

# **South City Catholic Academy**

**(\*School Logo being designed\*)**

## **Family Handbook**

**2017-2018**

**Draft #1 – February 2017**

This Family Handbook contains established policies and procedures for the 2017-2018 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents/guardians 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.

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# **Archdiocese of St. Louis**

## **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.

## **Witness Statement for Those Who Serve in Catholic Education**

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" (*GDC*). 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 witnesses 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. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

**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 this *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:

1. believe in God;
2. support belief in Jesus Christ;
3. engage in prayer;
4. respect ecclesiastical authority;
5. possess a basic knowledge of the Catholic Church;
6. not take a public position contrary to the Catholic Church;
7. demonstrate a public life consistent with the teachings of the Catholic Church;
8. practice respect and reverence for others and prudence with regard to confidential information related to work;
9. if Catholic, have not publicly rejected the Catholic Church;
10. be active members of the Catholic Church, or their own Church if not Catholic;
11. practice exemplary stewardship and ethical behavior with regard to Church property and funds.

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

## **Witness Statement for Those Seeking to Enroll Their Children in a Catholic School or Parish School of Religion**

One of the many blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to education their children in the practice of the faith. Parents carry out this responsibility by creating a home life 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 receive the following call from God to evangelize their children:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) 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 easy of faith. May you be also the best of teachers, bearing witness to the faith by what you say or 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 are, by word and example, the first heralds of 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 schools of religion education programs are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

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 example, the first and best teacher of my children in the faith. Practically, this means I will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;
- To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;

- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in faith;
- Commit to speak frequently with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with the School or Parish School of Religion in 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 doctrine 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 the poor;
- Meet my financial responsibilities in supporting the Catholic school or Parish School of Religion;
- Practice stewardship in support of the school and parish.

## **Witness Statement: Called to be Catholic for Students who attend Catholic Schools and Parish Schools of Religion**

Please refer to Appendix 1

# **South City Catholic Academy**

## **Mission**

The mission statement of South City Catholic Academy will be developed by the pastors, principal, and board of directors. The mission statement will state our purpose and our values as a school.

## **Philosophy**

The philosophy of South City Catholic Academy will be developed by the pastors, principal, faculty, and board of directors. The philosophy will focus on our beliefs and desires to assist our students in their spiritual, academic, and personal development so that they are prepared for life.

## **Governance**

South City Catholic Academy is a partnership school that is governed by Our Lady of Sorrows Parish, St. Joan of Arc Parish, and the Archdiocese of St. Louis through the Catholic Education Office. The Catholic Education Office serves as the chief administrator of the school, through the Director of City Catholic Elementary Schools, and provides oversight of daily operations to ensure quality religious education and academic programs as well as fiscal responsibility. The pastors of Our Lady of Sorrows and St. Joan of Arc parishes are charged with the spiritual and sacramental life of the school. The pastors also serve on the members board, along with the Director of City Catholic Elementary Schools, and work with and provide oversight for the board of directors. The board of directors consists of individuals chosen by the pastors and approved by the archbishop. The board of directors are charged with responsibilities such as strategic planning, budgeting, and policy setting. The principal of the school reports directly to the Director of City Catholic Elementary School.

## **Faculty and Staff for 2017-2018 School Year - To be determined**

**Principal**

**Coordinator of Religious Education**

**Business Manager**

**Administrative Assistant**

**Kindergarten**

**First Grade**

**Second Grade**

**Third Grade**

**Fourth Grade**

**Fifth Grade**

**Sixth Grade**

**Seventh Grade**

**Eighth Grade**

**Counselor/Social Worker**

**Learning Consultant**

**Art**

**Music**

**Band**

**Physical Education/Health**

**Foreign Language**

**Technology Coordinator**

**English Tutoring Project**

**Title 1**

**Cafeteria**

**Before Care Supervisor**

**Aftercare Supervisor**

**Other positions to be determined**

## Admissions

### Policy of Non-Discrimination

South City Catholic Academy will admit students of any race, religion, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. South City Catholic Academy will not discriminate on the basis of race, religion, color, national origin, or ethnic origin in admission policies, scholarships, athletic, and other school-administered programs.

### Requirements for Admission

The following items are needed to register a child at South City Catholic Academy:

- A completed Enrollment Form
- Payment of Application Fee
- A completed Tuition Payment Agreement Form (completed with Business Manager)
- A copy of the child's State Birth Certificate
- A copy of the child's Baptismal Certificate (if the child is Catholic)
- A copy of the child's Social Security Card
- A copy of the child's Immunization Record
- A copy of a recent report card (if the child is transferring from another school)
- A completed Request for Student Records Form (if the child is transferring from another school). A review of the child's transcript is part of the application process and is a determining factor for acceptance.
- Verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.
- All potential students must complete an academic assessment in reading and math as part of the admissions process.
- All families must meet with the Business Manager to discuss tuition requirements.
- All potential Kindergarten students will complete the Developmental Indicators for the Assessment of Learning (Dial 4). A child must be five years of age on or before July 31 to be admitted to Kindergarten.
- A child entering first grade must be six years of age on or before July 31 for admittance.

### Early Kindergarten Enrollment

The school administration will consider enrolling a child with an August birthday early into Kindergarten if all the following conditions are met:

- The child scores in the top quartile of each area in the Kindergarten Readiness Assessment.
- The child attended a licensed pre-school program that can provide records of academic and social performance in that environment.
- The child receives a positive recommendation for Kindergarten from the pre-school teacher.

