

The Archdiocese of St. Louis

Archdiocesan Mission 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 individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

Archdiocesan Witness Statement

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

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

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

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

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

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

Practically, this means I should:

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

St. Frances Cabrini Academy

Mission Statement

St. Frances Cabrini Academy is a Catholic elementary school that educates by nurturing the growth of each child's mind, body, and spirit. We celebrate our diversity while acting together to proclaim the Gospel. We commit ourselves to justice, the value of a quality education for all, and the vibrancy of the city of St. Louis.

Vision Statement

St. Frances Cabrini Academy will be a school of choice for people of all economic levels, ethnic backgrounds, and faith traditions. We will remain financially stable, enrolling student regardless of need, and providing the resources necessary to enhance programs that further challenge students to realize their full potential. We will act as a stabilizing force and a catalyst for change, growth, and justice in our community. As our students go out into the world, they will be regarded as models of respect, compassion, and confidence.

Governance

St. Frances Cabrini Academy is governed by a Board of Pastors that receives input, advice, and recommendations from the Advisory Council of St. Frances Cabrini Academy.

The Advisory Council consists of three committees (Finance, Marketing, and Strategic Planning) and two extended committees (the St. Frances Cabrini Academy Parent-Teacher Organization and the St. Frances Cabrini Sponsors Club).

Pastors of Sponsoring Parishes

Fr. Jerome Billing

Basilica of St. Louis, King of France
(Old Cathedral)
209 Walnut St., St. Louis, MO 63102
314-231-3250

Fr. Joseph Abramovic, OFM

St. Joseph Parish (Croatian)
2112 S. 12th Street, St. Louis, MO 63104
314-771-0958

Fr. Peter De Vo, SVD

Resurrection of Our Lord Parish
3900 Meramec St., St. Louis, MO 63116
314-832-7023

Fr. Bruce Forman

Sts. Peter and Paul Parish
1919 S. 7th St., St. Louis, MO 63104
314-231-9923

Fr. Ceslaw Litak
St. Agatha Parish
3239 S. 9th St., St. Louis, MO 63118
314-772-1603

Fr. John Vien
St. Pius V Parish
3310 S. Grand Blvd., St. Louis, MO 63118
3140772-1525

Fr. James Lause, OFM
St. Anthony of Padua Parish
3140 Meramec St., St. Louis, MO 63118
314-353-7470

Fr. Otto Schneebeck, CM
St. Vincent De Paul Parish
1408 S. 10th St., St. Louis, MO 63104
314-231-9328

Msgr. Dennis Delaney
St. John the Apostle and Evangelist Parish
15 Plaza Square, St. Louis, MO 63103
314-781-4486

Fr. James Wuerth, MSF
St. Wenceslaus Parish
3014 Oregon Ave., St. Louis, MO 63118
314-865-1020

Faculty and Staff

Pastor Designate	Fr. John Vien	jrvien@sbcglobal.net
Principal	Mrs. Maureen DePriest	depriest@cabriniacademy.org Ext. 201
Advancement Director	Mr. Eric Winters	eric@cabrniacademy.org Ext. 202
Counselor	Mrs. Pattie Murphy-Voss	pattie@cabriniacademy.org Ext. 203
Secretary	Ms. Tina Colombo	tina@cabrniacademy.org Ext. 200
Kindergarten	Mrs. Betsy Feldmann	feldmann@cabriniacademy.org Ext. 210
1 st Grade	Ms. Kathie McCann	mccann@cabriniacademy.org Ext. 211
2 nd Grade	Mrs. Jessica Harris	harris@cabriniacademy.org Ext. 212
3 rd Grade	Mrs. Agnes Baca	baca@cabriniacademy.org Ext. 213
4 th Grade	Mrs. Katie Salviccio	salviccio@cabriniacademy.org Ext. 214
5 th Grade Homeroom Language Arts, Science	Mrs. Elizabeth DeBoo	deboo@cabriniacademy.org Ext. 215
6 th Grade Homeroom History, Religion	Mrs. Heidi Piathek	piathek@cabriniacademy.org Ext. 216
7 th Grade Homeroom Language Arts	Mrs. Kathy Krueger	kruegerk@cabriniacademy.org Ext. 217

8 th Grade Homeroom Mathematics, Religion	Mrs. Patty Opfer	popfer@cabriniacademy.org Ext. 218
English as a Second Language (ESL)	Sr. Rosemary Sullivan, OP	sullivanr@cabriniacademy.org Ext. 220
Art	Ms. Emily Hemeyer	hemeyer@cabriniacademy.org
Music	Mrs. Teri Wells Mr. Dennis Wells Ms. Margaret Bianchetta	wellst@cabriniacademy.org wellsd@cabriniacademy.org bianchetta@cabriniacademy.org
Physical Education	TBA	
Spanish	Mrs. Rebecca DeLegaretta	
Cafeteria	Mrs. Eileen Johnson	
Accountant	Mr. Doug Williams	

Admissions

Policy of Non-Discrimination

St. Frances Cabrini 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. St. Frances Cabrini 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.

Parishioners of the sponsoring parishes of St. Frances Cabrini Academy who wish to enroll their children in school must first meet with their Pastor to ensure parish registration status prior to applying to the school. All families who wish to enroll their children in school must meet with the Principal or Advancement Director to discuss tuition and application requirements for the family. Kindergarten students will complete the Missouri KIDS Assessment prior to acceptance. New students in Grades 1 - 8 will be assessed in Reading and Mathematics prior to acceptance.

Requirements for Admission

The following items are needed to register a child in the school:

- A completed Application Form
- Payment of Application Fee
- A completed Tuition Payment Agreement
- 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 Transfer of 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.

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 early into Kindergarten (after the July 31 cutoff) 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 automatically re-enrolled for the following school once their Re-Enrollment Application is completed and submitted with the application fee. After April 1, 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, 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.

