



**Many Cultures. One Family.**

# Family Handbook 2018-2019

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.

**ST. FRANCES CABRINI ACADEMY  
FAMILY HANDBOOK  
2018-2019**

This Family Handbook contains established policies and procedures for the 2018-2019 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.

## ***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***

### **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 be will work closely with the Principal to enable the school to fulfill its mission.

### **School Board Members**

Fr. Paul Niemann	<i>Pastor, St. Pius V (Pastor Designate)</i>
Mr. Al Winkelmann	<i>Retired, Archdiocesan Office of Catholic Education and Formation (Chairperson of the Board)</i>
Sr. Susan Borgel, CPPS	<i>Retired (Vice-chairperson of the Board)</i>
Dr. Tom Nickson	<i>Law, Monsanto (Secretary of the Board)</i>
Mr. Tom Brinkmann	<i>District Manager, Stericycle, Inc.</i>
Mr. Demetrias Elston	<i>Lieutenant, St. Louis Metro. Police Department</i>
Ms. Erin Jackson	<i>PR/HR specialist, Maplewood Richmond Heights</i>
Dr. Maureen Wikete Lee	<i>Associate Dean – School of Ed., Saint Louis University</i>
Ms. Maria Przada	<i>Retired teacher, Incarnate Word Academy</i>
Mrs. Kelsey Snively	<i>Senior Art Director, HLK</i>
Mr. Arnie Heuvelman	<i>Industrial Controller (Global Operations), Bunge Ltd.</i>
Mrs. Caroline Koetting	<i>Principal, St. Frances Cabrini Academy</i>
Mrs. Diane Snively	<i>emeritus member</i>
Dr. Randy Berzon-Mikolas	<i>emeritus member</i>

### **Pastors of Sponsoring Parishes**

#### **Msgr. Jerome Billing**

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

#### **Fr. Jim Wasser, MSF**

St. Wenceslaus Parish  
3014 Oregon Ave., St. Louis, MO 63118  
314-865-1020

#### **Msgr. Dennis Delaney**

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

#### **Fr. Bruce Forman**

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

**Fr. Hubert Zasada**  
St. Agatha Parish  
3239 S. 9<sup>th</sup> St., St. Louis, MO 63118  
314-772-1603

**Fr. Paul Niemann**  
St. Pius V Parish  
3310 S. Grand Blvd., St. Louis, MO 63118  
314-0772-1525

**Fr. Michael Fowler, OFM**  
St. Anthony of Padua Parish  
3140 Meramec St., St. Louis, MO 63118  
314-353-7470

**Fr. Ed Murphy, CM**  
St. Vincent De Paul Parish  
1408 S. 10<sup>th</sup> St., St. Louis, MO 63104  
314-231-9328

## **Faculty and Staff**

Pastor Designate: Fr. Paul Niemann: [PaulNiemann@archstl.org](mailto:PaulNiemann@archstl.org)

Principal: Mrs. Caroline Koetting [caroline.koetting@cabriniacademy.org](mailto:caroline.koetting@cabriniacademy.org)  
Ext. 201

Dir. of Advancement: Ms Rebecca Guzman [rebecca.guzman@cabriniacademy.org](mailto:rebecca.guzman@cabriniacademy.org)  
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Ext. 203

Administrative Assistant: Ms. Tina Colombo [tina.colombo@cabriniacademy.org](mailto:tina.colombo@cabriniacademy.org)  
Ext. 200

Kindergarten: Mrs. Terin Brooks [brooks@cabriniacademy.org](mailto:brooks@cabriniacademy.org)  
Ext. 210

1st Grade: Mrs. Kathy Torrington [torrington@cabriniacademy.org](mailto:torrington@cabriniacademy.org)  
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2<sup>nd</sup> Grade: Miss Lauren Fonseca [fonseca@cabriniacademy.org](mailto:fonseca@cabriniacademy.org)  
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3<sup>rd</sup> Grade: Miss Kelsey Kerr [kerr@cabriniacademy.org](mailto:kerr@cabriniacademy.org)  
Ext. 213

4<sup>th</sup> Grade: Mrs. Fran Grote [fran.grote@cabriniacademy.org](mailto:fran.grote@cabriniacademy.org)  
Ext. 214

5<sup>th</sup> Grade Homeroom / Math: Mrs. Emily Lawson [lawson@cabriniacademy.org](mailto:lawson@cabriniacademy.org)  
Ext. 215

6<sup>th</sup> Grade Homeroom / History: Mrs. Heidi Piatchek [piatchek@cabriniacademy.org](mailto:piatchek@cabriniacademy.org)  
Ext. 216

7<sup>th</sup> Grade Homeroom / Language Arts: Miss Carla Rosene [rosene@cabriniacademy.org](mailto:rosene@cabriniacademy.org)  
Ext. 217

