

## **Alma Mater**

*St. Monica, St. Monica*

*Our aim is ever higher*

*Faith, Reason, Virtue*

*To these we will aspire*

*Friendship will sustain us*

*As we leave this place*

*Mother of Augustine*

*Help us persevere in grace*

*Crusaders, fight the good fight*

*Throughout your future lives*

*Proclaim the truth with courage*

*Knowing Christ is at your side*

*Excellence we strive for*

*This and every day*

*Alma Mater!*

*To you be thanks and praise.*

*Gift of Class of 2012*

## **Code of Conduct**

I show my love for God in all I say and do.

I am ready to serve others.

I treat people with charity, justice, and respect.

I work with honesty, excellence, and perseverance.

I glorify God in my appearance, manners, and speech.

## **Expected Schoolwide Learning Results (ESLRS)**

### **Faith**

*St. Monica Academy students will be faithful Catholics who:*

1. Know the content of the Catholic faith and are able to defend it;
2. Glorify God in appearance, manners, and speech; and
3. Are familiar with the lives, wisdom, and virtues of the saints, especially the Blessed Virgin Mary.

### **Reason**

*St. Monica Academy students will be academic achievers who:*

4. Retain acquired knowledge through the exercise of memory;
5. Think critically, solve problems independently, and express arguments logically; and
6. Read, listen, write, and speak competently.  
*And who, throughout their lives:*
7. Are capable of self-directed post-secondary education; and
8. Seek wisdom and understanding rather than mere information.

### **Virtue**

*St. Monica Academy students will be citizen leaders who:*

9. Work with honesty, excellence, and perseverance;
10. Treat people with charity, justice, and respect; and
11. Demonstrate leadership in a variety of school settings.

# St. Monica Academy

## Parent/Student Handbook & Calendar

### *2016 - 2017*

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#### Right to Amend

*The Handbook is written as clearly and explicitly as possible. Nevertheless, during the year new or unusual situations may arise. Therefore, the Headmaster reserves the right to amend or waive Handbook regulations and policies if it is deemed in the best interest of fairness and justice.*

# MISSION STATEMENT

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St. Monica Academy, an independent, coeducational school for grades one through twelve, founded by parents in fulfillment of their primary responsibility for educating their children, seeks to form students in faith, reason, and virtue through a classical education in the Roman Catholic tradition.

## STATEMENT OF PHILOSOPHY

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The education of children is, in the first place, the responsibility of their parents.<sup>1</sup> Parents have the right, and the duty, to choose a school which corresponds to their own convictions.<sup>2</sup> In furtherance of this right, and in fulfillment of this duty, a group of parents in 2001 founded St. Monica Academy. The Board of Directors has adopted the following statement of philosophy to guide the school's Headmaster and teachers, and to enable parents considering the school to understand our convictions, our curriculum, our culture, and the capabilities that we seek to foster in our students.

St. Monica Academy is an elementary and college preparatory high school with a classical pedagogy and a classical liberal arts curriculum. St. Monica Academy seeks to form students in faith, reason, and virtue by imparting authentic Catholic principles and by introducing young minds to classical literature and the other liberal arts. Teaching methods are directed toward developing memory, sound reasoning, and communication skills in keeping with the natural stages of childhood intellectual development.

The aim of this curriculum and pedagogy is to instill in students a lifelong love of learning. Our students will become scholars of history, lovers of culture, knowledgeable and curious about the sciences. They will be observant, discerning, and independent thinkers. They will be prepared to excel in college, to become their generation's rare masters of the vanishing crafts of fine writing and speaking. They will be creative problem-solvers. They will be leaders.

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### Religious Formation

St. Monica Academy is an independent school with a Catholic philosophy, striving to impart a human and Catholic education to its students in faithfulness to the Magisterium of the Catholic Church. Each faculty member signs a Statement of Fidelity to the Magisterium of the Roman Catholic Church. Our teachers know the faith very well and love the Church. We have the privilege of receiving the sacraments on campus and at local churches from many fine area priests.

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<sup>1</sup>Catechism of the Catholic Church 2221, 2223.

<sup>2</sup>*Id.* 2229.

# BOARD OF DIRECTORS/DEVELOPMENT/PARENT GUILD

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## School Governance

**The Board of Directors:** St. Monica is governed by an independent, self-perpetuating Board of Directors. The Board determines the school philosophy and mission, sets broad policies, is responsible for the fiduciary wellbeing of the school and its long-term health, and hires a Headmaster.

**The Headmaster:** The Headmaster executes and administers Board-approved school policies, solicits funds for the school in conjunction with the Board, oversees the school's finances, directs the school's external operations, such as marketing and admissions, is responsible for all school personnel and all academic and extra-curricular programs, and assesses the effectiveness of the operations and programs of the school.

**The Faculty:** Members of the faculty of St. Monica Academy teach, coach, supervise, and care about the students; work in partnership with parents; advocate and promote the school; work collegially with the Headmaster and fellow teachers; and grow professionally.

## Fundraising and Annual Giving

St. Monica Academy is a completely self-supporting school with only two sources of income: tuition and donations. Tuition is set well below the actual cost of operations. The reason for this is to make the school affordable to Catholic families who identify with our mission. In addition, we also offer financial aid for families who need it.

Therefore, each year, St. Monica must raise a significant amount of money through a program of fundraising events and voluntary annual giving. With a goal of 100% Board, faculty, and parent participation, the fundraisers and annual pledge help bridge the gap between the actual cost of operations and tuition income. All parents are expected to participate in these programs to the extent to which they have the means.

1. **Annual Fund:** Every family is expected to make a gift of \$250 or more according to their financial ability. It is our hope that 100% of our families participate in the pledge drive, as it greatly helps in keeping tuition affordable and in making grant requests to foundations.
2. **Spring Auction:** St. Monica Academy's Spring Auction is vital to the continued success of the school's overall development effort. This event is held during late February or early March each year. Parents are required to procure or donate items worth \$500 in value or to make a \$400 cash donation. (A gift from one's personal business contacts can fulfill this.) Parents are also required to purchase two tickets to the spring auction.
3. **Gift-Card-Scrip and e-Scrip:** Parents can greatly help St. Monica Academy by purchasing gift-card-scrip for popular retail stores. A small percent of each gift card is paid to the school at no cost to the consumer. Over the course of the school year, we ask each family to purchase at least \$1,000 in gift-card-scrip which is sold at the SCRIP TABLE after school or through the office. Another option is to enroll in grocery e-scrip and purchase at least \$2,000 in groceries in a year. To enroll in e-scrip, please contact e-scrip coordinator.
4. **HS Trip Fundraiser:** Educational travel is a privilege and a gift. To help our high school students appreciate it, we expect them to participate in the fundraisers that support the bi-annual trips to Washington, D.C. and the Southwest.

## Parent Service Hours

One of the hallmarks of St. Monica Academy parents is their spirit of service to the school. To uphold this tradition, we ask each family to give 40 hours service per year to support the activities and projects of the school. Service hours may be fulfilled in the following ways:

- Volunteering time – if both parents work the same event, both parents receive credit
- Donating materials used by the school
- Buying out service hours. This is not encouraged as actual service is vital to the school community. But if the 40 hours are not completed by May 30, the difference may be bought out at a rate of \$15 per hour.
- A combination of the above.
- Only parents may complete service hours.

Volunteer service opportunities and needed supplies will be posted in the weekly Messenger and on the school website. It is the responsibility of parents to call the chairperson to sign up for events, and to submit a “service hour form” to the Parent Service Coordinator box outside the school office. When donating supplies, parents must attach receipts to help the Coordinator convert the cost to hours. Hours not completed will be billed in a separate summer billing. A copy of your service hour record will be sent via Wednesday Envelope once a year, and upon request to the Parent Service Coordinator. Note: Supplies, service, and service hour buy-outs do NOT cover the obligation to support the development programs: Annual Fund, Spring Auction, Scrip, and HS Trip Fundraiser.

## The Parent Guild

All St. Monica Academy parents are members of the St. Monica Parent Guild, an organization that serves the St. Monica Academy school community. The Parent Guild:

- fosters closer ties among the community of St. Monica Academy families by organizing student, family, and parent social events;
- coordinates a program of parent formation. St. Monica Academy does not have any special expertise in parenting per se, but as an educational community, we can help bring together parents and outside resources to help us all become more knowledgeable;
- organizes fundraising events; and
- coordinates hospitality for school events.

The Parent Guild operates under the direction of the Headmaster and has its own president, officers, and committee chairs. We need and encourage your participation. Please choose an activity or project that is of interest to you.

# COMMUNICATION

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## Communication with Students While at School

Students may not make or receive calls, messages, etc. during school hours. If a student needs to reach a parent during school hours or vice versa, such communication must take place via the school phone. In an emergency, parents will be asked to explain the nature of the emergency before a class will be interrupted to relay a message.

## Cell Phones

**1<sup>st</sup>-8<sup>th</sup> Grade:** No elementary student may bring a cell phone on to campus. If any student is found to have or use a cell phone, it will be confiscated and returned only to the parent. Violation of this policy will result in disciplinary action.