St. Frances Cabrini Academy

2009-2010 School Year

August		January	
8	“Welcome Back Family BBQ at Tower Grove Park 5 pm to Dusk	4	Classes Resume
23	Open House Ice Cream Social 1-3 pm	5	1 st Communion Parent Meeting 7 pm
24	First Day of School-Noon Dismissal	14	End of 2 nd Quarter
25-28	Students bring lunch from home	15	No School-Full Day Faculty Meeting
26	Kindergarten Parent Meeting 7 pm	18	No School-MLK Day
27	School Policies and Cafeteria forms due	27	Report Cards go Home
31	Cafeteria Program begins	31	Catholic Schools Week Begins
		31	Cabrini Open House Noon-3 pm
September		February	
2	Girl Scout Meeting 6:30 pm	1-5	Catholic Schools Week
7	Labor Day-No School	12	No School-Full Day Faculty Meeting
9	Back to School Night 6:30 pm	15	No School-President’s Day
15	2 nd Grade Reconciliation Meeting 7 pm	17	Ash Wednesday-Lent Begins
18	No School-Full Day Faculty Meeting	17	Progress Reports go Home
21-25	ITBS Testing	24	3 rd Grade Parent Meeting 7 pm
October		March	
1	Right START 8 th Grade Parent Meeting at St. Katherine Drexel 7 pm	3	Picture Day
7	Progress Reports go Home	8	Reconciliation Grades 6-8
7	Picture Day	9	Reconciliation Grades 2-5
9	No School-Full Day Faculty Meeting	15-19	Spring Break
18	Walkathon at Tower Grove Park 1 pm	26	End of 3 rd Quarter
21	6 th Grade Parent Meeting 7 pm		
30	End of 1 st Quarter	April	
November		2	No School-Good Friday
1	High School Open House Noon-4 pm	7	Report Cards go Home
5	Parent Teacher Conferences 6-9 pm	9	No School-Full Day Faculty Meeting
6	1:00 pm Dismissal	17	2 nd Grade First Holy Communion 10 am
	Parent Teacher Conferences 2-7 pm	23	1 pm Dismissal
13	No School-Full Day Faculty Meeting		3 rd Qtr Parent Teacher Conferences 2-7 pm
25	Noon Dismissal	May	
26-27	Thanksgiving Break	5	Progress Reports go Home
29	Advent Begins	14	No School-Full Day Faculty Meeting
30	Reconciliation Grades 6-8	28	Last Day for Cafeteria
December		28	8 th Grade Mystery Trip
1	Reconciliation Grades 3-5	31	No School-Memorial Day
5	2 nd Grade First Reconciliation 10 am		
8	No School	June	
	Feast of The Immaculate Conception	1	Last Day of School for 8 th Graders
15-16	7 th and 8 th Grade Exams	2	8 th Grade Mass and Reception 7 pm
16	Christmas Program	4	Last Day of School-Noon Dismissal
18	7 th and 8 th Grade Exams		
21-Jan 3	Christmas Break		

The School Day

Uniforms

Uniform enforcement begins at home. 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 first thing each morning as part of the daily routine.

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 is allowed, and the only acceptable color of nail polish is clear. Artificial nails may not be worn.
- One pair of small earrings may be worn in the earlobe. Dangle, large hoops, or multiple pairs of earrings may not be worn.
- A single short necklace, with or without an appropriate small-sized medallion, may be worn inside the shirt. 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 St. Frances Cabrini and their parents/guardians to exhibit good judgment. It is understood that the faculty and administration will decide what is acceptable attire and appearance for the students of St. Frances Cabrini Academy.

For students who are not in proper uniform, the teacher will send a notice to the parent/guardian indicating the necessary uniform adjustments. Depending on the uniform infraction, parents may be contacted to bring a proper uniform to school. If a parent is unable to come to school, the student will be required to change in to a proper uniform from the supply of uniforms at school.

Shirts

Shirts must be tucked in at all times.

Boys and Girls may wear the following types of solid white shirts:

- White polo-style shirt (long or short sleeved).
- White oxford, regular collar or button down collar shirt (long or short sleeved).
- White turtle neck.

Girls may also wear a white blouse with buttons down the front (long or short sleeved). Boys and girls may also wear the St. Frances Cabrini Academy logo T-shirts to school at any time. The T-shirts are sold through the school office.

Jumpers/Skirts

The school jumper and skirt can be purchased at Catholic Supply Inc. (at the intersection of Chippewa and Jamieson). Navy blue jumpers, skirts and skorts are not part of the Cabrini uniform.

- Girls in grades K – 3 wear the plaid school jumper (red and blue plaid, style #188, color #37).
- Girls in grades 4 – 8 wear the plaid school skirt (red and blue plaid, style #134, color #37).
- Jumpers and skirts must be knee length.

Pants

- Boys and Girls in grades K – 8 wear navy blue uniform pants with either a blue, black, or brown belt.
- Pants must have belt loops and need to be worn at the waist.
- Only uniform pants are allowed. Denim, cargo, and other styles are not allowed.

Shorts

- Boys and Girls in grades K-8 wear navy blue uniform shorts (walking shorts), straight leg or cuffed, with either a blue, black, or brown belt.
- Shorts must have belt loops and be worn at the waist.
- Shorts must fit properly and be above the knee in length.
- Only uniform shorts are allowed. Denim, cargo, nylon, and other styles are not allowed.
- Uniform shorts may be worn from the first day of school through September 30, and from April 1 through the end of the school year.

Belts

- Uniform belts must be worn at all times.
- The only acceptable colors are blue, black, or brown.

Socks

- Girls wear solid white or solid navy blue crew socks, knee socks, or tights.
- Boys wear solid white, solid black or solid navy blue crew socks or knee socks.

Shoes

- All students should only wear only tennis shoes to school.
- Shoes must be properly and securely tied at all times.
- Shoes must have non-scuff soles.
- Stacked or elevated tennis shoes are not allowed.
- Black soled hard leather shoes and boots are not allowed.
- Tennis shoes with skate wheels are not allowed.

Sweaters/Sweatshirts

- Students may wear the St. Frances Cabrini Logo Sweatshirt, which can be ordered through the school office.
- Students may also wear a solid red or solid navy blue sweater or sweatshirt with their uniform. Hooded sweatshirts and zippered sweatshirts are not allowed.
- Sweaters may be cardigan or pullover, crew or v-neck with long or short sleeves.

Gym Uniform

Gym classes are on Tuesday and Friday. Students come to school dress for gym classes. Girls do not wear jumpers or skirts on gym class days. Boys and Girls wear a white uniform shirt/blouse or the red Cabrini shirt with uniform shorts or solid navy blue sweatpants. Shorts and sweatpants must be worn at the waist.

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 is located outside the school office. 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 school year will be donated to a worthy cause.

Arrival at School

Students may arrive at school beginning at 7:30 a.m. When students arrive, they enter the school building through the main entrance, go directly to the gym, and sit in their assigned class place for Morning Prayer.