- The child is observed and assessed during a visit day, in which the child actively participates in the Kindergarten's regular schedule. During this visit, the child is evaluated by the Kindergarten teacher and additional staff to determine social and behavioral maturity.

The decision to accept the child lies with the school administration in consultation with the Kindergarten teacher. It is understood that the school reserves the right to retain the student in kindergarten should the child not perform at adequate kindergarten level academically, socially, and behaviorally by the conclusion of the school year.

### **Re-Enrollment of Current Students**

All current students in good standing will be re-enrolled for the following school, once their Re-Enrollment Application is completed and submitted with the application fee. After a specified annual date, current students that have not re-enrolled may lose their space in the grade to newly enrolling students.

### **Waiting List**

In the event that a grade reaches its maximum number of enrolled students (no more than 25), a waiting list will be established for any later applications. If openings become available, those students on the waiting list who have completed the school's application process will be accepted. Priority on the waiting list will be given to families from sponsoring parishes.

## **Arrival and Dismissal**

School begins at **XXX a.m.** and ends at **XXX p.m.** (*\*times to be determined\**).

When dropping off students in the morning, all students should go immediately to the gym. Each school day will begin with community morning prayer and announcements in the gym.

***\*Arrival and Dismissal procedures are being developed.\****

## **Attendance**

### **Absence**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro Life March in Washington, DC, etc.).

A student who is not present for one half of any portion of a morning or afternoon session is marked absent for one half day. A student who is not present for the majority of both sessions is marked absent for one day. A student not present for less than two hours during a school day is marked as "absent less than two hours."

A student who must be excused for medical, dental, funeral, or other reasons during school hours is 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. An absence of this nature is an excused absence.

Parents/guardians are required to contact the school office when a student is absent. Failure to do so will result in an unexcused absence. Students are permitted 1 unexcused absence per year before disciplinary action is taken. The teachers will be informed of reasons for student absences.

In the event of numerous excused or unexcused absences, the principal will contact the parent/guardian and schedule a conference to correct the situation. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

### **Tardiness**

Tardiness is unacceptable. For excessive excused or unexcused tardiness, the principal will contact the parent/guardian and schedule a conference to correct the situation.

A student arriving at school after **XXX a.m. (\*to be determined\*)** is tardy. All tardy students must report to the school office for a slip admitting them to class. The teacher keeps the tardy slips on file.

A written excuse or visit from the parent/guardian is required for each tardy. Where the validity of an excuse is questioned, the principal may investigate the situation. Excuses are kept on file in the school office until the end of the school year. A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.

### **Truancy**

A student is truant if he/she is absent for school for a day or a portion of the day without the knowledge and/or consent of the parent/guardian. Truancy is a serious offense. If a student is truant, the parents/guardians will have a conference with the principal, and the student will be placed on probationary enrollment status. Repeated truancy will result in the student being withdrawn from South City Catholic Academy.

### **Release of Students from School**

Early release of a student prior to the close of the school day is strongly discouraged. When it is necessary for a student to leave school prior to the close of the school day, the request must be made in writing by the parent/guardian stating the reason for early release from school. The written request needs to be sent to the school office. Teachers will be informed of such situations in a timely manner. If the student gives the written request to the teacher, the teacher needs to send the written request to the school office. The school office will inform the teacher when the parent/guardian arrives at school and the teacher will send the student to the school office.

In some cases, a parent/guardian contacts the office and indicates an emergency has occurred that necessitates picking up the student prior to dismissal. The school office will inform the teacher of such situations.

In the event of numerous early dismissals, the principal will contact the parent/guardian and schedule a conference to correct the situation. Chronic or excessive early dismissals without substantial cause can be a factor in determining a student's continued enrollment in the school.

### **Release from School Due to Illness**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file in the office. Parents/guardians are responsible for providing transportation for the student to leave.

The principal or the administrative assistant has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

### **Before and Aftercare Programs**

Before Care supervision is available for students from 6:30 a.m. until the start of the school day. Aftercare supervision is available for students from school dismissal until 6:00 p.m.

***\*Additional registration information and specific program offerings will be shared with school families in their 2017-2018 Back-to-School Packets\*.***

**Before Care (Only) Rates:** \$ 15.00 per week per family; \$ 4.00 per day for "drop-in" service

#### **Aftercare (Only) Rates:**

- \$50.00 per week for one child
- \$75.00 per week for two or more children
- \$15.00 per day for "drop-in" service for one child
- \$25.00 per day for "drop-in" service for two or more children

#### **Before and Aftercare (Both) Rates:**

For families desiring both daily before and after care services, rates are as follows:

- \$60.00 per week for one child
- \$85.00 per week for two or more children

#### **Aftercare Late Fees**

All students must be picked up by 6:00 p.m. Families will be charged \$1.00 per minute, per child after 6:00 p.m. and late fees will be added to the monthly aftercare statement.

Repeated offenses of late pick up will result in a conference with the principal and potential dismissal from the aftercare program.

### **Before and Aftercare Payments**

Before and aftercare statements are sent each month to families. The statement reflects the previous month's charges. Before and aftercare payments are made through the business manager's office. Families who more than one month in arrears on before and aftercare payments will not be permitted to participate in the program(s).

### **Cafeteria**

The school cafeteria serves breakfast and lunch daily beginning the first day of school. Students may bring their lunch to school if they desire. Soda, candy, gum, and beverages in glass containers are not allowed.

