3. DISCIPLINARY ACTIONS AND DISMISSAL

1.1. GENERAL POLICIES AND PRECEPTS

1.1.1. Saint Andrew School was founded to create a school (K-12) based on and committed to Classical pedagogy. The school's founders, lay Catholics, saw no reason to separate or distance this educational mission from their religious beliefs. These founded the School not to correct perceived errors in the Church, but rather to offer an education that permitted the natural integration of Catholic faith and sound learning. Most certainly the intent of the founders and the spirit of the Mission Statement would preclude any teachers, staff, or volunteers from using the school to create a forum to press for changes in Church doctrine, law, practice, or custom. For their part, faculty, staff, and volunteers should avoid discussing Church issues in the classrooms, or involving the school's name in any local discussion of such issues. If there should be occasion to discuss Church doctrine, law, practice or custom (such as in religion classes), the underlying premise of the discussion shall be that Church doctrine is true and that, while not necessarily closed to change, church law, practice and custom (including liturgical laws and authorized liturgical practices and customs) are legitimate expressions of the faith.

Currently the school has no official relationship with the local diocese, but shares the general relationship of familial love, respect, and loyalty that all Catholic Christians have with each other and their bishops and clergy. Faculty should be aware that the school has worked hard from its inception to establish an amicable and cooperative relationship with the local diocese and clergy, and they should not harm or undermine this relationship in any way. Faculty should exercise prudence and good judgment in all their actions, knowing that they can be and are representatives of the school in the community.

1.1.2. The faculty must serve as models of classical education and the Catholic life of learning for the students. Therefore, faculty must be truly committed to the principles of classical and Catholic education, living Christian lives in which integrity and the love of learning play an crucial role. In all their professional activity, faculty should put first the true good of the school and the students.

Faculty should be practicing Catholics. In its discretion, the Board may hire a teacher who is not Catholic, so long as the teacher understands, and is willing to support, the Catholic nature of the School. St. Andrew School, however, does not discriminate on the basis of sex, race, color, ethnic or national origin. St. Andrew is a classical school which has as its religious foundation the Catholic faith. As a classical school, we use a traditional, proven methodology which teaches children how to learn. We also immerse them in the heritage of their culture while we prepare them to live in the twenty-first century.

A classical education requires an understanding of Western civilization, including the Catholic faith. Students cannot fully appreciate art, music, poetry, literature, and history without an understanding of the Catholic Church.

1.1.3. St. Andrew School affirms the sacred relationship between parents and children, and between each person and God. St. Andrew School's commitment to the truth of Catholic doctrine requires the School, faculty and staff to respect the beliefs of students and parents who are not Catholic, and also to esteem deeply the bond of faith shared by parents and their children.

Respect for the beliefs of those students and parents who are not Catholic does not undermine St. Andrew School's commitment to the truth of the Catholic faith and to the legitimacy of Catholic laws practices and customs. A student who is not Catholic must still attend Chapel services. The Chapel attendance requirement does not mean that the student who is not Catholic will be required actively to participate in the chapel services; it is sufficient for the student who is not Catholic to sit with the student's class and maintain a respectful demeanor during the service. A student or parent who is not Catholic may not receive the Holy Eucharist, nor any other Sacraments that may be celebrated in Chapel, unless the Bishop of Helena has advised the principal or the celebrating priest or deacon that the requirements of canon 844 § 3 or § 4 of the Code of Canon Law are satisfied with respect to that student or parent.

A student who is not Catholic must also attend, and complete all assignments and tests for the religion class for the student's grade level. The evaluation of the work of a student who is not Catholic will not depend on whether the student believes what the Church teaches, but on the teacher's assessment of the student's understanding of what the Church teaches. This same principle applies to Catholic students—in evaluating the student's work, a profession of belief in a teaching will not be sufficient, if the assignment calls for a demonstration of understanding of the teaching.

1.1.4. As the faculty are only the duly appointed representatives of the parents and assist in the education of their children, faculty should never undermine any of the good practices of the children's home. Just as parents sometimes cannot themselves discharge their educational duties toward their children, so faculty must remember that they cannot completely achieve their educational aims without the help and cooperation of their students' parents. Faculty have a responsibility to foster and develop a cooperative relationship with all of the parents of their students. Such a relationship is not only in the best interests of the children, but of the faculty as well.

1.1.5. *Full-time faculty* have a full teaching load and are generally expected to be at school from 7:40 a.m. to 3:30 p.m. There will be additional after-school duties on a rotating basis (such as playground supervision), staff meetings, or parent conferences. *Part-time faculty* teach at least 20 hours per week, will occasionally be required to attend some faculty meetings, and be expected to make time for parent conferences as needed. *Adjunct faculty* teach less than 20 hours per week.

1.1.6. The contract year begins roughly two weeks prior to the start of the school year, and ends two weeks after the last day of school. (Specific dates delineated in the yearly contract.) Teachers are expected to be available during these times to attend planning

and development meetings, as well as be present at school to help with classroom and school preparation/summer shutdown. Schedules for this time will be set by the Principal, but will generally not require presence as described in 1.1.5. However, it is inappropriate to schedule trips, vacations, or other employment during these time periods.

- 1.1.7. As evidence of their belief in our mission as a classical school in the Catholic tradition, all full-time and part-time faculty shall send their children to the school. As part of their contract, all full-time and part-time faculty will receive a tuition remuneration (Faculty Family Scholarships) to cover the tuition costs for their children attending St. Andrew School. (This does not include the High School surcharge or the annual fees.) Adjunct faculty are not required to send their children to St. Andrew School, nor are they eligible for the Faculty Family Scholarships.

The following situations stand as legitimate exemptions to this rule:

- (1) The child has a professionally diagnosed learning disability beyond the capabilities of the teaching staff to handle;
- (2) The child is failing to achieve academically at St. Andrew School and it is the opinion of the staff that keeping the child in school will not help the child to succeed;
- (3) The child has a medical problem diagnosed by a physician or psychiatrist which impedes the child's ability to learn at St. Andrew School or the teachers' ability to teach other students;
- (4) The child causes chronic discipline problems in school, or is engaged in activities outside of school which are cause for expulsion.

Requests for exemptions should be made in writing to the School Board, and should include documentation where appropriate.

- 1.1.8. The teacher's chief responsibility to the students is to teach them in the most effective ways possible. All faculty are charged with the general responsibility to remain competent in the areas they teach, as well as to be effective communicators of these lessons. This general responsibility also extends to competency in the classical education tradition and pedagogy of the school.

- 1.1.9. St. Andrew School Curriculum: St. Andrew School employs a classical curriculum. The School Board is the ultimate guardian of the school's commitment to classicism, and oversight of the classical mission is delegated to the Principal. Classicism is the common property of all faculty and board members of St. Andrew School. New and original ideas for implementing classicism are always encouraged; however because the curriculum is the common property of all, all changes must be submitted to and approved by the administration. This includes not only suggestions for books and materials, but also pedagogical methods and practices. Not all of the latter are necessarily consistent with the classical and catholic commitments of St. Andrew School. All suggestions in terms of

their consistency with Catholic teaching and Classical pedagogy; financial concerns may also dictate, to some extent, the use of materials in the classrooms.

- 1.1.10. All faculty are subject to teaching evaluation, according to the terms of the Faculty Agreement. Evaluation is performed by the Principal and/or a designated School Board representative, and looks at general teaching performance, progress in implementing the Classical methodology, and service to the school. All evaluations are submitted to the Principal. Faculty are encouraged to also develop their own instruments and methods for self-evaluation.
- 1.1.11. Faculty should view the assignment of an appropriate amount of work, including, at times, homework, as the ordinary state of affairs at St. Andrew School. Good teaching, balanced with effective and imaginative assignments, helps the students to learn. Faculty should make assignments clear and deadlines precise so students understand exactly what is expected of them. Faculty should enforce their deadlines and set substantial consequences for missing them.
- 1.1.12. It is appropriate to give specific and regular feedback to the students, and make clear to them areas where they need improvement. Student work should be corrected and returned promptly to the students. Faculty should devise grading strategies that are equitable and consistent across the school. This is especially important when a common curriculum is used throughout the grades. Faculty should devise their grading procedures in a manner that fairly assesses the abilities and achievements of each student, and is not so difficult as to discourage or make impossible student striving for the highest grades possible. Grades are not the only measure of achievement and development, but remain one of the standard and normal means to indicate student ability and motivate students.
- 1.1.13. All students in all subjects, in the Eighth Grade and up, will sit for examinations at the end of each semester.
- 1.1.14. Faculty should conscientiously and consistently apply all the rules of student life to all the students in their classrooms. In the case of older children, faculty responsibility includes the explanation of the rule's purpose to the student.
- 1.1.15. Faculty should make themselves aware of the student policy regarding absences and missed work.
- 1.1.16. Homework is often an opportunity to further develop work and study habits. Homework should be assigned to review and reinforce lessons taught in class, and very rarely, if ever, to teach new material. It is appropriate to assign research projects at the higher grade levels (8 and above) that requires fact gathering, but only after the students have been adequately prepared to perform such tasks. The grade level determines the appropriate amount of homework; lower grades should have minimal

amounts of homework, and high school students should normally receive more homework, often in the form of longer written papers and projects, as well as studying for more involved examinations. In order to facilitate participation in local catechism classes and sacramental preparation, homework should not be assigned on Wednesdays, and exams not scheduled for Thursdays without several days announcement.