**9<sup>th</sup>-12<sup>th</sup> Grade:** High school students' cell phones must remain OFF and stored in backpacks, lockers, or cars during school hours; they may not be carried on a student's person during school hours, even if turned off. If cell phones are found on a student's person during school hours, whether on or off, they will be confiscated and may be checked for content just as a written note would be. Confiscated items may be claimed by a parent or guardian from the Headmaster, Dean of Students, or Dean of the High School after 24 hours. Items confiscated on a Friday may not be claimed until the following Monday.

Outside of school hours, students may use phones for direct communication only (communication with a specific person via phone call or text in order to arrange rides, coordinate schedules, etc). Social media apps, video games, web browsing, and e-mailing are not allowed while students are on campus.

## Communication with Teachers and Administration When There Is a Problem

In order to resolve questions about grading, classroom procedure, controversial issues, curricular issues or discipline problems, we ask parents to:

1. Contact the teacher/coach directly to discuss the situation.
2. In the unlikely event the situation is not resolved after speaking with the teacher/coach, contact the Headmaster, Dean of Students, or Dean of the High School. Parents are encouraged to email, call, schedule a meeting, or file a written complaint.
3. If the situation remains unresolved after receiving a response from the Headmaster or the Deans, parents may file an appeal to the Board of Directors through the Headmaster.
4. Under no circumstances is a complaint emailed to a group of parents an appropriate method of resolution
5. Complaints made directly to Board members without first communicating with the teacher and administrators are inappropriate.
6. Parent communications that are discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive violate the standards of courtesy, cooperation, and Christian charity, and jeopardize the continuation of your child(ren) at the school.

## Communication from the School

- THE MESSENGER – is the weekly newsletter produced by the office to inform parents about school events. Announcements for the Messenger must be submitted for approval by Monday morning. The latest Messenger is also available on the school website.
- THE WEDNESDAY ENVELOPE – is sent home with the oldest, non-high school child in the family on Wednesdays and in addition to the Messenger, may contain order forms, event flyers, field trip information, permission slips, try-out and audition forms, etc. Wednesday envelopes must be returned to school on the following day and should contain parent responses to forms and flyers. There is a \$2.00 replacement fee for lost Wednesday envelopes.
- SMA E-BLASTS – are sent to parents’ primary email addresses with announcements, reminders, or last-minute changes.
- WEBSITE – [www.stmonicaacademy.com](http://www.stmonicaacademy.com) is the school website which is particularly helpful in downloading the Messenger, school calendar, videos of student events, copies of forms, and updates for CIF events and venues.
- SCHOOL OFFICE – office hours are 7:30 am – 3:30 pm on all regular pupil attendance days. If you have any questions, concerns, or business with the office, please call, come in, or schedule an appointment.

## Courtesy

Students will address all adults by title and last name (e.g. “Yes, Mr. Smith” or “No, Mrs. Jones”). When the name of the adult is not known, the student should use “sir” or “ma’am” as appropriate. Students are expected to extend appropriate courtesy to any campus visitor. If the classroom is visited by a guest, all students rise and remain standing until otherwise directed. Students should always welcome guests. At social gatherings, they should ensure that guests, adults, and honored parties (including students) are served first.

Students will conduct themselves in a courteous manner at all times.

# ADMISSIONS

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## Transferring to another School

The student and parents are to notify the school IN WRITING of any intentions to withdraw from St. Monica Academy. An exit interview with a school official should be held prior to requesting a transfer. Upon receipt of written notification from the parents, the office will send the official transcript requested by the receiving school. Official transcripts will not be forwarded to the receiving school until the request for withdrawal is cleared by the Headmaster.

A high school student who withdraws prior to the conclusion of a semester will not be granted credit. Withdrawal grades will be forwarded to the new school which will be responsible for granting credit by pro-rating the withdrawal grades.

## Financial Aid

St. Monica Academy offers need-based financial aid to assist students whose parents are willing to make a financial sacrifice and commitment to the school, but have difficulty meeting the cost of tuition. The Financial Aid Committee is responsible for the allocation of financial aid funds budgeted annually by the Board of Directors.

Financial Aid is awarded year-to-year and is subject to cancellation if a student becomes ineligible. To remain eligible for financial aid students must maintain a 2.0 minimum GPA and satisfactory citizenship.

Each year parents are required to hard-mail an application, W-2's, and Federal Income Tax Returns to a private agency that determines the amount of assistance for which the student is eligible. This application must be hard-mailed by the March deadline.

## ACADEMICS

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St. Monica Academy students study religion taught in complete faithfulness to the magisterium of the Catholic Church. Because we are a classical academy, our students also study Latin. Like students at most college preparatory schools, St. Monica Academy students study the subjects of reading, writing, mathematics, history, science, and so on. St. Monica Academy is different, however, in that we approach all the subjects through the framework of the classical trivium. The trivium consists of the liberal arts of grammar, logic, and rhetoric. We focus on the trivium both as modes of learning and as developmental stages of learning.

### Grade School

St. Monica Academy students in grades 1-8 follow a comprehensive and cohesive curriculum which includes the study of religion, language arts, math, history & geography, science, art, music, Latin and PE.

### Physical education

St. Monica Academy students in 1st through 8th grade have physical education two times per week. Most students in 9<sup>th</sup> and 10<sup>th</sup> grade have physical education one time per week. Students will change into P.E. uniforms and must have gym shoes to wear for P.E. class. If your child is not able to participate in P.E. class due to illness or injury, please send a doctor's note to his or her teacher. Students are required to remain with the class unless their injury prevents them from walking or the doctor's note specifies limits on their activity.

### High School Course of Study – Core Curriculum

Freshman Year	Sophomore Year	Junior Year	Senior Year
Doctrine Ancient Literature Ancient History Algebra I or Geometry Latin I General Science or Biology Drama Concert Choir I PE 1	Sacred Scripture Medieval Literature Medieval History Geometry or Algebra II Latin II Biology or Chemistry Performance Choir I PE 2	Moral Theology Renaissance and Modern Literature Renaissance and Modern History Algebra II or Trig/Pre-Calculus* Latin III Chemistry or Physics Concert Choir II	Apologetics American Literature U.S. History Trig/Pre-Calculus* or AP Calculus AB* AP Latin (IV)* or Latin V* Physics*, Honors Physics*, or AP Chemistry* American Government/Economics Performance Choir II

*\*Not required for graduation.*



## Advanced Placement

Three (3) Advanced Placement courses are offered: AP Calculus, AP Latin, and AP Chemistry. (AP English Literature Exam is also offered.) Based upon the results of the AP testing, colleges MAY grant credit and/or advanced standing to students who achieve passing scores. AP instructors have the final approval of students admitted to their classes since the classes are demanding and a student's ability and motivation must be exceptional.

## High school Graduation Requirements

St. Monica Academy will award a diploma to students upon successful completion of the 260-unit course of studies listed below. Participation in graduation exercises is a privilege reserved to those students who have met their academic obligations and maintained good citizenship.

Religion	40 units	Science	30 units
English Literature	40 units	Economics	5 units
World History/U.S. History	40 units	Government	5 units
Math (through Algebra II)	30 units	PE	10 units
Latin (3year requirement)	30 units	Fine Arts	30 units

**Total: 260 units**

Some requirements may be waived in the case of students transferring from other schools. Any student who has incurred one or more semester "F's" must make up the course the following summer through an accredited summer program in order to enroll the following year. Any student who receives three failing semester grades in one year will be asked to leave St. Monica Academy.

Students not completing the above requirements will not be granted a diploma until all deficiencies are made up. All courses attempted must receive a passing grade in order for the student to receive a diploma.

## Summer School Policy

St. Monica Academy does not offer summer school but does offer the options below.

### For students making up grades of D or F:

- Upon the approval of St. Monica Academy, students may take courses at either an accredited high school or college, or from a UC approved online course provider. Students must check their eligibility, and inform the school of the courses they intend to make up and where they plan on doing so via the Non-SMA Course Approval form.
- For an a-g course offered exclusively by St. Monica Academy (e.g. Ancient or Medieval Literature), students must get approval for an **equivalent** course.
- Official grades for any courses must be received by St. Monica Academy in order to be included on any SMA transcript.

For students desiring to advance in a math or science:

- Upon the approval of St. Monica Academy, students desiring to move ahead in math or science may take courses at either an accredited high school or college, or from a UC approved online course provider. Students must check their eligibility, and inform the school of the courses they intend to take and where they plan on doing so via the Non-SMA Course Approval form.
- No outside courses can be taken for advancement in the subject areas of Religion, History, Literature, Latin, or Geometry.
- Official grades for any courses must be received by St. Monica Academy in order to be included on any SMA transcript.
- St. Monica Academy reserves the right to refuse certain course providers, whether physical or virtual, due to low academic standards or incompatibility with the school's own curriculum.

