

2009 - 2010 PARENT AND STUDENT HANDBOOK

MISSION STATEMENT

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

The education of children is, in the first place, the responsibility of their parents.¹ Parents have the right, and the duty, to choose a school which corresponds to their own convictions.² 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

¹ Catechism of the Catholic Church 2221, 2223.

² *Id.* 2229.

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.

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.

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.

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 well being 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.

SCHOOL HOURS

Hours of instruction are 8:00 a.m. – 2:35 p.m.

Students may arrive on campus after 7:45 a.m.

Students are tardy after 8:00 a.m.

Students should be picked up at 2:35 p.m. and must be picked up no later than 2:50 p.m.

OFFICE HOURS

Office hours, weekdays during the school year, are 8:00 – 9:30 a.m. and 1:45 – 3:00 p.m.

Administrative staff members are available during these hours to answer parent questions and concerns and to handle Parent Guild business. Parents should limit their visits to the office to these specified hours, except in the case of an emergency. If you have a question, concern, or business with the office, please come in the morning after drop-off or in the afternoon before pick-up. You may also call to schedule a meeting during the day.

ARRIVAL AND DISMISSAL

The school day begins at 8:00 a.m. and ends at 2:35 p.m. Students may be dropped off as early as 7:45 a.m. and must be picked up by 2:50 p.m. **The school does not provide supervision before 7:45 a.m. or after 2:50 p.m.** unless your child is attending a supervised school ac-

tivity (such as detention, setting up the chapel, play practice, tutoring, etc.). The school provides supervision for the child participating in the school activity only; siblings must be picked up or supervised by a parent. **Students may not arrive on campus unsupervised before 7:45 a.m. without prior arrangement.** Students who arrive earlier must remain under direct parent supervision until 7:45 a.m. A minor child may not supervise his or her siblings.

Parents must park in the Neighborhood Church parking lot. Parents may not park in the handicapped spaces unless they have a handicapped permit, or in designated Neighborhood Church spaces. Children may not cross the parking lot unless accompanied by a parent. **Parking on Arroyo Street or stopping there for drop-off or pick-up of students is prohibited by Neighborhood Church.**

When students arrive before morning assembly, they should proceed immediately to their classroom.

The school day begins with the all-school morning assembly in Ross Chapel at 8:00 a.m. Parents are invited to attend morning assembly any day.

The school day ends at 2:35 p.m. At dismissal time, grade school teachers walk their students to the parking area and release them directly to their parents. On P.E. days, weather permitting, students in grades 1 through 10 have physical education classes at Brookside Park during the last period of the day. On these days, students in grades 1 through 6 are dismissed and parents pick up their children at the P.E. location promptly at 2:35, and then drive up to school to pick up their children's backpacks. Faculty leave Brookside Park at 2:50 p.m. Students in grades 7 through 10 walk back to campus and are dismissed from school campus as usual.

(For late arrivals or early dismissals, see below under Attendance and Late Pick-Up policy.)

LATE PICK-UP POLICY

The school day ends at 2:35 p.m. and parents must pick up their children by 2:50 p.m. Students attending a supervised school activity (such as detention, cleaning up the chapel, play practice, tutoring, etc.) must also be picked up within 15 minutes of dismissal.

SCHOOL CALENDAR

Please consult the general school calendar, posted on the website, for student attendance days, parent/teacher conferences, early dismissals,

teacher workshops, and holidays for the academic year. Weekly calendar updates are published in *The Messenger* listing more specific activities and calendar revisions.

CLASS SCHEDULES

Class schedules are posted on the website. Please consult the schedules posted for recess, lunch, and class times. Schedules are subject to change depending on school activities.

ATTENDANCE

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 will result in the consequences outlined below and can affect grades, course credit, and continued enrollment. Tardies and absences are recorded on students' report cards each quarter and are a part of their permanent record.

Student Information Card: These cards are kept in the office and list the parent and emergency contact information for each student. It is vital that parents complete and keep current the information requested on the student information card. A card, pre-printed with information currently on file, is sent to each family in August; parents must review the information for accuracy and return it before the first day of school.

Absence from School: Please call or e-mail the receptionist (see staff e-mail addresses in the front of the directory listing) before 8:00 a.m. on any morning that your child will be absent. You may leave a voice mail message. If you know your child will be absent in advance, please let the teacher know by note, by e-mail to the teacher, or by a phone call to the school. If your child is absent and we have not heard from you, we will make every effort to contact you before 10:00 a.m. using the phone numbers you have provided on your child's student information card. This will be done to verify your child's whereabouts. (For information on homework during an absence, see below under Homework.)