8<sup>th</sup> Grade Homeroom / Science: Mrs. Elizabeth DeBoo [deboo@cabriniacademy.org](mailto:deboo@cabriniacademy.org)  
Ext. 218

Computer / Technology Coordinator: Mr. Bill Chandler [bill.chandler@cabriniacademy.org](mailto:bill.chandler@cabriniacademy.org)

Art: Ms. Emily Hemeyer	Ext. 222 <a href="mailto:hemeyer@cabriniacademy.org">hemeyer@cabriniacademy.org</a>
Music: Mrs. Teri Wells	Ext. 224 <a href="mailto:wellst@cabriniacademy.org">wellst@cabriniacademy.org</a>
Mr. Dennis Wells	Ext. 224 <a href="mailto:wellsd@cabriniacademy.org">wellsd@cabriniacademy.org</a>
Ms. Margaret Bianchetta	Ext. 224 <a href="mailto:bianchetta@cabriniacademy.org">bianchetta@cabriniacademy.org</a>
School Nutrition Director / Aide: Mrs. Mary Jo Grigaitis	Ext. 224 <a href="mailto:maryjo.grigaitis@cabriniacademy.org">maryjo.grigaitis@cabriniacademy.org</a>
Cafeteria: Mrs. Eileen Johnson Mrs. Cathy Weisbrod	<a href="mailto:cafeteria@cabriniacademy.org">cafeteria@cabriniacademy.org</a>

## **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 enrollment team to discuss tuition and application requirements for the family. Kindergarten students will complete the Development Indicators for the Assessment of Learning (Dial-4) 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.

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

All current students in good standing will automatically be 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 new students.

### **Waiting List**

In the event that a grade reaches its maximum number of enrolled students (25), a waiting list will be established. 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.

## **Uniform Guidelines**

### **Uniforms**

Uniform enforcement begins at home. Students are expected to wear the proper uniform at school at all times. No changes or alterations are allowed. Teachers will check student uniforms as part of the daily routine.

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.

### **General uniform expectations:**

- uniforms must be clean and neat
- uniforms should not have holes or tears
- brand logo markings are to be no larger than a quarter
- undergarments must not show through the uniform
- no makeup
- clear nail polish is allowed however white nail tips (French tips), artificial nails (including acrylic, gel, silk, etc.) may not be worn
- one pair of small earrings may be worn in the earlobe. Dangle, large hoops, or multiple pairs of earrings are not permitted.
- a single short necklace, with or without an appropriate small-sized medallion, may be worn inside the shirt
- a single non-distracting bracelet, with or without an appropriate small-sized medallion, may be worn. Rings are not allowed.
- dyed hair, highlights, markings shaved into hair, distracting and exaggerated hairstyles are not allowed



Age-appropriate consequences will be given for students who are not in proper uniform. Teachers may contact parents/guardians to bring a proper uniform to school, or the student may be asked to change into a proper uniform from the supply of uniforms at school. Parents are encouraged to stop by the School Office to find appropriate clothing that adheres to the uniform policy as needed.

### **Shirts**

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

- white or red polo-style shirt (long or short sleeves)
- white or red turtleneck
- white oxford, regular collar or button down collar shirt (long or short sleeves)
- St. Frances Cabrini Academy logo T-shirts (sold through the school office)
- girls may also wear a white blouse with buttons down the front (long or short sleeves)

\*shirts must be tucked in at all time

### **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
- girls must wear shorts underneath their jumpers/skirts. The shorts should not be longer than the jumper/skirt.

### **Pants**

- boys and Girls in grades K – 8 wear navy blue uniform pants
- 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) with either straight leg or cuffed hem
- 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 Friday, October 6<sup>th</sup> and from Monday, March 26<sup>th</sup> through the end of the school year.

*\*The summer uniform timeframe may be extended per the Principal's discretion.*

## **Belts**

- uniform belts must be worn at all times (grades 4-8)
- the uniform belt is optional, but strongly encouraged, for KG – 3<sup>rd</sup> grades
- the only acceptable belt colors are solid navy, black, or brown

## **Socks/Leggings**

- boys and girls wear solid white, solid black or solid navy blue crew socks or knee socks
- girls wear solid white, solid black or solid navy blue tights/leggings

## **Shoes**

- students must wear tennis shoes (an athletic shoe or gym shoe) to school
- shoes must be properly and securely tied at all times
- shoes must have non-scuff soles
- black-soled hard leather shoes and boots are not allowed
- stacked or elevated tennis shoes 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 purchased 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. Long sleeve thermal underwear cannot be worn underneath short-sleeved shirts.
- sweaters may be cardigan or pullover, crew, sweater vest, or v-neck with long or short sleeves

## **Eyeglasses/contact lenses**

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

## **Gym Uniform**

Gym classes are on Mondays and Wednesdays. Students should wear their school uniforms on gym class days. Girls wearing jumpers or skirts must also wear shorts in order to be able to fully participate in class.