## **Homework**

All St. Monica Academy students complete age-appropriate homework assignments. At the elementary school level, homework is a means of fostering a life-long love of learning and of developing the specific virtues of organization, responsibility, and self-control necessary to be a successful student in middle-school, high school, and college. At the middle and high school levels, homework is a necessary and powerful extension of classroom learning.

Homework is assigned to make up missing or incomplete classroom work, to reinforce or extend classroom learning, to give the child an opportunity to complete a longer-term project, and to develop a love of reading. Children are not expected to attempt new or unfamiliar work at home. They are expected to complete all assigned homework.

In grades 1 – 6, weekend homework may consist of reading literature and remedial math.

The following are **general guidelines** and actual homework time may vary according to the subject and ability of each student.

### **Grades 1 – 6**

On weeknights, teachers will assign about 15 minutes of homework per grade level to students in grades 1 - 6. This means that a 3rd grader will do about 45 minutes of homework. (For example: 20 minutes of reading, 15 minutes on a math worksheet, and 10 minutes studying vocabulary words.)

On Fridays, each 1st and 2nd grade student will bring home a folder containing completed school work to keep parents updated on the work their children are doing.

### **Junior High**

In preparation for high school, 7th and 8th graders will do about 2 hours of homework on weeknights. (For example: 30 minutes of reading, 30 minutes of math, 15 minutes of religion, 15 minutes of history, 15 minutes of science, and 15 minutes of Latin.)

### **High School**

Homework and home study are the most integral parts of a student's academic progress. A minimum of 2.5 hours per night is expected of each student. Extra time should be devoted each night and on the weekends in especially difficult subjects. While written work may not be assigned each evening, some reading/study time should be devoted to each subject. Any student taking Advanced Placement/Honors courses should expect to devote extra time each night beyond what is expected in standard courses.

### Missed Homework

If a student is absent due to illness, it is the student's/parent's responsibility to approach the teacher to learn what the student missed, when assignments can be made up, and when assignments are due. Teachers are NOT required to pre-assign homework for short absences. Teachers may pre-assign homework for **prolonged medical absences**.

- 1st – 6th graders who miss school may pick up homework assignments the day they return to school.
- 7th – 12th graders who miss school are responsible for obtaining their class and homework assignments.

If a student is absent due to a prolonged non-medical reason, parents must notify the office in advance. The student, or the parent, may then approach the teacher to learn when assignments can be made up and turned in. If parents do not notify the office in advance, credit for missed work may be forfeited.

### Credit for Late Work in the High School

Unexcused late work will initially receive a reduction of 20% to the grade for each school day it is missing. An assignment receiving the maximum amount of credit would be graded thus:

- On time – 100%
- 1 day late – 80%
- 2 days late – 60%
- 3 days late – 50%

After an assignment is 3 days late, it will no longer have any further points taken off. The student has until the end of the quarter to hand the completed assignment in for a partial credit of 50%. If it is not handed in by the end of the quarter, the student will receive a 0 for the assignment.

### Standardized Testing

All students in grades 3-8 undergo standardized testing as one measure of ability and achievement.

High school freshmen, sophomores, and juniors are required to take the PSAT annually in October to:

- receive feedback about critical academic skills;
- prepare for the SAT reasoning test; and
- enter scholarship competitions.

## REPORT CARDS, PROGRESS REPORTS, AND GRADELINK

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### Report Cards

**Grades 1 – 2:** Daily work is assessed, but not assigned letter or number grades. Report cards use symbols, +, √, -, to indicate mastery, developing, and beginning levels of achievement, respectively. The teacher also provides individual comments regarding students' strengths and areas of improvement. Completion of key assignments is posted periodically on Gradelink for parents to view.

**Grades 3 – 6:** Daily work is usually evaluated with letter or number grades. Content specific testing occurs regularly. Achievement in religion, math, language arts, history, science, art and music is expressed in letter grades. Development in the six virtues is expressed as high, medium, and low. The teacher also provides individual comments regarding students’ strengths and areas of improvement. Scores for all tests, some homework, and some in-class assignments are posted periodically on Gradelink for parents to view.

**Grades 7 -12:** All assignments, tests, and projects are evaluated with letter or number grades. Achievement in all enrolled courses is expressed in letter grades which count toward a GPA. (Exception: PE for freshmen and sophomores is assigned credits, but does not affect GPA.) 7-8 receive quarter grades, not semester averages. 9-12 received semester averages of their quarter grades and these semester averages appear on the permanent transcript. Development in the six virtues is expressed through numbered “comment codes.” Scores for all tests and assignments are posted regularly on Gradelink for parents to view.

### **Gradelink**

Gradelink is the school’s online grading service. To track your student’s progress on Gradelink, use the login and password provided to you at the beginning of your child’s first year at St. Monica Academy. If you experience difficulties with your login or password, please contact the office or email the Dean of the High School.

### **Progress Reports for At-Risk Students**

Detailed information on student progress is accessible on Gradelink throughout the school year. Paper progress reports are mailed to parents of students achieving a C or lower in any subject as an important warning for students at risk of failing or lacking in self-control and responsibility. Progress reports are mailed midway through the 2nd and 4th quarters. The expectation is that parents will assist their student in making changes at home and in the classroom.

### **Parent/Teacher Conferences**

It is important that parents meet and collaborate with the teachers of their children. The first Parent/Teacher Conference is scheduled midway through the 1st quarter and is mandatory for all parents. (These dates are listed on the school calendar.) To reserve your 10-minute conference spots with teachers, follow the directions for online sign-ups. Directions for online sign-ups will be e-blasted to all parents one week prior to conferences. Note: Drop-off, pick-up, and recess are not appropriate times for parent/teacher conferences. Please call ahead to make an appointment for a special parent/teacher conference, as needed.

The second Parent/Teacher Conference is scheduled midway through the 3rd quarter, and is recommended for parents of struggling students.

### **Confidentiality of Student Academic and Disciplinary Records**

Parents of students under 18 years old, students 18 years and older and parents of dependent students 18 years and older have a right to review school records. Parents have a right to review their child’s record only. No information will be given regarding the records of other students. In disciplinary matters where two or more students are involved, parents do not have a right to confidential information regarding disciplinary measures taken with other students.

## Grading Scale

A+ 97 - 100%	4.00	B+ 87 - 89%	3.33	C+ 77 - 79%	2.33	D+ 67 - 69%	1.33
A 93 - 96%	4.00	B 83 - 86%	3.00	C 73 - 76%	2.00	D 63 - 66%	1.00
A- 90 - 92%	3.67	B- 80 - 82%	2.67	C- 70 - 72%	1.67	D- 60 - 62%	0.67
						F 59% and below	0.0

## *Description of Report Card Virtues*

**Respect:** shows reverence in Mass, good manners to those in authority, and respect for property of school and neighbor.

**Responsibility:** completes tasks, brings necessary materials, and helps others in need without being told.

**Obedience:** follows teacher directives, school policies, and dress code consistently, cheerfully, and promptly, and encourages others to do so.

**Orderliness:** keeps desk, books, assignments, personal belongings and appearance clean and in good order.

**Self-Control:** exhibits ability to be quiet, still, and attentive when appropriate; does not demonstrate or lose temper when frustrated.

**Sociability:** works and plays well with others; shows charity towards all.

## Grade Change Request Policy

A student requesting a change in his grade is required first to see the instructor. If he feels intervention is necessary, he is then to submit a formal request to the Dean of the High School within two (2) weeks of the date that grades are released to students. Documentation should include any discrepancies in grades, corrected tests, quizzes, homework, essays, etc., and a written statement explaining why a grade change is necessary. The student will be notified in writing regarding the outcome after meeting with the instructor and the Dean of the High School, but no change will be effected after one month's time from the end of a grading period.

## Academic Standards Policy

### *At the End of a Quarter*

When a student earns a D+ (69%) or below at the end of the quarter in any given subject, parents are encouraged to schedule a parent/teacher/student conference to ensure that all parties are aware of the problem and to identify the area(s) of difficulty and any contributing factors. At this time, the teacher may recommend a particular course of action including, but not limited to, increased parental involvement and/or tutoring. A goal will be set for the student to raise his or her grade to at least a C by the following quarter report card. For the following quarter, the student will be under special supervision by his or her parents to help the student achieve this goal. The teacher will assist in this process, but the primary responsibility will fall to the parents. It is the parents' responsibility to stay in contact with the teacher to discuss the student's progress.

### *At the End of the 3rd Quarter*

If, by the 3rd quarter report card, a grade school student has earned a cumulative grade of a D+ or below in either English or math, the parents will be required to enroll the student in a summer school program for that subject. If the student does not raise the cumulative grade to at least a C- by the end of the year, the student will be required to attend summer school. At the end of the summer, the student must demonstrate that he or she has earned at least a C on the summer school report card to progress to the next grade level. St. Monica Academy reserves the right to review and approve the summer school program. A report card from the summer school must be sent to the office at the end of the summer to verify the grade.

### *At the End of the Year*

If, at the end of the year, a student has earned a cumulative GPA of 1.5 (D) or below, that student will be required to repeat the grade. There will be no exceptions.