Returning to School: If a parent has not contacted the school or been contacted by the school to report an absence, the day the child returns to school he or she must bring a note to the office explaining the reason for the absence. The note must include the student's name, the date(s) he or she was absent, the reason for the absence, and the parent's signature. (For example, Joey Smith was absent from 2/4/06 to 2/7/06 due to illness. Mrs. Smith.)

Early Pick-up: To pick your child up early, please come to the office and sign out your child. Then proceed to the classroom to pick up your child. If possible, please inform the teacher or office in advance. Students will only be released to their parent or guardian or other adult listed on their emergency card. If a parent wishes to release their child to another adult, a note must be sent in or a phone call made to the office.

Late Arrival: Attendance folders are sent to the office at 8:15 a.m. If your child is not in the teacher's care at this time, he or she will be marked absent. Therefore, if you are dropping students off at school after 8:15 a.m. for any reason, the students must sign in at the office and pick up an "Admit to Class" slip before proceeding to class.

Illness: Students who become ill during the school day are sent to the office by the teacher. If the Headmaster determines that the child needs to go home, a school administrator will contact the parent. Parents coming for sick children must sign out students in the office before taking them home.

Tardy Policy: Students are expected to arrive on time to school. Late students miss morning assembly, class instruction, and disrupt the class when they come in. Homeroom teachers take attendance in the morning and a student is marked tardy if he or she arrives after 8:00 a.m. Every time a student accumulates four tardies in a month, he or she will be required to serve detention; the eighth tardy in any month will result in a second detention and a probationary letter. Continued excessive tardies while on probation may result in suspension.

Excessive Absences: Time students spend in class is essential to their educational growth and success. When a student is absent, he or she misses out on valuable class instruction, opportunities for correction and practice with new material, and peer discussion. For these reasons, there is a limit to the number of days a student may be absent before the absences will affect the student's grade for the quarter. With regards to this policy, no distinction is made between excused and unexcused absences.

Grades 1-8: A student may be absent no more than ten days in a semester. After the tenth absence, the student's grades may be lowered a full letter grade (an A to a B, a B- to a C-, etc.), at the discretion of the Headmaster.

High School: Students may be absent no more than ten days in a semester. After the tenth absence, the student's grades may be lowered a full letter grade (an A to a B, a B- to a C-, etc.), at the discretion of the Headmaster. High school students who are absent for more than 12 days in a semester may not receive credit for their semester courses, at the discretion of the Headmaster.

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. 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.

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. Parent supervisors must sign in and out in the Lunch Duty Log Book.
2. Parents must supervise lunch and recess according to the schedule arranged by the Lunch Duty Parent to avoid inadequate supervision or supervisor saturation.
3. Parents must follow the area assignment given by the Lunch Duty Parent.
4. Parents must supervise students in a professional and courteous manner at all times.

EMERGENCY SCHOOL CLOSING

In the unlikely event that school is closed, parents will be informed through the Parent Guild phone tree.

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 school office. 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 used during school hours.**

Any items, including games, cell phones, Ipods or any other electronic devices, will be confiscated and may be checked for content, just as a written note would be. Confiscated items will be returned to the parents or guardians.

CELL PHONES AND COMMUNICATION

Student cell phones are to be kept off during school hours. 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.

LOCKERS FOR 11TH AND 12TH GRADE STUDENTS

Students in the 11th and 12th grade are assigned lockers. Lockers are the property of the school, not the students. Lockers are assigned subject to the following guidelines:

- Lockers 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 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 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, such as toys, games, weapons, illegal substances, electronics (cell phones must remain off during school hours), or anything disruptive to the educational process.
- 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.

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.

PHYSICAL EDUCATION

St. Monica Academy students in 1st through 10th grade have physical education two times per week. Students will change into gym 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 note to his or her teacher.

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 C 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.

HEALTH POLICIES

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 on-line 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 a 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 not longer contagious.

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.

1ST - 8TH GRADE UNIFORM POLICY

1ST - 8TH DRESS UNIFORM

On Dress Uniform days, 1st – 8th grade boys and girls wear their green school sweater in addition to their regular uniform as described in the next sections.