***\*Breakfast will be served for a designated time prior to the start of community morning prayer. Lunch periods and recess times to be determined\****

### **Cafeteria Program**

Cafeteria statements are sent each month to families paying the full or reduced rate for breakfast and lunch. The statement reflects the previous month's charges. Cafeteria payments are made through the business manager's office. Families may make payments with personal checks or money orders. Families who are more than one month in arrears on cafeteria payments will not be permitted to participate in the cafeteria program.

***\*Cafeteria rates to be determined. Qualifying families will have the opportunity to apply for the Free/Reduced Breakfast and Lunch Program.***

### **Cell Phone Usage by Students**

Students are not allowed to use cell phones during the school day. If a situation necessitates that a student have a cell phone at school, the phone must be on silent or turned off and kept in the school office. Cell phones will be collected by grade after community morning prayer and delivered to the school office. Parents/Guardians are to communicate with students via the school phone.

If a student is found to be using his/her phone during school hours it will be confiscated and placed in the school office. Parents/Guardians must make arrangements to pick up the phone from the principal at a mutually agreeable time.

## **Classroom Interruptions**

Classes are not to be disturbed at any time during the school day. Homework, lunches, books, etc. will be delivered to students by the school office staff. Parents/Guardians should leave all such items to be delivered in the school office.

## **Communication between Parents/Guardians and Teachers**

Teachers will keep parents/guardians informed of student academic and behavioral progress. Teachers communicate with parents/guardians through the use of formal and informal conferences, report cards, progress reports, written notes, letters, phone calls, and emails using their school issued email address.

When problems or concerns arise, the first communication should be between the teacher and the parents/guardians. Concerns typically are resolved through conferences with teachers and parents/guardians working together for the advantage of the student. When it is difficult to reach an agreement after attempting to discuss the problem or concern with those involved, the principal should be advised, at which point the principal will schedule a conference with the parents/guardians and teacher.

## **Conduct**

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level.

### **Serious Disciplinary Consequences**

The administration may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

- an individual infraction of a major school rule;
- disrespect of authority;
- repeated truancy;
- repeated infractions of school rules;
- disruption of the learning environment;
- theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
- harassment, threats, or physical acts against others;
- out-of-school conduct which seriously detracts from the reputation of the school.

### **Suspension**

Suspension is the removal of a student from all classes for a specified period of time. A student who offends seriously in the area of discipline, respect, behavior, and cooperation, or who

continually provokes minor disturbances is liable to be suspended. The decision to use suspension as a disciplinary action is made by the principal.

If students are placed on suspension the following procedures should be followed:

- A notice of the suspension is orally conveyed to the parents/guardians as soon as possible;
- A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work.
- The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is kept on file at the school, and a copy is given to the family.

### **Probation**

Probation is the continued enrollment of a student, but with specified conditions.

If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication will indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended.

South City Catholic Academy will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation.

The following behaviors may lead to probation:

- multiple infractions of school rules;
- an individual infraction of a major school rule;
- a single suspension for an infraction of a major school rule;
- multiple suspensions for infractions of school rules;

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in *withdrawal for cause*.

### **Withdrawal for Cause**

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student will 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 with approval of the Director of City Catholic Elementary Schools. This decision will 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.

When considering the decision regarding a *withdrawal for cause*, the principal needs to realize the potential effect if the parents/guardians seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

The following serious conduct may lead to *Withdrawal for Cause*:

- engaging in public behavior or taking a public position contrary to Church teachings;
- membership in organizations which espouse positions contrary to Christian values;
- serious violations of the Archdiocesan Violence Policy;
- possession of a weapon;
- assault, with or without a weapon;
- possession or distribution of controlled substances;
- serious acts of harassment;
- inappropriate conduct of a sexual nature.

### **Specific Conduct Policies:**

#### **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 beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

#### **Drug, Alcohol, and Substance Abuse**

The use and abuse of alcohol and other drugs poses 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 and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

#### **Harassment**

South City Catholic Academy will 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 Gospel 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.

South City Catholic Academy will investigate 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 all actions taken will be shared only with those who have a need to know.

If, after investigation, the administration determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

### **Internet and Electronic Communications and Conduct**

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 the dignity of and 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 of school, 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 website postings, whether they occur 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) 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.

### **Search and Seizure**

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials.

A student's jacket, purse, backpack, and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, school officials can request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal, or if the school

remains convinced of the reasonable grounds for a search of the student's personal property, the school official may conduct a reasonable search notwithstanding the student's refusal.

### **Tobacco**

Tobacco use on school property is prohibited.

### **Violence Policy**

Catholic schools 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 which 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 essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, any form of violence will not be tolerated at South City Catholic Academy.

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 premises is not permitted.

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

Students and parents/guardians should report concerns regarding potential acts of violence to the principal or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific concerns to the school principal immediately.

In the event a threat of violence is made by a student, the following steps will be taken:

- The child will be immediately removed from any contact with the school community. The child will be detained in the school office under the supervision of the principal or designated teacher in charge.
- The Director of City Catholic Elementary Schools will be contacted immediately.
- The parents/guardians of the child will be contacted and informed of the situation. The parents/guardians will be requested to report to the school immediately to remove their child from the school premises. The parents/guardians will be informed that the police will be notified of the incident. In the event the parents/guardians do not comply with the

request to come and get their child, or if the parents/guardians cannot be contacted, both the St. Louis Metropolitan Police Department and the Division of Family Services will be contacted to remove the child from the school premises.

The St. Louis Metropolitan Police Department will be informed of the threat of violence. The principal and faculty will cooperate fully with any investigation the police may conduct and follow the recommendations of the police. Such recommendations may include, but not be limited to:

- the school filing a police report;
- the school filing formal charges;
- the arrest and detention of the student.