**Grades 1 – 8:** If, at the end of the year, a student earns a cumulative D in English or math, that student will be required to attend summer school for English or math and pass with at least a C. A report card must be sent from the summer school program to the St. Monica Academy office to verify the grade.

**High School:** D grades at the semester are not recognized by the University of California, Cal State system, or many private colleges. Therefore, though students can graduate with semester Ds on their transcripts, they are strongly encouraged to retake any such classes so that their transcripts will be college-ready.

Any high school student who earns an F for a semester grade will be required to repeat the course over the summer and to earn a passing grade. High school students with an F for a semester grade will not graduate until the class has been repeated with a passing grade. A report card must be sent from the summer school program to the St. Monica Academy office to verify the grade.\* Three semester Fs in one academic year will result in academic dismissal, subject to administrative discretion.

\*All tutoring, summer school classes and/or extra schooling will be undertaken at the parents' expense and will be in addition to the normal classes the student takes at St. Monica Academy. St. Monica Academy reserves the right to review and approve any summer school or tutoring program.

### **Academic Honesty Policy**

Students in grades 7-12 are required to sign an "Academic Honesty Pledge" annually, which consists of the following:

Students have a moral responsibility to themselves and others to work honestly. In keeping with the St. Monica Academy Code of Conduct, it is expected that students hold themselves to the highest standards, both morally and academically.

#### **I am aware that the following actions constitute cheating:**

- Plagiarism - taking ideas, writing, etc. from someone else and presenting them as one's own without proper citations and references. This includes material copied in part or in whole from another student, a book, an internet source or any other source by cutting and pasting, and/or lifting.
- Copying the homework or assignments from another student or unauthorized source.
- Giving or receiving unauthorized aid, including apprising others of the undisclosed contents of a test.

#### **I am aware that the consequences for cheating are as follows:**

- First offense: Student receives a "0" on that particular assignment and a Red Slip/Detention
- Second offense: Suspension from the school
- Third offense: Expulsion from the school

I acknowledge that cheating corrupts learning and the soul. I understand what cheating is and the consequences of that choice. I pledge to work with honesty, excellence and perseverance.

# HONORS & AWARDS

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St. Monica Academy strives to promote academic excellence and outstanding citizenship by publicly recognizing exceptional student achievement and behavior.

Awards	GRADES
<b>Gold slips</b> are conferred when uncommon virtuous behavior is observed.	(1 -12)
<b>Citizenship</b> is conferred quarterly on students who earned 5/6 Highs or Commendables, no Lows or Unsatisfactories in the six virtues, and have fewer than 8 tardies and no excessive absences.	(1-8)
<b>Perfect Attendance</b> is conferred quarterly on students with no absences or tardies.	(1-12)
<b>First Honors</b> is conferred quarterly on those who earn 3.67 GPA or higher.	(5-12)
<b>Second Honors</b> is conferred quarterly on those who earn 3.30 GPA or higher.	(5-12)
<b>Anne Nutter Besette Award</b> is conferred on one graduating eighth grader who embodies faith, reason, and virtue.	(8)
<b>Cardinal Newman Award</b> is conferred on one senior who embodies the virtue of charity.	(12)
<b>Subject medals</b> for outstanding achievement in the core subjects are conferred at the end of the year.	(8 & 12)

Honors	GRADES
<b>8th Grade Graduation Speaker</b> – nominated by class, confirmed by faculty, chosen on basis of scholarship, citizenship, and public speaking.	(8)
<b>12th Salutatorian</b> – chosen by faculty based upon service to school and high-ranking scholarship, usually the 2nd highest GPA in the class.	(12)
<b>12th Valedictorian</b> – senior with the highest ranking GPA.	(12)
<b>California Scholarship Federation</b> – recognizes seniors who have maintained membership by submitting high grade point values to the Federation every semester. Applications available in the office and must be submitted within 2 weeks after the end of every semester.	(10, 11, 12)
<b>First Honors at Graduation</b> – gold cords are conferred for cumulative 3.67 GPA for all four years.	(12)

# ATHLETICS

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A student must achieve a 2.00 cumulative grade point average in ALL SUBJECTS ATTEMPTED each quarter in order to participate in athletics. Any student who achieves a grade point average lower than a 2.00 for a particular quarter will be eligible to participate on a PROBATIONARY STATUS for the following quarter. At the end of the probationary quarter, a student must receive a 2.00 grade point average in order to be eligible for the subsequent quarter.

Eligibility becomes effective on the day report cards are issued. For the purpose of eligibility only, a grade earned in a transcript course during summer school will replace that grade from the immediately preceding grading period in calculating eligibility. Other transcript courses taken in summer school will be calculated as part of the cumulative GPA for that grading period.

## After-School Sports

Participation in an after-school sport is dependent on compliance with these guidelines:

- Students are invited to sign up for various sports and must have their parent's permission to participate.
- Students participating in a competitive sport must demonstrate that they can maintain a 2.00 average during the sport's season. If at any time a student's grades are suffering due to the time spent participating in the sport, school administrators may require that the student withdraw from the sport.
- Participating students must attend practices and games and demonstrate good sportsmanship during both practices and games.

# UNIFORM POLICY

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## General Information

Appearance, dress, and grooming make the school atmosphere more conducive to academic excellence, respect for the school, and charity toward neighbor. Respectful dress is habit-forming and will help in adult life.

While on campus, the student must wear the uniform according to the dress code **until he/she exits the campus or changes into sports/practice attire**. There are four types of dress in the Uniform Policy: regular, full-dress, PE, and non-uniform.

CKW Uniform in Temple City, and Dennis Uniform in Los Angeles, are the authorized vendors of the St. Monica Academy uniform which includes: jumpers, skirts, pants, sweaters, blazers, shirts, ties, outer jackets, and PE uniforms. All uniform items **MUST** be purchased from CKW or Dennis Uniform. Exceptions: navy blazers and oxford button-down shirts that are identical to those sold by CKW or Dennis are acceptable.

## Green Slips

To enforce compliance with the dress code, the school issues "green slips" for uniform infractions.

**\*NEW\*** For the third green slip received in a quarter, students will be given a detention. At this point every subsequent green slip given in that same quarter will result in an additional detention. If a student should receive **5 green slips in a quarter**, they will then be placed on Uniform Probation. This means that if the student shows up to school again in violation of the uniform policy, they will not be admitted to any classes until they are wearing the proper uniform. **Continued lack of compliance with school policies while on probation will result in suspension.**



## 1<sup>st</sup> – 8<sup>th</sup> Grade Uniform Policy

### 1<sup>st</sup> – 8<sup>th</sup> Grade Girls **Regular** Uniform

- Jumpers (grades 1-5) and skirts (grades 6-8) must be **mid-knee or longer** in length.
- Shoes must be closed-toed, low-heeled (maximum 1”), **all black dress shoes**. No boots or high tops are allowed. Athletic shoes are allowed for P.E. *only*.
- Socks must be white or navy blue knee-high socks or fold-down bobby socks (socks must cover the ankle **entirely**), or white or navy blue tights.
- Grades 1 thru 5 shirts are white, puffed short-sleeved, with navy blue piping around a Peter Pan collar.
- Grades 6 thru 8 shirts\* are white, short-sleeved, oxford, with button-down collars.
- Plaid crossover ties are made from the same material as the jumpers and skirts and are worn every day.
- A green cardigan sweater is required for Full Dress Uniform days.
- On cold weather days, students may wear an SMA monogrammed jacket from CKW or Dennis in addition to their sweater. **No other jacket or coat outerwear is permitted.**
- Students in 8<sup>th</sup> grade may wear class sweatshirts over the school shirt on Friday, except 1<sup>st</sup> Friday.
- Students in grades 6-8 may wear the SMA school scarf (available exclusively through the office).
- Girls wear the blue gym shorts under their jumpers and skirts at all times.
- Hair accessories must be solid-colored navy blue, forest green, white, red, black or the uniform plaid.
- Hair should be neatly groomed and of natural color.
- No make-up, including nail polish, may be worn.  
One pair of stud pierced earrings and/or a simple necklace may be worn. No dangling earrings allowed. No fashion jewelry may be worn. A simple religious pin or American flag may be worn on the uniform.

### 1<sup>st</sup> – 8<sup>th</sup> Grade Boys **Regular** Uniform

- Pants are navy blue. No shorts allowed.
- A black, leather-type belt is worn at all times.
- Shoes must be closed-toed, low-heeled (maximum 1”), **all black dress shoes**. No boots or high tops are allowed. Athletic shoes are allowed for P.E. *only*.
- Dress socks must be worn with dress shoes and must be solid navy blue or black and **must cover** the ankles.
- Shirts\* are short-sleeved white oxford with button-down collars.
- A tie, matching the girls’ uniform plaid, is worn at all times.
- A green V-neck pullover sweater is required on Full Dress Uniform days.
- On cold weather days, students may wear SMA monogrammed jacket from CKW or Dennis in addition to their sweater. **No other jacket or coat outerwear is permitted.**
- Students in 8<sup>th</sup> grade may wear class sweatshirts over the school shirt on Friday, except 1<sup>st</sup> Friday.
- Students in grades 6-8 may wear the SMA school scarf (available exclusively through the office).
- Hair should be a traditional gentleman’s cut: around the ear and short all around, neatly groomed, of natural color, and worn above the collar.
- A cross, crucifix, or religious medal on a chain may be worn. A simple religious pin or American flag may be worn on the uniform.

