



Family Handbook 2026-2027

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.

This Family Handbook contains established policies and procedures for the 2026-2027 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, families 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.

Updated August 2026

The 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 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 Parent/ Guardian 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 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 from all economic levels, ethnic backgrounds, and faith traditions. We will remain financially stable, enrolling students regardless of need and providing the resources necessary to enhance programs that further challenge students to realize their 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.

St. Frances Cabrini Academy

3022 Oregon Ave.
St. Louis, MO 63118
school year hours: 7:15am-3:30pm

(314) 776-088
fax: (314) 776-4912
www.cabriniacademy.org

Governance

St. Frances Cabrini Academy is governed by a School Board of limited jurisdiction, with designated authority in matters of strategic planning, financial oversight, advancement programs, and formulation of school policies guiding academic, business, and development affairs. Under the guidance of the Archdiocesan Office of Catholic Education and Formation and the Designated Pastor of St. Frances Cabrini Academy, the School Board will work closely with the Principal to enable the school to fulfill its mission.

School Board Members

Executive Committee

Rich Hennicke
Guadalupe Orozco
Fr. Kevin Schmittgens

Chairperson
Secretary
Pastor Designate

Board Members

Mark Gettinger
Patrick McCruden
Tom Richter
Colleen Smyth
Guadalupe Murillo Wink

Paul Lynch
Jaime Gil Nunez
Barbara Peach
Sr. Carmen Schnyder
Greg Winter

Richard Olliges
Brian Cahill
Devin Morse
Aaron Wilks

Sponsoring Parishes

St. Agatha

Rev. Stanislaw Poszwa, S. Chr.
3239 S. 9th St., 63118
314.772.1603
parishoffice@polishchurchstlouis.org
Secretary: Mary Pettis

Sts. Peter and Paul

Rev. Bruce Forman
1919 S. 7th St., 63104
314.231.9923
revycm@charter.net
Secretary: Hilda Willman

St. Anthony of Padua

Rev. James Lause, OFM
3140 Meramec St., 63118
314.353.7470
jimlause@hotmail.com
Bookkeeper: Lisa Sieve

St. Pius V

Fr. John Rogers Vien
3310 S. Grand Ave., 63118
314.772.1525
stlspv@gmail.com
Secretary: June Stephenson

St. Vincent DePaul

Fr. Rich Wehrmeyer, CM

1408 S. 10th St., 63104

314.231.9328

cherylarchibald@archstl.org

Parish Life Coordinator: Cheryl Archibald

St. Wenceslaus

Rev. Philip Sosa, M.S.F.

3014 Oregon Ave., 63118

314.865.1020

sosaphil@hotmail.com

Business Manager: Paul Jolly

Faculty and Staff

Pastor Designate:

Fr. Kevin Schmittgens

fatherkevin@saintlucystl.org

Principal: Mrs. Kristen Shipp

kristen.shipp@cabriniacademy.org

Social Worker: Ms. Pattie Murphy Voss

pattie.voss@cabriniacademy.org

Coordinator of Religious Education:

Deacon George Watson

dcngeorge.watson@cabriniacademy.org

Administrative Assistant: Mrs. Ann Chulick

ann.chulick@cabriniacademy.org

Kindergarten: Mrs. Terin Brooks

terin.brooks@cabriniacademy.org

1st Grade: Mrs. Diane Hulsey

diane.hulsey@cabriniacademy.org

2nd Grade: Mrs. Yael Rauschenbach

yael.rauschenbach@cabriniacademy.org

3rd Grade Homeroom

3rd & 4th gr Social Studies:

Stacey Carpenter

stacey.carpenter@cabriniacademy.org

4th Grade Homeroom

3rd & 4th gr Science:

Mrs. Ayle Kitane

ayle.kitane@cabriniacademy.org

5th Grade Homeroom & ELA / 6th - 8th gr Math: mary.nem@cabriniacademy.org

Ms. Mary Nem

6th Grade Homeroom / 5th - 8th History /

5th & 6th Religion: Mrs. Heidi Piatchek

heidi.piatchek@cabriniacademy.org

7th Grade Homeroom / 6th - 8th Language Arts:
Mrs. Judy Mohan
Ms. Lauren Verseman

judy.mohan@cabriniacademy.org
lauren.verseman@cabriniacademy.org

8th Grade Homeroom / 5th - 8th Science /
7th & 8th gr Religion: Mrs. Elizabeth DeBoo

elizabeth.deboo@cabriniacademy.org

Upper Division Music: Mr. Kwame Segar

kwame.segar@cabriniacademy.org

Physical Education/CYC Sports:
Mr. Sam Carel

sam.carel@cabriniacademy.org

Art: Ms. Emily Hemeyer

emily.hemeyer@cabriniacademy.org

Primary Music: Ms. Margaret Bianchetta

margaret.bianchetta@cabriniacademy.org

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. Under no circumstances should the door be opened for other visitors or propped open.

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.

All families who wish to enroll their children in school must meet with the Principal and enrollment team to discuss tuition and application requirements for the family. Kindergarten students will complete a screening prior to acceptance. New students applying to 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:

- completed application form, including application fee
- copy of the child's birth certificate
- copy of the child's baptismal certificate / verification of other sacramental celebrations (if applicable)
- copy of the child's immunization record
- signed Request for Student Records form (if transferring from another school)
- copy of the verification of custody arrangements (in the event parents/guardians are divorced or separated)

- completed Tuition Payment Agreement and paid application fee

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.

Students with Special Needs

St. Frances Cabrini Academy addresses 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 the school fairly evaluates 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 St. Frances Cabrini Academy cannot meet a particular student's special learning needs with minor adjustments, the school will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

Re-Enrollment of Current Students

All current students in good standing will automatically be offered re-enrollment 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 to new students.

Wait List

In the event that a grade reaches its maximum number of enrolled students (25), a waitlist will be created. If openings become available, students on the waitlist who have completed the application process will be accepted.

