

ST. ANDREW SCHOOL



PARENT HANDBOOK

2021-2022

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ST. ANDREW SCHOOL

St. Andrew School is a private school, educating students in grades K-12, operated by St. Andrew School, Inc., a non-profit corporation incorporated under the laws of Montana.

The mission of the School and all operating policies are established by the corporation and administered through its agents, the St. Andrew Board and the Principal.

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

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

VISION: *Vitam impendere vero* - "Hang your life on the truth"

Graduates of St. Andrew School are:

Virtuous Citizens

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

Enthusiastic Catholics

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

Resourceful Learners

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

Open Witnesses

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

CATHOLIC FAITH

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

ACADEMIC EXCELLENCE

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

COMMUNITY

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

CONTACT INFORMATION

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P.O. BOX 231, HELENA, MT 59624
OFFICE: (406) 449-3201
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Website: www.standrewschool.org

Mrs. GERALYNNE "GG" GROTBO, Principal

E-mail: principal@standrewschool.org

Mrs. Elizabeth Browning, Vice Principal of 6-12

E-mail: viceprincipal@standrewschool.org

Mrs. Camille French, Vice Principal of the Grammar School/Development Director

E-mail: adminvp@standrewschool.org

Mrs. Kara Olmstead, Secretary

E-mail: standrew@standrewschool.org

Mrs. Denise Hampton, Bookkeeper

E-mail: standrewbooks@standrewschool.org

2021-2022 School Board Members

President—Mr. Joe Havens

Mrs. Victoria Cech

Vice President—Mr. Joe May

Mrs. Carol Kolar

Secretary—Mr. Andy White

Mr. John Ramirez

Treasurer—Mr. John Simkins

Mr. Dermot McCaughan

Mrs. Christine Szpilka

standrewboard@standrewschool.org

FACULTY

Pre-Kindergarten: **Ms. Tammy Boucher**

Kindergarten: **Mrs. Laura Helgeson**

First Grade: **Mrs. Melissa Haerter**

First Grade: **Mrs. Maria Kendall**

Second Grade: **Mrs. Kristie Baerlocher**

Third Grade: **Mrs. Katie Harber**

Fourth Grade: **Mrs. Savannah Kessler**

Fifth Grade: **Mrs. Michelle Spalding**

Sixth Grade: **Mr. Isaiah Cech**

Seventh Grade: **Mr. John Thomas**

High School (History, Algebra $\frac{1}{2}$, 8th grade homeroom): **Mr. Marcello Cavalli**

High School (Latin): **Dr. Brian Barrett**

High School (English, History): **Mr. Bradley Knopp**

High School (Religion, PE, Graphic Design): **Miss Mary O'Donnell**

High School (Spanish, Science, Algebra I): **Mrs. Katie Benton**

Adjunct Faculty

Art: **Mrs. Ruth Anne Hansen (K-10) and Mrs. Tolly Patten (11-12)**

Music/Orchestra: **Mrs. Allison Elliott**

Athletics/PE: **Mrs. Amy Hurley**

Music, Choir/Spanish K-5/Spiritual Director: **Miss Abra Casey**

PARENT HANDBOOK

Welcome to Little Griffins Pre-Kindergarten!

As members of our Pre-K program, your child and you are a valued part of the larger St. Andrew School community. Have confidence knowing your child is in a safe and nurturing environment while we work with them - and with you - to help them become spiritually, socially and academically ready for Kindergarten in the tradition of high-quality Catholic and classical education.

The policies in this handbook are designed to provide you the information and expectations you need to help your child be successful in Little Griffins Pre-K. As Catholic tradition has always taught, and we affirm, parents are the primary educators of their children. Professional teachers rely on the active involvement of parents in their children's education in order to most effectively achieve their educational goals. When parents support teachers outside the classroom and encourage their children to develop good study and life habits, both the student and the teacher succeed in the classroom.

Right to Amend: Little Griffins Pre-K program falls under the purview and direction of the St. Andrew School Board. The school board retains the right to amend this handbook at any time. Parents will be given notice when changes are made.

ADMISSION POLICIES

Admission Requirements: Students must be at least 4-years-old by the start of the school year and fully potty-trained.

Parent Cooperation as a Condition of Enrollment: As mentioned above, parent involvement in a student's education is critical to that student's success inside and outside the classroom. *Parents and students are expected to support the curricular and religious aims of St. Andrew School.* Parents should support faculty members in their endeavors to impart an education to their children.

Like any school, St. Andrew School relies on parents to ensure their children are prepared for school. This includes attention to health, sleep, and nutritional needs.

Parents are welcome to advise the school of special circumstances at home which might adversely affect the student's behavior and performance at school.

Policy on Non-Discrimination: St. Andrew School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Students with Disabilities: St. Andrew School recognizes the special needs of students with learning conditions or disabilities and strives to provide for the educational services of all students, to the best of the school's abilities and resources.