The individual who may have been the target of the violent threat (i.e.: a child and their parents/guardians; a faculty member; a staff member, etc.) will be informed of the threat and the actions taken to deal with the threat. Counseling or other needed support will be provided to assist the individual(s) in coping with the threat.

The school community will be informed of the threatened violence if necessary. The decision to inform the school community will be made by the Director of City Catholic Elementary Schools and other appropriate Archdiocesan officials.

A child who threatens violence must remain off school premises until a mental health professional certifies in writing that the child is not a threat to himself/herself and to others. South City Catholic Academy reserves the right to request a "second opinion" evaluation/assessment by a mental health professional with which the school is affiliated (i.e.: Catholic Family Counseling, West County Psychological). Such information will be shared with and reviewed by the principal and the Director of City Catholic Elementary Schools, and other appropriate Archdiocesan officials.

The decision as to whether the child is reinstated as a student at South City Catholic Academy will be made by the principal in consultation with the Director of City Catholic Elementary Schools and other appropriate Archdiocesan officials.

For the health and safety of all members of our school community, South City Catholic Academy reserves the right to withdraw children who threaten violence at our school.

## **Special Note concerning the South City Catholic Academy Student Conduct and Discipline Plan:**

***The South City Catholic Academy Student Conduct and Discipline Plan will be fully developed by the principal and faculty in consultation with the Director of City Catholic Elementary Schools. The South City Catholic Academy Discipline Plan will be based upon the following ideals:***

All students, staff, and faculty are God's children and all deserve the rights and respect associated with our loving God. All share in the responsibility of lifting each other up and to regard each other as our brother/sister in God's family. South City Catholic Academy is a sacred and holy place where we are about the building of God's kingdom here.

None of us are perfect people. At times our shortcomings get in the way of learning. It is expected that students will respond positively to their teacher's recommendations for improvement. These are opportunities to grow and mature as Christians. If these simple interventions do not get results in terms of appropriate Christian behavior, the student will work with his/her teachers and administration in ways to improve.

At South City Catholic Academy there is no place for fighting, threats, disrespect, sexual misconduct, nor bullying. These acts tear down the kingdom of God. Because of the seriousness of these acts, there will be immediate consequences. If the offense is repeated, it is clear that the student does not belong or wants to belong to South City Catholic Academy. An alternate will be pursued with parents/guardians and administration.

### **Expectations**

- dress according to the South City Catholic Academy uniform policy;
- refrain from disruptive behaviors that take time away from classroom instruction;
- store personal electronic devices in school office during school hours, unless used as part of classroom instruction;
- keep hands and feet to one's self and refrain from "play fighting;"
- use appropriate language and speak kindly to others;
- eat food in cafeteria and designated areas and leave gum and treats at home;
- come prepared for class having completed all homework and with necessary supplies;
- follow school procedures (i.e. walking in halls, bathroom usage, etc.)

### **Unacceptable Behaviors include, but are not limited to:**

- fighting;
- weapons or anything intended to be used as a weapon;
- vandalism of school property;
- bullying;
- leaving supervised area;

- sexual misconduct;
- possession of alcohol, tobacco, or drugs;
- inappropriate language directed towards any member of the school community.

## **Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media 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 limits of the "fair use" limitations.

## **Extracurricular Activities**

All school sponsored extracurricular activities that occur 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.

### **Field Trips**

Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. Age appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school students. Field trips that include potentially dangerous activities for students, such as water events and ski trips, as well as long trips to distant locations and multi-day overnight trips, are prohibited.

### **Supervision for Field Trips**

For grades kindergarten through second grade: One adult per five students.

For third grade through eighth grade: One adult per ten students.

### **Parent/Guardian Permission for Student Field Trip Participation**

The written consent of parents/guardian on a Field Trip Permission Form must be obtained for every child participating in a field trip. A Field Trip Permission Form must inform parents/guardians of the following:

- name, location, educational goals, location, and date(s) of the event;

- cost to the student, if any;
- method of transportation to be used;
- name of moderator supervising the activity;
- parent/guardian's responsibility;
- emergency information.

No student may participate in a field trip unless a Field Trip Permission Form is signed by the student's parent/guardian for the specific event has been received by the school (*Appendix 2 – Field Trip Permission Form*).

Permission received by phone, fax, or e-mail should not be accepted in place of the original signed form. The emergency information that accompanies the teacher/supervisor should include: emergency procedures, emergency contact names and telephone numbers, medication, and instruction for administering medications.

### **Transportation**

Whenever possible, the school will use bus transportation by an insured carrier for all field trips.

In the event that private passenger vehicles are used, the following rules apply:

- drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- the vehicle should have a valid registration and meet state safety requirements;
- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
- drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
- every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;\*
- adults are not permitted to smoke in the vehicle.

Teachers are required to give the administrative assistant a list of parents/guardians who will drive on the field trip as well as a copy of each parent's/guardian's driver's license and insurance card.

\*Children younger than four years, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child (RS Mo Section 307.179).

## Financial Policies

Prior to final acceptance to the South City Catholic Academy for the 2017-2018 school year, all families from Our Lady of Sorrows, St. James the Greater, and St. Joan of Arc, as well as those from any other parish, need to have their 2016-2017 family accounts paid in full (tuition, cafeteria, before care/aftercare, etc.).

New families transferring from non-Catholic schools need to have their 2017-2018 fees paid in full as well as a completed and approved application file.

