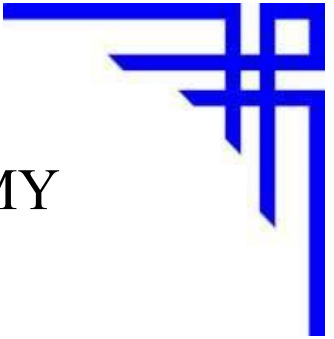
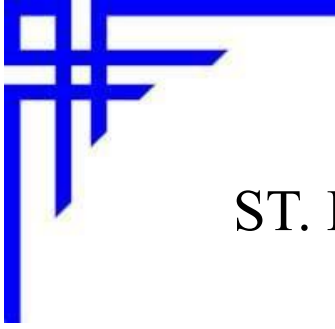


*St. Louis Catholic Academy
Family Handbook*



*Mrs. Christine Toben, Principal
Dr. Tango Walker, Dean of Students*



ST. LOUIS CATHOLIC ACADEMY
SCHOOL RULES

BE RESPECTFUL

BE RESPONSIBLE

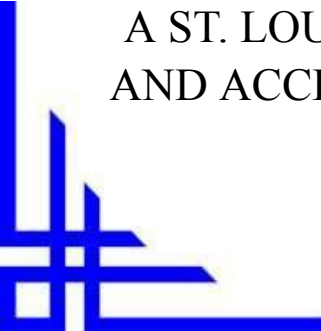
BE PREPARED

BE ON TIME

ST. LOUIS CATHOLIC ACADEMY
HONOR CODE

A ST. LOUIS CATHOLIC ACADEMY STUDENT WILL ACT
WITH RESPECT, HONOR AND INTEGRITY

A ST. LOUIS CATHOLIC ACADEMY STUDENT WILL TAKE
AND ACCEPT RESPONSIBILITY FOR HIS OR HER ACTIONS



This student/parent handbook contains the established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook, at any time, as the circumstances may require. When changes are made to this handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Archdiocese of St. Louis - General Information

Archdiocesan Vision Statement

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to meet the challenges of living in an ever changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

Archdiocesan Educator Witness Statement

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church: to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. “Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world” (General Directory for Catechesis). Catholic education shares in a special way in the Church’s mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential, therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ’s witness to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. “The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life” (Evangelii Nuntiandi). Some in Catholic education – religion teachers, PSR catechists, educational and catechetical leaders – are called to be explicit proclaimers of the Word. But all who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support the Witness Statement are to be employed by pastors, principals, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this Witness Statement must be reflected in their public behavior.

All who serve in Catholic education should:

- Believe in God
- Support belief in Jesus Christ
- Engage in prayer
- Respect ecclesiastical authority
- Possess a basic knowledge of the Catholic Church
- Not take a public position contrary to the Catholic Church
- Demonstrate a public life consistent with the teachings of the Catholic Church
- If Catholic, have not publicly rejected the Catholic Church
- Be active members of the Catholic Church, or their own Church if not Catholic

The above is a thorough but not all-inclusive listing of the implications of this Witness Statement.

Archdiocesan Parent/Guardian Witness Statement

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents/guardians who have a primary right and duty to educate their children in the practice of their faith. Parents/guardians carry out this responsibility by creating a home full of love,

forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of baptism, parents/guardians receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor.... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents/guardians are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents/guardians in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist [if not Catholic, regularly participate in worship and prayer] with my family
- Commit to speak more with my child(ren) about God and to include prayer in our daily home life
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school
- Teach my children by word and example to have a love and concern for the needs of others
- Meet my financial responsibilities in supporting the Catholic School

St. Louis Catholic Academy - General Information

ST. LOUIS CATHOLIC ACADEMY

MISSION

To provide a culture of excellence for our students and their families that each member of our community might grow in learning, by faith and with character.

This will be lived out in the following core areas:

- Each student will learn of God's love for them and share that love through service, respect for others and care for earth.
- Each student will grow in knowledge of the world through the exploration and study of a wide range of subjects.
- Each student will grow in self-esteem and self-respect by living responsible lives of service to the larger community.
- Each student will grow in understanding the diversity that enriches and the unity that connects people of all cultures.
- Each student will develop their gifts and talents as completely as possible.

PHILOSOPHY

The philosophy of St. Louis Catholic Academy is based on Christian values and the belief that each person is in a relationship with a personal loving God. Children are helped to find God as their source and as the authority that calls them to build the reign of God on earth. This belief becomes lived out in the context of a supportive school community.

Collaboration between student, parent, and faculty is the key ingredient of St. Louis Catholic Academy. We believe that a serious commitment of time and effort by students, parents, teachers, board members, administration as well as faith, business, and educational communities is the essential element in achieving our goals.

Belief in the potential of each student, the whole person, is the premise on which all our educational approaches to learning are based. So, too, all of our character development rests on the belief that each student and person in our community has a God-given responsibility to use his or her gifts generously and joyfully for the good of the entire community. St. Louis Catholic Academy supports positive self-image, self-control, personal development, and stresses responsible and moral decision-making. Knowledge about, respect for, and appreciation for diverse cultures and personalities are supported within the school programs.

Our academic curriculum is designed to provide the students with the skills necessary to meet the challenges that will face them in the future. Teachers take into account the student's experiences and circumstances and attempt to meet the needs of each individual as much as possible. Through a holistic program children are encouraged to find peaceful solutions to problems and to take a stand for nonviolence as a way of life.

GOVERNANCE

St. Louis Catholic Academy is governed by the Archdiocese of St. Louis through the Office of Catholic Education and Formation. The Office of Catholic Education and Formation serves as the chief administrator of the school ensuring the implementation of policies of the Archdiocese pertaining to the academic program, religious education program, and the institutional and financial needs of the school.

St. Louis Catholic Academy has a school-based Development Board that is charged with raising necessary funds to support the spiritual and academic programs of the school.

SCHOOL OFFICE HOURS

The school office is open from 7:30am.-3:00 p.m.on school days. Please call the school office (314-389-0401) between those hours.