St. Andrew School will attempt to meet the needs of all students, but lacks the expertise and resources to meet all the learning, physical, and/or emotional needs of students needing accommodation. Unless alternative arrangements are made by the administration, all students must be able to perform in the classroom without special accommodations.

In some cases, St. Andrew school may conditionally accept a student's enrollment if a special accommodation is requested by parent or guardian or if determined by St. Andrew staff to be in the best interest of the student. Conditional enrollment allows St. Andrew School to recommend professional testing as necessary; the parent or guardian, as a condition of enrollment, is expected to have the student professionally tested and provide results to St. Andrew staff. This cooperative effort will enable St. Andrew to assess expertise and/or resources that may be available for the benefit of the student. If any emotional instability, educational condition, or physical disability makes demands on the school which the school cannot meet, and the conditional enrollment process fails to provide suitable special accommodation, the parent or guardian will be asked to dis-enroll their student from St. Andrew.

OTHER IMPORTANT INFORMATION

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

Asbestos: The asbestos abatement plan is available in the school office.

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

As an educational institution, we acknowledge that learning occurs best when people listen and speak with compassion and honesty. Members of the community tend to be far more receptive when information is received directly, rather than "through the grapevine." In order to facilitate productive communication and trust among the members of the St. Andrew Community, when there is a suggestion, concern or complaint – take it immediately to the person(s) involved. If a concern or complaint has been communicated to the involved person(s) and there is not a satisfactory dialogue or resolution, please present the concern or complaint to the next level of administration.

The levels of administration are as follows:

- Faculty, School Support Staff, and Other School Employees
- School Building Administrators (Vice-Principal and Principal)
- St. Andrew Board

All communication is best offered and received in the appropriate time and place. "Drop In" conferences and dialogue that occurs in the "heat of battle" are rarely productive and tend to cause further harm. Please show courtesy by scheduling a conference and communicating with respect.

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

Contacting a Teacher: Parents wishing to discuss matters with their child's teacher should arrange to do so by using the teacher's school email address or by calling the school to make an appointment.

Curriculum: This program will use Core Knowledge curriculum and Singapore Math. For additional information, please contact your child's teacher.

Daily Schedule: The school day begins at 8 a.m. and ends at 3 p.m. Students will be let into the building no earlier than 7:50 a.m. and must be picked up no later than 3:15 p.m. Students remaining after 3:15 p.m. will be taken to the office and their parents (or a parent-designated person) will be contacted.

After-school care is available Monday through Friday from 3:30 p.m. to 5:30 p.m. at the school. A separate fee is charged. For more information or to enroll your child in after-school care, please contact the school office.

Student Conduct/Parent Response: The moral life (particularly the practice of the virtues) is necessary for success and excellence in the intellectual life and the personal life. Little Griffins Pre-K program will adopt and strive to impart the same virtues program as our K-12 school at an age-appropriate level for four and five-year-old students.

The chief, or cardinal, virtues we aim to instill are: Prudence (sound judgment), Justice (responsibility), Temperance (self-control), Fortitude (courage).

As the primary educator of their children, parents play a critical role in encouraging their children to practice these virtues inside and outside the home.

All students are expected to behave appropriately in class and to respect the teacher's authority. Parents should respond promptly and affirmatively to reports of student misbehavior at school. 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 regarding teacher actions. Such concerns should be discussed privately with the teacher. Any disagreement should be kept between the teacher, the school principal and the parents.

Dress Code: All efforts have been made to make the Pre-K uniform simple, appropriate and accessible. Students will abide by the dress code when attending school. Please keep uniforms clean and mended. See text below for specific requirements.

Pre-K Boys

- **Old Navy uniform pants in Ink Blue or Navy** (Navy allowed in item 692986 only). Click [here](#) to view Navy pants online. Click [here](#) to view Ink Blue pants online.
- **Target Cat and Jack Navy pants.** Click [here](#) to view.
- **Old Navy polo shirt in Red Tape.** Click [here](#) to view the short sleeve shirt. [Long sleeve shirts in Red Tape](#) also are available.
- **Target polo shirt in Red.** Click [here](#) to view.

- **Cardigans are allowed in Navy Blue or Red.** Fleece outerwear or sweatshirts with the Little Griffins logo are available locally at Big Sky Printing or online at Lands' End.
- **Socks:** Must be worn at all times.
- **Shoes:** No sandals, clogs or open-toed casual shoes. Students will be playing outside.

Pre-K Girls

- **Old Navy sleeveless uniform dress in Ink Blue.** Click [here](#) to view.
- **Old Navy polo shirt in Robbie Red (short sleeve) or Red Tape (long sleeve).** Click [here](#) to view the short sleeve polo. Click [here](#) to view the long sleeve polo.
- **October – April:** girls may wear [Old Navy uniform pants in Ink Blue](#).
- **Tights:** plain tights in navy blue, white, black or red. Plain leggings (no patterns or designs) in the same colors may also be worn with or without tights underneath. Socks must be worn at all times.
- **Shoes:** No sandals, clogs or open-toed shoes. Students will be playing outside.
- **Cardigans are allowed in Navy Blue or Red.** Fleece outerwear or sweatshirts with the Little Griffins logo are available locally at Big Sky Printing or online at Lands' End.