A teacher is on duty at 7:30 a.m. to supervise the children. There is no supervision before 7:30 a.m. Students should not come to school before 7:30 a.m., which includes leaving them to wait outside without supervision. For safety reasons, which include any liability should an incident occur, students may not be on the premises without teacher or parental/guardian supervision.

Parents/Guardians need to park on the parking lot across from the school and escort their children to the school crosswalk. It is not permissible for parents/guardians to stop their cars in the traffic lane to drop off students or to park on Oregon Avenue.

The school parking lot is on the easternmost side of the Kutis Funeral Home parking lot along Oregon Avenue. Parents/Guardians should not drive across the Kutis Funeral Home parking lot or use the drive in front of the entrance to Kutis Funeral Home when dropping off or picking up students. Enter and exit using the Arsenal St. and Oregon Ave. driveways. Parent/Guardians need to drive slowly and safely on the parking lot at all times.

Attendance

Tardiness

A student who is not present at Morning Prayer by 7:45 a.m. will be marked tardy.

Habitual tardiness is inexcusable and adversely affects student performance. It is the responsibility of parents/guardians to ensure that their students arrive on time each and every school day. Excessive excused or unexcused tardiness will be reported to Division of Family Services.

Absence

Students are considered absent whenever they are away from school during school hours for anything other than school-sponsored or co-curricular activities (e.g. field trips, enrichment and remedial programs, etc.). Students who are not present for one half of any portion of a morning or afternoon session are considered absent for one half day. Students are considered absent for one full day if they are absent for the majority of both the morning and afternoon session.

If your student will be absent, a parent/guardian should call the school office between 7:30 a.m. and 8:30 a.m. A written excuse stating the date, reason for absence and signature of the parent/guardian of the student is required for every absence. If a student is absent, his/her work may be picked up at 3:00 p.m. in the school office.

Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written note should be sent to the school in advance by the parent/guardian stating the time, length, and reason for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in St. Frances Cabrini Academy.

Release from School Prior to Dismissal Time

A student is permitted to leave school for illness only after the parent/guardian has been contacted. Parents/Guardians will be contacted using the information provided on the Emergency Information Card. Parents/Guardians need to report to the school office to sign out their sick child.

For reasons other than illness, a written, signed request from the parent/guardian is required for a student to leave school before the time of dismissal. The request must state the reason for early dismissal and should be brought to the school office. When the time for early dismissal arrives, the student will meet their parent/guardian in the school office. The parent/guardian will sign out the student.

Truancy

A student is truant if he/she is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is a serious offense. If a student is truant, the parents/guardians will have a conference with school officials, and the student will be placed on probationary enrollment status.

Repeated truancy will result in dismissal from St. Frances Cabrini Academy.

Student Lockers

Students store their school and personal belongings in a locker located in their classroom. Students are to keep their locker neat and clean at all times. Posters, mirrors, and other such locker decorations are not allowed. Locks of any kind are not used.

Religious Services

Morning Prayer for Grades K – 8 takes place daily in the school gym from 7:45 – 7:55 a.m. All students in grades K – 8 attend Mass once a week, Thursday mornings at 8:00 a.m. Non-liturgical services, such as Prayer Services, the Stations of the Cross, and the recitation of the Rosary are also celebrated at school.

Students in 2nd Grade prepare for and receive the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. Parents/Guardians are required to attend two informational meetings for Sacramental Preparation

Students in Grades 2 – 8 participate in school reconciliation services during Advent and Lent.

Students in Grades 7 – 8 prepare for and receive the Sacrament of Confirmation in the spring of even numbered years (2010, 2012, etc). Parents and Sponsors are required to attend informational meetings for Sacramental Preparation.

Textbooks

The school purchases books and textbooks for student use. Every effort should be made to protect the books:

- All textbooks must be covered at all times.
- Students must carry a book bag to and from school for protection of textbooks.
- If a book is lost or damaged, parents/guardians will pay to replace the book.

Classroom Interruptions

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

Student Phone Use

Students may not use the school phone to make personal calls. If an emergency situation arises, the principal or school secretary will contact the parent/guardian.

Students are not permitted to call home for forgotten work, materials, or lunches. If a student forgets his/her lunch, the student may charge lunch that day, and the parent/guardian will be billed for payment. Students need to accept responsibility for not having work or materials.

Cell Phone Usage by Students

Students are not allowed to carry cell phones with them during the school day. If a situation necessitates that a student have a cell phone at school, the student must give the cell phone to the school secretary in the school office upon arrival at school and retrieve the cell phone at dismissal time.

Cafeteria Program

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

Breakfast is served from 7:30 a.m. to 7:45 a.m. Breakfast will not be served after 7:45 a.m. due to the start of Morning Prayer. The cost for breakfast is \$1.50. Milk and juice is served with each breakfast.

The lunch period for the Primary Grades (K – 4) is from 11:30 a.m. – 11:55 a.m. The Upper Division (5 – 8) lunch period is from 12:05 p.m. until 12:30 p.m. The cost for lunch is \$2.00. Milk is served with each lunch. Additional milk and juice is sold daily for \$0.30 per carton.

Our school participates in the federal government-sponsored Free and Reduced Breakfast/Lunch Program. Applications are given to each family in their Back-to-School packet. Families qualifying for the program receive breakfast/lunch at either no cost or at a reduced rate (\$0.40 daily for breakfast; \$0.60 daily for lunch).

Breakfast and lunch menus are sent home on a monthly basis. Cafeteria Payment Statements will be mailed home on a monthly basis. Failure to keep accounts current will result in loss of participation in the school cafeteria program and withholding of Report Cards.

Cafeteria Rules for Students:

- Walk at all times.
- Always sit in your chair while eating.
- Speak softly to other students.
- Raise your hand to ask a question or to receive help.
- Keep all food in the cafeteria.
- Clean up and throw away all trash.

Recess

Grades K – 4 have recess each day from 11:10 a.m. – 11:30 a.m. A second recess is taken based upon teacher schedules. Grades K – 1 have recess on the playground next to the school, between the school building and the rectory. Grades 2 – 4 have recess on the playground in the fenced area on the northeast corner of the Kutis Funeral Home parking lot.

Grades 5 – 8 have recess each day from 11:45 a.m. – 12:05 p.m. on the playground in the fenced area on the northeast corner of the Kutis Funeral Home parking lot.