VISITORS

We encourage parents to visit our school. We believe this helps each child sense the importance of school as well as provides increased opportunity for parents and educators to work together. In visiting, please observe the following courtesies:

- Check in at the office (for safety and security of the students and staff, visitors who fail to register in the office will/can be required to leave the premises).
- Do not request or expect to confer with a teacher during his/her instructional time.
- Avoid visiting during the first and last 2 weeks of school or during testing time.
- No teacher or student will be called from class except in the case of an emergency. Arrangements for conferences with a teacher must be made outside of class time.
- Classes are not to be disturbed at any time during the school day. If it is necessary for parents/guardians to bring books or other items to the school, these items should be brought to the school office.
- Students will not be allowed to use the office phone or cell phone to call parents to bring in forgotten assignments, supplies, books, etc.
- Parent visits to observe classes can be scheduled ahead of time with the classroom teacher. These visits are ordinarily limited to one per semester per student in order to limit distractions in the class.

GENERAL ADMISSION

St. Louis Catholic Academy shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available by the school. The school shall not discriminate on the basis of race, color, national or ethnic origin in admission policies, scholarship and loan programs, and athletic and other school administered programs.

The registration process includes verification of custody arrangements in cases in which the parents of the student are divorced.

PROBATIONARY ENROLLMENT

Students who are new to the school or enrolling after attending a different school are enrolled provisionally for the 1st semester. During this time school officials may withdraw the student from school if appropriate adjustments to the school program have not been made as determined by the teachers and principal.

If a student is enrolled with a probationary status, the parent is informed at the time of registration. Students will have the 1st quarter to make appropriate adjustments to the school program to continue as a student at St. Louis Catholic Academy.

AGE OF ADMISSION

A child may be admitted to a regular Kindergarten program if he/she has reached the age of 5 before August 1 of the year in which enrollment is requested.

A child may be admitted to grade 1 if he/she has reached the age of 6 before August 1 of the year in which enrollment is requested.

The day of birth must be certified by a birth certificate or by a baptismal certificate at the time of registration.

REGISTRATION

Prior to final acceptance to St. Louis Catholic Academy for the 2023 – 2024 school year, all current families need to have 2022 – 2023 accounts (tuition and fees) paid in full.

New families need to have their 2023 – 2024 registration fees paid in full as well as a completed and approved application on file.

Tuition Rates

2023-2024 Registration Fee*

\$50 per Student

*non-refundable and due upon registration

2023 – 2024 Tuition Rates

One Child - \$4,600.00

Two Children - \$5,100.00

Three Children - \$5,600.00

Four or more Children \$6,100.00

2023 – 2024 Annual Aftercare Fee

\$150.00 per child per year

TUITION INFORMATION

To qualify for the family tuition plan, all children enrolled as a family unit must have the same parent(s) or legal guardian(s). An authorized statement of legal guardianship must be presented at the time of registration. *Registration Fee is non-refundable.

- Tuition Payments are due on the last day of each month beginning August and ending in April.
- Tuition may be made in several forms;
 - Checks
If a check is returned by your bank for Non Sufficient Funds (NSF), the school will no longer accept checks and future payments must be made by Cash, (authorized) Money Order or Credit Card.)
 - Cash
 - Money order
 - Credit Card
 - Automatic withdrawal from your checking/savings accounts.

Families will receive monthly tuition statements indicating their tuition balance. Statements will be provided by the 10th of each month.

Past Due Tuition

If tuition is not paid by the last day of each month, the parent will be contacted by the Business Manager.

Report cards will not be given out if tuition is delinquent at each grading period. Payment in full must be made for all financial obligations, to the school before the day of graduation.

Within 10 days prior to graduation, the local administration has the right to require a specific method of payment.

SCHOLARSHIP AND FINANCIAL AID OPPORTUNITIES

SCHOLARSHIP APPLICATION

The Today and Tomorrow Educational Foundation provides generous scholarship opportunities for all students. Please visit www.ttef-stl.org for additional information pertaining to the scholarships process.

Required Documentation:

Proof of Residency

Proof of Income (Income Tax Return, W-2, Most Recent Paycheck Stubs)

Proof of Supplemental income not reported on 1040 (Food Stamps, Social Security, TANF, unemployment benefits, child support, public assistance)

ADDITIONAL FINANCIAL AID

In addition to TTEF scholarships, St. Louis Catholic Academy provides opportunities for financial aid to qualifying families (while funds are available) upon successful completion of the scholarship process above. Each family meets with the Principal and/or Business Manager to review family finances and set tuition rates.

ATTENDANCE

Students are considered absent whenever they are away from the school during school hours, except for school sponsored events or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, annual Pro Life March in Washington, DC, ect.) Students who must be excused from school for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Arrival

Before Care is from 6:30 a.m.-7:30 a.m. Students not signed up for before care may not come before 7:30 AM. Hot breakfast is served between 7:20 AM to 7:40 AM. All students will participate in Morning Prayer. After prayer, students will be dismissed to their classrooms.

The school day begins in Morning Prayer at 7:45 a.m.

Tardy

A student who arrives at 8:00 AM or after are considered tardy.

Students who are tardy must report to the school office and sign in before going to class.

A written excuse or other verifiable evidence is required with each tardy. **Eight tardies per school semester is considered excessive.** This will be noted on the student report card by the administration. If this does not correct the student's tardiness, the administration will meet with the parent/legal guardian to review other solutions which may include withdrawing from school to seek a school closer to your residence and families may be subject to state reporting.

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or remedial reading and mathematics services.

Absences

A student's absence from school can interfere greatly with progress. Parents are asked to exercise prudent judgment in determining the need for absences. **When a student is going to be absent, parents/guardians must call the school office by 7:00 a.m. to report the absence.**

An absence is considered to be excused if a student misses school because of illness, hospitalization, death in the family or impassable roads.

- A student returning to school after an absence needs a signed note from a parent or guardian for re-admittance to class stating:
 1. The date of absence
 2. The reason for the absence
 3. The signature of the parent/guardian or
 4. A note from a physician

- When the student returns to class, he/she is responsible for finding out what assignments have been missed and for completing those assignments within a specified time allotted by the teacher.

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Early Dismissal

- When doctor or dental appointments during the school day are unavoidable, a note signed by the parent/guardian or doctor giving the reason for the student's leaving early or coming late must be presented to the office.
- If the child is to leave early for an appointment, the child must report to the office. The parents/guardians may pick up the child from the office.
- A student is permitted to leave due to illness, during the school day, only after a parent has been contacted via phone. If the parent can't be reached, other adults listed as emergency contacts may pick up the child.