***Both [boys](#) and [girls](#) may wear Old Navy uniform shorts in Ink Blue during the months of September and May.**

Drop-Off and Pick-Up Procedures: Students may be dropped off starting at 7:50am. No faculty supervision will be provided before this time.

If you are parking, it is easiest to go to the lower (North) parking lot. Parents just wishing to drop-off should proceed all the way to the end of the loop, in a counter-clockwise fashion – as close to the stop sign as possible. Cars that stop in the middle near the Annex can pose a safety hazard as other cars try to maneuver around them or drop off their children outside of the designated drop-off zone.

For safety, students should exit their car on the passenger side to ensure that they exit onto the sidewalk and not the active driveway; at no time should a student exit the car while in the inside lane.

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

It is strongly recommended that Pre-K parents park in the lower North lot and walk their Pre-K children to class in the morning or have them walk with an older child or sibling.

Emergency Drills: Periodic fire drills and emergency preparedness drills are held throughout the school year. Procedures for evacuating the school building are posted throughout the school and explained to the students. Students will report to their assigned area where attendance will be taken. All visitors as well as staff members and students will follow the evacuation procedures. Parents will be notified of planned drills by email.

In the event of an actual emergency, parents will be notified by email and/or by telephone as soon as it is feasible.

Facility Use Policy: All facilities of St. Andrew School exist to aid in fulfilling the mission of St. Andrew School. The Facility Use Policy is intended as a guide to members of the school community on the availability and use of facilities for any use other than an activity directly operated by the school. The full policy and requisite forms may be obtained from the school office.

Field Trips and Permission Forms: A field trip permission form **MUST** be signed and returned to school before a student may accompany his or her class on a school function off campus. These forms will be sent home well in advance of a field trip and will be announced in the weekly newsletters. Pre-K students might travel on the school bus for all-school Masses. These trips will be announced in advance and might not require special permission slip forms.

Governance: Little Griffins Pre-K program – via St. Andrew School – is governed by the Board of Directors of St. Andrew School, Inc. and is independent of the Diocese of Helena. The school board meets regularly. Anyone wishing to bring an issue to the board's attention should contact and submit information to the board president at least ten (10) days prior to the next scheduled meeting.

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

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

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

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

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

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

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

Exemptions are allowed when:

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

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

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

Leaving Campus: If a Pre-K student needs to leave campus during the school day, other than for school activities, the parent or guardian, or another authorized adult, must come into the school office in person and sign the student out.

Mask Notice for the start of the 2021-2022 School year: Per the St. Andrew School board and the administration, masks are not required for the beginning of the school year 2021-2022, for students or staff. St. Andrew School has given the parents the authority to decide for their children their preference as far as mask wearing for this school year. Parents and staff members are free to make whatever decision they feel most comfortable with.

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

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

Inhalers/Insulin/EpiPen: If a child must carry an inhaler on his/her person or backpack due to doctor's orders, the Request for Self-Administration of Inhalers form must be completed and returned to the school office. If a student must carry an EpiPen or insulin on his/her person, an Emergency Protocol Information form must be completed with the school nurse. These requests must be on file in the building office BEFORE a child may have medication in the school.

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

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

A locked box is available on the wall opposite of the school office for tuition payments.

Parent-Teacher Conference: Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common problems, and understand one another better. Conferences are held regularly throughout the year; however, parents and teachers are free to visit each other at any time during the school year. Parents should call the school or email the teacher to make arrangements for unscheduled conferences.

Safe Environment Policy (VIRTUS): Adults sponsoring school clubs or working with students during or after school hours, or coaching sports, will be required to complete VIRTUS training and remain current with that program.

Parents and other adults will agree to abide by the policies, which could include background checks and references. All parents and volunteers who will work in classrooms or drive for field trips must take this training.

Please let the school secretary know if you would like to have more information or sign up for VIRTUS training, which is typically offered monthly through the diocese.

Visitors: Parents are always encouraged and welcome to visit St. Andrew School. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class by calling the main office.

All visitors must report to the school office before proceeding to a classroom. They will be given a visitor badge to wear while they are in the building. Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which must be secured a minimum of one school day in advance.

Trespassers who do not have legitimate business in the school building or on the school grounds will be requested to leave the premises.

Withdrawals: Parents must contact the office before withdrawing a child from school.

Transcripts will be mailed to the new school upon receipt of the parent release form (available when enrolling at a new school) and payment of all outstanding monies. Records will not be released if money is still owed on student accounts.