Computer Lab

Providing a full-service Computer Lab promotes educational excellence by facilitating resource sharing, innovation, and communication. Access to telecommunications enables students and teachers to explore thousands of libraries, databases, and educational web sites. Telecommunications, electronic information sources, and networked services can significantly alter the information landscapes for school by opening classrooms to a broader array of resources. The Computer Lab and the Internet are provided for students and teachers to conduct research and enhance learning. St. Frances Cabrini Academy will make every effort to protect students from any misuses or abuses during their experience with the Internet.

Access to network services will be provided only to students and teachers who agree to act in a considerate and responsible manner. In addition, students and teachers are expected to use good judgment in all their activities and to provide a positive image of St. Frances Cabrini Academy to others who participate in networked communication forms. Students will not be able to access email, instant messaging, social network sites, or participate in or enter into chat rooms.

Students and teachers are responsible for good behavior on school computer networks just as they are in the classroom. School rules for behavior and communication apply. To ensure a beneficial and quality experience for all, students and teachers are required to adhere to the following for acceptable use:

- Respect for the values and individuality of other students and teachers as well as for the rest of the network community.
- Respect for others by using appropriate language.

- Respect for others' privacy; this includes passwords, folders, work and files.
- Respect for the property of others, such as computers, computer systems, computer networks, and copyrights.
- Respect for the time and resources available by not wasting them.

The use of the Computer Lab and Internet is a privilege, not a right, and inappropriate use in the Computer Lab or on the Internet will result in disciplinary action.

Students and teachers must sign an annual Internet Use Contract. Parents/Guardians sign an annual Internet Use Consent Form. These forms must be completed prior to Computer Lab usage. Student and teacher use of the Computer Lab and the Internet at St. Frances Cabrini Academy is permitted only to those with a signed Internet Use Consent Form on file.

Internet Use Contract

I realize that the use of the Computer Lab and the Internet at St. Frances Cabrini Academy is a privilege, not a right. I understand that inappropriate behavior will lead to disciplinary action and the denial of this privilege. I understand that the usage of the Computer Lab and Internet at St. Frances Cabrini Academy is educational and I agree to the following:

- I will use the Internet access for educational purposes only.
- I will use respectful, appropriate language at all times.
- In written and oral reports, I will give credit to all programs, books, articles, and data obtained from the Internet.
- I will respect the rights of copyright owners and will not reproduce any work protected by copyright.
- I will not try to gain unauthorized access to any other system.
- I will never give out personal information to anyone over the Internet.
- I will promptly report any messages or sites visited that are inappropriate or make me uncomfortable.
- I will not attempt to bypass or shut off the security measures on the computers or the school network.

I have carefully read and agree to follow the St. Frances Cabrini Academy Computer Lab and Internet Use Contract. I understand the consequences that may result if this agreement is violated.

Homework

All students in grades K – 8 are assigned homework. This includes written assignments, studying, reading, and working on projects over a span of several days. Parents/Guardians should verify with their students on a daily basis that homework has been completed as assigned.

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, detentions (grades 5 – 8), and parent-teacher conferences.

Homework in Grades K – 3

The teachers in Grades K – 3 issue homework assignments in the following manner:

Kindergarten: Homework is assigned on Tuesdays and Thursdays.

First Grade: Homework is assigned daily and recorded on the students' weekly assignment sheet.

Second Grade: A Homework Folder is sent home each day containing the assignments to be completed. The completed work should be sent back to school the next day in the Homework Folder.

Third Grade: A weekly Homework Packet is sent home on Monday indicating assignments to be completed and returned for each day of the week.

If a student does not complete homework as assigned, teachers in Grades 1 – 3 take the following steps:

- A Notice of Concern is sent home along with a copy of the missing assignment.
- If the missing assignment is not completed and returned the following day, the student makes up the work during recess time.

Homework in Grades 4 – 8

Students in grades 5 – 8 purchase a school-issued assignment notebook on the first day of school in which to record daily homework assignments. The cost of the assignment notebook is included in the \$10.00 supply fee. Students in 4th grade are issued an assignment notebook.

Upper Division teachers ensure that students record homework assignments at the end of each class period. A daily list of homework assignments is also recorded on the homework board in each classroom.

General Homework Guidelines for Grades 4 – 8:

Students will:

- Use the assignment notebook to record daily and long term homework assignments.
- Place a complete heading on homework that includes first and last name, date, student number, subject, and specific assignment.
- Use standard sized paper with no fringe running down the side as a result of the paper having been torn from a spiral notebook.
- Not fold, tear, scratch out, or deface the homework paper in any way.
- Clearly indicate the number of exercises being done.
- Complete math work in pencil.
- Complete all other work in black or blue ink.

For Grades 4 – 8, incomplete or missing assignments will be handled in the following manner:

- The students will place a phone call to the parent/guardian informing them of the situation.
- The student will also receive a Notice of Concern that should be signed by the parent and returned to school the next day along with the completed assignment.
- Students with incomplete or missing assignments will not receive full academic credit for late work.
- Students with incomplete or missing assignments or who habitually violate homework procedures will be denied participation in school sponsored activities and events (e.g.: field trips, field day, special events, etc.).
- Parent conferences will be schedule for students who habitually violate homework procedures.

Dismissal

School ends each day at 3:00 p.m. unless specified on the school calendar. Classroom teachers escort classes out of the building and across the crosswalk. Parents/guardians should meet their students on the sidewalk and escort them to their cars.

It is not permissible for parents/guardians to stop their cars in the traffic lane to pick up students. Parents/guardians are not permitted to park on Oregon Avenue. Parents/guardians must park on the parking lot.

Students are not permitted to run or play on the parking lot at dismissal. All students need to fasten their safety belts before car engines are started.

It is imperative that students are picked up on time. Habitual tardiness in picking

students up from school will result in the requirement that the family register for the After-Care Program with the YWCA.

After-Care

After-school child care is provided on site under the administration and supervision of the **YWCA of Greater St. Louis**. The After-Care Program is from 3:00 p.m. – 6:00 p.m. Monday through Friday. All-day care is available on days when school is not in session, including Faculty Meeting Days, Christmas Break, Spring Break, and religious and civic holidays. Registration through the YWCA is required for participation in the program. Registration forms are available in the school office.