Examples of Dress Uniform days are:

1. Some field trips
2. Mass days
3. Special events
4. Any other Dress Uniform days announced in the weekly *Messenger* or by the homeroom teacher.

1ST - 8TH GIRLS UNIFORM

- Jumpers (grades 1-5) and skirts (grades 6-8) must be mid-knee or longer in length.
- Shoes should be solid color dress or tennis shoes. All shoes must be closed-toed. Tennis shoes should be either white, navy blue, or black with cloth or leather covering (e.g., CKW or Vans). Dress shoes must be low-heeled and may be black, navy blue, or dark brown. No boots or high tops are allowed. Any type of athletic shoes are allowed for P.E.
- Socks must be solid white knee-highs or bobby socks. Socks **must cover** the ankles. White tights may be worn on cold days.
- Grades 1 thru 5 shirts are white, puffed short-sleeved, with 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 worn and made from the same material as the jumpers and skirts.
- A green cardigan sweater is required for Dress Uniform days.

- On cold weather days, students may wear SMA monogrammed jacket from CKW in addition to their sweater. **No other jacket or coat outerwear is permitted.**
- Hair accessories must be navy blue, forest green, 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.

GIRLS P.E.

- Gym shorts are solid navy blue (no side stripe), cotton/polyester, no more than 4 inches above the knee.
- Gym shirts are white t-shirts with SMA imprint on front. These shirts may be worn underneath the uniform shirt on gym days.
- Girls wear the blue gym shorts under their jumpers and skirts at all times.
- Navy blue sweatpants and navy blue SMA monogrammed sweat-shirts may be worn only during P.E. class.

1ST - 8TH GRADE BOYS UNIFORM

- Pants are navy blue. No shorts allowed.
- A black, leather-type belt is worn at all times.
- Shoes should be solid color dress or tennis shoes. All shoes must be closed-toed. Tennis shoes should be navy blue or black with cloth or leather covering (CKW or Vans). Dress shoes must be low-heeled and may be black or dark brown. No boots or high tops are allowed. Any type of athletic shoes are allowed for P.E.
- If tennis shoes are worn, socks must be solid white athletic type and socks **must cover** the ankles. If dress shoes are worn, socks must be either 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 Dress Uniform days.
- On cold weather days, students may wear SMA monogrammed jacket from CKW in addition to their sweater. **No other jacket or coat outerwear is permitted.**

- 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.

BOYS P.E.

- Gym shorts are solid navy blue (no side stripe), cotton/polyester, no more than 4 inches above the knee.
- Gym shirts are white t-shirts with SMA imprint on front. These shirts may be worn underneath the uniform shirt on gym days.
- Navy blue sweatpants may be worn only during P.E. class.
- Navy blue sweatpants and navy blue SMA monogrammed sweat-shirts may be worn only during P.E. class.

HIGH SCHOOL UNIFORM POLICY

HIGH SCHOOL DRESS UNIFORM

HIGH SCHOOL BOYS

1. White short-sleeved or long-sleeved oxford shirt.*
2. Plaid tie.
3. Khaki pants.
4. Navy blazer.
5. Black belt.
6. Black or navy blue socks.
7. Black or dark brown dress shoes. **No tennis shoes.**

HIGH SCHOOL GIRLS

1. White short-sleeved or long-sleeved oxford shirt.*
2. Plaid tie.
3. Plaid skirt, mid-knee or longer in length.
4. Navy blazer.
5. White bobby socks or white knee-highs. Socks **must cover** the ankle.
6. Black or dark brown dress shoes (maximum 1" heel; e.g., penny loafers). **No tennis shoes.**

DRESS UNIFORM REQUIRED ON

1. Mass days
2. Field trips
3. Special events

4. Any other Dress Uniform days announced in the weekly *Messenger* or by the homeroom teacher.

HIGH SCHOOL EVERYDAY UNIFORM

You may choose from among the following uniform items.

HIGH SCHOOL BOYS

1. Oxford short-sleeved or long-sleeved shirts* with or without plaid tie, or white polo shirt with SMA logo.
2. Khaki pants or navy pants.
3. Navy blue blazer.
4. Navy blue v-neck, long-sleeved, pullover sweater, or navy blue v-neck sweater vest.
5. On cold weather days, students may wear SMA monogrammed jacket from CKW in addition to their sweater. **No other jacket or coat outerwear is permitted.**
6. Black belt.
7. Black or dark brown dress shoes, or all black tennis shoes (CKW or Vans).
8. Black or navy blue crew socks.
9. 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.