- 1.1.17. As the teacher's presence in the classroom is required, phone calls and other personal matters should be taken care of outside class periods. Messages for teachers will normally be put in the teacher's mailbox, except in the case of emergencies.
- 1.1.18. The school will maintain a file for each faculty member, which will contain copies of the faculty member's Faculty Agreement, curriculum vitae or resume, as well as evaluative materials. Access to these files is open to the faculty member themselves, the Principal and School Board members. Faculty members should ensure that their files are up-to-date.
- 1.1.19. All full-and part-time faculty will be expected to support the school by being present at all-school activities or assemblies that occur during the school day, unless specifically excused for medical reasons or work conflicts by the Principal. Activities which occur outside of the usual school day that faculty are required to attend are the annual Back-to-School Potluck dinner, the Christmas program, and the annual Emerald Isle Auction.
- 1.1.20. Teachers who are parents must also participate in the Parental Involvement Program (PIP) program. The PIP points have to be outside of regular job duties.
- 1.1.21. The School Board or the Principal will normally inform current faculty of the intent to rehire on or before May 1.
- 1.1.22. Whether on or off duty, your conduct reflects on Saint Andrew School and its mission. Therefore, faculty shall conduct themselves in their lives in such a way that due respect is given to the dogmatic and moral teachings of the Church. Faculty shall exercise appropriate discretion and prudence in referring to Church doctrine, laws, practices or customs, always holding to the premise, as stated in paragraph 1.1.1, that Church doctrine is true and that, while not necessarily closed to change, church law, practice and custom are legitimate expressions of the faith. Faculty shall not be publicly involved with groups working against the teachings of the Church nor that rely on secular political means to advocate change in church law, practice or custom. Faculty shall not lead a personal life in open violation of the Church's teachings, especially about human sexuality, holy matrimony or the sanctity of life.

1.2. RULES GOVERNING PROFESSIONAL CONDUCT & COMPETENCE

- 1.2.1. Faculty shall support the Mission Statement and work to inculcate and develop the educational philosophy of St. Andrew School.
- 1.2.2. Faculty shall support the Catholic character of Saint Andrew School, as this is outlined in the Mission Statement.
- 1.2.3. Faculty shall always conduct themselves in a professional manner. Faculty shall respect the Principal's authority and support his or her decisions and initiatives responsibly and creatively. Disagreements over such matters or other school policies or curricula shall be addressed to the Principal in private at an appropriate time. Faculty shall not discuss their disagreements over such matters with parents or students.
- 1.2.4. Faculty shall participate in and advance the curricular and cultural aims of the school, as these are generally outlined in the Mission Statement and specified in this Handbook. Faculty shall strive to realize and advance these goals effectively and creatively in their teaching.
- 1.2.5. Faculty should always be aware that their demeanor and classroom practices model behavior for the students and affect the school-wide learning environment. Individual pedagogical styles must not conflict with those of other teachers.
- 1.2.6. Faculty should support other faculty as the need and situation demands. Such support is not absolute, however, and must not take precedence over the good of the school and its students. Faculty should work to find creative ways to enhance interrelationships with other faculty, and to mutually support each other in creating a positive and virtue-filled learning environment.
- 1.2.7. All faculty members are reminded of the need for faculty development. Faculty development includes maintaining and developing teaching excellence; developing knowledge of our curriculum and the nature of classical education; and spiritual development. Faculty development includes, but is not limited to, attendance at regularly scheduled faculty in-services.
- 1.2.8. Faculty shall respect their colleagues and their colleagues' responsibilities, and work cooperatively so as to enhance one another's effectiveness in the classroom.
- 1.2.9. St. Andrew School has no explicit uniform for faculty, but there is a dress code. Habits of dress can undermine the aims and purposes of the student dress code. Faculty shall attend to their appearance and come to school dressed appropriately for the tasks for they are engaged. Clothes should be clean and mended. Jeans and work clothes are not appropriate for teaching at St. Andrew School.

- 1.2.10. Faculty shall start their classes on time. Faculty should be present for classes prior to the start time, to supervise hallways and students moving between classes.
- 1.2.11. Faculty shall maintain current lesson plans or work from a syllabus. They shall meet all school deadlines set by the Principal, including those deadlines set for grades and lesson plans. Lesson plans and/or syllabi should be submitted to the Associate Administrator.
- 1.2.12. Faculty are encouraged to take advantage of field trips and invite special speakers to their classes at appropriate times. However, the principal shall be informed of all field trips and visitors, and shall have the right to deny any such requests.
- 1.2.13. Faculty meetings are important and integral to success of the school. Therefore, full- and part-time faculty shall attend all scheduled faculty meetings, unless the Principal before the meeting excuses a specific absence.
- 1.2.14. Because St. Andrew School has a responsibility for students while they are at school, faculty shall not leave students unattended without other designated adult supervision. Unless the school has noontime assistants and/or playground aides, faculty shall eat with their students or be sure that another teacher or delegated adult who is familiar with the rules is left in charge. This adult presence is extremely important even if the teacher is not interacting directly with the students.
- 1.2.15. Faculty shall eat only during designated lunch and break periods.
- 1.2.16. The Teacher is entitled to 6 personal leave days each school year. The 6 personal leave days are “posted” and available for the Teacher’s use, from the beginning of the new school year. Once the Teacher has exhausted the available personal leave days, the Teacher’s salary will be docked \$100 per day (\$50 per day for part time faculty) for any additional absence. For compelling reasons involving serious illness or similar emergency, the School Board may waive this docking of pay with respect to a particular absence.
- Any unused personal leave days will carry over for the Teacher’s use in the following school year, except that the Teacher may not accrue more than 12 personal leave days. If the Teacher has accrued more than 12 personal leave days, the School will “buy back” the excess days at \$75 per day (37.50 per day for part time faculty). If the Teacher’s employment terminates, the School will also buy back any unused personal leave days also for \$75 per day (\$37.50 per day for part time faculty).
- There are 182 mandatory teacher and in-service days for each school year. The absence of any of these 182 mandatory days will count against the 6 day Personal Leave policy. Personal leave is not transferable to another Teacher. (Adjunct faculty are not eligible for personal days or sick days.)
- Special provision for parental leave:** Employees protected by the Federal Family and Medical Leave Act may generally take up to 12 weeks of unpaid leave for parental leave

and other qualifying leave. St. Andrew School is not, currently, subject to FMLA requirements, since the FMLA requirements apply only to employers with at least 50 employees. In the spirit of the FMLA, however, a full-time or part-time teacher may take up to 12 weeks of leave to care for a newborn or newly adopted child. St. Andrew School will pay the full-time or part-time teacher his or her regular salary for the first three weeks (15 work days) of such leave. A full-time or part-time teacher may also use his or her personal leave days for this parental leave, including any days carried over from the prior school year (up to the maximum of 12 personal days) so that the total period of paid parental leave, if the personal and sick days have not already been used, would be five weeks and two days.

- 1.2.17. Faculty shall maintain student discipline in the classroom(s) under their charge. Discipline in the classroom is the personal responsibility of each teacher. Discipline and punishment is not an end in itself, but always be used as a means to intellectual and moral growth. Faculty shall plan properly, teach meaningfully, and present a role model that will be an inspiration to young people.
- 1.2.18. Faculty shall conduct their classes in an orderly manner, reflecting the developmental goals the school has determined for the students.
- 1.2.19. Faculty shall respect the personal worth and dignity of each child.
- 1.2.20. Faculty shall regularly inform the parents of their children's academic progress and contact the student's parents in cases of persistent academic and/or disciplinary problems. Before faculty makes such contact, they should first confer with the Principal.
- 1.2.21. Faculty shall make reasonable efforts to foster and develop a cooperative relationship with all of the parents of their students. Faculty shall not act to undermine any of the good practices of the children's home.
- 1.2.22. Faculty should not discuss other parents, teachers, or students with parents.
- 1.2.23. Faculty must leave the door open when with a student alone.
- 1.2.24. Faculty do not leave their students unsupervised.
- 1.2.25. Other than as required to participate in School activities, Faculty do not leave the campus during the duty period specified in paragraph 1.1.5 without the Principal's permission. (Period specified in Paragraph 1.1.5 is 7:40 am to 3:30 pm).

1.3. DISCIPLINARY ACTIONS AND DISMISSAL

1.3.1. Faculty dismissal is done by the School Board, and could be either for competency reasons or disciplinary reasons. By way of example only, below are listed some of the types of offenses that could result in immediate dismissal without prior warning. This list should not be viewed as all-inclusive. Types of behavior and conduct that the School Board considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning, at the sole discretion of the School Board, include but are not limited to, the following:

- Failure to abide by the Faculty/Student Handbook
- Failure to abide by the Faculty Agreement
- Gross misconduct towards either students, the Principal, or other faculty, members of the School Board, or the community
- Impugning the school's reputation in the community
- Repeated absences and tardiness
- Failure to uphold the Mission Statement
- Insubordination
- Regular lack of preparation
- Inability to convey subject matter to students
- Inability or unwillingness to maintain classroom discipline
- Inability or refusal to use appropriate classical methodology
- Refusal to teach the curriculum of St. Andrew School
- Inability or refusal to adequately assess student performance
- Inability to adequately prepare students for standardized and in-house testing

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STUDENTS

WELCOME TO ST. ANDREW SCHOOL

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

This section has the following subsections:

2.1 STUDENTS AND ST. ANDREW SCHOOL

2.2 STUDENTS AND THEIR COURSE OF STUDIES

2.3 STUDENTS AND THE FACULTY

2.4 STUDENTS AND OTHER STUDENTS

UNIFORM POLICY

HIGH SCHOOL GRADUATION REQUIREMENTS

ADVANCED COLLEGE EXPERIENCE (A.C.E.) PROGRAM AT CARROLL COLLEGE

EDUCATION ENHANCEMENT ACTIVITIES 2008-09

STUDENT COMPUTER USE POLICY

SECTION 2.1 STUDENTS AND ST. ANDREW SCHOOL

- 2.1.1. The student attending St. Andrew School will be classically trained to study and learn, to become knowledgeable about the Catholic Faith, and seek to live a holy life.
- 2.1.2. Students will be familiar with the Mission Statement, dress code, and handbook at the time of enrollment. Enrolling at St. Andrew School means that the student has agreed to support and abide by the *philosophy and rules* of the school.
- 2.1.3. While in the care of the school, students will respectfully submit to the authority of their teachers and all other delegated authorities. A pleasant and cooperative attitude is expected of each child.
- 2.1.4. The moral life (particularly the practice of the virtues) is necessary for success and excellence in the intellectual life. At St. Andrew School the development of the virtues is a key aspect of our mission and school life. Many of our practices have been adopted with the intent to help create and strengthen the life of virtue in the students. The chief, or cardinal, virtues we aim to inculcate 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.