**\*All shirts must be tucked into skirts and pants, and top button must be buttoned at all times. Short-sleeved shirts are not to be rolled up.**

Full-Dress Uniform is required on all Mass days, field trips and special events.	
1 <sup>st</sup> – 8 <sup>th</sup> Grade Girls <b>Full-Dress</b> Uniform <ul style="list-style-type: none"> <li>○ Add green cardigan sweater to regular uniform</li> <li>○ White knee-high or fold-down bobby socks only</li> </ul>	1 <sup>st</sup> – 8 <sup>th</sup> Grade Boys <b>Full-Dress</b> Uniform <ul style="list-style-type: none"> <li>○ Add green V-neck pullover sweater to regular uniform</li> </ul>

1 <sup>st</sup> – 8 <sup>th</sup> Grade Girls <b>P.E.</b> <ul style="list-style-type: none"> <li>○ Gym shorts are solid navy blue (no side stripe), cotton/polyester, no more than 4 inches above the knee. Tight or biker shorts are not allowed.</li> <li>○ Gym shirts are white t-shirts with SMA imprint on front. These shirts may be worn underneath the uniform shirt on gym days.</li> <li>○ Optional - Navy blue sweatpants and navy blue SMA embroidered sweatshirts may be worn only during P.E. class, not in the classrooms.</li> <li>○ Any type of athletic footwear is acceptable.</li> </ul>	1 <sup>st</sup> – 8 <sup>th</sup> Grade Boys <b>P.E.</b> <ul style="list-style-type: none"> <li>○ Gym shorts are solid navy blue (no side stripe), cotton/polyester, no more than 4 inches above the knee. Tight or biker shorts are not allowed.</li> <li>○ Gym shirts are white t-shirts with SMA imprint on front. These shirts may be worn underneath the uniform shirt on gym days.</li> <li>○ Optional - Navy blue sweatpants and navy blue SMA embroidered sweatshirts may be worn only during P.E. class, not in the classrooms.</li> <li>○ Any type of athletic footwear is acceptable.</li> </ul>
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1 <sup>st</sup> – 8 <sup>th</sup> Grade Girls <b>Non-Uniform</b> Dress <ul style="list-style-type: none"> <li>○ Dress or skirt to the knee; pants (slacks, chinos, or jeans are acceptable)</li> <li>○ Blouse or polo must have collar &amp; sleeves EXCEPTION: On denim days, SMA logo T-shirts may be worn</li> <li>○ Shoes, tennis shoes and socks</li> </ul>	1 <sup>st</sup> – 8 <sup>th</sup> Grade Boys <b>Non-Uniform</b> Dress <ul style="list-style-type: none"> <li>○ Pants with a belt (slacks, chinos, or jeans are acceptable)</li> <li>○ Shirt or polo, must have collar &amp; sleeves EXCEPTION: On denim days, SMA logo T-shirts may be worn</li> <li>○ Shoes, tennis shoes and socks</li> </ul>
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Inappropriate for all school functions: dirty, torn, faded or cut-off clothing, skinny jeans, jeggings, leggings, too-short shorts or skirts, too-tight tops, offensive messages, tank tops, halters, bare shoulders or midriffs, gym clothes (except for PE), hats, caps, bare feet, earrings on boys, sunglasses indoors, or anything that looks bizarre or immodest.

*CKW and Dennis Uniform are the authorized vendors of the St. Monica Academy uniform which includes: jumpers, skirts, pants, sweaters, blazers, shirts, ties, outer jackets, and PE uniforms.*

*All uniform items MUST be purchased from CKW or Dennis Uniform.*

*Exceptions: navy blazers and oxford button-down shirts that are identical to those sold by CKW or Dennis are acceptable.*

## High School Uniform Policy

### High School Girls **Regular** Uniform

- White short-sleeved or long-sleeved oxford shirt\* with or without plaid crossover tie, or white polo shirt with SMA logo.
- Plaid skirt or khaki skirt, mid-knee or longer in length.
- Navy blue blazer is required for Full Dress Uniform Days.
- Navy blue V-neck sweater vest, and/or navy blue long-sleeved V-neck pullover sweater.
- SMA school scarf (available through the office).
- SMA monogrammed jacket from CKW or Dennis.
- SMA varsity letterman jackets.
- On cold weather days, students may wear the SMA monogrammed vest, pullover sweater, scarf, jacket, and blazer. **No other jacket or coat outerwear is permitted.**
- Official school teams, clubs or class sweatshirts may be worn over the school shirt on Friday, except 1<sup>st</sup> Friday.
- **All black** dress shoes (maximum 1” heel; e.g., penny loafers). No tennis shoes.
- White or navy blue knee-high or fold-down bobby socks (socks must cover the ankle **entirely**), or white or navy blue tights. White knee-high or fold-down bobby socks must be worn on Full Dress Uniform Days.
- Light natural-looking make-up may be worn. Only clear nail polish may be worn.
- One pair of stud pierced earrings and/or a simple necklace may be worn. No fashion jewelry may be worn. A simple religious pin or American flag may be worn on the uniform.
- Hair accessories must be solid-colored navy blue, forest green, white, red, black or the uniform plaid.

**\*All shirts must be tucked into skirts at all times. No more than one button may be unbuttoned.**

### High School Boys **Regular** Uniform

- Oxford short-sleeved or long-sleeved shirts\* with or without plaid tie, or white polo shirt with SMA logo.
- Khaki or navy blue pants.
- Navy blue blazer is required for Full Dress Uniform Days.
- Navy blue V-neck sweater vest, and/or navy blue long-sleeved V-neck pullover sweater.
- SMA school scarf (available through the office).
- SMA monogrammed jacket from CKW or Dennis.
- SMA varsity letterman jackets.
- On cold weather days, students may wear the SMA monogrammed vest, pullover sweater, scarf, jacket, and blazer. **No other jacket or coat outerwear is permitted.**
- Official school teams, clubs or class sweatshirts may be worn over the school shirt on Friday, except 1<sup>st</sup> Friday.
- Black belt.
- **All black** dress shoes. No tennis shoes.
- Black or navy blue dress socks with dress shoes.
- A cross, crucifix, or religious medal on a chain may be worn. A simple religious pin or American flag may be worn on the uniform.
- Hair should be a traditional gentleman’s cut: around the ear and short all around, neatly groomed, of its natural color, and worn above the collar.

**\*All shirts must be tucked into pants at all times. No more than one button may be unbuttoned. Short-sleeved shirts are not to be rolled up.**

*Official school teams, clubs or class sweatshirts may be worn over the school shirt on Friday, except 1<sup>st</sup> Friday.*

Full-Dress Uniform is required on all Mass days, field trips and special events.	
<b>High School Girls Full Dress Uniform</b> <ul style="list-style-type: none"> <li>○ White short-sleeved or long-sleeved oxford shirt.*</li> <li>○ Crossover plaid tie.</li> <li>○ Plaid skirt, mid-knee or longer in length.</li> <li>○ Navy blue blazer.</li> <li>○ White knee-high or fold-down bobby socks. Socks must cover the ankle <b>entirely</b>.</li> <li>○ Black dress shoes (maximum 1” heel; e.g., penny loafers). <b>No tennis shoes.</b></li> </ul> <p><b>*All shirts must be tucked into skirts at all times. A tie must be worn on Full Dress Uniform Days and top shirt button must be buttoned.</b></p>	<b>High School Boys Full Dress Uniform</b> <ul style="list-style-type: none"> <li>○ White short-sleeved or long-sleeved oxford shirt.*</li> <li>○ Plaid tie.</li> <li>○ Khaki pants.</li> <li>○ Navy blue blazer.</li> <li>○ Black belt.</li> <li>○ Black or navy blue dress socks.</li> <li>○ Black dress shoes. <b>No tennis shoes.</b></li> </ul> <p><b>*All shirts must be tucked into skirts at all times. A tie must be worn on Full Dress Uniform Days and top shirt button must be buttoned.</b></p>