HIGH SCHOOL GIRLS

1. Oxford short-sleeved or long-sleeved* with or without plaid tie, or white polo shirt with SMA logo.
2. Plaid skirt or khaki skirt, mid-knee or longer in length.
3. Navy blue blazer.
4. Navy blue long-sleeved cardigan or v-neck pullover sweater, or navy blue v-neck sweater vest.
5. On cold weather days, students may wear SMA monogrammed jacket from CKW in addition to their sweater. No other jacket or coat outerwear is permitted.
6. Black or dark brown dress shoes (maximum 1" heel; e.g., penny loafers), or all white tennis shoes (e.g., CKW or Vans).
7. White bobby socks, *or* white or navy knee-highs, *or* white or navy tights.
8. Light natural-looking make-up may be worn.

9. 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.
10. Hair accessories must match the school uniform colors.

* All shirts must be tucked in to pants or skirt at all times.

9TH AND 10TH P.E. UNIFORM

BOYS AND GIRLS

1. Grey t-shirt with SMA imprint.
2. Gym shorts are solid navy blue, cotton or cotton/polyester. (Boys may wear navy blue mesh shorts without white stripes.)
3. Sweatshirt with SMA logo from CKW Uniforms (optional).
This may be worn only at P.E., not in the classroom.

GENERAL INFORMATION

The girls' plaid and khaki skirts, boys' pants, all sweaters, jackets, ties, and P.E. shirts must be purchased from CKW Uniforms, 9668 Las Tunas Drive, Temple City, CA (626) 287-1994. The navy blazer may also be purchased from Lands' End School.

On non-uniform days (perhaps one day per grading period), the following is appropriate:

- Boys: pants with a belt or walking shorts (slacks, chinos or jeans are acceptable), an oxford or polo shirt with collar, and shoes or tennis shoes and socks.
- Girls: a dress, a skirt, slacks or walking shorts (chinos or jeans) with a blouse or oxford or polo shirt with collar, and shoes or tennis shoes and socks.

The following are not appropriate at any time: dirty, torn, patched, faded or cutoff clothing; clothing with offensive messages; gym clothing (except during P.E.); halters, bare midribs or shoulders, or tank top garments; hats, caps, or sunglasses indoors; bare feet; earrings on boys; or anything that looks bizarre or is immodest.

The school reserves the right to determine if a student's appearance or grooming is not appropriate.

Green slips will be given for dress code infractions. Green slips must be signed by a parent or guardian and returned the next day to the issuing teacher. Students who do not comply with the dress code may also be sent home until they do. A third green slip within a quarter will result

in an after-school detention from 2:35 – 3:35 p.m. Students in grades 1 through 4 serve detention from 2:35 - 3:00 p.m.

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 will rise from their desks 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.

WEDNESDAY ENVELOPES AND THE MESSENGER

Every Wednesday the office will send home an envelope containing a copy of the school newsletter, *The Messenger*, and any other school information such as permission slips, flyers, order forms, etc. The Wednesday envelope is sent home with the oldest child in each family. These Wednesday envelopes must be returned to school with the eldest child on the following day.

Please note: All flyers must be approved by the Headmaster before distribution. Requests for a flyer to go home, or for an announcement to be put in *The Messenger*, must be submitted to the office by Monday morning of that week. Pre-made flyers must also be given to the office administrator no later than Monday. Requests for the office administrator to make a flyer must be put in one full week in advance; requests may be declined due to administrative work load.

FRIDAY SCHOOLWORK FOLDERS

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.

DISCIPLINE CODE

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. **A third red slip in any quarter will result in a parent/teacher/student conference immediately.** Red slips will not be given for late or missing homework. (Instead, late or missing homework will directly affect a student's grade.)
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. **A third green slip within a quarter will result in a detention to be served from 2:35 to 3:35 p.m.**

NOTES FOR TABLE ON NEXT PAGE:

* 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. The age of the student and the offense will always be taken into consideration when determining the amount of time a student will be made to sit out. 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.