COMMUNICATION

- Calendar and Newsletter – The yearly school calendar is published and distributed at the beginning of the school year. In addition to the monthly calendar, school newsletter, menu, monthly statements, tuition, meal fees, before/after care fees and all other notices will be sent home regularly at the start of each month. All of these communications can also be found on our school website.
- Parent-Teacher Meetings – Parent meetings may be held at intervals throughout the year for a variety of purposes including sharing information, planning events, and providing helpful parenting strategies. Parents are encouraged to attend scheduled parent meetings.
- Parent Teacher Conferences – The Parent/Teacher Conference is a meeting between the parent/guardian and the teacher to discuss the child's performance and growth as well as his/her attitude and conduct in school. It promotes cooperation between home and school and enables parents and teachers to work together to assist the child's growth. These are held in the first and third quarters. Dates will be found on the calendar. A parent/teacher's conference can be initiated by parent, teacher and/or principal. School officials may require a parent/guardian conference because of the child's academic performance and/or behavior. Parents are required to attend the first quarter conferences. Parents who do not come for conferences will be required to schedule a conference with the teacher, unless a special appointment has already been scheduled, no later than one week from the regularly scheduled conference.
- Second and fourth quarter report cards will be sent home with the student. Parents of students that are struggling academically/behaviorally will be asked to meet with the teacher/principal for a conference at the end of the third quarter.
- Telephone Broadcast Service will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service will be used weekly and from

time to time to communicate general announcements or reminders. This service is called School Messenger.

- Telephone in the Classroom – Parents can reach teachers and leave messages in the voice mailboxes for teachers. Parents will be able to hear messages from their child’s homeroom teachers and all teachers by voicemail. Each teacher will have weekly messages, special projects and/or assignments that will be available for parents and students. This information will help you assist your child and will ensure that your children will turn in all assignments.

CONDUCT

General Rules of Conduct

HELP TO PROTECT YOUR SCHOOL ENVIRONMENT

- Keep the campus clean and free from litter.
- Keep the shrubs, trees, and flowers as landscaped.
- Keep the restrooms clean.
- Keep the walls of your campus free from writing, carvings, or slogans.
- Keep all equipment, lockers, desks, and books free from defacement or damage.
- Keep loiterers away by reporting them to the proper authorities
- Keep food and drink in designated times and areas i.e. cafeteria
- Use school property only when permission is granted.
- Follow check-out procedures for school equipment and library materials.
- Take care of and use school equipment properly.
- Return school equipment promptly and in good condition.
- Report all acts of vandalism you witness.

Assist with Administrative Procedures

- Take home all information sheets and printed material.
- Return to school all requested forms.
- Never give false identification or practice forgery.
- Do not violate rules and regulations prescribed in the student handbook.
- Dress and groom appropriately as described in the SLCA uniform guidelines.

- **RESPECT OTHER PEOPLE:** The student is expected to be polite and refrain from physically or verbally abusing others. Fighting, swearing, teasing and rudeness will not be tolerated.

- **RESPECT OTHERS PROPERTY:** The student is expected to treat school property and other people’s personal property with respect. Taking or using others’ property without permission will not be tolerated; nor will damage or destroying other property.
- **RESPECT YOURSELF:** Your behavior shows people how you think of yourself and how you wish to be treated. If you engage in bad behavior such as lying and cheating, you are not respecting yourself, and you’re building yourself a bad reputation. Unfortunately, bad reputations are easy to get and hard to get rid of and they seem to always follow you. Good reputations are easy to get. Do what is right – think about the choices you make.

DISCIPLINE/DISCIPLINARY PROCEDURES

- Discipline and self-discipline are essential to successful and wholesome living.
- Discipline provides the structures that permit learning and personal development.
- Discipline is intended to help instill Christian values, self-control and responsible attitudes and behaviors.

Consequences for violations of school policies and rules are intended to correct misbehavior of individuals, to protect the rights of all the members of the school community and to insure an atmosphere conducive to learning. Our school promotes restorative practices that teach Christian virtues through correction and natural consequence to actions, when appropriate.

If a student chooses to engage in actions, which are unacceptable to the school, the student has chosen to accept the consequences of those actions.

Discipline Policy for Students in K-4th Grade

Students that are referred to the office in grades K-4 for level 1 or level 2 infractions will be given a “Fix It Ticket” to take home and complete it with a parent. “Fix It Tickets” are a management tool that will be used to help students reflect on their behavior. The behavior will be logged in Teacherease and the “Fix It Ticket” is to be returned to the dean of students with both parent and student signatures the next school day. The student and the dean of students will review the completed “Fix It Ticket” before the student returns to class.

Discipline Policy For Students In 5th-8th Grade

If a child in the grades of 5-8 violates or disrupts the learning of others in class or violates the rules of passing in the halls he/she will receive a demerit. On the demerit card the student’s infraction is recorded. The teacher writes the name of the child, the date and the violation. This card will allow 5 infractions before moving to another level of consequence.

SLCA Demerit Card Policy

The Basics:

- The Demerit Card is not for major violations, such as bullying, fighting, plagiarism, or cheating.
- If a teacher or staff person finds a student in violation of the school's policy or procedure, the incident will be noted on the Demerit Card.
- After 5 infractions, students will serve an after school detention on Friday.
- After 3 detentions in a quarter, this may be a more serious consequence (in/out school suspension, loss of field trips or enrichment activities, etc.)

Infractions that may warrant a Demerit are included but are not limited to:

- Disrespectful/Disruptive Behavior
- Uniform
- Food/Gum
- Tardy to class
- Policy Violation
- Missing/Incomplete Homework

This list gives the details of what the above infraction may look like.

1. Speaking rudely or disrespectfully or displaying a rude or disrespectful attitude.
2. Refusing to respond to a teacher or to obey an instruction or insubordinate.
3. Using foul language written or spoken.
4. Being in an unsupervised area during the school day.
5. Being in any school area without permission.
6. Manifesting any other behavior deemed disruptive to the learning situation.
7. Public Display of Affection.
8. Uniform violations (3 or more)
9. Food or drink in undesignated times or places
10. Cell phone confiscation (2nd take or more)
11. Horseplay- screaming, profanity
12. Removal from assembly or Mass
13. Cutting class
14. Setting false alarms

In/out of school suspension will be dependent on the offense and can increase due to increments of suspension (i.e. - 1, 3, 5 or 10 days.)

Repeated suspensions may lead to a withdrawal for cause

CONSEQUENCES

Choice Sheets- A choice sheet is a tool used to help students reflect on their choices and the Christian virtues needed, in order to make better choices. The sheet goes home and is returned signed, the next day. If the choice sheet doesn't come back, the parent is called.

