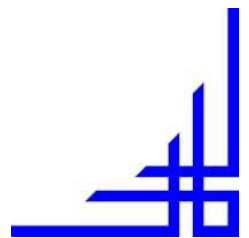
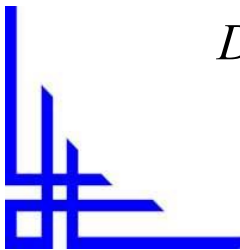


*St. Louis Catholic Academy  
Family Handbook*



*Father Steve Giljum, Pastor  
Ms. Christy Toben, Principal  
Dr. Caryn McFerren, Dean of Operations  
Dr. Tango Walker, Dean of Students*



ST. LOUIS CATHOLIC ACADEMY  
SCHOOL RULES

BE RESPECTFUL

BE RESPONSIBLE

BE PREPARED

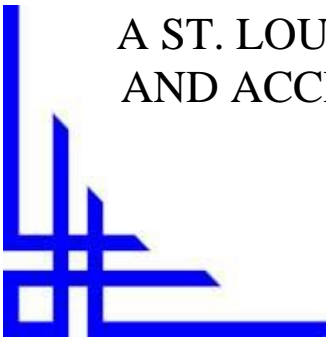
BE ON TIME

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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



# ST. LOUIS CATHOLIC ACADEMY

## MISSION

The mission of St. Louis Catholic Academy is to pursue excellence within students by educating the whole child academically, spiritually and socially through the gospel of Christ!

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 developing a personal and loving relationship with God through Jesus Christ. Children are learning to find God as their source and the authority of Jesus Christ who calls them to build the kingdom of God on earth. This belief is lived out in the context of a supportive school community through daily prayer and virtuous behavior.

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 of all our educational approaches. 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 academically 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.

## **A. 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 principal will admit students to the school according to the norms set by Archdiocesan Board of Education, and sound educational procedures. An important criterion used in determining admission is the parent'/guardians' indication of their willingness to support St. Louis Catholic Academy and its policies. New students will be admitted to the school after the completion of the first quarter only under special circumstances (for example, movement into the geographical area).

### **Probationary Enrollment**

Students who are new to the school or enrolling after attending a different school are enrolled provisionally for the 1<sup>st</sup> 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. Student will have the 1<sup>st</sup> 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 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 2022 – 2023 school year, all current families need to have 2021 – 2022 accounts (tuition and fees) paid in full.

New families need to have their 2022 – 2023 registration fees paid in full as well as a completed and approved application on file.

## **Tuition Information**

### **2022– 2023 Registration Fee\***

\$50 per Student

\*non-refundable and due upon registration

### **2022 – 2023 Tuition Rates**

One Child

\$4350.00

Two Children

\$4850.00

Three Children

\$5350.00

Four or more Children

\$5850.00

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 20<sup>th</sup> of each month beginning August and ending in May.

Tuition may be made in several forms;

Checks\*

Cash

Money order

Credit Card via online or phone call.

In addition, you can authorize automatic withdrawal from your checking/savings accounts.

**\*If a check is return 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.**

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

### **Past Due Tuition**

If tuition is not paid by the 20<sup>th</sup> of each month, the Business Manager will contact the parent.

**If alternate arrangements are not made within 30 days, the child will be sent home at the end of the day with a note to the parent/guardian notifying them that the child will not be admitted to school until the tuition is paid and will experience a loss of enrollment status.**

**Report cards will not be given out if tuition is delinquent at each grading period.**

## 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](http://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 Pay Check 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.

## **D. Attendance**

The school places great emphasis upon prompt and regular attendance.

Before Care-6:30AM.

### On-Time

Arrival time starts at 7:45AM

School starts at 7:45AM (Morning Prayer and Announcements)

### Tardy/Late

School begins promptly at 7:45AM. Your child is to be in school at 7:45AM.

Students are considered tardy after 8:00 AM.

No students will be admitted to the building after 8:30AM (unless the parent has called the office by 8:00AM).

For excessive excused or unexcused tardiness, appropriate action should be taken in dealing with students and/or parents/guardians. **Eight (8) 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 could include an attendance contractual agreement or withdrawing from school to seek a school closer to your residence and families may be subject to state reporting.