*** See section below regarding detention.

DISCIPLINARY OFFENSES RED SLIPS	DISCIPLINARY ACTION RED SLIPS
<p>1. Class A Offenses:</p> <ul style="list-style-type: none"> • Disorderly conduct. • Rough-housing • Disruptive class behavior. • Inappropriate language. • Disrespectful behavior toward others. 	<p>Class A Offenses:</p> <ul style="list-style-type: none"> • Reprimands and verbal warnings appropriate to grade level and at the discretion of the teacher. * • Time-out** • Red slip and/or Detention***. • Suspension.
<p>2. Class B Offenses:</p> <ul style="list-style-type: none"> • Cheating. • Minor theft (under 10 dollars). • Bullying, harassment, offensive language. • Class cutting. • Truancy. • Inappropriate displays of affection. • Defiance. 	<p>Class B Offenses:</p> <ul style="list-style-type: none"> • Parent Conference & Detention***. • Immediate suspension • Suspension of 1-10 days • Suspension of 11 or more days • Expulsion.
<p>3. Class C Offenses:</p> <ul style="list-style-type: none"> • Rendering false fire alarm. • Possession of pornography. • Possession of alcohol, cigarettes, drugs. • Fighting (physical contact). • Vandalism. 	<p>Class C Offenses:</p> <ul style="list-style-type: none"> • Immediate suspension & Parent Conference. • Suspension of 1-10 days • Suspension of 11 or more days • Expulsion
<p>4. Class D Offenses:</p> <ul style="list-style-type: none"> • Assault with intent to harm the other party. • Burglary. • Possession of dangerous weapons or instruments. • Extortion. • Property damage. • Major theft. 	<p>Class D Offenses:</p> <ul style="list-style-type: none"> • Immediate suspension with view to expulsion. • Parent Conference • Suspension of 1-10 days • Suspension of 11 or more days • Expulsion.

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.

DISCIPLINE REVIEW BOARD

In general, all decisions regarding discipline rest with the Headmaster. 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 by the Headmaster 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 at least one Board member. The decision of the Disciplinary Review Board is final.

HARASSMENT POLICY

St. Monica Academy is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, 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, national origin, physical disability, or sex.

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 another 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 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.

PARENT CONDUCT

Parents/guardians are asked to conform to standards of conduct that are consistent with the Christian principles of the school.

- Parents and guardians are expected to work courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may **respectfully** express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- Any parent or guardian or other person who insults or abuses the Headmaster, staff, or any teacher **risks the continuation** of his or her child in school.
- The school reserves the right to determine when conduct is of such severe nature that it warrants immediate action without warning.

DETENTION

Detention will be served on Mondays and Wednesdays from 2:35 – 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 will result in a one day suspension and no credit for missed work.

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.

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.)

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

In high school, students should expect to complete a significant amount of homework on nights and during weekends in line with the demands of a college preparatory school.

MISSED HOMEWORK

If you know ahead of time that your child will be absent, it is your and/or your child's responsibility to approach the teacher to learn when assignments can be made up and turned in. If your child is sick, it is you and/or your child's responsibility to approach to teacher to learn what your child missed and when assignments can be made up and turned in.

1st – 6th graders who miss school due to illness may pick up their homework assignment(s) the day they return to school.

7th – 12th graders who miss school due to illness are responsible for obtaining their class and homework assignments. Teachers will not prepare homework for 7th – 12th grade students; it is the student's responsibility to learn what he or she has missed and when it is due.

All students have one day to make up missing schoolwork for each day of absence.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Please see the school calendar for parent/teacher conference and report card dates.

Grades 1-2: Daily work is corrected but **not** assigned letter or number grades. As appropriate, students are required to correct mistakes.

Parents receive four reports cards per year and attend two parent/teacher conferences.

The report cards for grades 1 and 2 use symbols +, √, -, rather than letter grades, to indicate the level of mastery the student has achieved in core skills. The levels are: mastery, developing, or beginning.

The teacher also provides individual comments each quarter regarding students' strengths and areas that need improvement.

Grades 3-8: Parents receive four report cards per year and attend two parent/teacher conferences. Major subjects receive letter grades and minor subjects receive H/M/L marks.

Major subjects are religion, English, history, mathematics, science, and Latin.

Minor subjects include art, music, and physical education.

The virtues of respect, responsibility, obedience, orderliness, self-control, and sociability are also given H/M/L marks.

Grades 9-12: Students receive quarter grades and semester grades, which are an average of the two quarters plus any semester exam or project.