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.

- 2.1.5. The course of studies at St. Andrew School has been carefully designed to fit our educational goals; therefore, students will approach all of their studies with respect and a serious intention to succeed. Frivolous complaints about the curriculum are unacceptable.
- 2.1.6. Upon registration at St. Andrew School, all parents must provide proof of current, up-to-date inoculations, a completed contract signed by parents (or custodial parties), a signed release of records (if applicable), and a completed medical emergency form, and have any financing approved. Students will not be allowed to attend classes without first submitting these forms.

- 2.1.7. 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. They will not be released if money is still owed on student accounts.
- 2.1.8. The religious education classes are an equal and integral component of the curriculum. Students will approach these classes with the same attitudes and behaviors as are demanded in all other subjects.
- 2.1.9. All students are required to attend chapel services. All students who attend St. Andrew School will understand the Catholic nature of the school and will show respect for Catholic practices and worship. Disruptive or disrespectful behavior is unconscionable and unacceptable during chapel.
- 2.1.10. All students will have an age-appropriate community service requirement.
- 2.1.11. Students are to behave appropriately at school, and to be considerate of the rights of others. Students are expected to use good manners when addressing each other and their teachers.
- 2.1.12. Students will remain silent in the halls, walk quietly in the building, treat the school property with care and respect. Such behavior is consistent with the virtues of self-control and responsibility. Running is not allowed.
- 2.1.13. When outside and on recess breaks, students are to remain in specified areas of the playground and are not to leave the school grounds without permission. Older students should not congregate in their automobiles during school breaks.
- 2.1.14. Certain areas of the school and the campus are off-limits to students. These include teacher desks, storage rooms, the school offices and staff room, the backstage storage areas, the embankment on the north side of the driveway, and the west vacant lot.
- 2.1.15. Students will be aware that repeated misbehavior and/or lack of preparation for class may result in having a disciplinary report placed in their confidential permanent records. Student discipline in Grades 5 through 12 is administered through a Demerit Card System. In the case of transfer, permanent records will be forwarded in their entirety to the new school.
- 2.1.16. Students are expected to present a neat appearance at all times. Boys must have neatly trimmed hair, above the collar; girl's hair should be modest, conservative, and in good taste. Hair coloring is inappropriate for boys; for girls, it should again be modest and in good taste. The teacher will be the final arbiter of good taste. Boys may not wear earrings. No nose-rings, tongue-studs, etc. Boys are allowed to wear a plain chain or a religious medal, but no hemp-made necklaces.
- 2.1.17. Students will abide by the uniform policy when attending the school. The purpose of the uniform is to minimize the importance of clothes and to establish a professional working environment. Full cooperation with the uniform policy is integral to the discipline and

philosophy of the school. Changes to the uniform policy will be announced to parents by the end of March for the following school year. All uniforms are to be kept clean and mended.

- 2.1.18. On chapel days, girls will wear their skirts or jumpers all day, except for physical education classes. Boys will wear their oxford shirts and a tie all day, except for physical education classes.
- 2.1.19. Students may use the telephone for emergencies, but only with staff/teacher permission. A maximum of two (2) non-emergency calls, per student, per semester, is also allowed.
- 2.1.20. The school photocopy machine is not to be used by students; students will obtain their photocopying off premises.
- 2.1.21. Any student involved in an illegal activity in the community will be expelled from school.
- 2.1.22. Prescription drugs brought to the school must be in the original container, clearly labeled with the student's name, the name of the product, the doctor, and the dosage to be given. Prescription drugs should be given to the classroom teacher or the principal upon arriving at school.
- 2.1.23. Non-prescription drugs such as Tylenol are kept in the office, and given by the principal if the parents have signed a release for their child.
- 2.1.24. St. Andrew is a non-smoking campus. Smoking and the use of other tobacco products is not allowed anywhere on the school grounds.
- 2.1.25. 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 things to school may be expelled.
- 2.1.26. Students are not to use cell phones or pagers on campus during the school day. Cell phones may not be used during school hours without the permission of a teacher. Unauthorized cell phone use may result in confiscation of the cell phone, which will be returned to the student's parents.
- 2.1.27. Students who have a valid driver's license may bring vehicles onto the school grounds. Students must park in the lower parking lot (North Side). Cars may not be left over night. 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. Students not following any school policies concerning cars will not be able to drive or park on the school grounds.
- 2.1.28. Students will leave their cars in the student parking area, and are not to be in the cars during the day, unless it is to leave campus in the car, for those students with pre-arranged permission to leave the campus.
- 2.1.29. Students will drive with caution in the parking lots, and use care on the streets near the school.

- 2.1.30. St. Andrew School has the right to search vehicles, lockers, desks, book bags, and articles of clothing if there is reasonable suspicion that illegal, dangerous, or inappropriate materials may have been brought to school.
- 2.1.31. Students will abide by the Computer and Technology Policies set by the School. The policy is available from the Principal.
- 2.1.32. CLUBS: Students may form clubs for the purpose of advancing their interests and promoting the overall academic and social well being of the school. Such activities can give the students opportunity to exercise prudence and responsibility. Student Clubs will have a mission statement that is consistent with the Mission Statement and philosophy of St. Andrew School. Club activities that extend beyond the school building must have prior approval of the sponsor and the principal. Club membership is normally limited to students of St. Andrew School; membership by others is at the discretion of the sponsor with the approval of the principal.
- 2.1.33. Student Fundraising. Student groups (including clubs, student government, and individual classes) involved in fundraising activities will adhere to the following policies:
- (1) All money raised within the school or greater Helena community must be for specific objectives, which have legitimate, educational purposes consistent with the philosophy of the school. Money must never be raised or spent by student groups for needs that are of a personal nature.
 - (2) All fundraising activities must have prior approval of the principal.
 - (3) All money collected will be counted with a witness, and left in the supervision of the school.
 - (4) All money spent in fundraising activities must be validated by receipts.
 - (5) Student groups who raise money for the purpose of educational or service related travel will be prepared to formally share their experiences with the entire school community.
 - (6) At least 5% of net profits of any fundraiser must be donated to the school scholarship fund and, with some exceptions, (for example RC Challenge), all money remaining from fundraisers at the end of the school year will be put toward the work of the school.
- 2.1.34. Repeated willful refusal to conduct oneself according to the philosophy and rules of the school is a serious violation of the virtues of responsibility and self-control and will result in disciplinary action, including suspension and expulsion. Expulsion will also take place if the student cannot meet academic standards. The decision for such disciplinary actions mentioned above would be made by the principal in consultation with other faculty members.
- St. Andrew School reserves the right to suspend or expel students who engage in the following specific behaviors. (Note that this list is not exhaustive).
- a. Insubordination to teachers or staff
 - b. Leaving school grounds without permission
 - c. Abusive language
 - d. Sexual harassment
 - e. Any sexual conduct that is a serious breach of chastity

- f. Other lewd conduct or conversation
 - g. Drinking of alcohol
 - h. Any illegal drug use
 - i. Theft or destruction of property
 - j. Fighting or intimidation
- 2.1.35. St. Andrew School is whole-heartedly pro-life and concerned for the well-being of all persons. Should a student at St. Andrew School become pregnant, St. Andrew School will provide moral support for the student to the extent possible given the school's means and facilities. However, because of our concern for all students at St. Andrew, there will be immediate review of a pregnant student's status by the School Administrator. Every effort will be made to support a pregnant student's efforts to complete her high school education, including alternatives to remaining at the school if that were the decision of the School Administrator.
- 2.1.36. **ACADEMIC PROBATION:** 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. Unless the student achieves at least a "C" average (2.0 grade point average) in the next semester of studies and passes all his/her courses, the student will be required to withdraw from St. Andrew School.
Because of the cumulative nature of certain courses of study, students who receive a "D" or lower for a final grade in mathematics, English, classical language, or foreign languages will not be allowed to study at the next level in the following year.
- 2.1.37. **SUSPENSION APPEALS:** If a student is expelled, that action may be appealed by written application to the school board, in which the situation is described, and reasons given for a reconsideration of the expulsion. The school board will decide whether to consider the case based on information in the application.
- 2.1.38. Valedictorian for the senior class will be the student with the highest GPA, as determined at the end of the first quarter of the final semester of senior year.