Suspension- Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the appropriate supervisors. A conference with teacher, student, parent/guardian and principal may be required at the beginning or at the end of suspension time. If a student is suspended (out of school) he/she is not allowed to attend school or any school related activities for the duration of the suspension.

A. Violations which merit suspension:

1. Fighting or any behavior with the intent to harm.
Participating in two fights during the academic year may lead to withdrawal for cause
2. Foul or disrespectful language directed to students and/or personnel.
3. A serious verbal or written threat directed to anyone.
4. Stealing
5. Defacing or damaging school building, grounds or personal property of teachers, staff, students and visitors on the school grounds. Parents are responsible for repair or replacement of damaged property.
6. Not following the school discipline rules when representing the school in outside activities.
7. Leaving the school grounds without permission during the day.
8. Other disciplinary issues deemed serious enough to warrant suspension

The number of days suspended is determined by the Dean of Students/Principal.

B. Make-up Work

A child suspended from school is expected to make-up all homework missed on the day(s) of the suspension.

1. Before leaving the school the student must ask the teacher(s) for the work to be completed while serving the suspension.
2. When the child returns to school, he/she must give the completed work to the teacher(s).

In-School Suspension

A student may be suspended from class by the dean of students for disciplinary reasons. If the misbehavior is serious enough, the school may suspend the student for the remainder of the day in which the misbehavior occurred. The principal will make a parent contact in such situations.

Out-of-School Suspension

There may be times when a student should be removed from the school for a period of time. Suspension is a serious form of discipline and will be used only when other procedures to correct misbehavior fail, or when the action is of a serious nature and warrants immediate removal for a time.

Some of the more serious actions that would warrant out-of- school suspensions are:

Fighting of a serious nature, that includes hitting and kicking
Verbal or physical abuse of a staff member

If the principal determines that suspension is necessary, the parents/guardians will be contacted and informed of the decision. The principal may require that professional assistance beyond the resources of the school be sought for the student before readmission.

Probation

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with appropriate supervisors. The student on probation may be asked to enter into a contract to ensure the student's continued success at the school. In addition, the student may be referred to the Student Support Team, school counselor, or another appropriate professional within the school setting for intervention.

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the principal after consultation with appropriate supervisors. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

Some of the grave actions that could warrant withdrawal for cause are:

Possession of drugs, alcohol, cigarettes, or weapon;

Failure to comply with contractual agreement;
Verbal and physical threats against the safety of students, staff and school;
Bringing any object to school that presents a potential danger to the safety of the students, faculty and/or staff

Tobacco: St. Louis Catholic Academy does not permit tobacco usage (including vaping) on its campus. We are a tobacco-free environment.

Drug/Alcohol & Substance Abuse: The use and abuse of alcohol and other drugs pose a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession of and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana and hallucinogenic drugs are illegal. Therefore, the possession, use or transfer of non-prescribed or illegal drugs, or the use of, or being under the influence of alcohol on the school premises or at school promoted functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal of cause from school. In addition, civil authorities may become involved.

Violence and threat of violence: Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes conduct that is verbal, physical or visual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner, and, to the extent feasible, confidentiality will be honored. The investigation and actions will only be shared with those who need to know. If, after the investigation, the school determines that a student engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents/guardians and provide them the opportunity to be present.

Internet and Electronic Communications

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize dignity of and the respect for all persons. Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside school, when students jeopardize the safe environment or act contrary to the Gospel values they can be subject to disciplinary action by the school. This policy applies to communications or depictions through email, text messages or web site postings, whether they occur through the school's equipment or connective resources or through private communications, which: 1) are of a sexual nature 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the principal's discretion cause harm to the school or the school community (collectively, referred to as "inappropriate electronic conduct.") Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

SEARCHING DESK/LOCKER

School officials may search a student's locker or desk, as these are school property, and, as such, subject to search. In addition, a student's purse, backpack or jacket may be searched, with reasonable ground to justify the search.

DRESS AND GROOMING

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. In

addition, immodest dress such as tight, short, or skimpy apparel should not be worn. Students dressed immodestly will be asked to change clothes and parents/guardians notified.

St. Louis Catholic Academy

UNIFORM POLICY

The School uniform is required for all students. If uniform codes are not adhered to, parents/guardians may be asked to bring the proper uniform, or the student will be given appropriate consequences for failure to comply with the uniform regulations.

The Uniform Policy is part of the citizenship code.

GYM: Kg/1st - 8th Grade Official gym uniform will be required.

BOYS: Kdg - 8th Grade

- Khaki Pants or Shorts (no cargo or elastic ankle pants)
- Navy or White Collared Shirts: Polo Shirts must have a collar and the school's crest on the left side
- Blue V-Neck, Cardigan or Crew Neck Sweater: (Blue or White polo collared shirt must be worn with all sweaters)
- Navy Blue **school purchased** Sweatshirts or hoodies with the school logo. **Socks** must be worn under slacks and with shorts. Socks must at least cover the ankle.
- Black, Brown or Beige Belt (no decoration, no names or rhinestone) Belt must be worn at all times.
- **Tennis shoes** must be worn for gym class.

GIRLS: Kdg - 8th Grade

- Plaid skirt or Jumpers. Leggings are not to be considered as a stocking, tight or sock under the uniform dress or skirt.
- Navy or White Polo Shirts must have a collar and the school's crest on the left side
- Blue or White V-Neck, Cardigan or Crew Neck Sweater: (Blue or White polo collared shirt must be worn with all sweaters)
- Navy Blue **school purchased** Sweatshirt or hoodies with school logo. Blue or White polo collared shirt must be worn with sweatshirts.
- **Socks** must be worn with skirts or jumper. When worn with the skirt or jumper the sock must cover the leg and/or come to the knee. Girls may wear traditional pantyhose in traditional colors, as well as black, white or blue tights or black, white or blue knee socks with skirts. *Fish net or lace hose are not defined as traditional hose.*

- Black, Brown or Beige Belt (no decoration, no names or rhinestone) Belt must be worn with shorts and long pants.
- Tennis shoes must be worn for gym class.

If a student wishes to take the hoodie off he/she must wear the blue or white school labeled polo shirt underneath.

Out of Uniform Dress

Dress appropriately for the school's temperature and Christian Environment.