## **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. See ***Free Dress Days*** guidelines.

## ***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 box is located in the gym/cafeteria. Parents/Guardians and students can look through the box for missing items. All unmarked items left at the end of the school year will be donated to a local worthy cause.

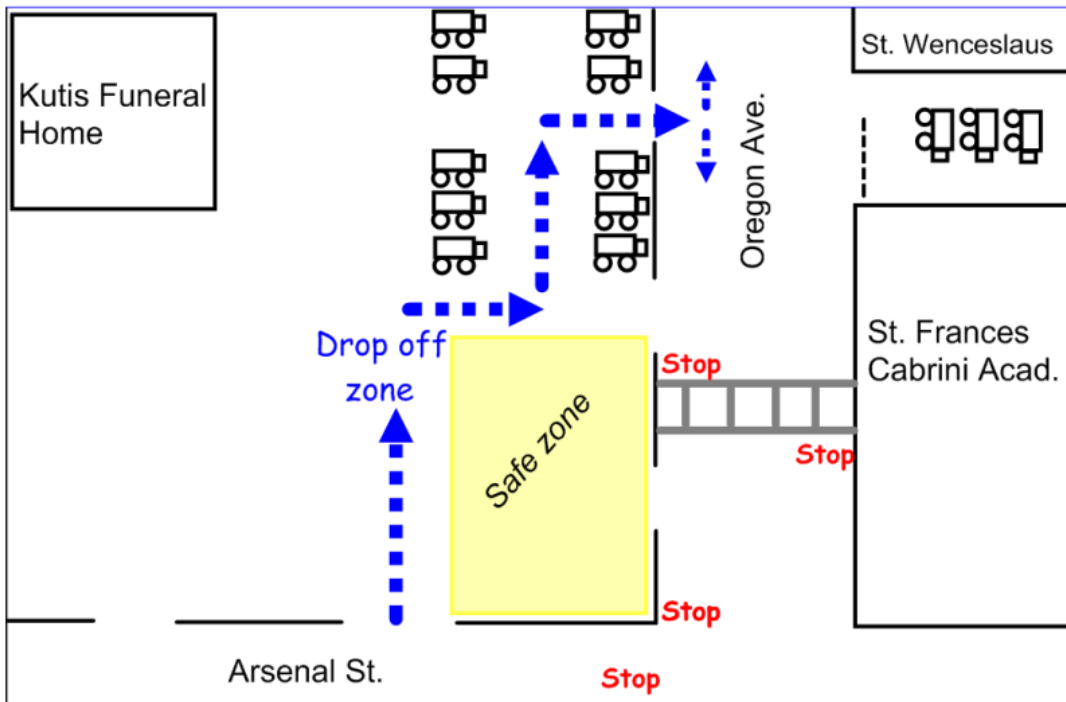
## The School Day

Students may arrive at school no earlier than 7:20 a.m. There is no supervision available before 7:20 a.m. For safety reasons, students may not be left outside or anywhere on the school premises without adult supervision.

When students enter the school building through the main entrance, go directly to the gym, and sit in their assigned class's space for morning prayer.

### Morning Drop-Off Procedures

- vehicles enter the parking lot from Arsenal Street in a single file using the parking lot driveway closest to the school. Vehicles will follow the designated path across the parking lot stopping along the perimeter of the Safe Zone at the designated stopping line. Vehicles will not pull out of line or move around other vehicles at any time.
- students exit their vehicles, enter the Safe Zone, and proceed to the crosswalk to follow the directives of the Safety Patrol.
- vehicles follow the designated path to exit the parking lot using the northernmost driveway onto Oregon Avenue.



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

Parents/Guardians are not allowed to park on Oregon Avenue at any time during morning drop-off and afternoon dismissal. In the morning, Oregon Avenue in front of the school building will be the designated parking for St. Wenceslaus parishioners attending daily mass in the school chapel.

***Please drive slowly and safely on the school parking lot and surrounding streets at all times. It is important to keep your children safe.***

## **Attendance**

### **Tardiness**

A student who is not present at morning prayer (7:45 a.m.) will be marked tardy. Students arriving between 8:30 a.m. and 10:00 am will be marked “less than 2 hours absent”.

Research is very clear about the effect of tardiness on your child(ren) and the rest of the students in their classroom. Habitual tardiness is inexcusable and adversely effects student performance as well as causing disruption within the classroom.

- *The most crucial learning hours of a school day are the morning hours when students are most attentive*
- *Students who are tardy miss the beginning of their morning classes, and they also cause a distraction when they arrive late*
- *Students who are frequently tardy have 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.*
- *Tardiness causes students to feel disconnected with school, leading to behavior problems and dropouts*

It is the responsibility of parents/guardians to ensure that students arrive on time each day. *Excessive excused or unexcused tardiness may 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.). As students are signed in or out of school, the time in/out is logged into our School Management System, TeacherEase. The corresponding code will be assigned: ED (Early Departure) or PA (Partial Absence).