SECTION 2.2 STUDENTS AND THEIR COURSE OF STUDIES

- 2.2.1. The school day begins at 8:00am and ends at 3:10pm for grades K-5 and 3:15pm for grades 6-12. Students will be let into the building no earlier than 7:50am, and should be off the school grounds by 3:25pm, unless they are participating in an activity.
- 2.2.2. Students are expected to arrive at class on time, be prepared for class, and participate by listening, taking notes and responding aloud when called upon. Habitual lack of preparation, refusal to participate, or disruptiveness in class may result in the student's dismissal from school.
- 2.2.3. The school rents out the required textbooks prior to the opening of school in late August. Students (and their parents) are responsible for maintaining and caring for the texts. If necessary, parents will be billed for lost and ruined books.
- 2.2.4. Within the classroom, students in the sixth grade and above will observe the following three teaching modes:
 - (A) Formal time, when the teacher is lecturing and students take notes and ask questions only for clarification of points;
 - (B) Informal time, when the teacher and students discuss a subject; this mode is characterized by student participation, but without the students interrupting others;
 - (C) Free time, when students may move around a room, but should always be cognizant of the school rules; laboratory sessions, group projects, and choir practices are typical examples of free time.
- 2.2.5. Students will complete all assignments on time. Teachers will usually take disciplinary action for uncompleted assignments.
- 2.2.6. Students will give proper documentation on all research projects; deliberate plagiarism will be dealt with severely. (Cf. 2.3.4.) Students will not copy from each other's assignments.
- 2.2.7. To maintain a professional study environment and develop the virtue of self-control, students will not eat or drink in class except at designated meal times, recesses, or special parties. Students will not chew gum on school premises.
- 2.2.8. The lunch period is followed by a recess. In case of inclement weather, students will spend recess in their classrooms, playing games or other activities suitable to the classroom. Students will clean up their eating area.
- 2.2.9. All students will eat lunch in their rooms, and may leave campus only with an adult and with written parent permission. The Principal may give open campus privileges to students in Grades 11 and 12 who are in good academic standing and have written parental permission. "Good academic standing" is defined as having a cumulative GPA of 2.0, and no grades of F in the previous or current semester. (Adopted by School Board January 24, 2011).
- 2.2.10. Attendance is necessary for academic success at St. Andrew School. Absences should

therefore be rare, reserved for occasions such as illness, occasional prearranged family travel, medical treatment, or funerals. Absences which are school related are, of course, excused but should be prearranged. Such absences would include, but not be limited to, speech and spelling competitions and music festivals.

- 2.2.11. Students who are absent because of illness will check with the teacher about any missed assignments on the first day back to class. Students will be responsible to obtain class notes from another student. One day for each day of absence will be allowed to make-up assignments.
- 2.2.12. As a classical school, St. Andrew School recognizes the value of family travel to the total learning experience if students are motivated to treat it as such. Students who travel should have good academic standing. Teachers will cooperate with reasonable requests for assignments ahead of time so that a student may travel. However, teachers cannot be expected to provide private tutoring preceding or following such absences. (Cf. 3.2.9.)
- 2.2.13. An unexcused absence is defined as missing classes for reasons other than one of the aforementioned or leaving the building without parental and teacher permission. Make up work and credit for daily assignments will not be provided for unexcused absences. If tests are administered during an unexcused absence, the student will receive no credit for the exam. Students under three-day suspension after the demerit card is filled are considered unexcused.
- 2.2.14. (ABSENCE POLICY) Any student accruing more than 20 absences during the year (10 per semester, counting *both* excused and unexcused absences) will receive a grade of "F" for the year, and be required to repeat the year. For Eighth Grade and high school students, the absences will be counted per class, and an absence will be missing more than the first 20 minutes of class. Students coming in within 20 minutes of the beginning of class will be considered late or tardy; for purposes of this policy, six (6) tardies will count as one absence.
- 2.2.15. In order for students to participate in any extended extracurricular activities, the student must have at least a "C" in all subjects and have shown him/herself to be well-behaved in non-structured situations. Students who do not participate in this trip will have required outside assignments to complete.
- 2.2.16. Grades are earned by the student, not awarded by the teacher. Report cards are issued quarterly, but only the first and second semester grades are recorded on the student's permanent record.

The grading scale is:

A+ 99-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%
A 93-98%	B 83-86%	C 73-76%	D 63-66%
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%

- 2.2.17. All students in all subjects, in the Eighth Grade and up, will sit for examinations at the end of

each semester.

2.2.18. Students who earn a 3.5 grade point average or above are eligible to be on the honor roll.

2.2.19. Students who have maintained a 3.5 grade point average, completed their classical language requirement and have faculty approval will be eligible for advanced placement of up to 8 credits a semester at Carroll College.

2.2.20. The scholastic eligibility requirements for participation in sports is a grade point average of 2.0 in the previous semester, with no grades of "F," and completion of all currently assigned work. All student athletes must abide by the *Saint Andrew School Student-Athlete Handbook*.

SECTION 2.3. STUDENTS AND THE FACULTY

- 2.3.1. Students will recognize that they are part of a shared endeavor with faculty, staff, and parents. They will cooperate in all ways to make the learning experience at St. Andrew School a positive experience for all, students and teachers alike.
- 2.3.2. Students will obey and show respect to the teachers and staff. Substitute and part-time teachers will be accorded the same obedience and respect as full-time faculty.
- 2.3.3. Students will report to the faculty any serious violations of school rules or community laws on the part of other students. Such reports help to maintain a high moral standard within the school and promote the well being of serious students. The faculty will regard such information as confidential and do extensive fact finding before taking action.
- 2.3.4. Student discipline in Grades 5 through 12 is administered through a Demerit Card System (called "JUG," or "Justice Under God"). Students will support the Demerit Card System, which includes having their Demerit Cards on their person at all times. Frequent violations of the Demerit Card System will result in after school punishments, which the students will be required to serve, and can involve suspension from school.
- 2.3.5. Cheating: Each student must complete assignments and examinations without resorting to cheating or plagiarism. 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 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.
 - b. Having other people do one's work is cheating. The teachers will be able to tell in a short time if others have written your papers or if you have copied homework. 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.

SECTION 2.4. STUDENTS AND OTHER STUDENTS

- 2.4.1. As God made all people in His image and likeness, students will treat other students with respect regardless of the other students' race, national or ethnic origins, family heritage, creed, size, appearance, learning or physical abilities, family income or size, and all other aspects of a human being.
- 2.4.2. Students will be held to the highest standards of Christian charity, and will be expected to extend kindness to those students who most need friendship and encouragement. Fighting with, or gossiping about other students is clearly not permitted. Bullying and harassment of other students will not be tolerated.
- 2.4.3. Portable electronic games, radios, cassette, CD, MP3, or any other music players are not permitted at school. The need for entertainment and the individualism these promote are contrary to the classical philosophy of the school.
- 2.4.4. Students will not bring materials to school, which, in the judgment of the teacher or principal demean or cheapen other human beings or degrade the value of human life.
- 2.4.5. Students will not use inappropriate or crude language.
- 2.4.6. Because the school environment is a student's place of work, and it is unprofessional at work to have public shows of affection, young men and women are to conduct themselves with restraint. Dress, language, and actions should reflect modesty and self-control.

Transcripts

Transcript requests must be made in writing, on the appropriate form (supplied in the office). Currently, there is no charge for transcripts. Processing and mailing a transcript requires at least 24 hours.

St. Andrew Uniform Policy

ALL uniforms are to be purchased from the Lands' End Uniform Catalog, with the exception of the girls' skirt and jumper, which are to be purchased from Dennis Uniform Company. The school will provide the necessary catalogs. (The reason for this is to keep the uniforms truly uniform.) Our Lands' End preferred school number is: 9000-4439-7.

*It is important to tell them your preferred number when ordering because they donate 3% back to the school.

BOYS' UNIFORM:

1. PANTS: Khaki chino or corduroy pants. No low slung trousers.
Khaki chino walking shorts are allowed during September and May.
Belts are required in grades 6 through 12
2. SHIRTS: Chambray blue polo shirts; long or short sleeves.
An oxford blue, button down, dress shirt and a conservative tie is required for grades 6-12 on chapel days and in choir.
Collared shirts must be worn on all days
3. SWEATER: Navy
4. SCHOOL LOGO SWEATSHIRT: Navy with school logo (logo # 0533867K)
5. SCHOOL LOGO FLEECE VEST: Navy with school logo (logo # 0533867K)

***HIGH SCHOOL BOYS ONLY (Additions):**

Lands' End mesh polo: red, maize, cobalt and chambray

GIRLS UNIFORM

1. JUMPER (K-5)/**SKIRT (6-12) Woodland plaid, Dennis Uniform Co., knee length.
Girls must wear skirts or jumpers on all chapel days and in choir.
2. SHIRTS: White collared blouse; short or long sleeve or White mesh polo; short or long sleeve or White turtleneck
A white collared blouse and red cross tie are required for grades 6-12 on chapel days and in choir. The cross tie is available for purchase in the School office
Collared shirts or blouses must be worn on all days.
3. SWEATER: Navy or red
4. SCHOOL LOGO SWEATSHIRT: Navy with school logo (logo# 0533867K)
5. SCHOOL LOGO FLEECE VEST: Navy with school logo (logo # 0533867K)
6. PANTS: Khaki chino dress pants are allowed November through March
Khaki chino walking shorts are allowed during September and May.

***HIGH SCHOOL GIRLS ONLY (Additions):**

Lands' End mesh polo: white, red, maize, cobalt and chambray

**Dennis Uniform navy box pleated skirt (8680)

BOYS AND GIRLS (may be purchased elsewhere)

Socks: must be worn at all times in the colors of white, black or navy (or red, for girls only).