Dual Enrollment

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

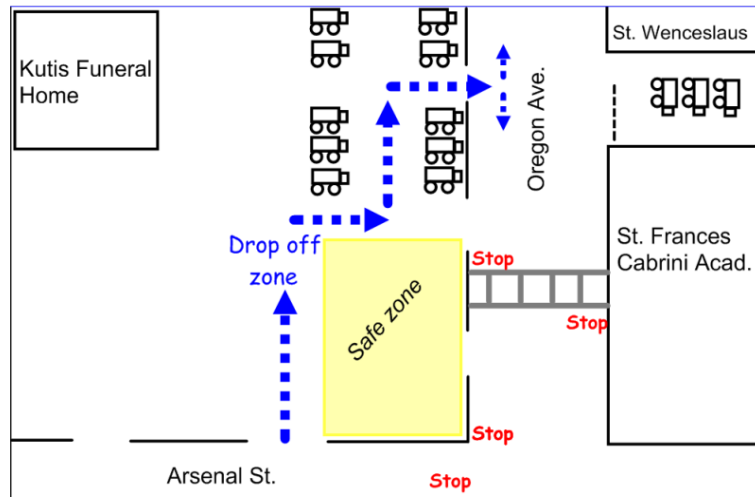
The School Day

Students may arrive at school **no earlier than 7:20am**. There is no supervision available before 7:20am. Students must not be left outside or anywhere on the school premises without adult supervision. All students must enter the school building through the main school doors and should go directly to their classroom.

Morning Drop-Off Procedures

Procedures were developed to ensure the safety of all students, staff and community members:

- vehicles enter the parking lot from Arsenal Street in a single file and follow the designated path across the parking lot
- students exit their vehicles from the door facing the school building and proceed to the crosswalk to follow the directions of the Safety Patrol
- all students cross the street at the designated crosswalk in front of the school
- *Do not park on Oregon Ave or Arsenal Ave.*



The parking lot area between the school building and the rectory is designated as a parking lot for those who need to enter the school building during morning drop-off. During the school day, parents may park on the lot across the street from the school.

Safety Patrol

Students in Grades 6– 8 will be 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 7:20am – 7:40am and from 3:00pm – 3:15pm. Students and parents/guardians must follow the directives of the safety patrol members.

Please drive carefully on the school parking lot and surrounding streets.

Attendance

Tardiness

A student who is not present by morning prayer (**7:50am**) is tardy. Research is very clear about the effects of tardiness on children. Habitual tardiness is inexcusable and adversely affects student performance as well as causing disruption within the classroom.

- The most crucial learning hours are the morning hours when students are most attentive.
- Students who are tardy miss the beginning of their morning classes.
- Tardiness causes students to feel disconnected with school.
- Frequent tardiness is linked to lower GPAs, lower scores on standardized assessments, and lower graduation rates.
- Chronic tardiness in elementary and middle school is also linked to failure in high school.

Students who arrive after 8:00am must be signed in at the office by an adult. A written excuse

is required for each tardy on the sign in sheet. Where the validity of an excuse is questionable, the principal may investigate.

It is the responsibility of parents/guardians to ensure that students arrive on time each day.

Absence

Students are considered absent whenever they are away from school during school hours except for school sponsored or sanctioned co-curricular activities. As students are signed in or out of school, the time in/out is logged into the School Management System, TeacherEase. The corresponding code will be assigned: ED (Early Departure) or PA (Partial Absence). This includes both late arrivals and early departures.

If your child will be absent, a parent/guardian should call or email the school office between 7:30am and 8:30am. If a student is absent, his/her work may be picked up in the school office at 3:00pm.

If an appointment during the school day cannot be avoided, a written note, email or phone call should be sent/made to the school in advance by the parent/guardian stating the time, length, and reason for absence. A doctor's note upon return from an appointment is also acceptable.

Chronic Absences

Students are expected to maintain a 90% attendance rate. Chronic or excessive absences can impact scholarship awards and/or continued enrollment in St. Frances Cabrini Academy.

Excessive absences may be reported to the Division of Family Services. Where the validity of an excuse is in question, the principal or social worker may investigate the situation.

Release from School Prior to Dismissal Time

A student is permitted to leave school for illness only after the parent/guardian has been contacted by the office. Parents/Guardians will report to the school office to sign out their sick child.

For reasons other than illness, a written, signed request, email or phone call from the parent/guardian is required for a student to leave school before the end of the school day. The request must state the reason for early dismissal and should be submitted to the school office. Parents/Guardians will meet and sign out the student in the school office.

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 and may result in dismissal from St. Frances Cabrini Academy.

Religious Activities

Morning prayer takes place daily at 7:50am as part of morning announcements. All students are also required to attend Mass weekly. Non-liturgical services, such as prayer services, the celebration of feast days, the Stations of the Cross, and the recitation of the Rosary are also celebrated at school. Catholic students in Grades 3 through 8 participate in reconciliation in the fall and grades 2 through 8 during Lent.

Students in 2nd grade prepare for and receive the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. Parents/Guardians will be required to attend one informational meeting for each sacramental preparation.

Students in Grades 7 & 8 prepare for and receive the Sacrament of Confirmation in the spring of even numbered years (2026, 2028 etc). Parents/Guardians and sponsors are required to attend informational meetings for sacramental preparation.

Uniform Guidelines

General uniform expectations:

- *uniforms must be clean and neat without holes or tears*
- no makeup or body markings/piercings
- nail polish is allowed on natural nails. Artificial nails of any kind may not be worn.
- one small pair of earrings may be worn in the earlobe
- a single, short necklace may be worn
- a single, non-distracting bracelet may be worn
- distracting and exaggerated hairstyles are not allowed

Shirts

- must be tucked in
- may be a solid white or solid red collared shirt (long or short sleeves)
- St. Frances Cabrini Academy red logo T-shirts (available from the school office)

Options for girls

- grades K – 3 may wear the red & blue plaid school jumper (no skirt) which can be purchased from Just Me Apparel at www.justmeapparel.com
- grades K - 3 are permitted to wear solid red or solid navy blue cardigans
- grades 4 – 8 may wear the red & blue plaid school skirt (no jumper) which can be purchased from Just Me Apparel at www.justmeapparel.com
- jumpers and skirts should be no shorter than 3 inches above the knee
- solid navy, black or gray shorts or leggings must be worn under the jumpers/skirts
- navy blue pants or walking shorts (no denim or nylon, cargo, leggings or other styles) are permitted
- pants must be worn at the waist / shorts should be no shorter than 3 inches above the knee
- if pants or shorts have belt loops, a brown or black belt must be worn