## **Absences**

A student's absence from school can interfere greatly with progress. Parents are asked to exercise prudent judgment in determining the need of absences. When a student is going to be absent, parents/guardians must call the school office by 9:00 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
- 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.

## **E. EARLY EXCUSE**

- 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 parent must contact the office at least 24hrs prior to the early release time. This will give the teacher time to prepare any work for the student to take home. The child must report to the office. The parents/guardians may pick up the child from the office.

## **F. 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 and 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.

## **G. 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 schedule 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 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.

## **GRIEVANCE POLICY**

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

Submit the grievance in writing to the principal. The principal is obligated to respond in writing within five (5) days.

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.

## **H. 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.
- 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.*

## **I. 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.

In keeping with Christian values and the legal statutes governing child-centered institution (Child Protection and Reformation Act – RSMO 210) school personnel will notify appropriate officials of the Missouri Department of Family Services child abuse or neglect of any kind is suspected. Parents are urged to explore and impose consequences for misbehavior conducive to personal growth and are respectful of the physical, psychological and emotional well-being of children.

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.

### **EXAMPLES OF UNACCEPTABLE STUDENT BEHAVIOR**

- Fighting or promoting and encouraging fights
- Theft
- Misuse of property
- Verbal abuse, including profanity
- Throwing of any objects to cause bodily harm or discomfort
- Weapon possession
- Assault
- Battery
- Hazing - initiation rites, etc.
- Extortion Intimidation
- Threats to others
- Involvement in any gang related activities, such posturing, flashing signs or any other activity related typically to gangs
- Acts of racial and gender prejudice and discrimination
- Acts which interfere with another student's learning activities
- Spitting
- Horseplay - slugging, punching, shoving, kicking, slapping, pushing, or tripping others, screaming, screeching, and shouting.
- Spreading rumors and/or teasing
- Use of electronic devices during the academic day, i.e. Cell phones,
- Possession/use of firecrackers, cigarette lighters, or other incendiary devices
- Setting false alarms
- Lighting of any fires
- Throwing food or liquids
- Throwing or shooting objects to cause harm, nuisance, or damage
- Possession, sale, or use of illegal drugs and paraphernalia
- Possession, sale, or use of alcohol
- Disobeying adult directions at any time including during emergency situations
- Disobeying the bus driver and not following bus rules while on a fieldtrip
- Causing acts of disruption

- Refusing to or falsely identifying yourself
- Leaving the school campus without permission of school authorities
- Overt demonstration of affection
- Sexual Harassment
- Cutting class
- Disrespecting any adult on the campus
- Inappropriate hallway behavior
- Inappropriate behavior at assemblies and liturgies.
- Loitering in the hallway (pass or no pass)
- Violation of SLCA Internet policy
- Misbehavior off campus

### **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.

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.

### **1 . Policies of Discipline**

- A. If a child in the grades of 4-8 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

### B. 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 (2<sup>nd</sup> take or more)
11. Horseplay- screaming, profanity
12. Removal from assembly or Mass
13. Cutting class
14. Setting false alarms

### C. 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 10days.)

### D. Repeated suspension can lead to expulsion for students in K through 8<sup>th</sup> grade.

**Suspension-** is the removal of a pupil from ongoing instruction for adjustment purposes. 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.

**In School/Suspension from class:** A student may be suspended from class by the principal 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.

**Suspension from school:** The principal may suspend a student for one to ten consecutive school days. A student shall not be suspended from school or recommended for withdrawal unless the Principal of the school determines that the student has:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Dangerous objects include, but are not limited to, knives, exactor and razor blades, fireworks, brass knuckles, box cutters, straight razors, ice picks, and elongated scissors. (Questionable items needed for classroom activities require prior administrator and teacher approval).
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence from any controlled substance, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance or material and represented the liquid substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- j. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted sexual assault or battery.
- n. Harassed, threatened, or intimidated a complaining witness in a school disciplinary proceeding.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold a prescription drug.
- p. Engaged in or attempted to engage in hazing.
- q. Aids or abets the infliction or attempted infliction of physical injury to another person.
- r. Violated any other rule(s) stated elsewhere in this handbook or determined necessary by the Administration.