Special School Days

Free Dress Days

On occasion, the students are awarded with a "free dress" (out of uniform) day. On "free dress" days, students are to come to school in clothing that gives a neat, clean appearance. Dress on such days must be modest and appropriate for school.

Shirts and Tops

- All shirts and tops must enclose the entire upper body, including shoulders, upper arms, and midriffs.
- 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.

Pants

- Jeans are allowed as long as there are no holes, tears, or frayed edges.
- Jeans and pants must be worn at the waist and be the appropriate size.
- No oversized or baggy jeans or pants.
- Cargo pants are not allowed.

Shorts

- Shorts may be worn for "free dress" from the first day of school through September 30, and from April 1 until the last day of school.
- Shorts must be an appropriate length.
- "Short shorts" and mini skirts are not allowed.

Shoes

- Students should wear only tennis shoes to school.
- Tennis shoes must be properly and securely tied at all times.
- Tennis shoes must have non-scuff soles.
- Stacked or elevated tennis shoes are not allowed.
- Black soled hard leather shoes and boots are not allowed.
- Tennis shoes with skate wheels are not allowed.

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

If a student comes to school in attire deemed inappropriate for school, parents/guardians will be notified to provide an immediate change of clothing.

Field Trips

The teachers arrange individual class and multiple class field trips. Field trips are of educational and/or cultural value. Participation in a field trip is a privilege, and students can be denied participation if they fail to meet academic or behavior requirements.

Parents/Guardians will be notified in advance regarding field trips. Signed parental permission slips are required for all field trips. Students who fail to submit the required permission form will not be allowed to participate. Written notes from parents or phone calls to the school office giving permission to attend a field trip will not be accepted as substitution for the permission form.

Transportation for Field Trips

Whenever possible, our 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:

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 are not permitted to smoke in the vehicle.

*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 (Missouri SB 872).

Faculty Meeting Days

Full-day Faculty Meetings occur seven times during the school year. Classes are not in session on Faculty Meeting days. The YWCA will provide all-day child care at St. Frances Cabrini Academy on Faculty Meeting days.

Faculty Meeting Days for the 2009-2010 school year:

Friday, September 18, 2009	Friday, October 9, 2009	Friday, November 13, 2009
Friday, January 15, 2010	Friday, February 12, 2010	Friday, April 9, 2010
Friday, May 14, 2010		

Snow Days

In the event that school will be canceled due to inclement weather, TV stations 2 (FOX), 4 (KMOV), and 5 (KSDK) will carry these announcements. A school cancellation message will also be recorded on the school answering machine (314-776-0883).

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. Parents/Guardians should report to the school office to sign out students for early dismissal.

Health and Safety

Physical Examinations and Immunizations

Students are required to have a complete physical examination upon entrance to Kindergarten, 3rd Grade, 6th Grade, and 9th Grade. All newly enrolled students at any grade level are required to have a complete physical examination if they have not had a physical in the past 12 months. Students must be in compliance on all necessary immunizations for attendance at school.

Illness

When students are ill, they should be kept home from school. If a student has a diagnosed health concern, the school office and the student's teacher should be notified of the situation by a parent/guardian.

As a general rule, any student with a temperature of 100 degrees or above will be sent home. Students sent home with a temperature should not return to school until the fever has been gone for at least 24 hours.

For the well being of the other students, the faculty, and staff, parents/guardians are required to keep a student home from school if he/she has:

- A fever or has had one during the previous 24 hour period
- Diarrhea
- A yellow or green nasal discharge
- Vomited in the last 24 hour period
- A discharge from the eyes, including swelling and redness

If your student has symptoms of a communicable disease (chicken pox, head lice, etc.), please notify the school office.

Medication

The following information is per the Medication Policy of the Catholic Education Office: Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime). The school will not administer the first dose of any medication. If a medication (prescription or over-the-counter) must be given at school, parents must follow these requirements:

1. An emergency authorization form must be on file listing the name of the student's physician and phone numbers.

2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" a plan must be provided by the physician), and diagnosis or reason for the medication. A current prescription label on the container may serve as a physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medications should be brought to school in a container appropriately labeled by the pharmacy. Non-prescription medications should be in the original container. Ideally, the parent will have two containers, one for at home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. The parent/guardian may not give permission to administer medication differently than the physician's order.
6. Students will not be able to carry medications with them at school.
7. The school has the right to call the physician to clarify a medication order.

If a student requires Tylenol for headaches or tooth pain, cough syrup for a cough, Advil for abdominal cramping, etc., the school will need a physician's order to administer the medication.

Emergency Contact Information

Parents/Guardians are required to complete an Emergency Information Card for each of their students enrolled in the school. Should an emergency involving a student occur, the Emergency Information Card is the school's guide for making contact with a parent/guardian, physician, or close relative/friend. The information on the Emergency Information Card also instructs the school on the procedures the school should follow in order to provide immediate medical care for your student.

Also on the Emergency Information Card, parents/guardians are required to provide the school with information regarding allergies (e.g.: peanut, insect) and medical information (pre-existing, on-going, or newly diagnosed) for each of their students. The school will review all information and determine if a medical intervention place is necessary.

If an accident occurs, the information on the Emergency Information Card will be used to contact the parents/guardians.

It is the legal responsibility of parents/guardians to ensure that the school has correct

and updated information (address, phone numbers, and medical information) on each of their students. If the school is unable to contact a parent/guardian due to incorrect, inaccurate or out-of-date emergency information, the incident will be reported to the proper authorities.

Traffic Safety

The school parking lot is on the easternmost side of the Kutis Funeral Home parking lot along Oregon Avenue. Parents/Guardians should not drive across the Kutis Funeral Home parking lot or use the drive in front of the entrance to Kutis Funeral Home when dropping off or picking up students. The Arsenal Street and Oregon Avenue driveways should be used for entering and exiting.

All students cross the street at the designated crosswalk in front of the school. Cars are not permitted to park on Oregon Avenue. Parents must park on the school parking lot.

Safety Patrol

Students in Grades 7 – 8 are trained as Safety Patrol members using the guidelines set forth by the Automobile Association of America (AAA). Safety Patrol members are on duty each day from 7:30 a.m. – 7:45 a.m. and from 3:00 p.m. – 3:15 p.m. Students and parents/guardians are to obey and respect the Safety Patrol members in all directives.