GRADING SCALE

A+	97 - 100%	4.00
A	93 - 96%	4.00
A-	90 - 92%	3.67
B+	87 - 89%	3.33
B	83 - 86%	3.00
B-	80 - 82%	2.67
C+	77 - 79%	2.33
C	73 - 76%	2.00
C-	70 - 72%	1.67
D+	67 - 69%	1.33
D	63 - 66%	1.00
D-	60 - 62%	0.67
F	59% and below	0.00

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 other do to 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.

VIRTUE MARKS ARE AS FOLLOWS:

H High - Exceptional achievement and/or participation

M Medium - Satisfactory achievement and/or participation

L Low - Unsatisfactory achievement and/or participation

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.

ACADEMIC STANDARDS POLICY

INTRODUCTION

The knowledge and skills that a student learns in each grade will be built upon, strengthened, and elaborated on in the next. In our effort to provide the best education for our students, we maintain a low teacher-to-student ratio and look to personalize our education as much as possible. However, to ensure that our students are learning the skills and facts appropriate for each grade there is a standard level of academic achievement that our students must reach before they can move on to the following grade.

It is natural that different children assimilate materials at different speeds. However, when there is an evident discrepancy between the academic achievement of one student and the grade-level standards being achieved by his or her peers, a formative action must be taken to ensure that the student does not fall irreversibly behind. When we identify a student with special needs, we hope to work along with parents to provide the student with a working understanding of the fundamental knowledge and skills he or she will need for further intellectual growth. While the teachers and administration will assist the parents in this effort, it is primarily the responsibility of the parents to provide their child with a program that will be effective and will enable the student to progress through the grade levels.

In light of these considerations, the following are general guidelines the school will follow. However, St. Monica Academy staff will review each situation on a case-by-case basis and reserves the right to deviate from these guidelines if they feel that doing so is in the best interest of the student involved.

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, a parent/teacher/student conference will take place to ensure that the parents 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.

FAILING GRADES DURING THE SCHOOL YEAR

If at any time during the year a student earns an F on a report card in English or mathematics, that student will be required to begin tutoring or extra schooling immediately.* This tutoring will take place in addition to the normal classes the student takes at St. Monica Academy. The student must continue the tutoring or schooling until he or she has raised his or her grade to at least a C- on a report card.

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 F in English, that student will be required to attend summer school for English 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.* If the student has been tutored over the summer, St. Monica Academy will test the student in August to determine whether or not the student has reached a sufficient level of understanding and ability in English. If the student does not show that he or she has mastered enough of the material to move on (either through the report card or test) the student will be required to repeat the grade. This is because the skills learned in English class (such as reading comprehension, vocabulary, writing skills, and grammar) are essential to academic success and these skills are utilized in practically every other subject.

Grades 7 – 12. If, at the end of the year, a student earns a cumulative grade of a D or lower in either math or Latin, that student will not be allowed to progress to the next level, but instead will be required to repeat that Math or Latin class the following year to ensure a mastery of the material. If the student enrolls in a summer school course and demonstrates that he or she has passed the course with a C or above, the student will be allowed to progress to the next level the following year. A report card must be sent from the summer school program to the St. Monica Academy office to verify the grade. *

High School. Any high school student who earns an F for a semester grade will be required to repeat the course at a summer school 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. *

- * 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

Plagiarism (taking ideas, writing, etc., from someone else and presenting them as one's own) and homework copying are placed in the same category as cheating. Ideas and writings from others must be properly cited and referenced. Any students using material copied from a book, an internet source, or any other source either by "cut and paste" methods or direct lifting of whole documents, under the guise of the student's own name, will be deemed cheating. Giving or receiving unauthorized aid or the contents of a test is also cheating. For the first offense the student's grade on the assignment or test will be reduced; reduction to a "0" is possible. For the second offense the student will receive a "0" on the assignment or test and a conference is held with the parents, and the student loses all extra-curricular privileges during that academic semester. The third offense may result in expulsion. Students in grades 9-12 are required to sign an "Academic Honesty Pledge."

TESTING OUT OF A COURSE

Students may not "test out" of core curricular courses. Only Algebra I and Latin I may be skipped upon entering high school, based upon placement tests and teacher recommendations. No credit will be awarded for skipped courses.

If a student fails a core curricular course, the student may receive credit by re-taking the course in the summer from an accredited school or college subject to approval by the Academy.