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, 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.

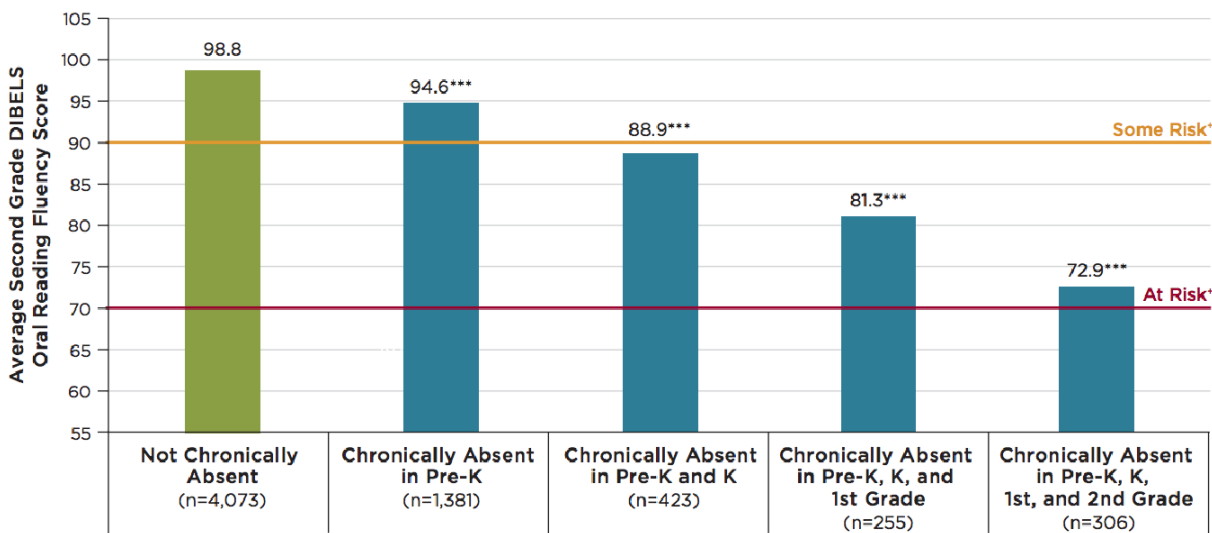
***If your child will be absent, a parent/guardian should call or email the school office between 7:30 a.m. and 8:30 a.m.*** If a student is absent, his/her work may be picked up in the school office at 3:00 p.m..

### **Chronic Absences**

The research is also incredibly clear that daily attendance during the elementary school years can determine how successful a child(ren) will be in their academics throughout their entire schooling - including high school and college.

The chart below shows data from a study completed in February 2014 describing how attendance in the early grades (pre-K through 2<sup>nd</sup>) can affect reading performances. Good attendance rates help students score higher on their assessment tests while poor attendance puts students at risk of never learning to read fluently.

The more years students are chronically absent in the early years, the more at-risk they are for needing reading interventions by the end of second grade.



*cited from www.attendanceworks.org*

*Chronic or excessive absences without substantial cause can be a factor in determining a student’s continued enrollment at St. Frances Cabrini Academy.\* Excessive excused or unexcused absences may be reported to Division of Family Services.*

\*Where the validity of an excuse is in question, the Principal reserves the right to 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. 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. 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.

## **Religious Services**

Morning Prayer for grades K through 8 takes place in the school gym from 7:45 – 7:55 a.m. each day. All students in grades K through 8 attend Mass on Thursday mornings at 8:00 a.m. 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. Students in Grades 2 through 8 participate in reconciliation services during Advent and Lent.

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

Students in Grades 7 & 8 prepare for and receive the Sacrament of Confirmation in the spring of even numbered years (2016, 2018, etc). Parents/Guardians and sponsors are required to attend informational meetings for sacramental preparation.

## **Student Lockers**

Students store their school and personal belongings in a locker / cubby 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.

## **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 (at the discretion of the teacher)
- students must carry a bookbag to and from school to hold all learning materials
- 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 any items to be delivered in the school office.

### **Student Phone Use**

Students may not use the school phone to make personal calls. 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.

If an emergency situation arises, the principal or school secretary will contact the parent/guardian.

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

Students are not allowed to carry cell phones 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. Students may use their cell phones at dismissal in appropriate ways (i.e. to check on ride) and not be a distraction to other students.

## **Food Service 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**

Breakfast is served from 7:20 a.m. to 7:40 a.m. A smaller breakfast (cereal or breakfast bar) will be served after 7:35 a.m. in order for students to have enough time to finish their food before the start of morning prayer. Milk and juice is served with each breakfast. The cost for breakfast is \$1.60.