A. Violations which merit suspension: The number of days suspended is determined by the Principal.

1. Fighting or any behavior with the intent to harm or resulting in bodily harm. Participating in two fights during the academic year is cause for expulsion.
2. Foul or disrespectful language directed to student and/or personnel.
3. A serious verbal, written threat directed to anyone.

4. Stealing and cheating.
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. Participating and inciting gang related behaviors, discussions.
9. Inappropriate use of school or personal property or technology.
10. Repeated acts of lide behaviors, conversations in person or on social media.

#### 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).

#### C. Expulsion

1. Weapon possession
2. Assault and battery
3. Extortion- Intimidation
4. Lighting fires
5. Inciting a riot, mass panic or disturbance
6. Selling of drugs or paraphernalia or alcohol

Dates and information regarding disciplinary action(s) shall be entered in a student's record when appropriate. These records are transferable if a student transfers to another school.

***When student behavior is clearly in violation of the law, the act shall be reported to the police***

#### D. General Rules of Conduct

The following regulations have been established for the smooth operation of the school. A student who chooses to violate the rules is subject to activity ineligibility, confiscation of his/her properties (electronic toys, jewelry, candy, gum, etc.) and/or suspension.

- Coming to school out of uniform is prohibited unless special permission is given. In the event of an emergency that keeps a child from wearing the school uniform, a parent or guardian must send a note that day stating the reason.
- Appropriate clothing must be worn. Please see the uniform policy
- The uniform must be worn appropriately, e.g., shirts and blouses tucked in, shoelaces tied. Belts worn at the waistband of pants, etc, (NO SAGGING).
- Running, sliding, shoving, pushing or any other boisterous actions in any part of the school building or grounds is prohibited. A student will be corrected as the teacher/principal deems appropriate.
- Breaking classroom rules established by the teacher and students to help provide a quiet classroom atmosphere conducive for learning. A student will be corrected as the teacher deems appropriate.
- All electronic devices will be confiscated if found in the classroom. These items include, but are not limited to cell phones, game boys, etc. If electronics are confiscated the student's name will be attached to the item and kept in the office. Items will be released to the parents of the student. Phones and other electronic games, etc. are expensive items, and the school will not be responsible for them if they are stolen or lost.

#### **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. dining room
- 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 OTHER'S 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.

## **J. ACADEMIC DISMISSAL**

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

## **K. 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.**

## **L. BEFORE SCHOOL CARE**

The school offers Before Care Services at 6:30AM

## **M. EXTENDED CARE PROGRAM**



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. Families who don't pick up their children on time will be charged a late fee.

#### **N. HEALTH/SAFETY (See COVID Safety)**

- **Immunization**  
All children must comply with the Missouri immunization requirements. 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.
- **Medication**  
If a child needs medication, the medication is to be given to the office with special directions from the parent or guardian. Prescription medicine must have the identifying directions from the parent or guardian. Prescription medicine must have the identifying label with the child's name, the doctor, and the directions for administration and storage.
- **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.

#### **O. FIRE AND TORNADO DRILLS**

Fire 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.

## **P. DISMISSAL PROCEDURES**

NO STUDENT MAY BE PICKED UP BY CAR IN THE FRONT OF THE SCHOOL OR USE THE SIDE DOOR NEAR THE DRIVE WAY UNLESS PERMISSION IS GRANTED BY THE PRINCIPAL.

PARENTS THAT PICK UP STUDENTS ON THE SCHOOL GROUNDS MUST OBEY SAFETY RULES. FOR EXAMPLE, DO NOT BLOCK THE DRIVEWAYS, DRIVE SLOW ON SCHOOL GROUNDS, DON'T USE PROFANITY WHEN PICKING UP OR DROPPING OFF. DO NOT PLAY LOUD INAPPROPRIATE MUSIC, ETC.

CHECK IN AT THE OFFICE BEFORE ENTERING THE HALLS OR GYM OF THE BUILDING.

VIOLATORS WILL NOT BE ALLOWED ON SCHOOL PROPERTY.