Options for boys

- navy blue pants or walking shorts (no denim or nylon, cargo, leggings or other styles) are permitted
- pants must be worn at the waist / shorts should be no shorter than 3 inches above the knee
- if pants or shorts have belt loops, a brown or black belt must be worn

**shorts may be worn in the fall and spring based on dates determined by the administration*

Socks

- must be solid white or solid black

Shoes

- students must wear tennis / athletic shoes to school at all times

Sweatshirts

- only St. Frances Cabrini red logo sweatshirts are permitted during the school day. Sweatshirts can be purchased in the school office.
- hooded and zippered sweatshirts are not allowed (except 8th grade class hoodies)

Eyeglasses/contact lenses

- students who have prescription eyeglasses or contact lenses are required to wear them to school every day

Consequences will be given for students who are not in proper uniform. Parents/guardians may be asked to bring a proper uniform or the student may be asked to change into a proper uniform from the supply of uniforms at school. The cost of a new t-shirt or proper socks (upper division) will be charged to the family's tuition account if provided. Parents are encouraged to stop by the office to find appropriate uniform clothing as needed.

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 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, students may be asked to select a more appropriate replacement from our uniform rack.

Free Dress Days

Occasionally students are awarded a free dress / out of uniform day. On such days, students are to come to school in clothing that gives a neat and clean appearance. Dress on such days must be *modest and appropriate* for school. Students should follow *general uniform expectations relating to accessories*.

Birthday Free Dress

Students will be allowed to "free dress" on their birthday. If their birthday falls on a Saturday or Sunday, students may use their free dress on the Friday prior or Monday following their birthday.

Identification of Possessions

All articles of clothing, backpacks, notebooks, folders, lunch boxes, and other personal items should be clearly marked with the student's name.

A lost & found bin is located near the uniform closet. Parents/Guardians and students are encouraged to look through the bin frequently for missing items. All unmarked items will be cleaned out monthly and will be donated to a local charity.

Student Personal Storage

Students store their school and personal belongings in a school issued cubby/locker located in their classroom. Cubbies/lockers are to be kept neat and clean. Decorations are not allowed.

Textbooks

The school purchases books and textbooks for student use. All items are the property of St. Frances Cabrini Academy:

- students must carry a backpack to hold all learning materials
- if a book is lost or damaged, parents/guardians will pay to replace the book

Technology / Devices

The use of computers, other technological hardware, and internet access is a privilege, not a right. Providing access to technology promotes educational excellence by facilitating resource sharing, innovation, and communication. Computers, other technological hardware, and internet access is provided for students and teachers to conduct research and enhance learning. St. Frances Cabrini Academy owns all devices and accounts and will make every effort to protect students from any misuses or abuses during their experience with the internet, understanding that even with the best security and filtering, controversial or offensive materials and information occasionally appear. Cabrini cannot be held responsible if inappropriate or offensive material is inadvertently encountered.

Parents and students will be required to sign a ***Chromebook/iPad Loan Agreement & Expectations*** (see Appendix 1) to access devices and network services. This form must be completed prior to computer or internet usage. Cabrini reserves the right to revise the policy at any time. Revisions will take effect immediately upon approval by the principal. Failure to adhere to the technology policies will result in disciplinary action, up to and including suspension or withdrawal for cause.

Classroom Interruptions

Classes are not to be disturbed at any time during the school day. Parents/Guardians must leave any items for students in the school office. The office staff will arrange for item pick up.

Student Cell Phones & Phone Usage

Cell phones, smart watches or other communication devices are not permitted at school. Students are not permitted to make personal calls under any circumstance. In an emergency, the principal or administrative assistant will contact the parent/guardian. If a student must bring a

cell phone to school for an exceptional reason, it must be kept in the office during school hours.

Food Service Program

The school cafeteria serves lunch and a nutritious snack daily. The lunch menu is shared monthly via the Parent Communication and school website. Students may bring a healthy lunch to school. *Note: lunches brought from home cannot be warmed in the cafeteria nor may they be shared under any circumstances.* Soda / bottled beverages, candy / gum and fast food items are not allowed.

In the case of dietary restrictions, the parent is required to provide a Food Allergy & Anaphylaxis Emergency Care Plan that includes a physician signature. We are a peanut aware school and have students choose allergy aware seating in the cafeteria should the situation warrant. In order to provide a safe cafeteria environment for all of our students, we prohibit students from sharing food.

Free and Reduced Lunch Program

Lunch and a snack are offered to all students every day. While we do not participate in the federal government-sponsored free and reduced lunch program, we do require families to complete the income survey which will be given to each family in their back-to-school packet. Eligibility data allows us to access other funding sources.

Cafeteria Expectations for Students:

- line up quickly and quietly
- remain seated while eating
- do not share food
- speak quietly and kindly to others
- raise your hand for help
- clean up and throw away all trash
- treat cafeteria staff with respect (i.e. say please & thank you)

Lunch/Recess

The lunch period for the primary grades:

- K - 2 lunch from 10:55 am to 11:15 am followed by recess
- Grades 3 & 4 lunch from 11:20 am to 11:40 pm preceded by recess
- Grades 5-8 lunch from 12:05 pm until 12:30 pm preceded by recess

Recess is on the playground in the fenced area on the Kutis Funeral Home parking lot.

Playground Rules:

- Be respectful of others
- No standing, climbing or jumping off the slides
- No sitting, standing or crawling on monkey bars
- Ask other children to join in and play nicely
- Move around safely
- Listen and follow instructions from teachers
- Tell a teacher on duty if there is a problem

- Freeze when the whistle is blown!
- The playground is for everyone's enjoyment...please take care of it!

Birthday Treat Policy

Birthday treats from outside of the school cafeteria are **not permitted**. This policy was developed taking into account food allergies, diversity of diets, our school wellness plan and the overall safety of our students.

Birthdays will be celebrated by giving each student a token for the book vending machine. Summer birthdays will be combined with other months.

Homework

All students in grades K through 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. Homework should be relevant and reasonable and should not exceed 10 minute/grade level (i.e. 3rd grade = 30 minutes). Primary students will use a homework folder (K -4). Grades 5-8 will utilize a planner.