Girls may wear unpatterned tights in these solid colors: black, grey, navy, red or white.

Shoes: conservative dress shoes (black, brown, navy or grey); or dark (black, brown, navy or grey) or white tennis shoes. No sandals or clogs.

Coats, sweatshirts (other than the school logo sweatshirts), or vests (except school logo vests) are not allowed in class during the day.

BOYS AND GIRLS P.E. UNIFORM: Plain red, short sleeve T-shirt or navy or red sweatshirt and black or blue, shorts or sweats. These may be purchased from Land's End.

ST. ANDREW HIGH SCHOOL GRADUATION REQUIREMENTS

High school starts in ninth grade.

Requirements are in “credit hour units”—one credit hour unit indicates a class has met a minimum of 50 minutes for one day/per week.

Total units *required* for graduation is: 240.

The following courses are required for graduation:

- ENGLISH: 8 semesters (40 units)
- SPEECH CLASS: 1 semester (3-4 units)
- MATHEMATICS: 6 semesters (30 units) (Algebra I & II; Advanced Math or Geometry)
- SCIENCE: 6 semesters (30 units) (Earth Science, Biology; Physics or Chemistry)
- HISTORY: 7 semesters (35 units) (World History, Western Civilization, American History, Modern History)
- POLITICAL SCIENCE/AMERICAN GOVERNMENT: 1 semester (5 units)
- CLASSICAL LANGUAGES/LATIN: 4 semesters (20 units) (Latin I and II)
- LANGUAGES: 4 semesters (12-16 units) (Latin III and IV (see below); or two years of another foreign language)
- LOGIC: 1 semester (3-4 units)
- PHYSICAL EDUCATION: 4 semesters (8 units)
- FINE ARTS: 5-6 semesters (10 units) (includes Choir, Music Appreciation, Art, Drama)
- RELIGIOUS EDUCATION: 8 semesters (32 units)

Remaining credits must be made up from electives (science, math, Carroll College classes). No more than 14 credits from Physical Education classes)

To be considered a full-time, a student must be enrolled in 25 units per semester.

GRADUATION WITH HONORS

This term will designate graduates who achieve the following:

- Successful completion of all high school graduation requirements
- Earn a GPA of 3.5 or higher (with no Ds or Fs)
- Compete four years of Latin
- Participate in the Humanities Seminar
- Have a record of Honorable Conduct

ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM
AT CARROLL COLLEGE

St Andrew School encourages eligible high school students to take classes at Carroll College during their Junior and Senior year. Time is planned into the school schedule to allow students to participate in this program.

Carroll College limits the academic course work to freshman and sophomore level classes at Carroll. The program is open to students with a minimum cumulative G.P.A. of 3.25 and a recommendation from the Principal (in the place of a high school counselor). Students in the program are charged a reduced tuition cost per credit for up to six (6) credits (currently \$95 per credit).

To alleviate some of the cost burden and encourage participation, St. Andrew School has established a policy that it will pay for 3 credits per semester for each eligible high school student taking such classes at Carroll.* All other costs—registration fees, course fees, books—must be borne by the family. (Note that some courses at Carroll are four (4) credit courses; in that case, St Andrew will pay for the first three (3) credits and the family is expected to pay the other credit.) The costs of second course during a semester will be borne by the family. Carroll College will bill each family separately.

*The school will pay for 4 credit courses at Carroll College in the (rare) event that students are asked to take Carroll College classes in order to fulfill St. Andrew Graduation requirements.

ST ANDREW SCHOOL
EDUCATION ENHANCEMENT ACTIVITIES

2010-11

A number of activities have been developed at St. Andrew School to enhance the educational experience and further the goals and mission of the school. The following are such activities that are held outside of regular school hours. These activities are still an important part of the school year and are often required for the students. We strongly encourage you to support these activities by sending/encouraging your children to participate, and making any arrangements necessary to allow for their attendance (including reserving the dates with other activities your children might be involved in, such as Grandstreet, dance, etc.). Children can be excused from these activities only by the principal, and only for serious reasons. They will still be expected to attend school when school is in session and may be required to perform a make-up activity.

This form must be signed and returned with your enrollment materials to indicate that you are aware of these activities.

1. All Grades: The St. Andrew School Christmas Program, December 18, 2007 at 7:00 p.m. This is an important community celebration marking the beginning of our Christmas break. Participation in this program is included in the course grade for high school students.
2. Grades K – 8: Small School Track Meet usually takes place the first week of May. All day local track meet; some after school practices will occur in the weeks prior to meet.
3. All Grades: The May Crowning and Talent Show occur the first part of May. Students are encouraged but not required to participate in the talent show, but must attend as members of the audience. Senior Humanities students organize and direct the Talent Show as part of their Senior Humanities class course grade. Failure to attend the Show will affect that course grade.
4. Grades 9 – 12: Community Service Week
5. Grades 8 – 12: The Emeralds Isle Auction Fundraiser occurs in February or March. Upper School students (Grades 8 – 12) are recruited to help with serving and clean-up during the evening.
6. Grades 9 – 12: Attendance at various community fine arts events.



St. Andrew School Student Computer Use Policy

(Provisional until Board Approval)

The purpose of this document is to regulate the student use of Hardware/Software, Printers, Scanners, Network and Internet access on St. Andrew School property.

St. Andrew School provides computers to students for these purposes:

1. To assist in the collaboration and exchange of information.
2. To facilitate personal growth in the use of technology.
3. To enhance information gathering and communication skills.
4. To assist in education of the students.

It is the responsibility of each student to be aware of, 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 is not limited to revocation of computer privileges. Serious infractions may result in suspension or expulsion.

HARDWARE AND SOFTWARE USAGE:

Each student has the conditional right to make use of the authorized hardware and software provided by St. Andrew School in designated locations in order to facilitate academic growth.

It is the responsibility of the student to:

- preserve and care for any school hardware and/or software that he/she uses.
- make sure no hardware or software is destroyed, modified, or abused in any way.
- make every effort to keep programs/files of a viral nature off any school equipment.

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.
- 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 other's folders, work or files.

- Use computers/Internet for commercial purposes.
- Attempt to use e-mail or participate in any type of teleconferencing or chat.
- Download files, programs, join list serves or newsgroups, and install personal software or shareware on any St. Andrew School computer.
- Print, display to the screen, or transmit on computer hardware any kind of inappropriate material. This includes but is not limited to material which is:
 - Threatening to an individual(s)
 - Abusive
 - Intimidating
 - Sexually explicit
 - Demeaning, degrading, or derogatory in nature (including comments that are ethnic and/or racial in nature).

Misuse will lead to negative consequences, which may include, but not limited to revocation of computer privileges, serious infractions may result in suspension or expulsion.

PRINTER USAGE

Each student, with a teacher's permission, may access an authorized and available printer in order to print school assignments.

It is the student's responsibility to:

- monitor the printer while in use. This includes reloading paper and notifying an adult of print quality or malfunction.
- request permission to print materials exceeding three pages, or to print materials in color.
- to keep images (or text) containing pornographic material or material otherwise deemed inappropriate for school use from being printed or used on school premises.
- Conserve school resources such as paper, ink cartridges, ribbons, storage space, diskettes, etc.

INTERNET USAGE:

Each student has the conditional right to access the Internet to facilitate personal academic growth, information gathering skills, and communication skills.

The use of the Internet is a privilege, which may be revoked by a teacher at any time and for any reason. Appropriate reasons for revoking privileges, but are not limited to:

- Altering of system software
- Altering the place of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages
- Attempting to access non-academic sites.

The teacher reserves the right to remove files, limit or deny access, and refer the students for other disciplinary actions.

St. Andrew School reserves all rights to any material stored in files on school computers and will remove any material which St. Andrew School, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

The Network resources are intended for educational purposes. Misuse shall include, but not be limited to:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting the operation of the Network through abuse of the hardware or software.
- Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory behavior.
- Interfering with other use of the Networks.
- Use of non-curriculum-related communication.
- Illegal installation of copyrighted software.
- Unauthorized down-sizing, copying, or use of licensed or copyrighted software.

Web Publishing Guidelines

At this time St. Andrew School does not have a program which allows students to place information on our website.

PARENTS

WELCOME TO ST. ANDREW SCHOOL!

We believe that a high quality and thoroughly Catholic education awaits your child at St. Andrew School. To ensure this goal, and protect its implementation, we have devised the policies in this Handbook. As Catholic tradition has always taught, we affirm that parents are the *primary educators* of their children. Professional teachers are only the duly appointed representatives of the parents and rely on the active involvement of parents in their children's education in order to most effectively achieve their educational goals. 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 are the teacher and the student at school.

These guidelines are offered in the recognition of the essential role parents play in the educational process, and how much the school relies on parents for its success. The information contained here should be helpful in explaining St. Andrew School, its educational mission, and its expectations of its students and their families. The policies stated in this handbook are subject to change at the sole discretion of School Board. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask the Principal for assistance.