## **Lunch**

The lunch period for the primary grades (K – 2) is from 11:05 a.m. – 11:30 a.m. and for grades 3 & 4 from 11:35 a.m. to 12:00 pm. The upper division (5 – 8) lunch period is from 12:05 p.m. until 12:30 p.m. The cost for lunch is \$2.85. Milk is served with each lunch. Additional milk and juice is sold for \$0.40 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 (\$0.30 daily for breakfast; \$0.40 daily for lunch).

Breakfast and lunch menus are sent home on a monthly basis. Cafeteria payment statements will also be mailed home each month. Failure to keep accounts current may result in loss of participation in the school cafeteria program and withholding of report cards.

### **Cafeteria Rules for Students:**

- walk in the cafeteria
- 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

### **Birthday Treat Policy**

Our focus at Cabrini is on our children's health and wellness. Therefore, birthday food items brought or delivered from outside of the school cafeteria are **not permitted**.

We will celebrate monthly birthdays as a school monthly. The cafeteria manager will prepare a special treat for all students in all grades to be given out during lunch that day. Summer birthdays will be combined with other months.

This policy was developed taking into account food allergies, diversity of diets, obesity and its related health conditions, and the overall safety of our students.

## **Recess**

Grades K – 2 will have recess each day from 10:40 – 11:00 a.m.; grades 3 & 4 will have recess each day from 11:10 a.m. – 11:30 a.m. Recess will be held on the playground in the fenced area on the northeast corner of the Kutis Funeral Home parking lot. A second recess is taken based upon teacher schedules.

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/Technological Resources**

Providing a full access to technology 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 websites. Telecommunications, electronic information sources, and networked services can significantly alter the information landscapes for school by opening classrooms to a broader array of resources. Computers, other technological hardware, and internet access is 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.

St. Frances Cabrini Academy filters access to inappropriate material to the best of our ability. 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.

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 personal email, instant messaging, or personal accounts on social network sites. They may be asked to participate in or enter into internet based activities (i.e. social media or accounts) solely for educational purposes which are directed and monitored by St. Frances Cabrini Academy faculty and staff.

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. The following guidelines have been implemented to ensure a beneficial and quality experience for all students, teachers, and anyone else with access to St. Frances Cabrini Academy resources:

- 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 (including 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

The use of computers, other technological hardware, and internet access is a privilege, not a right. 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.

Students and teachers must sign an annual technology code of conduct. Parents/Guardians sign an annual technology code of conduct consent. These forms must be completed prior to computer, technological hardware, or internet usage.

## **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.

It is important that all homework and classroom assignments be completed on time. Failure to complete homework or to habitually submit assignments after the due date or incomplete assignments will result in lower academic grades and parent conferences.

### **Homework in Grades K – 3**

Teachers issue homework assignments in the following manner:

**Kindergarten:** A packet will be sent home at the beginning of each month containing a reading log and some activities that can be done at home with the parent/guardian and the child. It is important for the parent/guardian to work with the child to complete the activities, and to return completed packets at the end of the month. The reading log is also due by the end of that month. Math homework will be given 2 - 3 nights per week.

**First Grade:** Math and phonics homework are assigned on a daily basis, except on test days, and should be completed and returned the next day in the math or phonics folder. Beginning mid-1<sup>st</sup> quarter, spelling lists will come home on a weekly basis for Friday spelling tests. Completed work packets will come home each Monday with an attached parent/guardian signature slip which is to be signed and returned.

**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 may be taken:

- 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
- students may be asked to complete assignments during recess or specialty classes

### **Homework in Grades 4 – 8**

Students in grades 5 through 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 4<sup>th</sup> 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.

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 (not 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 and all other work in pencil, black, or dark blue ink

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

- the teacher will either call, email, or send home 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 scheduled for students who habitually violate homework procedures

## **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, a mark of disrespect 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 offences 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

## **Dismissal**

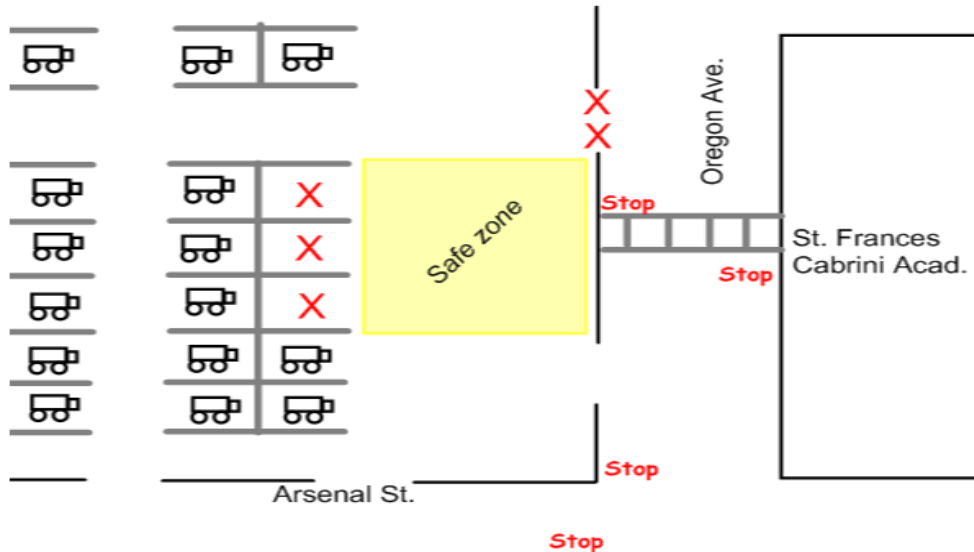
The school day ends at 3:00 p.m. unless specified on the school calendar.