Homework in Grades 5 – 8

Students in grades 5-8 utilize an organizational system developed by the teachers. Upper division teachers ensure that students record homework assignments at the end of each class. Students will:

- place a complete heading on homework with name, date, subject, and specific assignment
- use standard sized paper (not torn from a spiral notebook)
- do not fold, tear, scratch out, or doodle on homework paper
- complete math work in pencil

For Grades 5 – 8, incomplete or missing assignments will be handled in the following manner:

- teacher will discuss concern with student
- teacher will either call or email parent/guardian
- students with incomplete or missing assignments will not receive full academic credit for late work
- parent conference will be scheduled for students who habitually violate homework procedures
- students may be denied participation in school sponsored activities and events (e.g.: field trips, field day, special events, etc.)

Academic Integrity

St. Frances Cabrini Academy upholds high standards of academic excellence and expects academic integrity of all students at all times. Cheating is a violation of personal integrity and a contradiction to Christian values. The academic grade of all students involved in cheating in any form will be impacted at the discretion of the teacher in consultation with the principal. All students involved will receive an unsatisfactory conduct grade. Teachers will contact the parent/guardian of all students involved whether the involvement was active or passive. Repeated offenses will result in suspension or in extreme cases withdrawal for a cause.

plagiarism: the adoption or reproduction of ideas, words or statements of another person without due acknowledgement

fabrication: the falsification of data, information, or citations in any academic exercise

deception: providing false information to an instructor concerning an academic exercise or giving a false excuse for missing a deadline

sabotage: acting to prevent others from completing their work (this includes destroying the work of others or willfully disrupting the experiments or work of others)

forgery: presenting a false signature

cheating: taking, giving, or accepting any unfair advantage for course work inside or outside of the classroom

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

Artificial Intelligence

Artificial Intelligence (AI) is a tool that can help students, teachers, and staff learn, create, and solve problems. AI is used to support learning, creativity, and problem-solving — not to replace thinking or doing schoolwork independently. Teachers will choose and supervise the use of tools that are age-appropriate and protect student privacy.

AI tools should never be used to create harmful, mean, or inappropriate content nor disclose personal information about students, families, and staff.

Student Expectations

- Use AI to help understand topics, get suggestions, or practice skills.
- Do not ask AI to complete tests, quizzes, or assignments that are meant to show what *you* know.
- Tell a teacher if AI gives confusing, incorrect, or inappropriate information.

Consequences for Misuse

If AI is used inappropriately, students may lose access to AI tools and receive consequences according to the school's technology and/or behavior policies.

Dismissal

The school day ends at 3:00pm unless specified on the school calendar. A bell will signal dismissal procedures. Upper division students will exit through the Arsenal Street doors at 3:00pm. Primary classes will exit via the front door.

Dismissal procedures:

- teachers will escort their class from the school building to their designated pick up zone on the parking lot
- parents/guardians will pick up their child from the teacher and head to their vehicles
- parents/guardians assume full responsibility for their child when picking them up from the homeroom teacher
- once students are buckled into their vehicles and have been released by school staff, parents/ guardians may carefully leave the parking lot

The parking area between the school building and the rectory is to be used when a parent / guardian needs to enter the school building during dismissal time.

After School Program

After school care is provided on site under the administration and supervision of Gene Slay's Girls and Boys Club. The program runs until 6:00pm Mondays through Fridays (1:00pm – 6:00pm on early dismissal days). Registration is required for participation in the program. *There are a limited number of spots available.*

Field Trips

Teachers can request class field trips that are of educational 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. Phone calls or emails to the school office giving permission to attend a field trip may not be accepted as substitution for the permission form. (However, a signed permission slip scanned or emailed will be accepted)

Transportation for Field Trips

Bus transportation by an insured carrier will be used for all field trips. Chaperones can ride on the bus at the discretion of the teacher. Only students, approved chaperones and supervising teacher(s) participating in the field trip may be transported.

Faculty Meeting Days

August 6 & 7	Before school starts	Half day faculty meetings
Friday, August 29	School dismissal 1:00 pm	Faculty meeting 1:15 pm
Friday, September 25	School dismissal 1:00 pm	Faculty meeting 1:15 pm
Friday, October 9	No School	Faculty meeting & auction setup
Friday, November 20	No School (after am p-t conferences)	Faculty meeting afternoon
Friday, December 18	School dismissal 1:00 pm	Faculty meeting 1:15 pm
Monday, January 4	No School	All day faculty meeting
Friday, February 26	School dismissal 1:00 pm	Faculty meeting 1:15 pm
Thursday, April 30	School dismissal 1:00 pm	Faculty meeting 1:15 pm
May 28	After school ends	Half day faculty meeting

Snow Days

In the event that school is 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), and an email blast will be sent to parents. It will also be posted on the school Facebook and Instagram pages.

In the event that a circumstance would require remote learning (see Appendix 2), families will receive a message via TeacherEase followed by an email from their teacher with further instructions.

Once the school day is in session, school will not be canceled due to inclement weather. Parents/Guardians may pick up students before regular dismissal time at their discretion. 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* and *6th* grade. All newly enrolled students at any grade level are also required to have a valid (within 12 months) physical examination on file. Students must be in compliance with all necessary immunizations for attendance at school.

Medical Conditions

Students with a significant, or potentially life-threatening medical condition may require special consideration. St. Frances Cabrini Academy will 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.

Students with chronic medical conditions should provide the school with required medication(s) as well as an action plan signed by a physician. These conditions include seizures, diabetes, asthma, environmental and food allergies. In the case of a food allergy, the parent is required to provide a ***Food Allergy & Anaphylaxis Emergency Care Plan*** (Appendix 3) including a physician signature.

Illness

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

During the school day, if a child develops symptoms of illness, the administrative assistant will determine whether a student should remain at school. As a general rule, any student with a temperature of 100 degrees will be sent home. Parents / guardians or an emergency contact must be available to pick up an ill student from school in a timely manner. *Students sent home with a temperature may not return to school until the fever has been gone for at least 24 hours without fever-reducing medication.*

For the well-being of the others 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/abdominal cramping
- a yellow or green nasal discharge
- vomited in the last 24 hour period
- discharge from the eyes with itching and crusting on lashes, and/or including swelling and redness of the eyes

Communicable Disease (including COVID)

Schools share the responsibility for disease prevention and control with parents and community health officials. The school will follow recommended policies and procedures established by the City of St. Louis Health Department. In the event a student is infected by a communicable disease, that student may be excluded from school, and examination by their physician may be advised.