This section has the following subsections:

3.1. PARENTS AND ST. ANDREW SCHOOL

3.2. PARENTS AND THE FACULTY

STUDENT ENROLLMENT AGREEMENT (COPY)

PARENTAL INVOLVEMENT PROGRAM (PIP POINTS)

POLICY ON GYM USE

STUDENT DRIVER VEHICLE REGISTRATION FORM

CONTACT INFORMATION FOR ST. ANDREW SCHOOL

2008-09 FACULTY AT ST ANDREW SCHOOL

GOVERNANCE AT ST. ANDREW SCHOOL

SECTION 3.1. PARENTS AND ST. ANDREW SCHOOL

- 3.1.1. St. Andrew School is a private school, owned and operated by St. Andrew School, Inc., a non-profit corporation incorporated under the laws of Montana in 1996. The mission of the School and all operating policies are established by the corporation, and administered through its agents, the School Board and the Principal. This includes curriculum and employment policies, as well as hiring and dismissal of faculty.
- 3.1.2. Parents must support the Mission Statement and educational philosophy of St. Andrew School. Parents will read the student-parent handbook, know and support its contents.
- 3.1.3. Parents must support the curricular and religious aims of St. Andrew School. St. Andrew School accepts any student capable of succeeding at the curriculum, regardless of creed, race, color, national or ethnic origin; however, those parents who have serious differences of opinion about the classical or Catholic character of St. Andrew School would probably find that their educational needs are better met at other institutions. Under no circumstances will students be regularly excused from classes in the program, including the religious education classes.
- 3.1.4. All fees and tuition for St. Andrew School are due at the beginning of the school year; tuition payments (only) may be financed over a 10-month period, upon approval of the school. Parents should pay their tuition in a timely fashion. If special unforeseen financial difficulties arise, parents should take the initiative of informing the principal to arrange special timetables. Regular and persistent failure to pay tuition can result in dismissal of the child from school.
- 3.1.5. Tuition is non-refundable unless a family must relocate to another city outside of the greater Helena area, or if they are excused from this requirement by the School Board. All requests for the latter should be made to the school in writing. The School will make all attempts to collect unpaid tuition. If the School successfully brings an action to collect fees due under this agreement, or to enforce any other provision of this Agreement, the parent(s)/guardian(s) will be liable for all costs of that collection or action, including attorney fees.
- 3.1.6. Upon registration at St. Andrew School in September, parents should ensure that their children's inoculations are up-to-date and provide the school with proof. In addition, the school requires a signed Contract for Enrollment form, a Release of Record form, a Medical Emergency form.
- 3.1.7. Parents should see that their children arrive at school promptly, and that student absences are reported promptly to the school in the morning. Excessive absences can seriously undermine the child's success in their course of studies at St. Andrew School, and could result in failure for the year or class if they exceed 10 per semester (cf. 2.2.14). The children should never be absent from school for frivolous reasons, and parents should never encourage or enable their children in this regard. Parents are encouraged to approach complaints of illness with a skeptical eye, especially on days where tests have been

scheduled, assignments due, or for school activities, (e.g., chapel activities) that the child may not want to participate in.

- 3.1.8. Report cards are issues quarterly; deficiency reports (if necessary) are sent out at mid-quarter. Parents should follow up with the teacher about academic problems and issues.
- 3.1.9. Parents should follow the uniform policy and ensure that their children are dressed appropriately for school each day. Changes to the uniform policy will be announced to parents by the end of March for the following school year.
- 3.1.10. Parents are responsible for replacing textbooks if lost or damaged beyond reasonable use, and should ensure, from time to time, that their children still have all their textbooks and school supplies.
- 3.1.11. Parents are expected to support the out-of-classroom learning experiences, including the 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.
- 3.1.12. Parents should at all times encourage their children in the practice of virtue at home, especially responsibility, self-control, and charity. School is only an extension of the home, as previously noted. St. Andrew School, as it is explicitly committed to developing the virtues necessary for success at life, requires the cooperation of parents in this regard. The school maintains a library of recommended books on character building that the parents are encouraged to check out and read.
- 3.1.13. 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 (cf. above, 2.1.31, 2.3.1). The teacher's ability to conduct his or her classroom is usually seriously undermined when parents denigrate or undermine that teacher's actions in front of their child, or give the impression in any other way that they do not agree with a teacher's disciplinary methods. St. Andrew School makes every attempt to ensure that teachers are fair and use appropriate disciplinary methods, and promises to attempt to resolve all reasonable complaints about teacher actions. However, such concerns should always be discussed *privately* with the teacher, and any disagreement kept between the teacher, the school principal, and the parents.
- 3.1.14. Parents will support the Demerit Card System, the form of student discipline administered in Grades 5 through 8 (called "JUG," or "Justice Under God"). Frequent violations of the Demerit Card System will result in after school punishments, which the students will be required to serve. Frequent numbers of after school punishments can involve suspension from school.
- 3.1.15. Parent involvement is always important for the successful running of the school and has become required of all parents through our Parental Involvement Program (PIP). Parents should read and understand the program which is described in this handbook. Parents who are teachers at St Andrew School must also participate in the PIP program. The PIP points have to be outside of regular job duties. Parents are highly encouraged to support and participate in the annual school auction.

- 3.1.16. Parents are not to sit in on classes unless this has been pre-arranged with teacher of the class and approved by the principal.
- 3.1.17. The St. Andrew School campus is *closed* to elementary and secondary students from other schools in the Helena area, unless those students are visiting the school to participate in or attend specific events, such as inter-school sporting events or special programs presented by St. Andrew School. It is particularly disruptive to the school environment to have former St. Andrew School students on campus and not in uniform, nor under the same rules, nor accountable to the same authorities as students registered in the school. Persons in violation of the closed campus policy will be asked to leave the school grounds.
- 3.1.18. Adults sponsoring school clubs or working with students during or after school hours, or coaching sports, will be required to attend an orientation meeting (held during the year) to outline codes of behavior toward students. Parents and other adults will agree to abide by the policies, which could include background checks and references.

SECTION 3.2. PARENTS AND THE FACULTY

- 3.2.1. Parents should insist that children conduct themselves in an orderly manner at all times. They should encourage their children to be responsible for their books, materials, and assignments.
- 3.2.2. 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 either in front of their children or to other people. Such behavior seriously undermines the teacher's efficacy in the classroom, and/or the general success of St. Andrew School itself.
- 3.2.3. Parents are strongly encouraged to avoid discussing matters with the teachers before or during school. This puts the teacher in the difficult situation of choosing between preparing/conducting their class or discussing matters with parents. Parents should always make appointments with the faculty at mutually acceptable times.
- 3.2.4. Parents should take an active role in the pedagogical practices of St. Andrew School. For parents, this normally means encouraging and ensuring that the student's homework is done in a efficient and effective manner. Parents should see to it that their child sets aside a time for homework, finds a suitable place for homework that is free of distractions, and that the child normally completes the work. Parents should do their best to monitor their child's work in class, working with the teachers if necessary. Parents should set reasonable limits to television, telephone, and computer use, as these especially harm the child's ability to do homework well.
- 3.2.5. Parents should recognize the importance of good habit and routine for success in any endeavor. Parents should recognize the necessity of being good role models for their

children.

- 3.2.6. Other factors also affect the child's ability to cope and succeed in the classroom and at their studies. Like any school, St. Andrew School relies on parents to see that their children are ready and able for school. This would include attention to their health, sleep and nutritional needs.
- 3.2.7. Parents should advise the school of special circumstances at home, which may adversely affect the student's performance at school.
- 3.2.8. Parents should alert the principal to any new health problems arising during the year. Parents should ensure that the student policies regarding prescription drugs are followed correctly.
- 3.2.9. St Andrew School recognizes the learning value of some travel experiences. The following guidelines should be met to minimize the disturbance, especially of long trips. Students should have no grades of D or F; parents should not expect teachers to cover missed material in special sessions for their child; travel does not seriously upset the child's ability to succeed in a school setting. If learning objectives are established before the trip and the student submits a paper on a topic related to the trip within two weeks of returning, the trip can be included as part of their studies at St. Andrew. Parents should request approval from the principal well ahead of time. (Cf. 2.2.12.)
- 3.2.10. St. Andrew School has the right to search vehicles, lockers, desks, book bags, and articles of clothing if there is reasonable suspicion that illegal, dangerous, or inappropriate material may have been brought to school.
- 3.2.11. Parents who encounter or suspect problems in the classroom, especially problems between their child and the teacher, should always take up the matter privately with the teacher, at the earliest possibility. If the matter cannot be resolved satisfactorily, or in the case that the teacher refuses to discuss the matter, then the parents should consult the principal. In cases where the teacher involved is the principal, the parents can consult with the assistant principal or the school board chairman. Parents who encounter or suspect other kinds of problems at St. Andrew School, should direct those matters to the principal, who has been given the authority by the School Board to resolve such issues. The principal will ignore anonymous complaints.
- 3.2.12. To observe fairness as well as the appropriate rights of both parents and teachers, the following will be due process for all disagreements between any parent and a faculty/staff member. The parent(s) will meet at least three times over a minimum of six weeks with the faculty member with whom there is a misunderstanding; and if the problem is still not resolved, the parent(s) will meet with *the teacher and the principal* together. The principal will have a minimum of *one month* to try to reconcile the differences, or report back to the parent(s). If the problem still remains, the parent(s) may write a letter to the school board requesting that the Board take up the issue.