Dismissal procedures:

- teachers will escort their class from the school building to their designated place within the safety zone
- parents/guardians will escort their child(ren) from the safety zone to their vehicles
- parents/guardians assume full responsibility for their child(ren) when picking them up from the homeroom teacher. For safety, children must remain with their parents while they are escorted to their vehicles
- once students are buckled into their vehicles, parents/ guardians may safely leave the parking lot

The parking area between the school building and the rectory will be designated as a "Parent/Guardian Parking Lot." Parents/Guardians who need to enter the school building during dismissal time may park on this lot. Parents/Guardians are not to park on Oregon Avenue at any time during arrival or dismissal.

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 through Provident.



## After-Care

After-school child care is provided on site under the administration and supervision of Provident. The after-care program is from 3:00 p.m. – 6:00 p.m. Monday through Friday. Provident will provide child care from 1:00 p.m. – 6:00 p.m. when dismissal is at 1:00 p.m. Registration through Provident is required for participation in the program. Registration forms are available in the school office.

## Special School Days

### Free Dress Days

Occasionally 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. Students should follow general uniform policies relating to accessories (such as necklaces, bracelets, finger nail polish, etc.) on free dress days.

### Shirts and Tops

- all shirts and tops must cover the entire upper body, including shoulders, upper arms, and midriffs
- tank tops, mesh tops, tops with bare midriffs, or similar tops are not allowed
- t-shirts with inappropriate language or graphics are not allowed

## **Pants**

- jeans are allowed but no holes, tears, or frayed edges
- jeans and pants must be worn at the waist and be the appropriate size
- clothing that is too tight (skinny jeans or tight-fitting yoga pants/athletic leggings) are not allowed

## **Shorts**

- shorts may be worn for "free dress" from the first day of school through Friday, October 6<sup>th</sup> and from Monday, March 26<sup>th</sup> until the last day of school
- shorts must be an appropriate length
- "Short shorts" and miniskirts are not allowed

## **Shoes**

- students must wear tennis shoes (an athletic shoe or gym shoe) to school
- shoes must be properly and securely tied at all times
- shoes must have non-scuff soles
- black-soled hard leather shoes and boots are not allowed
- stacked or elevated tennis shoes 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 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. Parents/guardians may be notified to provide an immediate change of clothing.

## **Field Trips**

Field trips are of educational and/or cultural value and will be scheduled by teachers as relevant to the curriculum being taught. Participation in a field trip is a privilege. 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 will not be accepted as substitution for the permission form. However, a signed permission slip faxed or scanned and emailed will be an acceptable last minute substitute.

## **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 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 while students are in the vehicle
7. only students participating in the field trip (no siblings) may be transported

## **Faculty Meeting Days**

Faculty meetings follow the schedule below:

Thursday, August 16th	dismissal 12:00 p.m.	faculty meeting 1:00 p.m.
Monday, September 10th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Monday, October 8th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Monday, November 5th	no school	full-day faculty meeting
Monday, January 14th	no school	full-day faculty meeting
Monday, February 11th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Monday, March 11th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Monday, April 8th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Monday, May 6th	dismissal 1:00 p.m.	faculty meeting 1:15 p.m.
Friday, May 24th	dismissal 12:00 p.m.	last day of school

Provident will provide child care from 1:00 p.m. – 6:00 p.m. when dismissal is at 1:00 p.m. Registration through Provident is required for participation in the program. Registration forms are available in the school office.

## **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 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 who have provided the school office with a working email address. It will also be posted on the school Facebook page.

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 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, 3<sup>rd</sup> grade, 6<sup>th</sup> grade, and 9<sup>th</sup> 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 immediately.

### **Medication**

The following information is per the medication policy of the Office of Catholic Education and Formation:

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/guardians 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 emergency contact information for each of their children enrolled in the school. Should an emergency involving a student occur, this information is the school's guide for making contact with a parent/guardian, physician, or close relative/friend. The emergency contact information also instructs the school on the procedures the school should follow in order to provide immediate medical care for your student.

Also, 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 children. The school will review all information and determine if a medical intervention plan is necessary.

If an accident occurs, the provided emergency contact information 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. For the safety of our students and families, in addition to all the patrons of the surrounding businesses, 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.

