



## PARENT - STUDENT HANDBOOK

***Leon C. Henderson***

President

***Michael R. Blackshear***

Principal

***Charles Nolan***

Vice President

***Sandra Morton***

Dean of Students

This Parent – Student Handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

## **TABLE OF CONTENTS**

School Personnel & Important Phone Numbers	5
Mission and Philosophy of Cardinal Ritter College Prep	6
Joseph Cardinal Ritter – The Man	7
Philosophy of Catholic Education	7
History of Cardinal Ritter College Prep	7-8
Student Pledge & The Nguzo Saba	8-9
Parent & Student Catholic Christian Witness Statements	9
General Structure	10-11
President	
Principal	
Vice President	
Deans of Students	
Athletic/Activities Director	
Admissions Statements	12
Academic & Curriculum	13-17
All School Liturgies & Daily Prayer	
Academic Expectations & Requirements	
Assessment Program	
College Credit Courses	
Courses and Grading Information	
Exams	
Exam Exemption	
Dropping Classes	
Failed Courses & Summer School	
Failures & Incompletes	
Graduation	
Homework/Class Preparation	
Honor Courses	
Honor Roll	
Probation (Academic)	
Report Cards & Parent-Teacher Conferences	
Programs	18-19
Christian Service Program	
Leadership Program	
Intern Leadership Program	
Student Faith Formation Program	

Student Records	20-21
Parent Access – “Skyward”	
Access to Student Records By Parents	
Access to Student Records By Others	
Transfer of Records	
Withholding Student Records	
Student Attendance	22-23
Absences & Tardiness	
Consequences for Excessive Absences & Tardiness	
Request for Early Dismissal	
Extended Absences	
Other Important Information	24-32
Announcements	
Bus Passes	
Co-Curricular Activities & Eligibility	
Dress & Grooming	
Elevator Use	
Emergency /Evacuation Drills	
Lockers & Locks	
ID Badges	
Parking	
SchoolReach	
School Entry & Exit	
Snow Days	
Space & Building Issues	
Stewardship	
Student Health Issues	
Students with Significant Medical Conditions	
Student Who Become Parents	
Uniform Policy/Out of Uniform Dress Code/Neatly Well Groomed Hair	
Visitors	
Discipline Guidelines	33-38
Philosophy of Discipline	
Classroom Behavior/Expectations	
Student Responsibilities (Academic Growth/Attendance/General Behavior)	
Student Behavior Towards Other Students	
Public Health/Safety/Traffic Regulations	
Property	
Examples of Unacceptable Behavior	
Help To Protect Your School Environment	
Parent Responsibilities	
School Administration Responsibilities	
Classroom Teacher Responsibilities	
The Discipline Process	39-49
Conference	
After School Retention or Punishment	
Detentions	
Suspensions (From Class/From school)	

The Discipline Process (continued)

Archdiocese Disciplinary Probation  
Questioning Students  
Withdrawal for Cause  
Abuse of Alcohol & Drugs  
Behaviors Subject to Monetary Fines  
Bullying & Harassment  
Cheating & Academic Dishonesty  
Food & Drink  
Electronic Devices  
Internet Policy  
Internet & Social Networks  
Profanity  
Public Displays of affection  
Search & Seizure  
Tobacco  
Violence, Weapons, and Dangerous Instruments

Appendix

50-64

- **Witness Statement: Called to be a Catholic Student**
- **Witness Statement: Parent Whose Children Attend Catholic Schools**
- **Textbook Policy**
- **Tuition Collection Policy**
- **Policy on Students Who Become Parents**
- **Eligibility Rules for Participation in Co-curricular**
- **Policy on Bullying & Harassment**
- **Policy on the Abuse of Alcohol and Other Drugs**
- **Policy on Violence and the Threat of Violence**

Parent-Student Handbook Acknowledgement Form

65

**(Please note: certain *bold face* paragraphs that are followed with a notation such as “(4401.3)” are direct quotes from the St. Louis Archdiocesan *Administrative Manual*. They have been prepared by the Catholic Education Office and the Archdiocesan attorney.)**

**CARDINAL RITTER COLLEGE PREP HIGH SCHOOL**

President:	Mr. Leon Henderson	314-446-5507
Principal:	Mr. Michael Blackshear	314-446-5504
Vice President:	Mr. Charles Nolan	314-446-5518
Dean of Students:	Ms. Sandra Morton	314-446-5519
Director of Guidance:	Ms. Rayna Blackshear	314-446-5524
Tuition Assistance	Peter Goode	314-446-5516
Business Office:	John Klaus	314- 446- 5502

Assistant to the Administrators/Office: Ms. Jacqueline McWell  
314-446-5501

Director of Student Services: Etefia Umana  
314-446-5511

Director of Activities: Mr. Willie Ash  
314-446-5513  
(Athletic Events: 446-5580)