<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Girls P.E. Uniform</b> <ul style="list-style-type: none"> <li>○ Grey T-shirt with SMA imprint</li> <li>○ Gym shorts are solid navy blue, cotton or cotton/polyester, and must be mid-thigh in length or longer. Tight or biker shorts are not allowed.</li> <li>○ Optional – Navy blue sweatpants and navy blue SMA embroidered sweatshirts may be worn only during P.E. class, not in the classrooms.</li> <li>○ Any type of athletic footwear is acceptable.</li> </ul>	<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Boys P.E. Uniform</b> <ul style="list-style-type: none"> <li>○ Grey T-shirt with SMA imprint</li> <li>○ Gym shorts are solid navy blue, cotton or cotton/polyester, and must be mid-thigh in length or longer. Boys may wear navy blue mesh shorts without white stripes.</li> <li>○ Optional – Navy blue sweatpants and navy blue SMA embroidered sweatshirts may be worn only during P.E. class, not in the classrooms.</li> <li>○ Any type of athletic footwear is acceptable.</li> </ul>
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<b>9<sup>th</sup> – 12<sup>th</sup> Grade Girls Non-Uniform Dress</b> <ul style="list-style-type: none"> <li>○ Dress or Skirt to the knee, Pants (slacks, chinos, or jeans acceptable)</li> <li>○ Blouse or polo, must have collar &amp; sleeves; EXCEPTION: On denim days, SMA logo T-shirts may be worn</li> <li>○ Shoes, tennis shoes and socks</li> </ul>	<b>9<sup>th</sup> – 12<sup>th</sup> Grade Boys Non-Uniform Dress</b> <ul style="list-style-type: none"> <li>○ Pants with a belt (slacks, chinos, or jeans are acceptable)</li> <li>○ Shirt or polo, must have collar &amp; sleeves; EXCEPTION: On denim days, SMA logo T-shirts may be worn</li> <li>○ Shoes, tennis shoes and socks</li> </ul>
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Inappropriate for all school functions: dirty, torn, faded or cut-off clothing, skinny jeans, jeggings, leggings, too-short shorts or skirts, too-tight tops, offensive messages, tank tops, halters, bare shoulders or midriiffs, gym clothes (except for PE), hats, caps, bare feet, earrings on boys, sunglasses indoors, or anything that looks bizarre or immodest.

*CKW Uniform in Temple City, and Dennis Uniform in Los Angeles, are the authorized vendors of the St. Monica Academy uniform which includes: jumpers, skirts, pants, sweaters, blazers, shirts, ties, outer jackets, and PE uniforms.*

*All uniform items MUST be purchased from CKW or Dennis Uniform.*

*Exceptions: navy blazers and oxford button-down shirts that are identical to those sold by CKW or Dennis are acceptable.*

# ATTENDANCE

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**Regular School Hours:** 8:10 am – 2:40 pm. Parents are welcome to attend Morning Assembly at 8:10 am daily. On Wednesday mornings, school begins with Mass at 8:00am at Holy Redeemer Church. There is no Wednesday morning school Mass during weeks which include the first Friday of the month. During those weeks, the school attends Mass on **Friday morning at 8:00 am.**

**Regular Attendance:** Regular attendance at school is important and students may be absent from school only for serious reasons. Students are expected to attend school and be on time every day except in the case of illness or special circumstance. Excessive absences or tardies can affect grades, course credit, and continued enrollment. Tardies and absences are part of the student's permanent record.

Medical, dental, or other appointments which would interfere with class hours should not be made except in emergencies, and, in those cases, transportation must be provided by parents or persons listed on Emergency Form, not by fellow students. Seniors should make college visits on weekends or vacation periods.

**Verification of Absence:** In the event of any absence, a parent or guardian must call the school before 8:00 am to explain the cause. Prolonged medical absence requires a doctor's note upon student return. In the case of a prolonged non-medical absence, parents **MUST** notify the office in advance. If parents do not notify the office in advance, credit for missed work may be forfeited.

**Early Pick-up:** To pick up your child early, please come to the office and sign out your child. Please inform the office in advance. Students will be released to parents or an adult requested by parents. For parents coming for sick children, please arrive within 30 minutes of being called by the office.

## **Tardy Policy:**

**\*NEW\*** The school day begins at 8:10am (8:00 am for Wednesday morning Mass) and students who are not in school by 8:10am are considered late and will be marked tardy. The school automatically allows 5 tardies per quarter without consequence. Once a student had received **5 tardies in a quarter**, they will then be placed on Attendance Probation. This means that for every subsequent tardy, the family of the student will be given an additional service hour. In the case of families with more than one child attending the school, the addition of service hours will not be based on the collective tardies of all their children, rather only on the record of the one child that has the highest number of tardies. Continued excessive tardies while on probation will result in suspension. A student who accrues eight tardies or more in a quarter is ineligible for the Citizenship Award.

Arrival any time after Morning Assembly requires a parent to sign the student in at the office, where the student then receives an "admit slip" before proceeding to class. High school students may sign themselves in before receiving their admit slips. No student who arrives late is allowed to proceed directly to class without coming to the office first.

**Absence Policy:** Morning, afternoon, and full absences are all tracked and accounted for on a student's permanent record. A morning absence is accrued if a student arrives after 8:45am. Morning absences without an official medical note are counted as tardies. Discretion lies with the office in waiving tardies for special circumstances. An afternoon absence is accrued if a student leaves for the day before 2:30pm. Morning and afternoon absences each count as one half of an absence, while full day absences count as one whole absence. Absences are tracked whether they are medical, familial, due to vacation, or any other considerations. For example, a sick day with or without a doctor's note, or a day taken as part of a family vacation will both be counted as one full absence

**Excessive Absences:** A student may be absent no more than ten (10) days in a semester, regardless of the reason; no distinction is made between excused and unexcused absences. After the tenth absence, the student's grades may be lowered a full letter grade (A to B, B to C, etc.). High school students missing twelve (12) days in a semester will not receive credit for that semester. Situations involving excessive absences due to chronic illness must be brought to the attention of the headmaster as soon as possible.

### School Supervision

The school provides supervision of students from 7:45 am until 2:55 pm. Students on campus before 7:45 am and after 2:55 pm must be supervised by parents or by an authorized adult, such as a drama teacher, athletic coach, detention supervisor, etc. The school provides supervision only for students officially participating in a school activity; a sibling hanging around another sibling's sports practice is NOT supervision. Siblings must be supervised or picked up by a parent. Students attending a supervised school activity (detention, play practice, sports games, etc.) must be picked up within 10 minutes of dismissal. Parents who leave their children on campus before 7:45am or fail to pick them up by 2:45pm, or within 10 minutes of dismissal time, MAY be assessed a per child fee of \$15 every 15 minutes to cover the cost of "after-hours supervision."

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## DISCIPLINE CODE

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Discipline is a tool that aids in the education and formation of our children. St. Monica Academy is dedicated to providing a healthy environment for growth (academically, emotionally, spiritually, and morally). To ensure this, the following norms and sanctions seek to:

1. Preserve the proper educational climate by ensuring a safe, secure, and orderly campus and classroom;
2. Provide instruction and guidance to teach proper behavior and attitudes;
3. Deter students from acts that impede the learning process or that are self-destructive, self-defeating, or anti-social;
4. Maintain proper student conduct throughout the school day and at all school-related activities.

To implement our disciplinary policy, staff and faculty will use Gold slips, Red slips, and Green slips.

1. **Gold slips** are given for virtuous behavior.
2. **Red slips** are given for misbehavior inside and outside the classroom and may result in detention. Red slips must be signed by a parent or guardian and returned the next day to the issuing teacher. Red slips will not be given for late or missing homework. (Instead, late or missing homework will directly affect a student's grade.) If a student should receive **5 red slips in a quarter**, they will be placed on Disciplinary Probation (see page 25).
3. **Green slips** are given for dress code infractions. Green slips must be signed by a parent or guardian and returned the next day to the issuing teacher. If a student should receive **5 green slips in a quarter**, they will be placed on Uniform Probation (see page 17).

## Disciplinary Offenses

Class A Offenses	Class B Offenses	Class C Offenses	Class D Offenses
<ul style="list-style-type: none"> <li>• Disorderly conduct</li> <li>• Rough-housing</li> <li>• Disruptive class behavior</li> <li>• Inappropriate language</li> <li>• Disrespectful behavior toward others (including online communications)</li> <li>• Gum chewing</li> <li>• Littering</li> <li>• Possession of phone during school hours.</li> <li>• Loitering in the parking lot during school hours</li> </ul> <p style="text-align: center;"><b>Potential Disciplinary Action:</b></p> <ul style="list-style-type: none"> <li>• Reprimands and verbal warnings</li> <li>• Time-out</li> <li>• Red slip and/or Detention</li> <li>• Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating</li> <li>• Minor theft (under 10 dollars)</li> <li>• Bullying, harassment, offensive language</li> <li>• Class cutting</li> <li>• Truancy</li> <li>• Inappropriate displays of affection</li> <li>• Defiance</li> <li>• Reckless driving on campus</li> </ul> <p style="text-align: center;"><b>Potential Disciplinary Action:</b></p> <ul style="list-style-type: none"> <li>• Red Slip and/or Detention</li> <li>• Suspension 1-3 days</li> <li>• Expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>• Rendering false fire alarm</li> <li>• Possession of pornography</li> <li>• Possession of alcohol, cigarettes, drugs, or paraphernalia related to use</li> <li>• Unauthorized use of any incendiary items (lighters, matches, smoke bombs, firecrackers, etc.)</li> <li>• Fighting (physical contact)</li> <li>• Vandalism</li> <li>• Scandal to community (through serious misconduct either on or off campus)</li> </ul> <p style="text-align: center;"><b>Potential Disciplinary Action:</b></p> <ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Burglary</li> <li>• Major theft</li> <li>• Property damage</li> <li>• Extortion</li> <li>• Threatening another student or faculty member (including online communications)</li> <li>• Possession of weapons or dangerous instruments</li> <li>• Assault with intent to harm the other party</li> </ul> <p style="text-align: center;"><b>Potential Disciplinary Action:</b></p> <ul style="list-style-type: none"> <li>• Immediate suspension with view to expulsion.</li> <li>• Suspension 1-2 weeks</li> <li>• Expulsion.</li> </ul>

A student's age and grade level will always be taken into consideration when determining discipline. Depending on the discipline problem, time-outs may be given to students during lunch or recess time. 1st – 4th graders will only be made to sit out for part of lunch or recess time, thereby providing a consequence for inappropriate behavior while still allowing them time to get exercise. 5th – 8th graders may be made to sit out during an entire recess or lunch period depending on the offense.