### **Safety Patrol**

Students in Grades 6 – 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 7:20 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. This insurance is designed to help cover medical costs occurring from accidents that your child(ren) may experience. It can be used in addition to your current insurance coverage. This coverage is offered through K&K Insurance Group, Inc., 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 K&K's website at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Online enrollment is also available at this site. Coverage may be purchased at any time throughout the school year and will take effect the date the parents enroll online.

## **Safety Drills**

Fire drills are conducted 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 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 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	P Passing

### Progress Reports

Students in Grades K – 8 receive progress reports four times a year (halfway through each quarter). These reports 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, March/April, and June. The final report card is mailed to the parents (if all payments are up-to-date).

### 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/guardians. A third quarter parent-teacher conference may be requested by the teacher at the conclusion of the third quarter.

Parent-teacher meetings can also 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 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 Developmental Indicators for the Assessment of Learning (DIAL 4) 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.

## **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 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.

## **Catholic High School Application Process**

Process and Timeline:

- Catholic high schools host "High School Nights" at various locations throughout the area during the months of September and October each year. Students and parents/guardians are invited to attend High School Night to learn more about Catholic high schools and what they have to offer. Schedules for High School Nights are distributed to students in early September.
- Most Catholic high schools will conduct an Open House the first Sunday in November. Tours will be given and personnel will be available to answer questions (schedule posted at [www.archstl.org](http://www.archstl.org)).
- Eighth grade students and their parent/guardians are highly encouraged to arrange visit days ("shadow days") with the individual high schools. These visits occur on school days during regular class time and will be counted as an excused absence.
- Eighth grade students apply to Catholic high schools in late-October and early-November. Instructions for on-line applications will be sent home with each student.

- Between late November and late January, Cabrini supplies the designated high school with a copy of the student applicant's cumulative record and current report card. No letters of recommendation are written by the principal, faculty, or staff.
- Student and parents/guardians are informed of acceptance/non-acceptance in early February.

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

## **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 as a courtesy to all parties involved. The principal and teachers may also be contacted by written note or by email.

### **Use of Electronic Communications Devices and Applications**

St. Frances Cabrini Academy provides faculty and staff members with a school email account and school website accessibility. All electronic and digital communication between faculty and staff and parents/guardians must occur through these applications. School personnel may not use personal websites, blogs, email, social networking sites, text messaging, and the like to communicate with parents/guardians. Parents/guardians are encouraged to report to the principal any electronic or digital communications from faculty and staff that are in violation of this directive.

### **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 have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

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

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

### **Upper Division Student Email and Google Docs Policy**

Educators across the nation have discovered that effective application of 21<sup>st</sup> century skills in a technology-infused life and workplace requires acquiring them in a technology-infused learning environment. This means that we must increasingly put technology into the hands of students, and we must trust them with more progressive technology use.

In order to promote progressive learning, St. Frances Cabrini Academy uses student email accounts in grades 5-8. 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. Therefore:

- 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 and the code 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 these accounts and communicate with administration and parents
- 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. St. Frances Cabrini Academy faculty and administration reserves the right to retrieve the contents of user mailboxes at any time
- Students should not share their passwords

Use of the Cabrini email system is only permitted for academic purposes outlined by the teachers. Electronic mail from the system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school. Therefore:

- messages sent on the email system cannot cause disruption to the school environment or normal and acceptable school operations
- students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like
- students should not forward chain letters, jokes, or non-academic graphics files
- students will not include any personal information or reveal their identities in any email correspondence

*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 to discuss the matter. Open dialogue is the most effective means of problem-solving. 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.

## **Notice of Concern**

A notice of concern is a written, or emailed, communication and tracking tool used by the teachers to inform parents/guardians of academic difficulties, behavioral misconduct, and/or uniform violations. Parents/Guardians are asked to discuss a notice of concern with their students and develop a personal plan for improvement. Habitual notices of concern may result in a conference with the student, parents, and teacher(s).

## **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. Please assure the door closes behind you when entering or exiting the building. Under no circumstance should the door be opened for other visitors or propped open.

## **Extra-Curricular / Enrichment Opportunities**

A number of extra-curricular / enrichment opportunities are available both during and after school. These activities include but are not limited to:

### **Children's Choir**

The children's choir sings at school liturgical celebrations. The choir is open to students in grades 3 – 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 will be 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.

### **Sports**

Sports teams are sponsored through the St. Frances Cabrini Sponsors Club. Team sign-ups for volleyball, soccer, basketball, baseball, T-ball, softball, and track 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. Player 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 7:30 p.m. For more information, or to volunteer for coaching, contact Sponsors Club President, Thomas Coriell ([thomascoriell@charter.net](mailto:thomascoriell@charter.net)) or email [sfcasponsorsclub@gmail.com](mailto:sfcasponsorsclub@gmail.com).