Student Insurance Program

Student Accident Insurance is available to any family in the school who may be interested. This coverage is offered through United Healthcare STUDENT Resources, a reputable company that has been dealing with Student Accident Insurance for many years. To find out more information about the program, contact the school office or access the United Healthcare website at www.k12StudentInsurance.com. Online enrollment is also available at this site.

Safety Drills

Fire drills are conducted periodically throughout the school year. The School's fire drill procedure is in accord with the requirements 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.

Student Evaluation

Grading

Marking Code for Academics

A+ 100-97	A 96-94	A- 93
B+ 92-89	B 88-86	B- 85
C+ 84-82	C 81-79	C- 78
D+ 77-74	D 73-71	D- 70
F 69 or below	T Taught but not graded	P Passing

Progress Reports

Students in Grades K – 8 receive progress reports four times a year, halfway through each quarter. The purpose of these reports is to inform parents/guardians of their student's academic and behavioral progress.

Report Cards

Report cards are distributed four times a year: November (at Parent-Teacher Conferences), January, April, and June. The final report card is mailed to the parents.

Parent-Teacher Conferences

First Quarter Parent-Teacher Conferences are held in November with the release of the first quarter report card. The November Conference is mandatory for all parents and guardians. Third Quarter Parent-Teacher Conferences will take place in April at the conclusion of the third quarter. The April Conference is optional for parents and guardians, unless specifically scheduled by the teacher.

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

Promotion and Retention

Students are advanced in grades based upon satisfactory completion of the required academic work for the preceding level.

Students are retained based upon unsatisfactory completion of the required academic work for the preceding grade level. This decision, made after thorough consultation between home and school, is based upon academic readiness, social and/or emotional readiness, and other pertinent circumstances.

Standardized Testing

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

- The Missouri KIDS Test is administered to children who are applying for kindergarten prior to acceptance.
- Standardized testing, which is done Archdiocesan-wide, is administered in late September to Grades 1 – 8. The Iowa Test of Basic Skills is used. Results are made available to parents/guardians with the first report card.
- The Assessment of Catholic Religious Education (ACRE) is given to 5th and 8th Grade students to assess religious knowledge and attitudes. The Catholic Education Office sets the dates for ACRE testing.

Cumulative Records

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

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 student's records and information regarding their student's education, medical treatment, and general welfare. A non-custodial parent without visitation rights is not entitled access to his or her child's records/information.

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.

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

Student discipline information is not part of the student's cumulative or permanent record file, and, as such, is not included when parents 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 or guardian. This applies to both written and/or oral information.

Communication

Teachers communicate with parents through the use of formal and informal conferences, Report Cards, Progress Reports, Notices of Concern, written notes and letters, phone calls, and emails.

Parents/Guardians wishing to communicate with the principal or a teacher may call the school office between 7:30 a.m. and 3:30 p.m. and request a return call. The principal or teacher will return the call at his/her earliest convenience and arrange for an appointment if necessary. Once the appointment is scheduled, parents/guardians need to notify the school if they will be late or if the appointment needs to be rescheduled. The principal and teachers may also be contacted by written note or by email.

Grievance Procedure

When problems or concerns arise, parents/guardians should contact the teacher involved to discuss the matter. Situations are usually settled through sincere, open dialogue. Parents/Guardians may leave phone messages for teachers between 7:30 a.m. and 3:30 p.m.

When it is difficult to reach an agreement after attempting to discuss the problem or concern with those involved, the principal should be approached for assistance.

Visiting the School

The school building is locked at all times. Parents/Guardians and visitors must ring the bell located by the front doors and identify themselves in order to enter the school building. All parents/guardians and visitors must report directly to the school office when entering the school building.

Extra-Curricular Activities

Children's Choir

The Children's Choir sings at school liturgical celebrations. The choir is open to students in grades 2 – 8 and practices Wednesday afternoons from 3:00 p.m. to 3:45 p.m. Mrs. Teri Wells is the Children's Choir Director. Information on the Children's Choir is sent home at the beginning of the school year.

Instrumental Music Lessons

Instrumental music lessons are offered before, during, and after school. Miss Margaret Bianchetta is the instructor for private lessons. Please contact the school office for information.

Scouting

St. Frances Cabrini Academy supports both Boy Scout and Girl Scout Troops. Please contact Lon Griffard at 314-773-5317 for information on Boy Scouts and Cindy Rieck at 314-772-6623 for Girl Scouts.

Speech Team

St. Frances Cabrini Academy participates in the Bellarmine Speech League. Students in grades 5 – 8 have the opportunity several times a year to try out for the Speech Team and participate in a number of city/county speech meets. Tryout dates and speech events are announced during the course of the school year. Mrs. Betsy Feldmann and Mrs. Kathy Krueger supervise the Speech Team.

Sports

Sports teams are sponsored through the St. Frances Cabrini Sponsors Club. Team sign-ups for volleyball, soccer, basketball, baseball, T-ball, and softball are announced during the course of the school year. Parents/Guardians are required to sign a Permission to Play form for students to participate in the sports program. Playing fees and uniform deposits are paid at the time of team registrations. The Sponsors Club meets the fourth Wednesday of each month in the Cabrini Gym at 7:00 p.m. For more information, or to volunteer for coaching, contact Cabrini Athletic Director, David Tajkowski, at 314-776-2373.

Parent Involvement

Parent-Teacher Organization

The PTO is an organization designed to strengthen the relationship between home and school by providing our parents with a means to gather, share information, and work together on school-related projects. All parents/guardians are members of the PTO and are invited to attend PTO Meetings. Please refer to the monthly school calendar for PTO meeting dates and times.

Sponsors Club

Sports teams are sponsored through the St. Frances Cabrini Sponsors Club. The Sponsors Club meets the fourth Wednesday of each month at 7:00 p.m. in the school gym. Parent volunteers are needed to assist with coaching St. Frances Cabrini Academy sports teams.

Volunteers

There are many ways parents can volunteer their services at school. Listed below are some suggestions:

- Serving as a member of a school committee.
- Assisting teachers in the classroom.
- Working on Fundraisers.
- Attending school meetings.
- Assisting in the Cafeteria during the lunch periods.
- Coaching a sports team.
- Assisting with school activities and functions.
- Chaperoning a field trip.
- Assisting with building maintenance and repairs.
- Work in the school office.
- Sharing your gifts and talents with the school.

See Archdiocesan Safe Environment Policy on page 38 for volunteering requirements.