Note: In the event that students, for school purposes, bring tools or other items that could potentially be used in a dangerous manner, these items must be put under teacher control until the relevant activity, and only used with proper supervision.

Serious misbehavior may consist of a single act of a serious nature or chronic minor misbehavior. Above all else, no student has the right to endanger the safety or interfere with the learning of another student. **Behavior outside the school may also be subject to disciplinary action if it affects the school community at large, especially when such behavior is injurious to the good name and reputation of St. Monica Academy, its staff, or its students.** One primary example of this is disrespectful and/or offensive online communication regarding the school, its staff, or its students.

## Detention

**Detention will be served on Tuesdays and Wednesdays from 2:45 – 3:35 p.m. in a designated classroom.** Detention for grades 1 through 4 ends at 3:00 p.m. Parents of students in grades 1 through 4 must pick up their students from that classroom. Students will be given a written notification of their detention (a pink slip) to bring home to their parents at least one full day before the student is required to serve the detention. Students with disciplinary infractions warranting immediate attention will be required to serve detention as soon as possible and in such cases parents will be notified by telephone.

- Detention must be served on the day assigned.
- The first missed detention results in a phone call home and double detention.
- Second and subsequent missed detentions may result in suspension.

## Disciplinary Probation

**\*NEW\*** There are occasions when a student's behavior warrants Disciplinary Probation. **5 red slips in a quarter** for any reason will result in Disciplinary Probation and a parent/Dean meeting. Such a measure may also be taken for a single offense of a more serious nature. Students on disciplinary probation receive a written letter with the terms and conditions of probation. Being on probation potentially impacts an invitation to return to the school.

## Suspension

Chronic misbehavior, a single act of serious misbehavior, or failure to follow school policies may result in suspension at the discretion of the administration. Please note that academic credit will be lost during a period of suspension. Suspended students may not take part in school-sponsored activities.

## Academic Dismissal and Appeal

Students will be dismissed if there is evidence that the student is not making satisfactory progress after all the typical resources and interventions that the school uses to support a student have been pursued. This could be represented academically by a consistent neglect of work and behaviorally by an on-going disregard for the well-being of the school community. Students who withdraw may not return to St. Monica Academy for one year and they must have prior written approval of the Headmaster.

## Expulsion

Expulsion constitutes permanent, recorded removal of a student from St. Monica Academy.

Students may be expelled for:

- Flagrant violation of the moral norms of the school.
- Persistent defiance of authority.
- Actions gravely detrimental to the physical, moral, and spiritual welfare of others.
- Any activity, on or off campus, injurious to the good name and reputation of St. Monica Academy.
- Any other offense deemed sufficiently serious by the administration.



## Discipline Review Board

In general, all decisions regarding discipline rest with the administration. On occasion a Discipline Review Board may be called to review matters of discipline. A Discipline Review Board will be called whenever a student offense could result in dismissal. In addition, appeals of lesser disciplinary actions may be made to the Discipline Review Board. Any appeal of a disciplinary decision must be made in writing and submitted within five days of the disciplinary action. The Disciplinary Review Board is called on an ad hoc basis and is composed of an odd number of members, typically including the Headmaster, the Dean of Students and/or the High School, and at least two Board members. The decision of the Disciplinary Review Board is final.

## Harassment Policy

St. Monica Academy is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, faculty member, school employee, volunteer, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment by another individual or individuals or experience a school environment that is hostile or intimidating because of the individual's race, creed, color, gender, national origin, or physical disability.

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It is the responsibility of St. Monica Academy to:

- Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.

- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Headmaster.
- Discontinue any actions perceived as discriminatory, intimidating, or harassing.

## **Bullying**

Bullying is habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening words spoken to another person. Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, and stealing, that are initiated by one or more persons against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying is a form of harassment and may result in serious disciplinary action, up to and including expulsion. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

## **Student Threats**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of a threat made by a student should immediately report it to the Headmaster or a teacher. In some cases, the Headmaster will notify the police immediately.

In the event the police are notified, the student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat may be suspended until the investigation by the police and/or school has been completed. The decision to re-admit a student who has made a threat will be made by the Headmaster, the Disciplinary Review Board and the Admissions Committee on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

## **Harassment Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim.

### ***Filing a Claim***

1. The student may first choose to tell the individual causing the harassment that his or her conduct is offensive and must stop.
2. If the objectionable behavior does not cease immediately, the student must report the harassment to the Headmaster, or to a teacher who will report it to the Headmaster, or to the Board Liaison if the Headmaster is the subject of the allegation. (The Dean of Students may be contacted to obtain the name of the Board Liaison.)
3. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with an administrator of the same sex if he or she prefers to do so.

4. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only necessary parties. Confidentiality will be maintained as much as possible.

### *Investigating a Claim*

1. The investigation will include a meeting with the alleged harasser, sharing with that person the nature of the allegation as well as the name of the person bringing the allegation.
2. If appropriate, the alleged harasser will be placed on administrative leave or suspended during the course of the investigation.
3. Once the facts of the case have been gathered, the Headmaster, in consultation with the Board Liaison, will decide what, if any, disciplinary action is warranted.
4. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

## CAMPUS REGULATIONS

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### **Closed Campus and Campus Visitation**

St. Monica Academy honors parents as the primary educators of their children and therefore welcomes visits by parents and prospective students to our campus to observe classes. To avoid classroom disruption, parents must make an appointment to visit a class through the school office at least 24 hours before the desired visit. Requests are approved at the discretion of the Headmaster. All visitors to campus must sign in at the office before proceeding on campus and must sign out prior to leaving. Exception: Signing in and out at the school office is not necessary for school events to which parents have an open invitation, such as morning assembly, Wednesday Mass, the All Saints program, and Grandparents and Special Friends Day.

St. Monica Academy has a closed campus policy. Students are not permitted to leave the campus or receive individual visitors.

### **Parking Lot**

Students are not to use their cars as lockers. No student is to enter the parking lot at any time during school hours unless he/she obtains permission from an administrator. **Students found in the parking lot without permission are subject to disciplinary action.**

### **Choice Lunch and Recess Duty Volunteers**

Parent volunteers who help supervise students during recess and lunch are greatly appreciated because their supervision provides teachers a well-deserved break. Guidelines for parent supervisors:

1. All parent supervisors and volunteers must check with the office to insure that they have undergone mandated screening (Virtus certification, fingerprinting)
2. Parent supervisors and volunteers must sign in at the office upon arrival.
3. Parents must supervise lunch and recess according to the schedule arranged by the school to avoid inadequate supervision or supervisor saturation.

4. Parents must supervise students in a professional and courteous manner at all times.
5. Parents should report any student misbehavior to a teacher or administrator.

### **Emergency School Closing**

In the unlikely event that school is closed, parents will be informed through the Parent Guild phone tree and/or e-mail.

### **Birthdays and Parties**

A child may bring one small treat (cupcakes, candy, cookies) to celebrate a birthday or half-year birthday with his or her own homeroom. The teacher will decide the appropriate time to share the snack. The St. Monica Academy Parent Guild may organize room parents to work with the classroom teachers to provide simple parties to celebrate selected holidays. Students may distribute invitations to private parties at school only if they are inviting everyone in their grade or homeroom, or if they are inviting all the girls or all the boys in their grade or homeroom.

### **Personal Property**

Please mark your child's name (or initials) on all personal property, including uniforms. Valuables or large sums of money should not be brought to school. The school is not responsible for lost or stolen articles. The "Lost and Found" is located in the first floor closet. Items that are not claimed by the end of each month will be given away.

- **Games or toys (including electronic games and music players) may not be brought to school and will be confiscated by the faculty.**
- **Cell phones, pagers, and the like MAY NOT be carried by elementary students; for high school students, such items may not be carried on the student's person or used during school hours.**

Any items, including games, cell phones, iPads, Kindles, iPods, tablets, or any other electronic devices, will be confiscated and may be checked for content, just as a written note would be. Confiscated items must be claimed by a parent or guardian from a school administrator after 24 hours. Items confiscated on a Friday will not be returned until the following Monday.