Administration of Medication

Ideally, *all medication should be given at home*. The school will not administer the first dose of any new medication. If a student requires any medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, 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;
2. written consent of the parent/guardian for school personnel to administer the medication (*Appendix 4: **Parental Consent for Medication Administration to their Child***);
3. the medication in the original container;
4. proper training of personnel on medication administration.

Students are not allowed to carry medications with them at school. Should the physician request an exception, ***Parental Consent for Student to Carry and Self Administer Medication*** (*Appendix 5*) will need to be completed and signed by a parent and the physician.

Emergency contact information must be current including the name and phone number of the student's physician. The school has the right to call the physician to clarify a medication order.

Emergency Contact Information

Parents/Guardians are required to provide 2 emergency contacts other than parents with updated information for each child enrolled in the school. *It is the legal responsibility of parents/guardians to ensure that the school has correct and updated information for each of their children.* Should an emergency occur, this information is the school's guide for making contact with a parent/guardian, physician, or close relative/friend. If the school is unable to contact a parent/guardian due to incorrect, inaccurate or out-of-date emergency information, the incident may be reported to the proper authorities.

Safety Drills

The safety of our staff & students is a priority. We subscribe to 911RTA which serves as an interface between 911 dispatch centers and school administrators notifying us about 911 calls near our school address. Additionally, CrisisGo is a reporting & response system that allows us to communicate internally and with local first responders.

Safety drills including: fire, lockdown, earthquake are conducted throughout the school year. The school's procedures are in accordance with the requirements set forth by the St. Louis City Fire Department and the Archdiocese of St. Louis to ensure a safe and orderly evacuation of the school building. Tornado drills are conducted on the first Monday of each month in conjunction with the area-wide test of the City of St. Louis tornado warning system.

Student Evaluation

Grading Scale

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	

*Kindergarten and primary enrichment classes use unique grading scales outlined on report cards.

Progress Reports

Students in Grades K – 8 may receive progress reports throughout the year at the discretion of the teacher and administration. The purpose of these reports is to inform parents/guardians of their student's academic and behavioral progress. Parents/guardians can login to their child's TeacherEase account to view grades and missing work at any time.

Report Cards

Report cards are distributed three times a year at the end of each trimester: October/November, February/March and June (the final report card is mailed to the parents) pending fulfillment of tuition fees.

Parent-Teacher Conferences

Parent-teacher conferences are held in October/November. *This conference is mandatory for all parents/guardians.*

Additional parent-teacher conferences may be 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 social worker.

Promotion and Retention

Students are advanced in grades based upon satisfactory completion of the required academic work for the preceding level. Students may be retained or withdrawn if those expectations have not been met. 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 provides data that allows us to determine the best education placement for each student as well as informing curriculum development decisions.

Assessments include:

- NWEA (required by Archdiocese)

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 for their child(ren). This can be done 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 to access their student's records including 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 written consent of a parent/guardian, or the former student has reached the age of eighteen. 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. In addition, the person must also have a professional responsibility for a specific individual student. This includes teachers, counselors, 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 will only be done with the specific written consent of the student's parent or guardian. This applies to both written and/or oral information.

St. Frances Cabrini Academy will 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 modifications during their term of enrollment. These evaluations and related documents will be part of the cumulative record.

Catholic High School Application Process

All 8th grade students will be supported in their search for a good fit high school. The process will be moderated by the school social worker:

- Information about high school selection will be shared in 7th grade and again in August / September of 8th grade year
- Students and parents/guardians are encouraged to attend Open Houses & High School Nights offered at various locations throughout the school year
- Eighth grade students and their parents/guardians are encouraged to arrange visit days (“shadow days”) with the individual high schools. Up to 2 visits during the school day will be counted as an excused absence.
- Eighth grade students apply to Catholic high schools in late-October and early-November.
- Cabrini supplies the designated high school with the student’s cumulative record and report card.
- Students and parents/guardians are informed of acceptance/non-acceptance in early February.

Parents/guardians wishing to have their child apply to a public district or an independent school for high school placement need to contact those schools directly for their application process, procedures, and timelines.

Communication

A Parent Communication is emailed home weekly on Mondays via our TeacherEase Learning Management system. This communication may also include attachments such as the monthly menu and calendar events. Families are also encouraged to follow Cabrini Academy on Instagram and Facebook for updates.

Teachers communicate with parents in a variety of ways including emails, the Talking Points App, phone calls, planners, progress reports, and parent-teacher conferences. Parent-teacher conferences will be held in October / November and are required for each family. It is an opportunity to discuss your child’s performance as well as to share areas for future growth.

The parking lot is not to be used for a conference and/or to discuss personal concerns.

To communicate with your child’s teacher or the principal, please email directly or leave a message in the office to request a call back. The principal or teacher will return the call at his/her earliest convenience and arrange for an appointment if necessary. ***Parents are highly encouraged to send a message through the Talking Points app.***

Talking Points

Through the Talking Points app, parents can receive and send messages in their home language. We ask that all families download the Talking Points app for more direct and efficient communication. All teachers and administrators use the app. Assistance with downloading the app is available in the main office.

Use of Electronic Communications Devices and Applications

St. Frances Cabrini Academy provides faculty and staff members with a school email account and access to TeacherEase. All electronic and digital communication between faculty/staff and parents/guardians must occur through these applications. School personnel may not use personal websites, blogs, email, social networking sites, etc. to communicate with parents/guardians.

Use of Student Photographs by the School and the Media

Photographs of students will not be used in marketing materials or by the media without the permission of the parent/guardian. A media release form must be completed by all families at the beginning of each school year. A copy of the signed form is kept on file in the school office.

Maintaining School Privacy

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

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

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or elsewhere.

St. Frances Cabrini Academy investigates and responds to all reports of violations of internet usage and social networking rules. This includes cooperating with local authorities.

Student Email and Google Docs Policy

Student Email and Google Docs Policy

In order to promote authentic learning, St. Frances Cabrini Academy uses student email accounts in grades 3-8. The only acceptable purpose of the student email system is for students to communicate with school staff, access outside resources related to school assignments, and collaborate with fellow students on school activities.