School Policies

Discipline Policy

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self discipline. It sets the foundation for a Christian environment in which the rights and responsibilities of the faculty, staff, and students are recognized and observed. The rules governing St. Frances Cabrini Academy are based on creating a Christian atmosphere for the education, safety, and faith-community enrichment of all faculty, staff, and students.

The teacher is responsible for creating a classroom environment that nurtures both academic performance and self-esteem. Teachers and students work together to create a climate that will inspire excitement for life and learning. Teachers and students work to develop mutual respect for each other. Teachers engender a sense of responsibility in their students that enables them to act effectively in life and to be happy contributing members of the Christian community.

Parents work in conjunction with the school in our efforts to promote a sense of self-discipline in our students. In the event further encouragement in self-discipline is needed, procedures will be used in an effort to guide the student towards accepting responsibility for his/her behavior and towards meeting reasonable goals that teachers and parents set.

In the spirit of thoughtfulness and Christian love, we keep the following code of conduct during the school day:

The students will:

- follow all classrooms rules and regulations.
- attend all classes regularly and punctually.
- be prepared for all classes with proper materials and supplies.
- cooperate with teachers and students in class activities.
- maintain a quiet and orderly atmosphere in the classrooms, hallways, cafeteria, and restrooms.
- speak with respect toward everyone.
- settle disagreements in a reasonable manner.
- obey all commands of adults who are part of the school program.
- use proper manners at all times.

Inappropriate, abusive, and/or profane language will not be tolerated. Gum chewing is not allowed.

The consequences for not following the school rules are as follows:

- A verbal or written warning will be given to the student.
- Loss of privileges, such as recess and field trips.

- Contact with parents/guardians via written note/phone call/Notice of Concern.
- Conference between the student and Principal.
- Conference between student, parents/guardians, teacher(s), and Principal.

Suspension

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.

Suspension is the removal of a student from all classes for a specified period of time.

During the time of suspension, the student will spend three days at home under the supervision of the parents/guardians. The student will complete the classroom work assigned during the suspension. The student will not participate in any school-sponsored activities during the time of suspension.

The decision to use suspension as a disciplinary action is made by the Principal. Notice of suspension will be orally conveyed to the parents/guardians. The parents/guardians will be informed of the following:

- Clear reasons for suspension
- Length of time of suspension
- Process for and conditions of the student's return to school
- Listing of required assignments that the student must complete during the suspension period. Required tests will be completed upon the student's return to school.

A written statement outlining 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 school assignments will be sent to the parents/guardians.

Probation

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the Principal in consultation with the Pastor.

Withdrawal for Cause

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Withdrawal for Cause of a student is a very serious matter, and this measure is evoked only as a last resort.

The fact that a student presents a serious problem is not in itself a sufficient reason for Withdrawal for Cause. The Principal will use every means available to discover the cause of the problem and exhaust all appropriate remedies within the school. The parents/guardians of the student will be called for a conference with the Principal in the hope that a solution to the problem will be found which will forestall the necessity of Withdrawal for Cause. In cases where outside assistance seems necessary, recommendations of agencies available to the family will be given.

If Withdrawal for Cause seems to be the only solution, the following steps will be followed:

- The student will be placed on indefinite suspension and the parent/guardian and student will be notified that Withdrawal for Cause is being considered.
- The Principal will consult with staff members, students, and others to obtain information about the student's behavior leading to consideration of Withdrawal for Cause.
- The Principal will consult with the Director of Elementary Education at the Catholic Education Office.
- The Principal will inform the Pastor Designate.
- A conference with the parents/guardians, Pastor Designate, and Principal is arranged to discuss the matter. The student will attend the conference if deemed appropriate.
- The decision to withdraw the student will be made by the Pastor Designate and communicated to the parents/guardians orally and in writing.

Offenses that can lead to Suspension and/or Withdrawal for Cause include, but are not limited to the following:

- Continuous disregard or defiance of authority
- Habitual violation of school regulations and policies
- Fighting
- Defacing or destroying school/parish property.
- Unauthorized leaving of school premises during school hours*
- Posing a threat to the welfare of the faculty, staff, and students
- Serious violations of the St. Frances Cabrini Discipline Policy
- Serious violations of the St. Frances Cabrini Violence Policy
- Serious acts of harassment
- Inappropriate conduct of a sexual nature
- Inappropriate electronic conduct (see page 36)
- Immoral behavior and/or possession of pornographic materials
- Possession or use of any object which can reasonably be considered a weapon or dangerous instrument (firearms, knife, razor, club, chain)**

- Possession of, use of, and/or distribution of cigarettes, tobacco, alcohol, drugs and other controlled substances ***
- Possession of gang paraphernalia and/or use of gang signatures
- Possession of or being under the influence of alcohol.
- Involvement in gangs and/or gang related activities.
- Engaging in behavior that is contrary to Church teachings

*A child leaving the school premises during school hours is considered truant. The truancy will be reported to the proper authorities.

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

***The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their potential as Christian persons. In addition, under present federal and state laws, the possession of and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is 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 is not permitted. Students violating this policy will be subject to Suspension and/or Withdrawal for Cause. In addition, civil authorities may become involved.

Anything against the law in the community is also illegal at school and will be treated through the juvenile court system. Offenders will be Withdrawn for Cause.

Approved: August 2007

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 St. Frances Cabrini 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 is unlawful and strictly prohibited on school property.

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

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 Elementary Director of Schools at the Catholic Education Office and the Pastor Designate will be contacted.
- 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 can not be contacted, both the Third District Police Department and the Division of Family Services will be contacted to remove the child from the school premises.

The Third District Police Department will be informed of the threat of violence. The Principal, Pastor Designate 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, 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 community will be a consensus decision of the Principal, the Pastor Designate, the Pastor President, and 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. St. Frances Cabrini 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, the Pastor Designate, the Pastor President, the Director of Elementary Education, and other appropriate Archdiocesan officials.

The decision as to whether the child is reinstated as a student at St. Frances Cabrini Academy will be made by the Pastor Designate and Pastor President in consultation with the Principal and other parties involved with the situation.

For the health and safety of all members of our school community, St. Frances Cabrini Academy reserves the right to expel children who threaten violence at our school.

Approved: August 2007

Archdiocesan Guidelines on Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the 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.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions take will be shared with those who have a need to know.

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

Archdiocesan Guidelines on Internet and Electronic Communications 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 that 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 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.