STUDENT ENROLLMENT AGREEMENT 2010-2011

I. FEES AND TUITION

- A. This Agreement confirms the commitment of the parents to pay tuition to the School in return for reserving a place for the student.
- B. All tuition is due in advance.
- C. Families may request to pay tuition in 10-month installments. (Only tuition can be financed.) If approved, the first payment is due Aug.1, and the last payment on May 1, of the current school year. Tuition is due on the first of each month, and overdue on the 15th. A fee of 1.5% per month will be charged on any overdue balance. If the School authorizes tuition payments on a monthly basis, all tuition, fees, and PIP Point balances must be paid in full by June 15, 2008. If the balance is not paid in full by June 15, 2008, the option of making monthly payments may not be permitted for the 2008-2009 school year.
- D. Parents paying the entire year's tuition by August 15, 2007 will receive a 5% discount (tuition only).
- a. Tuition rates:
 - First child: \$3400; second child: \$2575.00; third child: \$1945.00; fourth and beyond: no further charge.
 - Annual Fee: \$295, *per child*; but this fee is reduced to \$275, *per child* if paid by July 15, 2007, and to \$245 *per child*, if paid by June 15.
 - High School surcharge: \$250.00 per high school family.
 - Graduation fee:** \$50.00, due October 1 of a student's 12th Grade year.
 - Deposit: One hundred dollars (\$100.00) per family. Must accompany Enrollment Agreement/ applied toward tuition
- E. PIP Points. All families are required to contribute 24 Parental Involvement Program (PIP) points per school year. This obligation can be fulfilled by volunteer work during the school year; one hour = one PIP point. Parents will be billed \$480, unless they agree to fulfill the PIP Points requirement. Parents will be billed \$20 for each unfulfilled PIP point.
- Please indicate your preference:**
- Bill us for the extra \$480.00; we prefer not to fulfill the PIP Points obligation.
- We agree to fulfill the PIP point requirement, and to be billed \$20 each for any unfulfilled PIP points.

II. GENERAL CONDITIONS

In consideration of the payment of tuition, St. Andrew School agrees, upon the student's enrollment, that it will endeavor to educate the student according to the curriculum established by the St. Andrew School Board. The undersigned parent(s) or legal guardian(s) agree to the following terms and conditions (parents/guardians must initial where indicated, but failure to initial an item does not mean that term or condition is not in effect):

- A. This Agreement is between the parent (s) or legal guardian (s) of the above named student(s) and St. Andrew School. It is not binding on the School until executed by the Principal or his/her designee. St. Andrew School is a private school, owned and operated by St. Andrew School, Inc, a non-profit corporation incorporated under Montana laws in 1996.
- B. The School reserves the right to accept or reject students for enrollment or re-enrollment, notwithstanding the submission of the Enrollment Agreement.
- C. In the event that the School is unable to provide or continue its education services to the student for any cause, the School will not be liable for claims for any costs or expenses incurred as a result.
- D. Parent(s)/guardian(s) will contact the principal immediately if they are unable to pay the monthly tuition. If a parent/guardian is more than 30 days late on a tuition payment, the School may remove the child from the school.
- E. Except as provided for in paragraph F, tuition payments are **not** refundable. Moreover, if parents choose to withdraw their children from the School for any reason, any unpaid tuition is due and payable. All requests to be excused from this requirement must be made, **in writing**, to the School Board. The

request should detail extenuating circumstances that should be considered. Parents should be able to provide documentation as evidence for any claims about their children that are part of this process. The School Board will determine if the circumstances warrant excuse from this contract. The School will make all attempts to collect unpaid tuition.

- F. Paragraph E does not apply if the student’s withdrawal from the School results from the student’s moving outside the greater Helena area. In this situation, no further tuition payments will be due, and pre-paid tuition will be refunded based on the number of months remaining in the August through May payment cycle. For example, if tuition was paid in full and the student withdraws in October, 8/10s of the tuition paid will be refunded, and 2/10s retained. Student fees are not refundable.
- G. Records will not be forwarded to any school if tuition, fees, and/or fines are owed to the School.
- H. The religious education program is based on the Catechism of the Catholic Church. Students who are not Catholic are not excused from participating in the religious education program. All students must attend all Chapel services, but may maintain respectful silence if their own religious commitment does not permit them actively to participate.
- I. Students will be expected to treat other students with respect and to abide by the St. Andrew’s Handbook. Students who repeatedly break school rules or have failing grades will be expelled.
- J. Parents agree to support the mission and policies of the school.
- K. St. Andrew School is operated by St. Andrews School, Inc., a private, not-for-profit Montana corporation. The mission and policies of the School, specifically including matters relating to curriculum, employment and assignment of faculty and all other issues relating to the operation of the School are established by St. Andrew School, Inc., through its agents, the School Board and Principal. The School Board is appointed by and accountable to St. Andrew School, Inc., and is not an elected body. Parents have the right to raise concerns for the Principal's or the School Board's consideration in the manner described in the Handbook, but the School Board's decision on policy matters is not subject to further appeal.
- L. This enrollment agreement incorporates by reference the terms of the St. Andrew’s Handbook, as in effect on the date the parents sign this enrollment agreement, but is otherwise the complete agreement between the parents and St. Andrew School. The parents acknowledge receipt of a copy of the St. Andrew’s Handbook, as in effect on the date the parents sign this enrollment agreement.
- M. The parents acknowledge that St. Andrew School is a private school in the Catholic tradition, but is not formally affiliated with the Roman Catholic Diocese of Helena, nor with any parish of that Diocese.
- N. No representations have been made concerning the accreditation of St. Andrew School, its relationship to the Catholic Church, or any other matter that is not specifically addressed in this enrollment agreement or in the St. Andrew’s Handbook, as in effect on the date the parents sign this enrollment agreement.
- O. In any civil action undertaken to enforce any provision of this agreement, the winning party shall be entitled to collect from the losing party all costs allowed by law, including reasonable attorney fees and the costs of using a collection agency.

III. AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I/we authorize St. Andrew School to consent to emergency medical care or treatment of the student(s).

Health Insurance Carrier: _____

Policy or other ID Number: _____

IV. EXECUTION OF THIS AGREEMENT

In executing this Enrollment Agreement, including part V on page 4, I/we certify that we are authorized to execute this Enrollment Agreement and the Authorization for Emergency Medical Care on my/our behalf and on behalf of all others having a parent or legal guardian relationship to the student; and that I/we have read and understood all the terms of this agreement and agree to be bound by its terms. The contract becomes effective on the date signed by the parents or legal guardian of the student.

V. TERMS OF PAYMENT

___ I will pay my tuition in advance. (Payments are due on August 15 of the contract year; tuition will be discounted 5%.)

___ I request to pay my tuition in 10 monthly installments, by cash, check or individual credit card transactions (No tuition discount is available for this option).

___ I request to pay my tuition in 10 monthly installments, **USING AUTOMATED CLEARING HOUSE OR CREDIT CARD TRANSACTIONS**. (You **MUST** complete the authorization on this page in order to use this option). (No tuition discount is available for this option.)

ST. ANDREW SCHOOL PARENT INVOLVEMENT PROGRAM (PIP)

In 1998, St. Andrew School initiated the Parental Involvement Program, called "PIP," as a means both to provide supplemental support needed for a thriving school environment, as well as providing an opportunity for family involvement in the St. Andrew School community. The main purpose of the program is to minimize the financial costs of running the school; the school will have to contract out projects if they cannot be achieved by volunteer labor from families, or hire additional staff and personal, and this will raise tuition costs.

Every family with children enrolled at St. Andrew School is required to participate in the program, by volunteering your time for any of the numerous school activities and projects. Each hour volunteered is worth one (1) PIP point, and each family needs to earn 24 points a year.

Any activities that directly benefit St. Andrew School can be counted. This includes time spent working on any volunteer work for the school, including 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. Activities such as working parties are publicized from time to time in the weekly newsletters. If there is any doubt over whether something would qualify for PIP points, please check with the principal before hand. High School aged children are eligible to earn PIP Points for the family only if they are accompanied by their parents at the activity.

The "PIP year" begins the first day of June and ends on the last day of May. All points must be recorded by June 1st. 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 at the end of the year for \$20 per point left unfulfilled.

Parents must report their PIP points fulfilled to the Office Manager. You may do this in person or over email (standrew@mt.net). To report PIP points, include your family name, description of the activity and the number of hours or points earned for the activity. Please report your PIP promptly.

You will receive a statement of your PIP status in December, February and at the end of the year. If discrepancies arise, please call the Office Manager as soon as possible.

FACILITY USE POLICY

RENTAL POLICY

St. Andrew School does not rent the gym or any other School facility to any outside individual or group.

FAMILY PRIVILEGES

Families of St. Andrew School students may use the gym or other School facility for occasional, private purposes. Requests should be made through the office. The Principal may give permission on a case-by-case basis. The gym or other School facility must be cleaned after use and tables, chairs, and equipment put away. The person requesting the use must provide a \$100 damage deposit, which the School will return after the event if the gym or other facility is left in good order.

The primary purpose of the gym and other School facilities is to serve the curricular and extra-curricular needs of St. Andrew School. For this reason, only School-sponsored activities can schedule regular or repeated use of the gym or other School facility. Except as specified in this Facility Use Policy, any private requests for regular time in the gym or other School facility will be turned down.

The gym or other School facility is not available for non-School use at any time during which it is needed for any School program. Any privately-scheduled use of the gym or other School facility is subject to cancellation, if the School needs to schedule a School activity in the gym or other School facility.