All St. Frances Cabrini Academy student Google email accounts are property of St. Frances Cabrini Academy:

- The use of St. Frances Cabrini Academy's email system is a privilege. The use of the email system will align with the school's code of conduct which will be used for discipline purposes. Communication through the email system will exhibit common sense and civility. It will abide by the standard of acceptable behavior set forth by St. Frances Cabrini Academy policies and those of the Archdiocese of St. Louis.
- Students are responsible for messages sent from their accounts.
- All class usernames and passwords will be provided to teachers in order for them to monitor accounts and communicate with administration and parents. *Passwords should not be changed or shared.*
- Student usernames and passwords can be provided to parents upon request.
- Information sent or received by St. Frances Cabrini Academy's email system is not confidential. The administration reserves the right to retrieve the contents of user mailboxes at any time

Inappropriate use of electronic devices, applications, or accounts will be subject to the full range of disciplinary consequences, including withdrawal for cause.

Grievance Procedures

When problems or concerns arise, parents/guardians should contact the teacher directly. Open dialogue is the most effective means of problem-solving. Parents/Guardians may email or leave a phone message between 7:30am and 3:30pm, as well as using the Talking Points app.

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

Extracurricular / Enrichment Opportunities

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

A number of extracurricular / enrichment opportunities are available both during and after school. These activities are dependent on the availability of adult moderators. They include but are not limited to:

Band

An opportunity for students in the upper division (5th-8th) students to learn and perform with band instruments. Dates & times to be determined.

Moderators: Mr. Kwame Segar & Miss Margaret Bianchetta kwame.segar@cabriniacademy.org

Choir

An opportunity for students in the upper division (5th-8th) students to learn and perform vocally. Dates & times to be determined.

Moderator: Mr. Kwame Segar kwame.segar@cabriniacademy.org

Sports

St. Frances Cabrini Academy's sports program is part of the St. Louis Archdiocesan Catholic Youth Council (CYC). Sports teams are organized by parent volunteers in partnership with neighboring schools. Teams compete dependent on available coaches & parent involvement.

Sports sign-ups are announced during the course of the school year. Parents/Guardians are required to sign a permission to play form for students to participate. Player fees and uniform deposits are paid at the time of team registrations. *Note: All volunteers are required to register with Prevent & Protect St. Louis and to complete a background check as mandated by the Archdiocesan Safe Environment Policy.*

Contact: Coach [Sam Carel](mailto:sam.carel@cabriniacademy.org) at sam.carel@cabriniacademy.org

School Garden

Through a grant from the Gateway Greening Foundation, we have an outdoor garden which requires tending. Families are encouraged to volunteer at the garden site by watering, pulling weeds, harvesting plants, etc. Requests for assistance will be posted throughout the year.

Moderator: Mrs. Elizabeth DeBoo at elizabeth.deboo@cabriniacademy.org

Safety Patrol

Students in the upper division (6th-8th) are invited to participate in Safety Patrol. The primary goal of the safety patrol is to assist students in crossing the street safely on their way to and from school, help children become safe pedestrians and to foster qualities of leadership and good citizenship in patrol members. Morning patrol serves from 7:15-7:40am and afternoon patrol is from 3:00p.m. - 3:15pm.

Moderator: Ms. Pattie Murphy Voss at pattie.voss@cabriniacademy.org and Mr. Sam Carel at sam.carel@cabriniacademy.org.

Art Club

Students in grades 6-8 have the opportunity to participate in an after school Art Club. Art Club works on projects for special events. Art Club is open to a limited number of students.

Moderator: Miss Emily Hemeyer emily.hemeyer@cabriniacademy.org

Student Service

Students are highly encouraged to begin developing lifelong habits of service to their community and to others. Care and concern for those around us is a fundamental understanding of Christian and ethical living. Many opportunities exist within the school setting as well as in our parishes and larger community. Please watch for opportunities and encourage your child to join.

Our 7th and 8th grade students will be required to perform service through their Religion coursework. It is a firm belief at St. Frances Cabrini Academy, and our larger Church, that our students should develop into young men and women for whom empathy and service to their church, community, and the larger world is commonplace in their lives.

Parent Involvement

Parent Organization

Parents and guardians are encouraged to get involved. The Parent Organization strengthens the relationship between home and school by providing parents / guardians with an opportunity to gather, share information, and work together on school-related projects. Each classroom will have a point of contact that will communicate grade specific information and at times, ask for assistance. Opportunities for involvement include the annual auction, special classroom activities, chaperoning field trips, etc.

School Policies

Behavior

Academic difficulties, behavioral misconduct, and/or uniform violations are tracked in grades 5-8. Parents/Guardians will be notified and are asked to discuss these issues with their child and develop a personal plan for improvement. Habitual notifications may result in a conference with the student, parents, and teacher(s)/administration.

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 which supports the education, safety, and faith development 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, learning and to develop mutual respect. Teachers engender a sense of responsibility in their students that enables them to behave appropriately and to become 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. For a true partnership between home and school, parents are required to contact their child's teacher in the event they become aware of any situations that negatively impact learning.

In the spirit of thoughtfulness and Christian love, we adhere to the following code of conduct:

The students will:

- arrive at school on time each day
- attend all classes regularly
- follow all classrooms rules and regulations
- be prepared for all classes with proper materials and supplies
- cooperate with teachers and students in class activities

- maintain a respectful and orderly atmosphere throughout the school building
- speak respectfully
- settle disagreements in an appropriate manner
- respond to, and follow directives, given by school-employed adults

The consequences for not following the school rules include:

- a verbal or written warning will be given to the student
- loss of privileges
- contact with parents/guardians
- conference between the student and principal
- placement in an in-school suspension
- meeting with the student, parents/guardians, teacher(s), and principal
- withdrawal for cause

Suspension

A student who seriously offends in the area of discipline, respect, behavior, and cooperation 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 as many days at home as deemed appropriate (up to three days), under the supervision of the parents/guardians. The student must complete the classroom work assigned during the suspension. The student may 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 in consultation with the pastor designate. Notice of suspension will be conveyed to the parents/guardians. 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 designate.

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. Withdrawal of a student is a very serious matter, and this measure is evoked only as a last resort. To avoid withdrawal for cause, the administration will use every means available to understand the cause of the disruption and exhaust all appropriate strategies and resources within the school.

The parents/guardians of the student will be called for a conference with the principal in the hope that a solution can be found which will forestall the necessity of withdrawal for cause. In cases where outside assistance seems necessary, recommendations of supporting agencies will be made available to the family.