### **Student Lockers and Cubbies**

Students are assigned a cubby in a classroom or a locker. Lockers and cubbies are the property of the school, not the students. Lockers and cubbies are assigned subject to the following guidelines:

- Lockers and cubbies are to be used for the temporary storage of books, lunches, and appropriate personal belongings during school hours.
- Only books may be left in lockers and cubbies overnight. All food and personal belongings must be removed daily for the health and safety of all students.
- No messages or images may be posted inside or outside the lockers. Students will be billed for any damage done to lockers, such as marred surfaces, scratches, dents, etc.
- The school may conduct searches of lockers and cubbies and confiscate contents if administrators reasonably suspect that contents are in violation of these guidelines, school policy, or the educational process.
- Students have some control over their lockers, namely, the right to keep their contents safe and in good order, and to keep other students, but not school officials, out.
- Any object forbidden to be on campus by school policy is de facto forbidden to be in lockers.
- All students must use school-issued locks and return them at the end of the school year. Any other lock is in violation of these guidelines.

# TECHNOLOGY

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## Internet Use

Technology is a tool to assist in the pursuit of traditional academic disciplines rather than as a driving force in the curriculum. The internet in particular can be an excellent learning tool and source of entertainment, but it also opens up many dangerous avenues. These problems range in seriousness from hours of wasted time, to easily available pornography, to the threat of internet predators. The following guidelines help safeguard against these dangers:

1. **Set time limits** for internet use, including academic use. If children have a time limit even for academic use of the internet, they will be less likely to become distracted while doing research. (St. Monica Academy does not assign internet use for homework to students in grades 1 – 6.)
2. **Computers and any other devices with internet connectivity should be used in plain view, in common areas.** A sense of privacy is often necessary for many of the dangerous and immoral behaviors that can take place on the internet.
3. **Social networking sites and apps are discouraged.** If you allow your high school children use social networking sites or apps, you **must** commit to monitor their activity on a regular basis. For those who are not familiar with social networking sites, they are online communities that allow people to communicate, send messages, post pictures and information, play games, and share interests. These activities can often be totally benign, but each website has different rules and safeguards in place. Many are intended solely for adult use, and many feature sexually explicit material. Even those that offer safeguards can still be easily abused by children or by those who communicate with them. Nearly every school in the U.S., public or private, has had incidents of inappropriate and/or abusive exchanges between students taking place on these sites. If your children participate on these sites, you should have copies of their screen names and passwords in order to sign on to their accounts. You should sign on at unannounced times. If you find that your children have been active on sites that have an age limit which they do not meet, contact the website and have their accounts removed. Students are not allowed to “friend” or include teachers in their social networks.
4. **Instruct your children NEVER to share personal information in online conversations,** including phone numbers, addresses, school information, and anything that could allow predators to locate them. In fact, social conversations with strangers on the internet **SHOULD NOT** be allowed in your homes.
5. **Remind your children that what happens on the internet can never be totally removed.** Conversations, pictures, and information can be copied and saved on someone else’s computer in less than a second. It can then be sent out to thousands of people in a few seconds more. Internet activity is not hidden from God, nor is it hidden from almost anyone else. Christian standards, good judgment, and prudence must be exercised at all times.
6. **High School students may contact teachers for academic purposes only, using official St. Monica Academy e-mail addresses posted in the directory.** All academic communication must be cc-ed to parents by both student and teacher. Students may not communicate with teachers via e-mail for non-academic purposes.

Parents and students must get approval from the administration before sending e-mail messages to “all parents.” Please note that posting or distributing communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying may be subject to disciplinary action according to the standards set in the Handbook.

# HEALTH POLICIES

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**Physical Examination and Immunizations:** Each student must have received and have proof of a physical examination and all immunizations required by California law or he or she will be excluded from attendance, unless he or she has a valid legal exception and has signed a waiver. Any student for whom the school does not have evidence of immunization will be excluded from attendance should there be an outbreak of one of the diseases for which immunizations are available.

**Blood Borne Pathogens:** The school will employ universal precautions to minimize the risk of exposure to blood borne pathogens and other potentially infectious bodily materials.

**Administration of Medicine at School:** The following procedures are in effect to allow students who require medication to attend school, to assure the correct administration of prescribed medication, and to protect the health and safety of all other students. All medications taken while at school are kept and administered only by the teacher or office personnel. Medications are kept in the office.

- Parents must complete a Medical Authorization and Permission Form (available online and in the office) to request that the school administer medication. This form will be kept in the medical file.
- Medication must be brought to school in a container appropriately labeled by the pharmacy, physician, or manufacturer.
- Every dosage of medication is recorded by the office on a medication log that includes date, time, dosage, and initials of the person giving medication.
- Self-Administration of Inhalers: If a physician determines that a student has sufficient maturity to self-administer an asthma inhaler, that student may possess and self-administer the medication, provided the physician's orders are on file in the school office.
- Parents may forego the above procedures if they bring in the medications themselves and administer them to their own children.

**Infectious Disease:** Children who have had an infectious disease may not return to school without a note from their doctor. The note must be on the doctor's stationary, state the child's name, the illness from which the child has sufficiently recovered, and an explanation that the child is no longer contagious.

**Illness or Injury:** If a child is injured or becomes sick, the school reserves the right to send that child home for the safety and health of the other students. Parents are expected to pick up their ill or injured child within 30 minutes of being notified by school personnel.

# COLLEGE COUNSELING & TRANSCRIPTS

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## College Counseling

Every high school student is entitled to at least one individual counseling session with the College Counselor during the academic year; however, the College Counselor attempts to see each student as many times as necessary to help with individual issues. Counseling sessions may be scheduled for some or all of the following reasons:

- To discuss educational concerns and explore methods for improving academic performance
- To help the student achieve present and future goals in education
- To discuss college or professional plans, seek help in the college application process, or address any other concerns in this area

Parents should feel free to call the office with any concerns regarding their child. In addition, parents and students in grades 10-12 are invited to a yearly “College Knowledge” meeting in which grade-relevant information on preparation for college is presented, and strategies for college acceptance are discussed.

## Transcript Request

Transcript requests must be made in person, by phone, or by email to the Registrar. In general, the UC system uses student-reported grades and does not require a transcript with the application. CSU campuses vary; some require transcripts with the initial application and others use self-reported grades. After an initial review, a transcript may be required and the student will be notified. Most private universities will require a transcript with the application. Transcript requests must be made two weeks PRIOR to the university's deadline.

There is a fee of \$3 per transcript request.

# FINANCIAL POLICIES

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## Payment of Tuition

Because St. Monica Academy has an obligation to our creditors, teachers, and their families, it is important that all families make their tuition payments promptly and regularly. St. Monica Academy uses a professional bookkeeping service, Smart Tuition, to collect tuition. Each family that pays tuition semi-annually or monthly is required to enroll in this service and to submit tuition payments through Smart Tuition.

## Returned Check Fee

Checks returned to the school by the bank require a significant amount of handling time and result in a charge to the school by the bank. There is a \$12 charge to the check writer for checks returned for any reason.

# FEES

## 2016-2017 Fees and Charges *(Subject to change)*

	<b>Tuition</b>	<b>Fee</b>
<b>High School</b>	First Child	\$9,395
	Second Child	\$8,535
	Third Child	\$8,265
<b>Grade School</b>	First Child	\$5,550
	Second Child	\$5,175
	Third Child	\$4,600
	Fourth Child	\$1,500
	Fifth, Child	\$1,250
	Sixth Child	Free
<b>Late Charge</b>		\$25
<b>Return Check Fee</b>		\$12
<b>Graduation</b>	Seniors	\$75
	Eighth Grade	\$50

<b>Athletics</b>	<b>Fee</b>
CIF Varsity Girls Volleyball	\$75
CIF Varsity Cross-Country	\$50
CIF Varsity Girls Basketball	\$75
CIF Varsity Boys Baseball	\$75
CIF Varsity Boys Basketball	\$75
CIF Varsity Girls Softball	\$75
CIF JV Girls Volleyball	\$50
CYO <i>Boys Football A&amp;B</i>	\$50
CYO <i>Girls Volleyball A&amp;B</i>	\$50
CYO Boys Basketball A&B	\$50
CYO Girls Basketball A&B	\$50

<b>Arts</b>	<b>Fee</b>
Choir Dress	\$50 - \$100
Drama	\$140
<b>Miscellaneous</b>	<b>Fee</b>
Yearbook	\$50
Transcripts	\$3
Transcript with unpaid balance	\$30

### Non-Discrimination Statement

St. Monica Academy does not discriminate on the basis of race, sex, color, national origin, ancestry, or physical or mental disabilities unrelated to the ability to work or enjoy the benefits of the school's programs, facilities, or services.

In those cases where the number of applicants exceeds the number of students the school can enroll, Catholic students are given precedence over those who are not Catholic, and this without regard to race, sex, color or national origin.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in the meeting the student's needs.