## **Q. INSTRUCTIONAL PROGRAM**

### **1. Curriculum/Extra Curriculum**

The instructional program for St. Louis Catholic Academy includes:

Religion Education	Science
Reading	Music
Mathematics	Christian Human Sexuality
English	Physical Education
Spelling	Social Studies
Handwriting	Computer

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 extra curriculum 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

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+	100-99	A	98-94	A-	93
B+	92-91	B	90-86	B-	85
C+	84- 83	C	82-79	C-	78
D+	77-76	D	75-71	D-	70

F 69 and Below

Skilledset grades 1<sup>st</sup>-3<sup>rd</sup>

4-Advanced

3-Meeting standard

2-Approaching Standard

1-Below Standard

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 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.**

## 3. 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 S-satisfactory or N-Needs improvement and U-unsatisfactory.

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

N – 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.

U – 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.

#### **5. 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 season 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.

## **R. INSURANCE**

Accident insurance for the students will be made available for those who desire it. Forms will be provided at the beginning of the school year. Parents/Guardians are free to accept or decline the insurance. Payment will be made directly to the insurance agency or broker who maintains all records. All claims will be handled directly with the insurance agency and the parents. Claim forms are available in the school office.

Student Accident Insurance Student accident Insurance is available to any family who may be interested. This coverage is offered through K&K Insurance Group, Inc. The plans are underwritten by Nationwide Life Insurance Co. For information: website [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com)

## **S. 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.

## **T. 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 Prevent and Protect.

- 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

## **U. SNACKS & PARTIES**

All outside snacks, foods and parties 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

1. Foods can be used for instruction providing they are:
2. Age-appropriate serving size and approve recommendations for food snacks.
3. 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 per cent juice

Food items

Apples	Bananas
Carrots	Dry Cereal, unsweeted, 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 cup cakes or cakes	Frozen yogurt pops

### **Birthday Recognition**

KG to Grade 8 students **do not have the option** to bring a birthday snack to school.

### **St. Louis Catholic Academy Birthday Club for Kindergarten to Grade 8 Students**

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. **Again, no birthday snack is to be sent to school.**

### **Birthday Dress Out of Uniform Day for Kindergarten to Grade 8 Students**

Students may dress out of uniform for their birthday month on their birth date and the second to the last day of the month. 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.

## **V. SCHOOL LUNCH/BREAKFAST**

St. Louis Catholic Academy offers a FREE breakfast and lunch program to all students. This is a MANDATORY program for students. Inability of the school to meet the dietary requirements of students through its regular meals or alternative offerings recommended by a physician is the only basis for an exception to the requirement of the mandatory lunch program.

- Breakfast is offered daily in the school cafeteria

### **LUNCH ROOM RULES**

- Students are to stand in line and are to 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.
- Food is to be eaten and not thrown.
- Inappropriate lunchroom behavior will result in the student/s assistance with cleanup and the loss of lunch recess. Continued misbehavior will result in Parent Notice or suspension.

## **W. SCHOOL OFFICE HOURS**

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

## **X. 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.

## **Y. SCHOOL SUPPLIES/BOOKS**

Students in-school supplies are provided by the school and parent'

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.

## **Z. TECHNOLOGY ITEMS**

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

If a student must bring technology items to school due to an after school appointment, 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 leave 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. After two warnings, the student can be subject to disciplinary action by the school.**



**SLCA** is now a One- to- One school. Each student receives a device (K-2/ IPADS and 3-8 Chromebook) that is connected to the school’s learning management system. This system helps teachers manage student use and more. All students must use school technology for learning and executing assignments. Please review the Acceptable Use Policy for damage or lost device issues and for student use issues.

## **Acceptable Use Policy for School Technology, Internet and Communication**

A safe environment for all members of the school community is a hallmark of a Catholic school by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions that violate the privacy, safety, or good name of others are inconsistent with that value. When students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings. Whether it occurs through the school’s equipment or connectivity 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) cause harm to the school, or the school community (collectively referred to as “Inappropriate Electronic Conduct”). This judgment may be in the principal’s discretion and according to school policy. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Chromebooks/IPADs are approximately **\$200.00 to replace** and will be the full-responsibility of the student/family should said Chromebook/IPADs be lost, damaged, or reported missing. (Including charger). All students are to abide by this policy. See damage and lost fee below.

Lost or Damaged Device- Replacement Device Fee \$100

Screen Damage Fee- \$55.00 (Chromebook only)

Lost or Damaged Power cord- Replacement fee \$25.00

Once the school assess the condition, of the device, student tuition account will reflect the cost or the parent may pay directly.