If withdrawal for cause seems to be the only solution, the following steps will be followed:

- the parent/guardian and student will be notified that withdrawal for cause is being considered
- the administration will consult with staff members and students to obtain information about the circumstances leading to consideration of withdrawal for cause
- the principal may consult with the Office of Catholic Education and Faith Formation and the pastor designate
- a conference with the parents/guardians and administration may be 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 principal and pastor designate and will be communicated to the parents/guardians
- students will not be eligible to re-enroll at St. Frances Cabrini Academy

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
- harassment, fighting, or bullying as defined by www.stopbullying.gov *
- defacing or destroying school property
- unauthorized leaving of school premises during school hours - a child leaving the school premises during school hours is considered truant. The truancy will be reported to the proper authorities
- posing a threat to the welfare of the faculty, staff, and students
- serious violations of the St. Frances Cabrini discipline policy and/or violence policy
- inappropriate conduct of a sexual nature
- inappropriate use of school materials including electronics
- immoral behavior and/or possession of pornographic materials
- carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Frances Cabrini Academy. This prohibition expressly includes those persons licensed to carry concealed firearms.
- involvement in gangs, possession of gang paraphernalia and/or use of gang signatures
- possession of or being under the influence of alcohol
- engaging in behavior that is contrary to Church teachings

**“Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.”

Students violating any policy will be subject to suspension and/or withdrawal for cause. Anything against the law in the community is also illegal at school and will be treated through the juvenile court system. Law enforcement may become involved.

Drug, Alcohol & Substance Use Policy

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 or withdrawal for cause from school. In addition, civil authorities may become involved.

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. 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.

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 administration
- the Office of Catholic Education and Faith Formation and the pastor designate will be contacted

- the parents/guardians of the child will be contacted, informed of the situation and will be asked 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.

The individual who may have been the target of the violent threat 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, 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. St. Louis Counseling, West County Psychological). Such information will be shared with and reviewed by the principal, the pastor designate, and 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 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.

Archdiocesan Guidance 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 taken 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 Guidance on Internet & Electronic Communications

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize 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.

Communications or depictions through email, text messages or website postings, whether they occur on the school computer network 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 school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause as described on page .

Archdiocesan Guidance on Search and Seizure

School officials 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 without prior notice to parents/guardians or students. Furthermore, the school reserves the right to search any item brought onto school property (such as a student's jacket, purse, backpack, etc.).

If the student refuses, immediate disciplinary action, such as suspension or withdrawal for cause, could be taken based upon that refusal.

Archdiocesan Safe Environment Policy

The purpose of the Safe Environment Program is to create and maintain a safe environment for all children. All employees, volunteers, religious, priests, and deacons who work with or near children must be compliant with the Safe Environment Program of the Archdiocese of Saint Louis set forth by the United States Conference of Catholic Bishops. Visit the Safe Environment Program at archstl.org for more information.

Compliance with the Safe Environment Program includes attending a Protecting God's Children workshop, completing a criminal background check, viewing two online training modules, and agreeing to the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working in ministry. Go to PreventAndProtectSTL-StFrancesCabrini

All children in archdiocesan educational programs are encouraged to participate in the Safe Touch program. Safe Touch programs presented by trained moderators and are educational programs that teach children how to protect themselves from sexual abuse. Age appropriate programs are taught throughout the Archdiocese.

Financial Policy

The cost to educate is over \$10,000 per student. This total cost is significantly subsidized through scholarship assistance and fundraising. In order to provide a quality education for all children, it is the responsibility of parents/ guardians to keep their school accounts current. Signing Cabrini's tuition agreement is an indication of support for published financial policies.

Application Fees

The application fee for the 2026-2027 school year is \$50.00 per child and is due at the time of application. Application fees are neither refundable nor prorated.

Tuition Rates

The tuition rate for the 2026-2027 school year is \$6375 per child. Through the generosity of the Archdiocese of St. Louis, local parishes, and donors, several scholarships are available. To be considered for any tuition assistance opportunity, families must apply to the Today and Tomorrow Foundation ([TTEF](#)).

Tuition Payments

Families have three options for paying their tuition:

Option #1: monthly tuition payments

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

1. automatically withdrawn from a bank account (preferred method) on the 20th of each month.
2. payment in the school office by the 20th of each month

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 the start of the school year to receive a 5% tuition discount (the discount does not apply if tuition assistance is awarded).

Option #3: pay by semester

Families can choose to make two tuition payments to the school. The first payment is due by the start of the school year and the second payment is due by January 17.

Past Due Accounts

Families may experience a loss of enrollment due to missed tuition payment.

The following steps will also be taken in the event a family account is past due:

- person in charge of tuition will be notified
- student report cards will be held
- records 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.*

Withdrawing from School

Families who transfer out of 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 tuition 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 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 financial responsibilities to the school.

Policies on Transfers from other Catholic Schools

For families wishing to transfer to St. Frances Cabrini Academy from other Catholic schools, following procedures will be followed:

- a conversation between school administrators may take place
- a statement from the school/parish that the family is not past due on any fees or tuition to the current school is required
- families must complete the application process

Appendices

St. Frances Cabrini Academy
Chromebook/iPad Loan Agreement & Expectations

students will not receive a device or be able to use the internet until this contract is signed & returned

The use of computers and the internet to support learning is a privilege, not a right. A safe environment as it relates to technology is a priority. Inappropriate conduct will be subject to a full range of disciplinary consequences, including withdrawal for cause, as determined by the administration.

A school chromebook (grades 3-8) or iPad (grades K-2) is *loaned* for academic purposes only. It is the student & family's responsibility to care for the device, charging cord and case. All items must be returned at the request of the school. Replacement costs will be billed to families: chromebooks - \$200.00 / iPads - \$150.00 / cords - \$10.

Student Responsibilities:

- I understand the device is being loaned to me & all school policies apply. St. Frances Cabrini Academy owns all equipment & communications and has the right to access cabriniacademy.org email accounts at any time.
- I will use the device & internet for school-related purposes.
- I will use respectful, appropriate language at all times.
- I will not post inappropriate information or images about St. Frances Cabrini Academy students or faculty.
- I will promptly report any messages or sites that are inappropriate or make me uncomfortable.
- I will never share personal information with anyone over the internet.
- I will not access another student's work, folders or files without permission.
- In all my work, I will give credit to all programs, books, articles, and data obtained from the internet & respect all copyright laws.
- I will not attempt to make any changes to the device including (but not limited to): loading, deleting, or modifying software; gaining unauthorized access, bypassing or shutting off security measures on the computers or the school network.
- I will not damage computers, computer systems, networks, peripherals, or other electronics.