### **Mission Club**

The Cabrini Mission Club works to foster an awareness of the needs of others, teach our children the value of service, and provide our students opportunities to be of service to our school and the larger St. Louis community. The Mission Club will be open to students in grades 6 through 8. The Mission Club will meet once a month on a Thursday from 3:15 pm until 4:15 pm.

### **School Garden**

A committee, comprised of teachers and parents, was able to fund the installation of a school garden through a grant from the Gateway Greening Foundation. This is a wonderful way to engage in outdoor learning, and families are encouraged to volunteer at the garden site whenever possible. At different times in the year, teachers will utilize the school garden to enhance their curricular learning.



## **Safety Patrol**

Students in upper division (5th-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. Members are selected for their leadership, courtesy, dependability, interest, and attitude toward others. Morning patrol time is from 7:20-7:45 A.M. Afternoon patrol time is from 2:55 P.M. until approximately 3:15 P.M.

## ***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 7<sup>th</sup> and 8<sup>th</sup> 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**

### **Cabrini Family Organization (CFO)**

The CFO 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 CFO and are invited to attend CFO Meetings. Opportunities to be involved in the CFO occur throughout the year. Please refer to the monthly school calendar and packets sent home for details. Additional information is available in the school office.

### **Sponsors Club**

Sports teams are sponsored through the St. Frances Cabrini Sponsors Club. The Sponsors Club meets the fourth Wednesday of each month at 7:30 p.m. in the school gym. Parent volunteers are needed to assist with coaching St. Frances Cabrini Academy sports teams.

### **Volunteers**

It is a goal of St. Frances Cabrini Academy to promote parental involvement in the school. Moreover, engaging in service is an wonderful example of stewardship and community living for your child(ren). Therefore, all families are required to provide 15 hours of service to the school community between August 1 and June 30. There are many ways parents can volunteer their services throughout the school year.

All volunteers are expected to attend a Protecting God' Children workshop and to pass a background check as mandated by the Archdiocesan Safe Environment Policy in order to volunteer with children.

## **Recording Service Hours**

Sign-in sheets will be posted at all school functions to allow volunteers to sign in and have their service hours recorded. Families will be asked to donate \$10.00 for each unfulfilled hour of service. All money collected will go towards the SFCA Scholarship Fund.

## **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. 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:

- follow all classrooms rules and regulations
- attend all classes regularly and on time
- 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 - inappropriate, abusive, profane and/or threatening language will not be tolerated
- settle disagreements in an appropriate manner
- respond to and follow directives given by adults who are part of the school program
- not chew gum, eat candy, drink soda, etc.

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
- loss of specialty class time
- contact with parents/guardians via written note/phone call/notice of concern
- conference between the student and principal
- placement in an in-school suspension
- meeting with 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 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. 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.

### **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. To avoid 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 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 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 circumstances leading to consideration of withdrawal for cause
- the Principal will consult with the Office of Catholic Education and Faith Formation
- 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

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](http://www.stopbullying.gov) \*
- defacing or destroying school/parish 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
- serious violations of the St. Frances Cabrini violence policy
- serious acts of harassment
- 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)
- possession of, use of, and/or distribution of cigarettes, tobacco, alcohol, drugs and other controlled substances. 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.
- 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. 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. 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 Office of Catholic Education and Faith Formation 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.

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, 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, 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 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 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 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.

## **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**

The Application Fee for the 2018-2019 school year is \$35.00 per child (\$75.00 per child after April 1).

1. Application fees are due at the time of application
2. Families may pay application fees with personal checks, cash, money orders, or credit card
3. Application fees are neither refundable nor prorated



In addition to the application fee, there is a \$60.00 activity fee per 8<sup>th</sup> grade student. The fee is used towards to annual 8<sup>th</sup> grade class trip, graduation reception, and other related expenses. This fee will be billed on March 15<sup>th</sup> and must be paid no later than April 30<sup>th</sup>.

### **Tuition Rates**

The tuition rates for the 2018-2019 school year are as follows:

	<b>Family Rate</b>
<b>One Child</b>	\$ 4,400.00
<b>Two Children</b>	\$ 6,800.00
<b>Three or more Children</b>	\$ 8,000.00

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*

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 5<sup>th</sup> or 20<sup>th</sup> of each month.
2. Monthly tuition payment may be paid through the school office on the 5<sup>th</sup> or 20<sup>th</sup> of each month by cash, check, money order, or credit card.

#### *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, money orders, or credit cards will be accepted. Families paying the full rate of tuition will receive a 5% discount is paid 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.

### **Insufficient Funds**

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

## **Past Due Tuition**

Families may experience a loss of enrollment status after one missed tuition payment. Children will not be permitted to attend school until the tuition account is current.

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.

## **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 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.

## **Cafeteria Program**

Cafeteria payments are due by the 20<sup>th</sup> 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, money order, or credit card.

Families who are 60 days past due on cafeteria payments may be offered an alternative standard meal.

## **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

## **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's 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, 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.

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