### Application Fee

The application fee for the 2017-18 school year is \$50.00 per student.

The application fee is due upon application. The application fee does not guarantee acceptance to the school and will only be refunded if the school does not accept the student/students. There are no additional enrollment fees other than the application fee.

### Tuition Rates

One Child	\$ 4,500
Two Children	\$ 6,500
Three Children	\$ 7,500
Four or more Children	No additional charge other than the application fee

### Tuition Assistance

Tuition assistance is provided through the Today and Tomorrow Educational Foundation (TTEF) and the Roman Catholic Foundation. Please visit [www.ttef-stl.org](http://www.ttef-stl.org) for additional information pertaining to the tuition assistance programs and to complete an application. Responsible parties must first apply to TTEF before any school-level tuition assistance will be considered.

### Tuition Payments

Families can choose from the following options to pay their tuition:

1. Tuition paid in full by cash or check by July 1 will receive a 2% discount. Tuition paid in full by credit card by July 1 will not receive a discount.
2. Monthly tuition payments automatically withdrawn from the family bank account on the 5<sup>th</sup> or 20<sup>th</sup> of each month (ACH).

**10 months: July 2017 through April 2018**

3. Monthly tuition payments using a credit card on the 5<sup>th</sup> or 20<sup>th</sup> of each month.

**10 months: July 2017 through April 2018**

4. The school will consider other payment plans on a case by case basis.

Families will receive monthly tuition statements with their tuition balance and current amount due. Statements will be provided by the 10<sup>th</sup> of each month.

### **Past Due Tuition**

Families with tuition arrears will experience a loss of enrollment status. If alternate arrangements are not made by the 30<sup>th</sup> of the month, the student/students will not be admitted to school until the tuition account is current. Families need to contact the school business manager to discuss such situations and arrangements.

### **Withdrawing from School**

Families who transfer from the South City Catholic Academy before the conclusion of the school year are responsible for tuition payments for all full months attended (enrollment for at least five school days in a month will count as a full month).

Families who have paid in full at the start of the school year will be refunded for all full months not attended. All other fees are neither refundable nor prorated.

### **Cafeteria Program**

Cafeteria Statements are sent each month to families paying the full or reduced rate for breakfast and lunch. The statement reflects the previous month's charges. Cafeteria payments are made through the business manager's office. Families may make payments with personal checks or money orders. Families who are more than one month in arrears on cafeteria payments will not be permitted to participate in the cafeteria program.

### **Before and After Care Programs**

Before and Aftercare statements are sent each month to families. The statement reflects the previous month's charges. Before and Aftercare payments are made through the business manager's office. Families who more than one month in arrears on before and aftercare payments will not be permitted to participate in the program(s).

### **Special Note on Parent/Guardian Financial Obligations to the school:**

In addition to the previously stated conditions, the following steps will be taken in the event a family account is past due:

- student test scores will be withheld;
- test scores and transcripts will not be forwarded to any other school;
- families will not be permitted to enroll next year;
- eight grade students will not be permitted to participate in any ceremonies.

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 school has the right to require a specific method of payment. If a student at the time of graduation has a balance due to his/her account, participation in graduation activities, the certificate of graduation, report card, and cumulative record will not be issued until the account has been settled.

Students may not begin the school year if there is an outstanding balance from the previous school year.

Parents/Guardians should be aware of the expense in operating a school and in providing their children with a quality, Catholic education. Families need to accept the financial responsibility that Catholic education involves as outlined in this policy.

In situations where there are unforeseen financial difficulties in the family, it is the parents'/guardians' obligation to notify the school business manager immediately. A financial review committee will work with willing families in developing a fair and equitable solution in meeting their responsibilities to the school.

## **Health**

### **Health Documents**

As a part of the registration process, appropriate medical information will be collected on each student and maintained in the school office. All students will have a:

- completed emergency form;
- registration form indicating special needs;
- immunization records.

Some students will have an action/care plan and/or medication administration form. School health records will be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. The exception is when health care is delivered as a part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

### **Physical Examination of Students**

South City Catholic Academy follows the policies of the St. Louis City Health Departments pertaining to physical examination of students: Students should have a complete physical examination upon entrance to kindergarten, third grade, sixth grade, and ninth grade. All new students, at any grade level, should have a physical examination if they have not had a physical in the past 12 months.

### **Administration of Medication**

The only authorized individuals to administer medications are the principal and the administrative assistant. All medications, prescription and non-prescription, must have both a written doctor's order and the written permission of the parent/guardian in order for the student to receive the medication at school. This includes Tylenol, Ibuprofen, Motrin, aspirin, and the like. Cough drops and throat lozenges are not allowed due to a potential choking hazard. All medication is distributed in the school office.

### **Archdiocesan Policy on Administration of 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 illnesses or disabilities. If a student requires medication during the school day, the following must be in place:

- the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (*Appendix 4 - Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
- written consent of the parent/guardian for school personnel to administer the medication (*Appendix 5 - Parental Consent for Medication Administration to their Child*);
- the medication in the original container;
- proper training of personnel on medication administration.

All medication sent to the 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 medication when properly registered with the school. Lifesaving medication should be kept in a secure place, but not locked. The only authorized individuals to administer medications are the principal and the administrative assistant. Proper written documentation must be kept on every dose given to a student.

### **Students with Significant Medical Conditions**

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 student with a healthy and safe environment.