Parent Responsibilities:

It is essential that the following guidelines be reinforced to ensure the safe, efficient, and ethical operation of your child's computer:

- We will discuss school policies and expectations regarding the use of the internet.
- We will supervise the use of the device at home.
- We will not attempt to make any changes to the device including downloading apps.
- We will report any problems with the device to school immediately.
- We understand that we are responsible for the device and will be charged for a replacement.

****In the event that a circumstance would require remote/distance learning, a communication would be sent via TeacherEase and the procedures below would be followed (adjustments may be made at the discretion of the administration):***

Distance Learning Expectations for Grades K - 4

Student Expectations

- Begin your day by participating in your homeroom Zoom meeting. This is how attendance will be taken.
- Be kind, be respectful, be responsible, and be safe during Distance Learning.
- Follow the teacher's rules, expectations, and directions. Respond to teacher feedback and emails.
- Create a space dedicated to learning with all needed supplies.
- Turn in assignments on time each day. If you are having difficulty submitting your work, let your teacher know as soon as possible.
- Establish integrity, work honestly...no cheating!
- If you have technical difficulties, ask your parents for help or have your parents contact Mrs. Chulick at 314-776-0883.
- Be a good digital citizen by following the Zoom etiquette rules.

Zoom Etiquette Rules:

- Be on time for class.
- Do not leave class early without your teacher's permission.
- Enter the session using your first and last name.
- Understand that attendance is expected (parents must notify the school office of absence).
- If for any reason you miss class, it is the student's/parent's responsibility to reach out to the teacher to determine what is missed.
- Sit in a seat that is on camera for the teacher to see you during lessons.
- No eating and no pets.
- Be attentive and actively engaged in lessons.

Parents:

- Address questions or concerns with the homeroom teacher.
- Encourage and support your child in developing independence and following academic integrity. Help your child set a routine and organize their day.
- Call the office with absences.
- Check TeacherEase for grades and school calendar.
- Contact Mrs. Chulick for technical assistance.
- Contact Ms. Pattie if you need additional support in any way.

Distance Learning Expectations for Grades 5 - 8

Student Expectations:

- Begin your day by participating in your homeroom video conference. This is how attendance will be taken each day.
- Be kind, be respectful, be responsible, and be safe during Distance Learning.
- Complete assignments with academic integrity and honesty.
- Follow teacher rules, expectations, and directions. Respond to teacher feedback and emails in a timely manner.
- Create a quiet space dedicated for learning with all needed supplies.
- Attend Zoom lessons and read daily instructions carefully on Google Classroom.
- Be on time, attentive and actively engaged in lessons. Do not leave class early without the teacher's permission.
- Communicate with teachers when you have questions or concerns.
- Examine teacher feedback provided in Google Classroom and through emails.
- Be a good digital citizen by following Zoom etiquette rules and honoring the Technology Code of Conduct.

Video Conferencing Etiquette Rules (Zoom or Google Meet)

- All subject area virtual classes will start on the hour according to your schedule.
- Communicate with respectful language and participate in class discussions.
- Wear school appropriate clothing. Uniforms are not required.
- Enter the session using your first and last name.
- Enter the Zoom session with the video on and your face positioned so it is visible.
- Turn the microphone on mute when the teacher is teaching.
- Attend only the sessions you have been invited to by the teacher.
- The background for a virtual conferencing session should be the student's home setting or a background provided by Zoom or Google Meet.
- The chat feature is only to be used to ask questions or respond to the teacher.
- Taking screenshots or screen recordings of virtual classrooms without the permission of the teacher and class members is unacceptable.

Parents:

- Address questions or concerns with the homeroom and/or content area teacher.
- Encourage and support your child in developing independence and following academic integrity. Help your child set a routine and organize their day.
- Call the office with absences.
- Check TeacherEase for grades and monitor your child's Google Classroom.
- Contact Ms. Pattie if you need additional support in any way.



FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR ANY OF THE FOLLOWING: **SEVERE SYMPTOMS**



LUNG

Shortness of breath, wheezing, repetitive cough



HEART

Pale or bluish skin, faintness, weak pulse, dizziness



THROAT

Tight or hoarse throat, trouble breathing or swallowing



MOUTH

Significant swelling of the tongue or lips



SKIN

Many hives over body, widespread redness



GUT

Repetitive vomiting, severe diarrhea



OTHER

Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION
of symptoms
from different
body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS



NOSE

Itchy or runny nose, sneezing



MOUTH

Itchy mouth



SKIN

A few hives, mild itch



GUT

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2018

Authorization for Medication Administration in School

Student Name: _____ DOB: _____ Grade: _____

TO BE COMPLETED BY PRESCRIBING PHYSICIAN

Medication: Prescription ☐ Over the Counter ☐

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time(s) to Be Taken</u>
_____	_____	_____	_____

Diagnosis or reason for medication: _____

If given PRN, specify the minimum length of time between doses: _____

Possible medication side effects: _____

Restrictions or Special Instructions: _____

I request and authorize the above-named student be administered the above medication in accordance with the instructions indicated above from _____ to _____ (not to exceed current school year).
(date) (date)

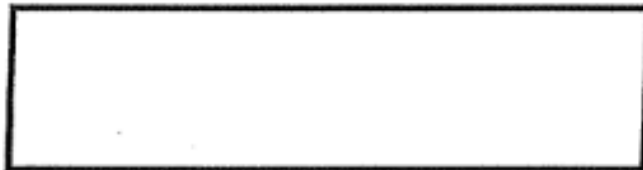
Date

Physician Name (please print)

Telephone Number

Physician's Signature

OFFICE
STAMP:



TO BE COMPLETED BY THE PARENT / GUARDIAN

- ☐ 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.
- ☐ All medication supplied must be brought to school in its original container with instructions as noted above by the physician.

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Please ask the pharmacist for an extra-labeled bottle for school. Thank you!