Ladies dress must follow the out of uniform code:

1. Shorts must be knee length and comfort fit
2. No MINI-Skirts
3. Leggings may be worn with short skirts or shirts
4. Jeans must be neat and clean without rips or holes. When you sit your shirt or jeans must cover the backside
5. Tops and blouses must cover the bosom, back, shoulder and backside
 - No spaghetti or skinny straps
 - No low cut top that reveals cleavage or sheer bodice
6. Belt buckles must be smaller than the size of your fist.
7. Remove all hats, caps and sunglasses from your face and head while in the building
8. No large purses, bags, or backpacks allowed.

Gentlemen:

1. Sagging is not allowed at any time while on campus
2. Wallet and jean chains are not allowed.
3. Bandannas are not to be worn on the head or hanging anywhere on the body
4. Remove all hats, caps/head rags/Do-rags and sunglasses from your face and head while in the building
5. T-Shirts and Belt buckles with inappropriate messages, signs or pictures are not allowed.
6. Belt buckles must be smaller than the size of your fist.
7. Jeans must be neat and clean without rips or holes.
8. No large bags or backpacks allowed.

**THE UNIFORM CODE WILL BE STRICTLY ENFORCED.
STUDENTS SHOULD BE IN FULL UNIFORM ON THE FIRST DAY OF SCHOOL,
MONDAY, AUGUST 14, 2023.**

HEALTH/SAFETY

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting and any specific adjustments or plans for an emergency response, which may be necessary in order to provide the students with a healthy and safe environment. Students with serious medical conditions will be asked to provide a care plan from a physician, to assist the school in responding to medical needs.

Immunization

All children must comply with the Missouri immunization requirements.

Physical

Pre-K and Kindergarten students must have a complete physical prior to entering school. The physical examination should be sent to the St. Louis Catholic Academy before the opening of school. Students should also have a complete physical examination upon entry to third, sixth and ninth grade.

Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. If a student requires medication during the school day, the following must be in place: 1) the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (The current prescription label on the container may be faxed or mailed to the school) 2) Written consent of the parent/guardian for school personnel to administer the medication 3) The medication in the original container 4) Proper training of personnel on medication administration.

All medication sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life-saving medications when properly registered with the school. Life saving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose.

Physical, Vision and Hearing Testing

Physicals, vision and hearing tests will be given at school in accord with the capabilities of the St. Louis Public Health Department staff assigned to the school.

Illness During School

If a student becomes ill during the school day, he/she should obtain permission from the teacher to go to the office. The principal will be notified. The parents/guardians will be contacted if necessary. If a parent/guardian cannot be reached, the person named on the emergency form will be called. Under no circumstances may a student leave school without the permission of the principal or person designated to act in the principal's absence. Children will be excused or released from school during the school day only to adult caregivers known to the child. Children who are ill should be kept home from school and should be kept at least 24 hours after a fever has broken or after serious symptoms have ceased.

Parents will be notified if a student in school has a contagious disease that has been reported and confirmed.

SUPERVISION

BEFORE SCHOOL CARE

The school offers Before Care Services at 6:30 a.m. and ends at 7:30 a.m. Families register and pay, to participate in before care.

DISMISSAL PROCEDURES

No student may be picked up by car in the front of the school or use the side door near the driveway unless permission is granted by the principal/dean of students.

Parents picking up their students must obey the safety rules of the school, by not blocking drive ways, driving slowly on school grounds, not using profane language when picking up/dropping off students, not playing loud, and/or inappropriate music. Firearms are not permitted on school grounds. Violators will not be allowed on school property.

A late fee of \$10.00 per 10 minutes will be imposed after 4:30 p.m. This fee must be paid before the child returns to school. Late fees may also apply to families that are late in picking up their child for a 3:00 PM dismissal day.

EXTENDED CARE PROGRAM/ACCESS ACADEMIES

St. Louis Catholic Academy provides an After School Care program for the convenience of parents or guardians who are unable to pick up their child (ren) at dismissal time. The extended care begins at **3:00 p.m. and ends at 4:30 p.m.** Monday thru Thursday. **A late fee of \$10.00 per 10 minutes will be imposed after 4:30 p.m.** This fee must be paid before the child returns to school. Late fees may also apply to families that are late in picking up their child for a 3:00 PM dismissal day.

Access Academies is a support program for students in 6-8th grade who apply and are accepted. Access Academies provides an after school program for 6-8th grade students, Monday-Thursday, 3:00 PM to 4:30 PM, as well as mentorship, college awareness programming, high school selection assistance, financial aid for tuition-based high schools, and much more.

PARENT RESPONSIBILITIES

There is a direct relationship between student success and parent support. For example, unless parents promptly notify the school when their child is ill or absent for any reason, the child may miss needed instruction while waiting for school officials to resolve the absence.

Parents should insist that their child be in school every day and in all classes on time and that the child follows school rules and behaves appropriately. By reviewing with their child the expectations outlined in this handbook as well as those distributed by the school, parents help their child to be successful. Parents are encouraged to connect with teachers/administrators with any concerns.

It is important that parents attend all conferences requested by teachers, counselors, and school administrators. Should a problem arise, the school staff, parent, and student will work together as a team to solve the problem. Students who do not meet the standards and expectations established by the school are subject to disciplinary action as set forth in the school's policies and publications.

TEACHER RESPONSIBILITIES

Teachers are required to have a classroom management plan in place, to have daily lessons and assignments to teach and assess students, to utilize all available school services (principal's office or guidance's office) and to initiate direct contact with parents when confronting routine cases of student discipline and/or academic failure. Serious and repeated cases of student misconduct will be reported to the principal who will assist the teacher and parents in attempting to work out a solution that will resolve the problem.

MAINTAINING SCHOOL AND STUDENT/STAFF PRIVACY

St. Louis Catholic Academy understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written

permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, names, email addresses and addresses of students and their parents/guardians should not be released to any unauthorized person by the school. St. Louis Catholic Academy also doesn't provide information on outside programs/services without a formal contract.

MEDIA AT SCHOOL

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

CHILD ABUSE PREVENTION

All employees and volunteers of St. Louis Catholic Academy working with or near minors are required to follow Archdiocesan policy and procedures on child abuse.

GRIEVANCE POLICY

In the event that a parent or student feels that he/she has a grievance, the following procedure should be followed:

1. Submit the grievance in writing to the principal. The principal is obligated to respond in writing within five (5) days.
2. If the principal's response is not satisfactory, the parent or student may request that the grievance be passed along to the designated Archdiocese Administrator. The Archdiocese Administrator is obligated to respond in writing within five (5) days.

STUDENTS, CURRICULUM, AND INSTRUCTION

STUDENT RECORDS

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available.