South City Catholic Academy will obtain information about the condition from the student's physician. Current medical privacy laws require that parents/guardians authorize the release of information from the physician or other health professional. Once received, the principal will review the information in light of the school setting, determine what adjustments the school may need to make, and assess the school's capacity to provide those adjustments. If the school is able

to provide the student with the necessary adjustments, it will use this information to establish a plan of action.

### **General Health Practices**

To prevent the spread of disease, the following precautions should be taken:

- food at classroom parties and other functions in schools will be limited to commercially prepared, individually packaged items;
- food prepared at home will not be brought into the classroom for sharing;
- distribution and handling of food will be limited to teachers and staff;
- students and teachers should practice careful hand washing, especially after using the bathroom and before eating and handling food.

### **Identification of Possessions**

All articles of clothing (especially sweatshirts and sweaters), back-packs, notebooks, folders, lunch boxes, and other personal items should be clearly marked with the student's name.

A *Lost and Found* box will be located **XXXX (\*to be determined\*)**. Parents/guardians and students can look through the “Lost and Found” box for missing and misplaced items. All unmarked items left at the end of the first and second semesters will be donated to charity.

### **Media and the School**

Members of the media should be on school property as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. Only those students with expressed, written permission of their parents/guardians will be interviewed or photographed by the media or have their photograph used in school related marketing materials (*Appendix 3 – Authorization Form for Student Involved in Media/Marketing Materials*).

### **Parent/Guardian Involvement**

#### **Home and School Association / Parent-Teacher Organization**

H&S/PTO are designed to strengthen the relationship between home and school by providing our parents/guardians a means to gather, share information, and work together on school-related projects.

***\*The current Parent Advisory Committee will transform into H&S/PTO by August 2018. The pastors and athletic directors will determine how sports teams will be sponsored.\****

## **Volunteering at School**

Parents/guardians wishing to volunteer at school must complete the following requirements mandated by the Archdiocesan Safe Environment Program prior to being able to volunteer:

- Attend a Protecting God's Children Workshop
- Complete a criminal records check from the Family Care Registry
- Commit to the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors in the Archdiocese*.

For more information, refer to the Safe Environment Program section of this handbook.

## **Religion Program**

All students are instructed in the Catholic faith on a daily basis. This instruction includes daily religion classes, daily prayer, weekly Masses, and classes with the pastors of Our Lady of Sorrows and St. Joan of Arc parishes.

### **School Masses**

***\*Number of weekly masses and mass times to be determined by the pastors\****

The entire student body will participate in the liturgy. Students should be reminded to genuflect, to maintain a respectful posture while approaching the altar, and to actively participate by listening, praying, and singing.

### **School Daily Prayers**

Every class will participate in the daily community morning prayer in the gym, as well as prayers said in the classroom prior to the start of each class, lunch, and prior to dismissal.

### **School Reconciliation Services**

***\*To be determined by the pastors\****

### **First Reconciliation and First Communion**

First Reconciliation and First Communion for second graders will occur in the parishes and will be coordinated to occur on the same date.

### **Confirmation**

Confirmation will take place at the Cathedral Basilica in the spring of the school year. Students in grades 7 and 8 will be prepared for the Sacrament of Confirmation every other school year.

## Safe Environment Program

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious, priests and deacons working in the schools, parishes and agencies of the Archdiocese of St. Louis are required to support this Policy and to comply with the Procedures developed to implement the Policy.

Requirements of the Safe Environment Program:

- All Employees and Volunteers who have contact with minors on a regular basis\* must:
  - Attend a [Protecting God's Children](#) Workshop.
  - Complete a criminal records check from the Family Care Safety Registry or another entity.
  - Commit to the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors in the Archdiocese*.

(\* A person would be considered to have contact with minors on a regular basis if he/she would be in a position in which there would be a likelihood that he/she would be working with or near minors three or more times a year, would be participating in an overnight program with minors, or would be on a list of persons eligible to be working with minors.)

- All children in archdiocesan educational programs are encouraged to participate in a [Safe Touch](#) Program. Safe Touch Programs are educational programs that teach children how to protect themselves from being sexually abused. Age appropriate programs are being implemented throughout the archdiocese.

## Safety Drills

Fire Drills are conducted periodically throughout the school year. The school fire drill procedure is in accord with the requirement set forth by the St. Louis City Fire Department to ensure a safe and orderly evacuation of the school building.

Tornado Drills are conducted on the first Monday of each month in the fall and spring in conjunction with the area-wide test of the City of St. Louis Tornado Warning System. Lockdown Drills and Earthquake Drills are conducted periodically throughout the school year.

***\*An Emergency Preparedness Document for South City Catholic Academy is being developed\****

## **Snow Days and Severe Inclement Weather**

In the event that school will be canceled due to inclement weather, media stations Channels 2 (FOX), 4 (KMOV), and 5 (KSDK) will carry these announcements.

Once the school day is in session, school will not be canceled due to inclement weather. Parents/guardians may pick up students earlier than the regular dismissal time on inclement weather days.

On occasion, South City Catholic Academy will institute a “late start” schedule.

***\*Specific details on “late start” are being determined.\****

A specified snow days are included in the school calendar. Please note, however, if the snow days are not used, the school year is not shortened for students or staff. If more than two snow days are used, the school calendar will be adjusted to recapture lost instructional time.

## **Student Accident Insurance**

Student Accident Insurance is available to any family in the school who may be interested. This coverage is offered through K&K Insurance Group, Inc., a company that has been dealing with student accident insurance for many years. The plans are underwritten by Nationwide Life Insurance Company, an A.M. Best A+ “Superior” rated carrier. To find more information about the program, access K&K’s website at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). On-line enrollment is also available at this site. Parents/Guardians can also obtain printed information through the school office.