Under this Family Privileges policy, the Principal may allow a parent or group of parents to sponsor the regular use of the gym or other School facility for appropriate youth activities, such as Boy Scout or Girl Scout functions, athletic practices, or similar activities which St. Andrew School does not itself sponsor but which includes St. Andrew students as participants. This exception to the rule against regular private use of the gym or other School facility is subject to the following requirements:

- The gym or other School facility is not available on Wednesdays
- A specific St. Andrew parent or guardian must assume responsibility for setting up for the activity, for clean up, and for locking the building after verifying that all participants and spectators have left
- The sponsored organization must submit, no less than 14 days before the proposed use of the gym, a written request to use the gym, specifying:
 - the proposed date(s);
 - the purpose or nature of the activity, and
 - the specific St. Andrew parent or guardian who is responsible for the event.
- The sponsoring parent or guardian must sign out a key before the event, and return the key to the office the next day

- The sponsored organization must:
 - Pay the standard \$100 damage deposit, which will not be returned until after the last scheduled use of the gym or other School facility
 - Pay a use fee of \$50 per day for any use of the gym or other School facility if the sponsored organization charges any fee to the participants or attendees
 - Provide evidence of appropriate liability insurance, with St. Andrew's School, Inc., included on the policy as an additional insured
 - Provide written assurance that each adult involved in the program has completed, and is maintaining his or her current participation in, the Virtus™ program or a similar program that helps adults to recognize and respond appropriately to inappropriate conduct with respect to minors
- St. Andrew School may grant or deny the request as a matter of discretion.
- As with any other private use of a School facility, any scheduled use is subject to cancellation, if the School needs to use the facility for a School activity.

The Family Privileges policy does not permit the use of the gym or other School facility for any commercial, professional, or political activity. Nor may the gym or other School facility be used for any activity that is not consistent with the Mission Statement or with the School's institutional commitment to the Catholic faith.

The School respects and accepts the pastoral authority of the Bishop of Helena. For this reason, the Family Privileges policy does not permit the use of the gym or other School facility for any pastoral, catechetical, liturgical, or other similar activity that involves a priest, deacon or religious from outside the Diocese of Helena without clear written evidence that the priest, deacon or religious has the permission of the Bishop of Helena to be engaged in the activity in the Diocese of Helena.

**St. Andrew School
Student Driver Vehicle Registration Form**

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

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

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

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

1. Obey the 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 Name: _____
 Drivers License # _____ Expiration Date: ___/___/____
 Auto Insurance Company: _____ Policy # _____
 Address: _____ City _____ State _____ Zip Code _____
 Phone # _____

Auto #1 Color Vehicle	Make/Model	Year	License Plate #
Auto #2 Color Vehicle	Make/Model	Year	License Plate #

Student Signature: _____ Date: ___/___/____

Parent/Legal Guardian: _____ Date: ___/___/____

CONTACT INFORMATION

STREET ADDRESS:

1900 Floweree St.

Helena, MT 59601

MAILING ADDRESS:

P.O. Box 231

Helena, MT 59624

Phone Number: 449-3201

FAX Number: 449-0129

WEBSITE: www.standrewschool.org

(newsletters are made available at the website)

EMAIL: standrew@standrewschool.org

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FACULTY AT ST ANDREW SCHOOL

2010-11

Full Time

Kindergarten: Mrs. Jen Ahmann

Grade 1: Mrs. Rochelle Miller

Grade 2: Ms Jane Hauck

Grade 3: Mrs. Rebekka Dodge

Grade 4: Miss Sarah Heidlebaugh

Grade 5: Miss Carolyn Smillie

Grade 6: Mr. James Greaney

Grade 7: Mrs. Kate Ferrie

High School: Mr. Zachary Meckley

High School: Mr. Chris Nelson

High School: Mrs. Brendan Quebedeaux

PE/High School: Mr. John Hall

Adjunct Faculty

Art : Mr. Gordon Zuelke

Religious Education: Mrs. Arlette Randash

Mathematics: Mrs. Diana Faulhaber

Latin: Dr. Mark Smillie

Latin: Mrs. Teresa Rose

Choir/Music: Mr. Rob Psurny

Librarian: Mrs. Marge Foran

Principal: Mrs. Donna Smillie

Vice-Principal: Mrs. Donna Weiner

Secretary: Mrs. Renee Hawkins

Bookkeeper: Mrs. Denise Hampton

GOVERNANCE AT ST ANDREW SCHOOL

St. Andrews School, Inc., is a private non-profit corporation, incorporated under the laws of the State of Montana in 1996. A Corporate Board of Directors governs the corporation, and appoint a School Board to oversee the operation of the school and set corporate policy. The School Board is not elected body, nor a representative body of the parents, but are accountable to the corporation. The Mission Statement is also a corporate statement of St. Andrew School.

The School Board is composed of members of the Corporate Board of Directors, parents of St. Andrew Students, and other interested, qualified persons from the Helena community. The School Board is charged to safeguard the Mission Statement, and to oversee general policy, school budget, fundraising, hiring of employees, the curriculum, and the School's relationship with the diocese and other schools. The School Board also hires, oversees, and advises the principal, who is given responsibility for all daily school operations, for staff, and the students. The school principal reports directly to the School Board, is an *ex officio* member of the School Board, and the School Board's representative to the faculty and parents.

Board members are determined by a vote of the School Board, and invited to the Board by the Chairman. Typically, each member serves for a three-year, renewable term. All board members must be active and practicing Catholics, support the School's Mission Statement, be knowledgeable about classicism, and be willing to work to promote the school's future. The current number of School Board positions is seven. Interested persons may inform the School Board Chair of their interest, and get further details on qualifications and openings.

School Board meetings are normally the second Monday of every month. Because they are meetings of the corporation and involve private matters (such as financial and personnel issues) of the corporation, School Board meetings are closed. If there is due reason, parents may address the school board during their meeting. Please contact the *School Board Chairman* personally to request to be put on the agenda. Please remember that matters pertaining to the students, classroom administration, teaching and building issues are the specifically assigned responsibilities of the principal, and should be taken directly to the principal. The School Board obligates itself to respect the principal's authority over such issues, and will not work to undermine these. If brought to the School Board, such matters will be referred back to the principal instead of being taken up at a School Board meeting. The School Board Chairman reserves the right to reject requests that are not relevant to the School Board's purposes or powers.

The current (2010-2011) School Board members are

Mr. Michael Sheridan (Chair)
Mrs. Rose Nistler
Mrs. Jill Caldwell
Mrs. Donna Weiner

Fr. Bart Tolleson
Mr. Paul Szczepaniak
Dr. W. Mark Smillie
Mrs. Donna Smillie (*Ex Officio* member)

SECTION SIX

SAFE ENVIRONMENT POLICY

SECTION 6.1 GUIDING PRINCIPLES

- 6.1.1 The teaching of the Catholic Church affirms the innate dignity of each human being, created in God's Image and Likeness, and redeemed in the Blood of Christ. In light of this teaching, everyone associated with St. Andrew School bears an obligation to treat all others with respect and dignity.
- 6.1.2 Teachers, staff, volunteers and other adults exercise authority over students enrolled in St. Andrew School. They exercise this authority in a manner that shows that they respect their students. Keeping each student's best interest in mind and heart, they exercise their authority after the pattern of Jesus, who came not to be served, but to serve. See sections 1.1.12, 1.2.14, 1.2.19, 1.2.23 and 1.3 of the Faculty Handbook for additional information concerning this issue.
- 6.1.3 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.
- 6.1.4 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. See section 2.3 of the Parent-Student Handbook for additional information concerning this issue.
- 6.1.5 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. See also section 2.1.34 and 2.4 of the Parent-Student Handbook for additional standards of conduct for students.

SECTION 6.2 PROHIBITED CONDUCT

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

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

SECTION 6.3 COMPLAINTS AND SANCTIONS

- 6.3.1 Any sexual abuse of any student or of a person under the age of 18, whether a student or not, by a teacher, staff member, volunteer or other adult, or by a student, is to be reported immediately to the Principal. If the complaint is against the Principal, it is reported to the Chairman of the School Board.
- 6.3.2 If, after investigation, the Principal or Chairman concludes that there is reasonable cause to believe the student or person under the age of 18, whether a student or not, has been sexually abused, the Principal or Chairman shall report the matter to the Montana Department of Public Health and Human Services, the School Board, and local law enforcement authorities.
- 6.3.3 In addition to reporting to the Principal or School Board Chairman, 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.
- 6.3.4 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.
- 6.3.5 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, minor 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.
- 6.3.6 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.
- 6.3.7 A finding that a person has made a sexual abuse allegation the person knew to be false is grounds for the following sanction:
- a. If the person is a faculty or staff member, termination;
 - b. If the person is a student, or the parent of a student, expulsion of the student;

- c. If the person is a volunteer or other adult associated with St. Andrew School, a bar against participation in any School activity or program.
- 6.3.8 If a complaint is found to be substantiated, but the offense is not severe enough to warrant imposing a sanction permitted under section 6.3.6, 6.3.7, 6.3.8, or 6.3.9, the School 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.

SECTION 6.4 PREVENTION AND EDUCATION

- 6.4.1 This Safe Environment Handbook will be posted on the St. Andrew School website.
- 6.4.2 A copy of this Safe Environment Handbook will be included with each copy of the Students and Parents Handbook provided to families enrolling in St. Andrew School. By signing the enrollment agreement, each parent or guardian acknowledges receipt of this Safe Environment Handbook. The parent or guardian should discuss these matters with each child in a manner consistent with that child's age and ability to understand.
- 6.4.3 For students in Grades 8 through 12, the home room teacher will, at the start of each semester, remind the students of the principles stated in this Safe Environment Handbook and of each student's right to bring any inappropriate conduct to the attention of the Principal. A student in Grade 8 through 12 will be excused from this discussion, upon written request from the student's parent or guardian.
- 6.4.4 A copy of this Safe Environment Handbook 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 Handbook and agrees to be bound by it.
- 6.4.5 All full-time and part-time faculty and staff must complete the Virtus™ program, or a similar program with approval of the Principal, during the first year of employment. Those participating in the Virtus™ program are to keep their online participation current each month.