ACCESS BY PARENTS

Parents/guardians have the right to inspect and review the official active file of their children. A copy of report cards is available to all parents/guardians at any time. In order to view the permanent record, the parent/guardian must make an appointment with appropriate school personnel.

ACCESS BY OTHERS

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of

students. This includes teachers, guidance counselors, administrators, and special education personnel.

Transfer of Records

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents/guardians or students but are transferred directly from the school to the institution designated to receive them.

Guidance Information

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These are kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

Release of Student Discipline Information

Some student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents/guardians authorize information to be provided to another school or agency. Severe behaviors are required to be part of the permanent record but minor incidents are at the discretion of the principal.

INSTRUCTIONAL PROGRAM

The curriculum of the Catholic schools of the Archdiocese of St. Louis consists of what the schools intend for the students to learn and the teachers to teach. Curriculum documents describe what students should know, be able to do, believe, and value. The curriculum engages students in acquiring the key concepts and skills of the major domains of human knowledge appropriate to the age-levels of the students. The curriculum of the Catholic schools gives prominence to the six fundamental tasks presented in the General Directory for Catechesis (1997): promoting knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation.

1. Curriculum/Extra Curriculum

The instructional program for St. Louis Catholic Academy includes:

Religion Education	Science
Reading	Music
Mathematics	STEM

English
Spelling
Handwriting
Service Learning

Physical Education
Social Studies
Technology
Spanish

School supervised field trips are valuable for any curriculum area and may be scheduled. A field trip permission form must be completed and returned to the teacher prior to departure. Parents are also asked to support our athletic and all other extracurricular programs.

Lockers

Students in grades 6-8 are assigned a locker and a school lock which is the property of St. Louis Catholic Academy, and therefore, may be opened by the administration at any time with or without the student's consent. Students should keep their lockers neat and clean. Nothing should be stuck to the locker door or sides that cannot be readily removed. Lockers are to be locked at all times when the student is not using it. The school is not responsible for student belongings.

2. Grading

Pre-K & Kindergarten: Standard skills will be reported each quarter. The following letter codes will designate the student level of accomplishment for each skill.

- O - Outstanding
- VG – Above Level Progress
- S – Acceptable progress
- N – Additional practice Needed
- U – Unacceptable progress/failure to meet grade level
- T – Skill is not graded

The grading scale for grades 1-8 is as follows:

A+ (97–100), A (93–96), A- (90–92), B+ (87–89), B (83–86), B- (80–82), C+ (77–79), C (73–76), C- (70–72), D+ (67–69), D (65–66), D- (below 65), F (64 and below)..

Report Cards are given out at the end of each quarter. Parents/Guardians are asked to review the report card with his/her son/daughter and to consult with the teacher(s) if they wish. **Report cards will not be given out if tuition is delinquent.**

Progress Reports are sent home four times a year mid-way through each quarter. This report is designed to inform parents of academic and social development. This report may or may not contain current grades or scores. It is to be signed and returned to school.

CONDUCT GRADE

The conduct mark evaluates both positive and negative behavior traits, including respect, obedience, and cooperation as well as general courtesy, initiative, reliability, leadership, and trustworthiness. It is expected that the large majority of students will show these traits with average consistency under ordinary circumstances. The conduct grading system consists of a 1-4 number grading system.

4 – Student demonstrates above average consistency in the areas of respect, obedience, cooperation, courtesy, initiative, reliability, leadership and trustworthiness

3 – Student demonstrates average consistency in the areas of respect, obedience, cooperation, courtesy, initiative, reliability, leadership and trustworthiness.

2 – Student occasionally needs correcting for lack of self control, but generally shows good will and usually demonstrates respect, obedience cooperation, courtesy, initiative, reliability, leadership and trustworthiness.

1 – Student lacks self-control, requires frequent and repeated correction and needs attitude improvement. Student demonstrates unsatisfactory behavior, but not limited to, rudeness, rebellious attitudes and other behaviors contradictory to acceptable behavior standards as defined above.

4. Homework

Homework assignments are given to reinforce the material taught to the student during the day, and to develop life skills of working independently and develop their sense of responsibility.

The student is responsible for written and daily homework/study assignments. Among the benefits of homework is the opportunity for parent to keep abreast of what their children are doing at school.

Parents are asked to cooperate by providing the necessary quiet time and place.

Proper study habits develop when the student has a regular time and place each day in which to do his/her work, especially if that work is examined by parents/guardians who are encouraging the child to put forth his/her best effort.

Homework is expected to be completed on time and as assigned. Failure to do so subjects the students to ineligibility for extracurricular activities, as well as having an effect on his/her grades.

The suggested time allotment is recommended for the students of various grade levels:

Primary grades Kg-2	15-45 minutes
Intermediate grades 3-5	60-90 minutes
Junior High 6-8	90-120 minutes

Times may vary for individual children based on each child's ability to concentrate, the level of active involvement when the lesson was presented and the general ability of the child.

Religions Education Program

Each child must participate in the daily religion program suited for his/her grade level in which the Doctrine of the Catholic Faith is presented.

- **Christian Human Sexuality Program**
This program is designed to instill in the child respect for the sacredness of each human being. In the program the children are taught the concepts of respect for self as well as respect for others, along with the proper terminology and functions of the human body with regard to sexual capabilities and differences. This program is taught in grades 6-8 in conjunction with the daily religion program.
- **Liturgical Celebrations**
The children participate in the celebration of the Eucharist , (grades 1-8) (primary or upper grades) once per week.
- **Prayers**
Daily prayers in the classroom and special prayer services that coincide with the appropriate liturgical seasons are all a part of the religion program.
- **Sacramental Program**
Students who have been baptized Catholic will be prepared for the reception of the Sacraments in their parishes under the direction of their Parish Priest.
- **Sacrament of Reconciliation**
Students in grades 2-8 are given the opportunity to participate in the Rite of Reconciliation twice a year.

STUDENTS WITH SPECIAL NEEDS

St. Louis Catholic Academy seeks to meet the needs of diverse learners, to the greatest possible extent, given our financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

ACADEMIC DISMISSAL

Any student who receives a grade of F in three major subjects for two consecutive quarters will be subject to academic probation or dismissal.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

Extracurricular Activities: Student Publications

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

Extracurricular Activities: Sportsmanship

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior & sportsmanship and should frequently emphasize its importance to participants and spectators, including parents/guardians and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

SCHOOL FIELD TRIPS

A permission form must be signed by the student's parent/ legal guardian and received by the school prior to the day of the field trip for the student to participate in the field trip. **Permission received by phone, or email will NOT be accepted in lieu of the original signed form.**

Volunteers

Volunteers would be expected to abide by the criteria listed above. Volunteer drivers should provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents should be kept on file by the school. The school should also maintain a record of each event and date when each volunteer driver transports students.