### **Maintaining School and Student 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.

## **Child Abuse**

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. All employees and volunteers of St. Louis Catholic Academy will:

- complete the Missouri Department of Health and Senior Services Family Care Safety Registry Worker Registration Form. This form is submitted to the Missouri Department of Health and Senior Services for a records check of prior history of abuse;
- complete the Prevent and Protect training program and have a certificate of training completion on file at the school;
- read the Code of Ethical Conduct for Clergy, Employees, and Volunteers with Minors and sign a verification form that will be kept on file at the school.

## **Reporting a Suspected/Substantiated Case of Child Abuse or Neglect**

**Missouri law now requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor.**

### **Procedure to Follow:**

1. A staff member is still required under Archdiocesan policy to consult with his/her supervisor before contacting the DSS Hotline.
2. The principal is responsible for further internal reporting in accordance with Archdiocesan policy, with a report ultimately being submitted to the Missouri Division of Family Services.

state law mandates is that the staff member who has reasonable cause to suspect abuse/neglect must make the call to DSS him/herself in a timely fashion.

3. In the event the principal is unavailable, the teacher or staff member will then report to the Missouri State Hotline.

4. Administrators may neither inhibit a staff member who is a mandated reporter from contacting the DSS hotline if the staff member feels that there is a reasonable cause to suspect abuse/neglect nor retaliate in any way against the reported for having placed a hotline call under such circumstances. Administrators must provide communication capability and time for the staff member to contact the DSS hotline.

5. Missouri law now mandates that an internal investigation of suspect abuse cannot be undertaken until the suspected abuse is first reported to the DSS hotline or Law. The Archdiocese and the school may investigate the allegation only **after the hotline report has been made**. It is a best practice to wait until after the DSS has conducted any interviews they desire before doing so ourselves.

6. If a mandated reporter is in doubt as to whether a hotline call should be made or not, the school can consult the Catholic Education Center and that office can in turn consult with the office of General Counsel, the Office of the child and Youth Protection, or the Safe Environment Program Office. The directors of these offices will confer and make a recommendation regarding the need to make a hotline report. This opinion will be communicated to the mandated reporter who is in doubt.

7. Once a DSS hotline call has been made, an e-mail report should be sent to Mr. Buckley, General Counsel by the mandated reporter or the supervisor advising of the identities of those involved, the date and the time of the hotline call, the name or number of the hotline representative who took the call and whether the hotline representative indicated it was acceptable to contact parents of all involved (this needs to be asked).

### **Failure to Report**

Failure to report suspected child abuse by a person required to do so can be ruled as a Class A misdemeanor.

### **Questioning of Students (4402.2)**

**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 and provide them the opportunity to be present.

Law enforcement authorities may question minor students only with a parent/guardian or deputy juvenile officer present. The principal should make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning. Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the principal should take the following steps:

1. Ask the caseworker to share appropriate identification;
2. Request permission to contact the parent/guardian prior to questioning the student;

3. If permission is denied, document this request and then request permission for school personnel to be present for questioning;

4. Cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate.

In the case of students who are not minors, law enforcement authorities may question the student without parental permission, but the principal is advised to make every effort to notify the parent before the student is questioned, and to be present during the questioning.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime.

The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

### **Search and Seizure (4303.5)**

**Schools** property such as lockers, desks, technology equipment, and etc are subject to search by school officials such as administrator, and faculty/staff member. The school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

Technology items are to be left at home including cell phones, I pods, Cd/DVD and etc.

### **SCHOOL FIELD TRIPS**

No student may participate in a field trip unless a permission form signed by the student's parent/ legal guardian for the specific event has been received by the school. **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.

Drivers who regularly volunteer 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.**

## ***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.

Students **May Not** wear make-up, colored lip gloss, fake nails or nail polish. No jewelry may be worn except a watch, one ring and stud earrings only (no hoops). Students are not allowed to wear extreme hairstyles, extreme colors or accessories.