## **Student Progress and Assessment**

### **Grade Classification**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

### **Grading Scale**

***\*The grading scales currently used by Our Lady of Sorrows School and St. Joan of Arc School are currently being assessed. Parents/Guardians will be informed of the final decision on the grading scales that will be used for primary, intermediate, and jr. high grades.\****

### **Homework**

Homework is an integral part of the school curriculum. It is given to students to reinforce what has been presented in class; to provide discovery of new ideas; to stimulate independent investigations; to develop in-depth knowledge through long-range projects; and to provide for the exploration of additional sources of information

Homework is assigned on a daily basis, with the possible exception of weekends. Parents/Guardians will be informed by teachers of homework procedures and expectations at the beginning of each school year.

It is necessary that all homework and classroom assignments be completed on time. Failure to complete homework and habitually late or incomplete assignments will result in lower academic grades and parent/guardian-teacher conferences.

***\*Specific homework guidelines will be developed by the principal and the faculty\****

### **Mid-Quarter Progress Reports and Report Cards**

The purpose of both report cards and progress reports is to inform parents/guardians of their child's academic and behavioral progress. Mid-Quarter Progress reports are distributed four times a year, halfway through each quarter. All students receive a report card every quarter (approximately ten weeks). The final report card is mailed once it is verified parents/guardians have met all financial commitments.

### **Parent/Guardian– Teacher Conferences**

Mandatory Parent/Guardian-Teacher Conferences are held twice a year:

- October - release of the first quarter report card.
- March/April - release of the third quarter report card. The March/April Conference is important for parents/guardians to have discussion with the classroom teacher on the cumulative progress of the school year.

Parent/Guardian-Teacher Conferences are also held throughout the school year at the request of either the parent/guardian or the teacher. Parents/Guardians are required to attend conferences requested by the teacher, the principal or the school counselor.

When reporting academic difficulties, the following procedures must be followed:

- The teacher should collect sufficient evidence of students' deficiencies regarding test scores, assignments, class participation, etc.
- The teacher must keep the school administration informed of students who are doing unsatisfactory work.
- No later than the middle of the grading period, parents/guardians of students who are doing unsatisfactory work must be informed. If students' performance declines after midterm, parents/guardians must be notified at the earliest opportunity.
- Homeroom teacher and/or advisors, learning consultant, and principal must be kept aware of the students' academic difficulties throughout the year in a timely manner.

**Promotion**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

To graduate from eighth grade at South City Catholic Academy, a student must have successfully completed all academic and religious requirements; maintained a satisfactory attendance record; and demonstrated satisfactory conduct. Parents/Guardians must have completed all financial obligations.

**Retention**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

**Standardized Testing**

Standardized testing for an elementary school student in the Archdiocese of St. Louis consists of the following:

- The Developmental Indicators for the Assessment of Learning (DIAL 4) Test is administered to children who are applying for kindergarten prior to acceptance.
- The Iowa Assessment is administered to students in grades three through eight in late September of each school year. Results are discussed with parents/guardians during parent/guardian-teacher conferences.

**Student Cumulative Records**

The school maintains a cumulative academic and health record for each student, including results on standardized testing. Parents/Guardians have the right to inspect and review the official active file of their children. This is accomplished by making an appointment with the principal.

There will be 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. It also is essential for parents/guardians to be current with tuition payments for records to be sent.

Student discipline information is not part of the 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. Making this information available to any person or institution must only be done with the specific written consent of the student's parent/guardian. This applies to both written and/or oral information.

### **Special Parent Situations and Access to Student Information**

In the event that parents are separated, or divorced with joint custody of the student, or divorced with the non-custodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court of the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court of the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her child's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

### **Students with Special Needs**

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's 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. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

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.

(The term "adjustments" is used rather than "accommodations" or "modifications" throughout the policies related to special needs. The laws that apply to non-public schools use the term "adjustments", whereas the laws that apply to public schools use the terms "accommodations" and "modifications". Therefore, the term "adjustments" is preferred terminology for changes made to curriculum, instruction, and/or assessment for the purpose of addressing a student's special needs.)

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.

## **Textbooks**

The school purchases books and textbooks for student use. Every effort should be made to protect the books. If a book or textbook is lost or damaged, parents/guardians will pay to replace the book or textbook.

## **Uniforms**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Further, students are expected to wear the proper uniform to school at all times. No changes or alterations are allowed. All teachers will check student uniforms each morning as part of the daily routine. Students not in proper uniform are sent to the school office and the parent/guardian is contacted to bring a change of clothing.

### **General uniform expectations:**

- uniforms must be clean and neat on a daily basis;
- uniforms should be free of emblems and name brand markings;
- undergarments must not show through the uniform;
- absolutely no make-up or nail polish is allowed;
- artificial nails may not be worn;
- one pair of small earrings may be worn in the earlobe;
- a single short necklace, with or without an appropriate small-sized medallion, may be worn inside the shirt;
- large bracelets (or a series of bracelets) and rings are not allowed;
- dyed hair, highlights, markings shaved into hair, distracting and exaggerated hair styles are not allowed.

Although no policy can cover all issues, we expect the students of South City Catholic Academy and their parents/guardians to exhibit good judgment. It is understood the administration and faculty will monitor what is acceptable attire and appearance for the students of South City Catholic Academy.