It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with children, or who are in a position to be in contact with children, undergo a records check for prior history of child abuse in the State of Missouri.

Volunteers who regularly volunteer in the classroom or to transport students in the manner described above are subject to this records check, and are expected to attend the *Protecting God's Children for Adults* program and to read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*.

TRANSPORTATION OF STUDENTS

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off campus school activities.

Whenever possible, schools should use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;

4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults should not be permitted to smoke **or drink alcoholic beverages in the vehicle.**

COPYRIGHTED INFORMATION

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the constraints of the "fair use" limitations.

LOST AND FOUND

Articles that have been found on the premises will be kept in a "Lost and Found Box" near the aftercare rooms. Parents or students may claim lost articles daily. Those articles that are still unclaimed at the end of the quarter will be given to the poor.

PARENT VOLUNTEERS

The Parent Volunteers Program enables parents to assist the school in ways that will benefit the students, teachers and the school. All volunteers must take the Mandatory Archdiocesan Protecting God's Children Class along with submitting to a background check.

- Volunteers may assist in the lunchroom
- The playground
- Sports programs
- Teacher aides
- Room aides or to provide other services
- Parents are also needed especially to assist on field trips
- School office

SNACKS & PARTIES

All outside snacks/foods are not permitted during the academic day.

Class Parties

Classroom parties are planned by the room parents and approved by the child's homeroom teacher. If need be the principal will give final approval of class parties. The classroom parties are designed to celebrate feast days and special occasions not normal to the school day's routine. The focus should be on the celebration, not the food item.

Recommendations:

- Provide only one food item per celebration.
- Child servings and recommended food snacks. See enclosed list.
- Avoid high sugar, high fat party food
- Use favors, stickers, play a game, do a craft item, play kickball, or have a special person read a story.
- Provide healthy drinks such as lowfat milk, 100 % juice, or a bottle of water.

Food Use for Instruction

Foods can be used for instruction providing they are:

- 1) Age-appropriate serving size and approve recommendations for food snacks.
- 2) Food used for instruction should not interfere with normal meals unless designated as a meal.

Recommended Food/Beverage Party Snack List

Beverage: Water, Non fat Milk, and 100 percent juice

Food items

Apples	Bananas
Carrots	Dry Cereal, unsweetened, wholegrain
Fig Bars	Graham Crackers
Hummus with Pita bread	Pudding Cup
Low-fat cheese	Mini Muffins (low fat)
Nectarines	Orange Sections
Pretzels	Popcorn
Rice Cakes	Strawberries
Smoothies (fruit)	Tortilla Chips (baked with salsa)
Vanilla Yogurt or Yogurt (Frozen)	Zucchini Sticks

Low-fat Granola Bars	Animal Crackers
Apple sauce	Mini Bagels
Baked Potato Chips	Raw Vegetables
Fresh Fruit	Jello Cup
Unfrosted mini cupcakes or cakes	Frozen yogurt pops

BIRTHDAY RECOGNITION

Students enjoy monthly birthday recognition from the St. St. Louis Catholic Academy Birthday Club on the last day of the month (unless otherwise noted). Students of the birthday month are called to the front of the assembly. The school community sings “Happy Birthday to the monthly birthday club. Celebrate your child’s birthday at home or another location other than the school. **In order to avoid hurt feelings, birthday party invitations are not given out at school. Parents should mail the invitations from their home.** Also, we request that birthday party plans provide transportation from home rather than the school. **No birthday snack is to be sent to school.**

Birthday Dress Out of Uniform Day

Students may dress out of uniform for their birthday month on their birth date. **If the birthday is on a Saturday or a Sunday the student may dress out the Friday before the birthday.** Students will receive a birthday dress out pass and must bring it with them on the dress out day. For summer birthdays, students may dress out of uniform on their half birthday month. Students are to dress modestly and appropriate for a Catholic school. Please see the student out of uniform dress code.

SCHOOL LUNCH/BREAKFAST

The school offers a FREE breakfast and lunch program to all students.

- Breakfast is offered daily in the school cafeteria from 7:20-7:40 am.

LUNCHROOM RULES

- Students are to stand in line and progress through the cafeteria line in an orderly fashion.
- Students are to obey the signs on the designated doors.
- Students are not allowed to bring soda in the lunchroom.
- Students may not bring fast food, junk food, or food from delivery services, such as DoorDash into the school cafeteria.
- Inappropriate lunchroom behavior will result in the student/s assistance with cleanup and the loss of lunch recess. Continued misbehavior will result in disciplinary action.

SCHOOL PICTURES

School pictures will be taken each year. Information will be sent home regarding the dress code for picture day. The package options and price of the photos will be given to each student. No one is required to purchase pictures. All children will be photographed.

SCHOOL SUPPLIES/BOOKS

St. Louis Catholic Academy will provide school supplies to each student at the beginning of the school year. Classroom teachers will communicate any further school supply needs throughout the school year. Any damage to the school's textbooks will be charged to the responsible student/parent account. Lost consumable books (such as workbooks) will be replaced and charged to the student/parent.

TECHNOLOGY ITEMS

Items such as cell phones, I- Pods, game boys, and play stations are to be kept at home, as much as possible.

If a student must bring technology items to school due to an after school appointment or parent request, they are to turn these items into the school office upon arriving at school. The student may pick up their personal technology items when he/she leaves the school grounds at dismissal time or after school care. Students who fail to turn in their technology items into the office, will do so when discovered by the administration or staff members. **The technology items will not be returned until the parent meets with the principal or dean of students. After two warnings, the student can be subject to disciplinary action by the school.**

Operation of the Physical Plant

SAFETY

Safety of students and staff should be a high priority for all staff members, including clerical and maintenance staff, substitute teachers, and volunteers. Administrators should take the necessary steps to communicate this priority to school staff and volunteers. Administrators should also consult with local first responders to insure the safety of the educational community.

WEAPONS ON CAMPUS

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Louis Catholic Academy is strictly prohibited. This prohibition expressly includes those person licensed to carry concealed firearms.

OUR SCHOOL AND POLITICAL ACTIVITY

Our school encourages all our students to be actively engaged citizens, educated on the democratic process. However, St. Louis Catholic Academy does not support political candidates or open our buildings up for partisan political activities.