**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** Sweatshirt or hoodies with school logo. Blue or white polo shirt must be worn with sweatshirts.
- **Socks** must be worn under slacks and with shorts. Sock must at least cover the ankle.
- Black, Brown or Beige Belt (no decoration, no names or rhinestone) Belt must be worn at all times.
- Black, Navy Blue, Tan, or White Tennis Shoes. Black, Brown, Tan, or Navy Blue Walking Shoes. Shoestrings must be a solid color to match the shoes.
- **Boots are not defined as shoes.**

### **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.
- Black, Navy Blue, Gray, Tan, or White Tennis Shoes. Black, Brown, Tan, or Navy Blue Walking Shoes. Shoestrings must be a solid color to match the shoes.
- **Boots are not defined as shoes.**

## 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,**

## **COVID Safety Protocols St. Louis Catholic Academy 2021-2022**

As we plan to reopen school in a couple of weeks, some changes in guidelines from the CDC and City Department of Health have made us evaluate and change some protocols for this year. Since we are a K through 8 school, many of our students do not have the choice yet to receive the COVID-19 Vaccine. Our primary goal is to continue to keep our students and staff as safe as we possibly can. Looking at our community and the fall and rise of COVID-19 cases in our region, we have collaborated with health care officials and the Archdiocese to open St. Catholic Academy in the fall with protocols to keep us moving forward and providing the best and safest education possible for our students.

### **When school opens, the following protocols will be implemented:**

- Temperature screenings
- 3ft-6ft social distancing
- Masks for everyone 5 years or older (City Department of Health and CDC mandate)
- Directional signage (stand here)
- Contact tracing for positive cases
- No quarantines for vaccinated close contacts
- 10 day quarantine for unvaccinated close contacts
- 10 day self-isolation for positive cases
- Visitors allowed in the school office and at certain events with masks unless outside
- Classes will switch for specialties (gym, music, art, STEM) and middle school
- Cleaning protocols will remain in place from last year

We will continue to evaluate and communicate exposures. **If there is a large increase in the number of positive cases**, the following protocols will be implemented (ones used last year) and notice of the changes will be communicated to parents and students.

- Temperature screenings
- 3ft-6ft social distancing
- Masks for everyone 5 years or older (City Department of Health and CDC mandate)
- Directional signage
- Contact tracing for positive cases
- No quarantines for vaccinated close contacts
- Quarantines for all unvaccinated close contacts
- 10 day self-isolation for positive cases
- Visitors allowed in the school office with masks by appointment only
- Middle school will remain in classrooms and teachers will switch classrooms
- Controlled breaks
- Limited student activities
- Cleaning protocols will remain in place from last year

Throughout the school year, we will continue to reevaluate and seek guidance from the City Department of Health, CDC, and the Archdiocese. We know that masks and vaccinations are an issue of contention lately; however, we must do everything we can to follow the guidelines and keep our students and staff healthy in order to offer in person learning for all of our students.



## Contact Tracing and Sending Students Home:

As we did last school year, we will send symptomatic students home. These symptoms include fever (100.4 and above), sore throat, congestion/runny nose, headache, nausea/vomiting/diarrhea, fatigue/muscle or body aches, cough, difficulty breathing, loss of taste/smell. (Please note this information is subject to change if the CDC/DOH guidance changes at any time.)

**Any member of our school community who tests positive for COVID-19 must notify the school office and remain at home.** The administration will contact the City Department of Health who will then support the school with contact tracing and advice on quarantines. Teachers will prepare for student learning while they are in quarantine. If student is not able to continue working while in quarantine due to sickness they will be excused. If student is able to continue to work while in quarantine the teacher will keep contact with them until they are able to return. **Any individual who tests positive must have a release signed by a doctor to return to school.** In the case of a whole classroom quarantine, online learning may be implemented in order to continue learning.

## Terms to Know:

**Close Contact:** Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

**Quarantine:** Separates and restricts the movement of people who are exposed to a contagious disease to see if they become sick. These people may have been exposed to the disease but do not show symptoms.

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

## School Summary for Parents

Office Phone Number: 389-0401

Fax Number: 389-7042

Parish House Number: 381-4145

Website: [www.slca-stl.org](http://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](http://www.stlcatholicacademy.org)
- Participate in the major fund raising.
- 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 NONCATHOLIC 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).
- 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 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 2022-20123Parent-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

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Student Name (Printed)

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Parent Signature

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Parent Name (Printed)

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Date

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*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.*