Archdiocesan Guidelines on Search and Seizure

School officials with sufficient reasons to do so may search a student's locker or desk.

School lockers and desks are school property provided to students for use and are subject to search for proper reason. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of student's rights, and should not be undertaken by school officials.

A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reasons, school officials could 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 upon that refusal.

Archdiocesan Safe Environment Policy

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.

Tuition Policy

Tuition Information

The Registration Fee for the 2009-2010 school year is \$35.00 per child (\$75.00 per child after April 1).

In addition to the Registration Fee, there is a \$60.00 activity fee per 8th grade student. The fee is used towards to annual 8th grade Class Trip.

The tuition rates for the 2009-2010 school year are as follows:

	Family Rate
One Child	\$ 3650.00
Two Children	\$ 5500.00
Three or more Children	\$ 6050.00

Families registered in sponsoring parishes receive a \$100.00 per child rebate on their tuition rate.

Tuition Payments

Families have three options to choose from to pay their tuition:

Option #1: Monthly tuition payments using Chris and Associates, Inc.

Families can choose to make 10 monthly tuition payments to the school (July through April). Families choosing monthly payments will select one of the following:

1. Tuition automatically withdrawn from the family bank account on the 5th or 20th of each month.
2. Monthly tuition payment reminders sent by Chris and Associates, to be paid through the school office on the 5th or 20th of each month.
(Special Note: Families who choose this option must pay their tuition monthly using a Money Order. Personal Checks and Cash for monthly tuition payments will not be accepted in the school office).

Option #2: Payment of tuition in full

Families can choose to make one tuition payment to the school. Families choosing to pay tuition in full must do so by August 15. Personal Checks, Cash, or Money Orders will be accepted. Families paying the full rate of tuition will receive a 5% discount if they pay the entire tuition in full by August 15.

Option #3: Pay by Semester

Families can choose to make two tuition payments to the school. The first payment is due on or before August 15 and the second payment is due by January 15.

Automatic Withdrawals

- A fee of \$35.00 will be automatically assessed to a family account for each failed automatic withdrawal.

Past Due Tuition

Families will experience a loss of enrollment status at 60 days past due on tuition payments. Children will not be permitted to attend school until the tuition account is current.

Withdrawing from School

Families who transfer from St. Frances Cabrini 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.

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

Approved: January 2009

Financial Policy

In order to provide a quality education for all children, it is the responsibility of parents/guardians to keep their school accounts current. Those families that are not making any effort to keep their accounts current are doing an injustice to all families that handle their accounts in a responsible manner. Therefore the following policies are adopted:

Application Fees

1. Application Fees are due at the time of application.
2. Families may pay Application Fees with personal checks, cash, or Money Orders.
3. Application Fees are neither refundable nor prorated.

Tuition

Please refer to the Tuition Policy for terms and agreements.

Cafeteria Program

Cafeteria payments are due by the 20th of each month. A billing statement is mailed to each family. The bill reflects the previous month's charges. Cafeteria payments are made through the school office. Families may pay Cafeteria payments with personal checks, cash, or Money Order.

Families who are 60 days past due on Cafeteria payments will not be permitted to participate in the Cafeteria Program.

After-Care Program

Our After-Care program is administered through the YWCA of Greater St. Louis. After-Care payments are made directly to the YWCA under the terms and agreements set forth by the program. The school office does not collect After-Care payments.

Service Hours

Each family is required to perform 18 hours of service to the school between August 1 and June 30. Families will be charged \$10.00 for each hour not served. Please refer to the Service Hours Policy.

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

- Student report cards will be held.
- Test scores and transcripts will not be forwarded to any other school.
- Families will not be permitted to enroll for the next school year.
- Eighth 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, 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.

Policies on Transfers from other Catholic Schools

For families wishing to transfer to St. Frances Cabrini Academy from other Catholic Schools, children may be admitted only after the following provisions are fulfilled:

- Written permission from the Pastor of the parish the family is leaving to attend St. Frances Cabrini Academy.
- A written statement from the school/parish that the family is not past due on any fees or tuition to the current school.

Approved: June 2006

St. Frances Cabrini Academy Parent Witness Statement

Realizing that the education of my child/children is a joint venture between parents and educators, I agree to support the Pastors, Principal, and Faculty of St. Frances Cabrini Academy in the following ways:

By making it possible for my child/children to attend Church services at our family place of worship.

By participating in the spiritual and social life of my parish.

By following all rules and regulations of the school, especially those regarding discipline, uniform and appearance, attendance, and homework policies.

By fully complying with the terms of the tuition payment plan through Chris and Associates, Inc. If financial difficulties arise, I will contact the school to make arrangements for paying my tuition.

By promptly paying all Registration, Cafeteria, After-Care, and school-related fees. If financial difficulties arise, I will contact the school to make arrangements for paying my fees.

By participating in all required school meetings and functions such as, but not limited to, Sacramental Preparation Sessions and Parent/Teacher Conferences.

By volunteering my time and talent through participation in school activities and functions.

By participating in school sponsored fund raising activities.

Service Hours Policy

It is a goal of St. Frances Cabrini Academy to promote parental involvement in the school.

Service Hours Requirement

Each family is required to perform 18 hours of service for the school between August 1 and June 30. There are a variety of ways in which to fulfill your service hour's obligation:

- Serving as a member of a school committee.
- Assisting teachers / volunteering as a Room Parent.
- Volunteering to assist with fund raisers: Walk-a-thon, Auction, 5K Run.
- Assisting children with fund raisers.
- Attending PTO Meetings, Back-to-School Night, Concerts, School Plays.
- Assisting in the Cafeteria during the lunch period.
- Assisting with Boy / Girl Scouts.
- Coaching a sports team.
- Chaperoning field trips.
- Assisting with school activities.
- Assisting with school building maintenance and repairs.
- Any additional functions approved by the Principal / PTO.

Recording Service Hours

Parents/Guardians are responsible for recording their own family's service hours on a Service Hours form. A form is sent to each family at the beginning of the school year. Additional forms are available in the school office. Families need to return completed forms to the school office.

Sample Field Trip Permission Form

Dear Parent or Legal 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 of **St. Frances Cabrini Academy**. A brief description of the activity follows:

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Time of Return:

Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you will remain fully responsible for any legal responsibility which 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.

Students must return this form to attend.
Written notes or parent phone calls will not be accepted.

(Print Parent's Name)

(Parent's Signature)

(Date)