STUDENT AND STAFF SAFETY

EMERGENCY INFORMATION

At the beginning of the year every parent/guardian will be asked to fill out emergency information for each child. This information will be kept on file and used in the event of the child's illness or other type of emergency. *IT IS IMPERATIVE THAT PARENTS OR GUARDIANS COMPLETE THIS INFORMATION AND KEEP IT UPDATE.*

SAFETY DRILLS

Fire, earthquake, active shooter, and tornado drills will be held periodically in order to alert the students to the evacuation and precautionary measures they need to take if a disaster should occur.

SCHOOL CLOSING

- Emergency School Closing Procedure – In the event that severe weather or other unusual conditions make it necessary to call off school, dismiss early or begin the day late, such changes will be announced/displayed on the following TV stations: Channels 2, 4, and 5. We will also post to our school Facebook page.
- School will not be dismissed early except in extreme cases. Parents are always free to pick up children early during inclement weather.
- In addition, every effort will be made to contact parents if school is to be dismissed early on a given day. **AS A FURTHER PRECAUTION, EVERY STUDENT MUST HAVE ON FILE IN THE SCHOOL OFFICE AN EMERGENCY FORM.** *Please remember to give new addresses and telephone numbers to the office.*

School Summary for Parents

Office Phone Number: 389-0401

Fax Number: 389-7042

Parish House Number: 381-4145

Website: www.slca-stl.org

- Attend Mass and Church Service and encourage your child in faith matters.
- Honor the Discipline Code.
- Follow the Dress Code.
- Monitor your child's homework assignments: Read and review your child's assignment notebook daily.
- Staff Listing at www.stlcatholicacademy.org
- Participate in the major fundraising.
- Adhere to the picking up and dropping off procedures.
- Adhere to student release and after school arrangements.
- Use the Medication Form.
- Communicate your concerns about your child appropriately and in proper time frames.
- Sign off on written communications from school and return them the next school day.
- Be mindful of deadlines dates for items that are due.
- Attend report card conferences.
- Keep expensive toys at home as well as: CD player, play stations, cell phones, and etc.
- Check the lost and found for uniform clothing and lunch boxes.

- Cover textbooks and respect other school property, and print your child's name on school items.
- Payment of tuition and after care fees are due the first of the month.
- Attend the workshop for God's Protecting Children's Workshop. Schedule is listed at [www. archstl.org/children](http://www.archstl.org/children). Attend classes noted in the newsletter or Teacher Ease.
- Sign off on Signature verification of the Ethical Conduct Handbook for Clergy, Employees and Volunteers. The handbook is available at the school office.

PARENTAL WITNESS STATEMENT FOR CATHOLICS

The Church through the ages has consistently called its parents to understand and appreciate their special dignity as God's instruments of His love to their children. In recent years the Church in its official teaching has given even greater prominence to the importance of this truth.

The Second Vatican Council in its "Decree on the Apostolate of the Laity stressed the importance of the parents providing the first experience of their faith for their children.

The (Christian husband and wife) are the first to communicate the faith to the children and to educate them; by word or example, they train their offspring for the Christian and apostolic life.

The council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to the children in its "Declaration of Christian Education."

Since parents have conferred life of their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. The role as educator is so decisive that scarcely anything can compensate for their failure in it. (Paragraph #3, October 28, 1965).

Therefore, it is with a complete awareness of the Catholic church's vision of my vocation as a Catholic parent, that I enroll my child in the Catholic School. In so doing, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child(ren). I understand the Catholic School as a way in which my church seeks to share and assist me in my vocation, however, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, unless my child(ren) see these truths take flesh in our family, then there is little hope that the faith will take root in their hearts. I believe that the Catholic School can deepen, enrich, and reinforce a faith that my child(ren) experience in their home. I understand my own witness as essential to the religious development and growth of my child(ren).

Aware of the dignity of my call from God and with a reverent awe for the responsibility which is mine, I commit myself to be in work and deed the first teacher of my child(ren). Practically, I understand this to mean to:

- Participate consistently and actively in the Sunday Eucharist
- Speak to my child(ren) about the things of God, and to make prayer an important part of the environment of our home
- Participate and cooperate as a full member of our Catholic School Community.
- Accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
- Teach my child(ren) by word and example to have a love and concern for the needs of others, especially the poor.
- Do my share in financially supporting the Catholic School.

PARENTAL WITNESS STATEMENT FOR NON CATHOLIC PARENTS WHO HAVE ENROLLED THEIR CHILD(REN) IN A CATHOLIC SCHOOL

I enroll my child(ren) in the Catholic School with an awareness that the:

- Purpose of the Catholic School is to communicate Faith to a new generation.
- Catholic School sees itself as a partner with parents in teaching their child(ren).
- The Catholic Community sees the parents as the primary educators of their child(ren).
- Personal and social morality that the Catholic School teaches to its students can only effectively be learned if it is reinforced in the primary learning center of home.


Therefore, by enrolling my child in the Catholic School I accept the following responsibilities;

- In order to know what my child(ren) is being taught, to participate in any program that the school requires to help me become more knowledgeable about the Catholic Faith.
- To speak to my child(ren) about the things of God and to make prayer an integral and important part of the environment in our home.
- To participate and cooperate with school programs that enable parents to take an active role in the religious education of their child(ren).
- To accept responsibility to support the moral teachings of the Christian Faith in order not to contradict in my home what is proclaimed in the school.
- To teach my child(ren) by word and example a love and concern for the needs of others especially the poor.

St. Louis Catholic Academy

**PARENT-STUDENT HANDBOOK
ACKNOWLEDGEMENT**

As the parent of and a student currently enrolled in St. Louis Catholic Academy, I acknowledge that I have received a copy of the following documents:

 *St. Louis Catholic Academy 2023-2024 Parent-Student Handbook.*

I understand that it contains important information about St. Louis Catholic Academy School's general personnel policies and about my privileged and our obligations. I further acknowledge that I have read and understand the St. Louis Catholic Academy School Parent-Student Handbook and agree to adhere to the policies contained within.

Additionally, I understand that a student's participation in the programs offered at St. Louis Catholic Academy School is contingent on my ability to meet the student expectations and consequences identified.

Student Signature

Student Name (Printed)

Parent Signature

Parent Name (Printed)

Date

Please remove this page from the handbook signed, dated and returned to the school. A copy will be placed on file for reference and verification.