***\*The School Life Subcommittee of the Parent Advisory Committee is currently working on the new uniform for South City Catholic Academy. More details will be shared soon. Once the uniform is determined, specific guidelines for shirts, pants, jumpers, skirts, shorts, spirit wear, belts, shoes, and socks will be determined.\****

### **“Dress Down” Days**

On occasion, the students are awarded with a "dress down" day (out of uniform). On these days, students are to come to school in clothing that gives a neat, clean appearance. No jeans with cut-outs in the legs are allowed.

#### **“Dress Down Shirts” and Tops:**

Students may not wear tank tops, mesh or net tops, tops with bare midriffs, or similar tops. T-shirts with inappropriate language or graphics are not allowed.

#### **“Dress Down” Pants:**

Oversized or baggy pants, cargo pants, or tight pants are not allowed.

#### **“Dress Down” Shorts**

Shorts must be an appropriate length. “Short shorts” and mini-skirts are not allowed.

All dress code rules are subject to interpretation by the faculty and staff. The principal has final say on all dress code violations.

### **Weapons Prohibition**

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

## Appendix 1



### ***WITNESS STATEMENT: CALLED TO BE CATHOLIC*** ***For students who attend Catholic Schools and Parish Schools*** ***of Religion***

#### **Guidelines for application**

*The witness statements for students who attend Catholic Schools and Parish Schools of Religion are intended to help strengthen the Catholic Identity of these programs, in conjunction with the witness statements for parents/guardians and for educators. They call forth and celebrate the emerging Catholic identity of the students, leading to growth in awareness and commitment. They could be adapted and incorporated into the life of the Catholic school and PSR in a variety of ways. Following are some suggestions:*

1. Age appropriate education should precede the implementation of the witness statements, explaining the beliefs/promises and their implications. This includes all teachers, not just religion teachers.
2. Each school/parish school of religion may supplement the witness statements for their particular situation, or have students personalize them with additional promises. When adapted for non-Catholic students, the fullness of the Catholic witness statement for Catholic students should not be compromised.
3. Children of each age level could proclaim the witness statements at Morning Prayer or at special all school Eucharistic celebrations, such as the patronal feast of the parish/school, vocation week, Thanksgiving, Catholic Schools Week, etc.
4. The witness statements could be linked to the school/PSR theme for the year and posters of the witness statements could be printed and hung in classrooms and/or hallways.
5. Copies of the witness statements could be given to each student to keep, and short versions could be printed for students to wear or carry on cards, buttons or bookmarks.
6. The witness statements could be explained at parent meetings, included in the student/parent handbook, and posted on the school/parish website.
7. An option could be to have students and parents sign the student witness statement.



**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
*For students who attend Catholic Schools and Parish  
Schools of Religion*

**PRE-KINDERGARTEN AND KINDERGARTEN**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.  
**I LOVE GOD.**

GOD MADE EVERYTHING GOOD.  
**I WILL PRAISE AND THANK GOD.**

GOD MADE ME SPECIAL.  
**I WILL ACT AS A CHILD OF GOD.**

GOD MADE ME PART OF HIS FAMILY.  
**I WILL BE KIND TO ALL OF GOD'S FAMILY.**





**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
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**GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.





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**GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.





**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
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**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

**GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

**GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.



## Appendix 2

### *Field Trip Permission Form (Sample Only)*

Dear Parent/Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from \_\_\_\_\_ School. A brief description of the activity follows:

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

\_\_\_\_\_  
(PRINT PARENT/GUARDIAN NAME)

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

\_\_\_\_\_  
DATE

Please return this entire form by \_\_\_\_\_.



ARCHDIOCESE OF ST. LOUIS  
Office of Communications and Planning  
**Appendix 3**

**MEDIA AUTHORIZATION**  
(Sample Only)

**Introduction**

For marketing and publicity purposes, there may be times when the school/parish/archdiocese wishes to use your and/or your child(ren)'s image, name, recording, or academic work in various media for marketing and/or publicity purposes. As parent, you may choose the appropriate level(s) of authorization. For your convenience, this one form covers all members of your family at the same school.

**Levels of Authorization**

**Parish/School:** I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.

\_\_\_\_\_ Yes            \_\_\_\_\_ No

**Archdiocese of St. Louis:** I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, The eVangelizer (newsletter published by the Catholic Education Office) and any publication(s) by agencies administered by the Archdiocese of St. Louis.

\_\_\_\_\_ Yes            \_\_\_\_\_ No

**Sponsoring Organizations:** I grant permission to use my or my child's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including, but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.

\_\_\_\_\_ Yes            \_\_\_\_\_ No

**Secular media outlets:** I grant permission to use my or my child's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: St. Louis Post-Dispatch, KMOX radio, and KSDK-TV).

\_\_\_\_\_ Yes            \_\_\_\_\_ No

**Family Authorization** *(Please print clearly.)*

Family Name:
Phone:
Email:
School Name:
Parish Affiliation (if applicable):
Parent Name 1:
Parent Name 2:

Child(ren)'s Name(s):	Grade:

Parent/Legal Guardian Signature: \_\_\_\_\_

## Appendix 4

### *Physician Consent for Medication Administration*

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time Interval: \_\_\_\_\_

Diagnosis or reason for treatment: \_\_\_\_\_

Side Effects to look for: \_\_\_\_\_

\_\_\_\_\_

Restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix 5

### *Parental Consent for Medication Administration to their Child*

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

My child is to receive \_\_\_\_\_ medication according to the physician's directions given for \_\_\_\_\_.

This treatment will last \_\_\_\_\_.

My child has \_\_\_\_\_ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Physician Contact Information: \_\_\_\_\_