CONFERENCES WITH TEACHERS

Besides regularly scheduled parent/teacher conferences, other conferences may take place at any time during the school year. **However, the times right before or right after school, when students are being dropped off and picked up, are not appropriate times for parent/teacher conferences, nor is recess. Parents must call ahead of time and make an appointment with a teacher if they have something to discuss. The faculty appreciates it when such conferences are conducted in a friendly, respectful way.**

Because unannounced parental visitations can be a disruption to important school routines, parents are asked not to come unannounced and interrupt a teacher conducting a class.

AWARDS

St. Monica Academy seeks academic excellence and strives to promote this through positive motivation. St. Monica Academy has estab-

lished awards to recognize exceptional student achievement and behavior. These awards will be given at the end of each quarter.

The awards are as follows:

1. Academic Achievement for GPA (grades 5 and above)
 - a. 1st Honors: 3.67 GPA (A-) and above
 - b. 2nd Honors: 3.3 GPA (B+) and above
2. Outstanding Citizenship Awards
 - a. At least 4 out of 6 virtues at the High level with no Lows (awarded to students in grades 1 through 8 only)
3. Perfect Attendance Award
 - a. Perfect attendance and punctuality in the quarter (no absences and no tardies)

GRADUATION REQUIREMENTS

St. Monica Academy will award a diploma to students upon successful completion of the course of studies listed below. Participation in the graduation exercises is a privilege reserved to those students who have met their academic and social obligations as established by the school, and who maintain good citizenship standards.

Religion	40 units
English Literature	40 units
History	40 units
Math (at least through algebra II)	30 units
Latin (at least through Latin II)	20 units
Science (at least through chemistry)	20 units
Economics	5 units
Government	5 units
PE	10 units
Fine Arts	20 units
TOTAL	230 units

GRADUATION SPEAKERS

The eighth grade class nominates three members of the class who are high-ranking in scholarship, citizenship and public speaking. From the three nominees the faculty chooses one student who embodies excellence in scholarship and the virtues of St. Monica Academy.

High School Salutatorian: This speaker is chosen by the faculty as the student who embodies excellence in academics, exemplary citizenship and generous service to the school. The student is usually the second highest ranking GPA in the graduating class.

High School Valedictorian: The student with the highest GPA in the senior class is chosen to deliver the valedictory or farewell address.

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.

FIELD TRIPS

St. Monica encourages field trips with an educational purpose that extend the classroom curriculum. In order for your child to attend a field trip, he or she must have a signed field trip request form on file with any accompanying payment.

In most cases, the school relies on parent volunteer drivers. Parents who drive must have a valid drivers license and proof of automobile insurance, and are to leave a copy of evidence of insurance with the school office before transporting any student who is not their own child. According to California law, children under the age of 6 and under 60 lbs. must ride in a child protective car seat. Each student must be secured with a seat belt, and following current safety guidelines, children under 12 years in age, under 80 lbs. and less than 54" tall may not ride in the front seat of any vehicle. Legally, you may transport no more than 9 students in a vehicle for a school activity.

INTERNET USE

The internet 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. **Computer monitors should be kept in plain view.** 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 are discouraged.** If you allow your high school children to participate in sites such as Myspace, Facebook, Tagged.com, or others, 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 your 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. This is a new area of concern for parents, and it must be dealt with clearly and directly if we are to protect our children.
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 caution, must be exercised at all times.

6. **Students should not communicate with teachers via e-mail.**

Parents and students should get approval from the administration before posting 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.

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.

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 be-

tween 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.

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 \$20 charge to the check writer for checks returned for any reason.

CLASSROOM OR ACADEMIC CONCERNS

When you have a concern, it is important to go to the source. The faculty and staff are happy to address your questions and concerns, but we can only do so if you come directly to us. Parent should never go over an employee's head without speaking to them first. It is not appropriate to contact a member of the Board of Directors with a concern; school matters are to be dealt with on campus by school employees.

If you have a question or concern about any classroom or academic matter:

1. Contact your child's teacher to schedule a meeting to discuss your concern. The majority of all classroom or academic matters will be completely settled at this level.
2. In the unlikely event that the matter is not settled in your meeting with the teacher, you may then bring it to the attention of the Headmaster. You may contact the Headmaster regarding a classroom or academic issue only AFTER you have first spoken with the teacher.

If you have a question or concern about a school-wide issue, contact the Headmaster to schedule a meeting to discuss your concern.

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.

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.