Intern Leadership Program: Mrs. April Cotton  
314-446-5521

Faculty Email  
(first initial; last name; @cardinalritterprep.org)  
[mblackshear@cardinalritterprep.org](mailto:mblackshear@cardinalritterprep.org)  
[eumana@cardinalritterprep.org](mailto:eumana@cardinalritterprep.org)

School's Website:  
[www.cardinalritterprep.org](http://www.cardinalritterprep.org)

School Code ACT:  
262-975

Address:  
701 North Spring Avenue  
Saint Louis, Missouri 63108-3603  
Office: 314-446-5500  
Fax: 314-446-5570

## **OUR MISSION**

Cardinal Ritter College Preparatory High School is a Catholic urban high school which educates primarily African-American young men and women who are both traditional and non-traditional college bound students.

At graduation, through the triple thrust of *Academic Excellence*, *Faith Development*, and *Leadership Development*, young men and women will be able to successfully serve their African-American and global communities.

## **OUR PHILOSOPHY**

Cardinal Ritter Prep, with its nurturing roots firmly founded in Christian beliefs and in African-American culture and family values, challenges students to possess upon graduation an attitude of being successful. To cultivate this attitude there must be a willingness and a desire of all involved working for a high level of academic excellence, faith development, and leadership development. The end result of these efforts will be growth of young leaders dedicated to serve God, the African-American, and the global community. This service will be based on a commitment to social justice that recognizes both social activism and cooperative family and community efforts as expressed in The Nguzo Saba (The Seven Black Principles: unity, creativity, purpose, self-determination, cooperative economics, faith, and collective work and responsibility.)

Additionally, Cardinal Ritter College Prep realizes that although its primary purpose is to educate, there are other obligations a school should undertake. We are more than willing to help students on a personal level, over and above the purely academic. We strive to create an atmosphere of positive peer influence so those students are equally eager to help each other.

Although Cardinal Ritter College Prep's distinctive and historical characteristics are based on its being composed of African-American students, the doors of Cardinal Ritter are open to all who wish to achieve the mission, purpose, and goals of Cardinal Ritter College Prep High School.

## **JOSEPH CARDINAL RITTER**

It was very appropriate that the last Catholic high school in North St. Louis, an area that is predominately Black, be named for the Archbishop who integrated Catholic schools in St. Louis.

Joseph Cardinal Ritter was appointed archbishop of St. Louis on July 20, 1946. Cardinal Ritter's lifestyle, actions, and convictions portray him as one of the most prominent and impactful church and civic leaders of the century.

Ritter's first public appearance after his installation as Archbishop of St. Louis was at a Catholic Clergy Conference on Negro Welfare at the Visitation School in North St. Louis. He observed that the school was the only one that admitted Negro pupils.

The new archbishop discovered, among other things, 400 Negro students among the 58,000 students enrolled in parochial schools. Ritter studied the problem carefully and ten months after his installation, he acted. He instructed all pastors throughout the Archdiocese to end

segregation practices in their schools at once. The instructions were issued shortly before the 1947 school term.

Ten years later, he supported a bill by the St. Louis Board of Aldermen, which would prohibit discrimination in city business establishments.

Joseph Cardinal Ritter died June 10, 1967, at the age of sixty-five, leaving behind the historical model of a man who pushed for excellence in every facet of life, understood the power of a loving leadership, and modeled faith.

### **PHILOSOPHY OF CATHOLIC EDUCATION** **IN THE ARCHDIOCESE OF ST. LOUIS**

Catholic education is an expression of the teaching ministry of the Church, organized to promote human development in response to the Gospel. It fosters growth in all individual and social human dimensions - spiritual, moral, intellectual, emotional and physical – through a ministry embracing a message of faith, taught and lived in community, and reaching out in service to others.

The desired outcomes of Catholic education include “personal sanctification and social reforms in the light of Christian values.” (To Teach As Jesus Did). Fostering academic excellence in all curricular areas and the development of a positive self-concept and moral values are sought. The secular is taught for its own inherent value and the religious is provided to deepen an understanding of the faith experience. Religious and secular, each complementing the other, offer a deeper and fuller picture of reality.

Unity of purpose is promoted through a variety of structures. Educational instructions, processes and services are designed to create an environment in which living, conscious, and active faith may grow to maturity. To this end, students, parents, teachers, administrators, and pastors share appropriate responsibilities.

### **HISTORY OF CARDINAL RITTER COLLEGE PREP**

North Side Catholic High School, later to be re-christened first as Laboure High School and then Cardinal Ritter College Preparatory High School, was opened on September 6, 1942, as a comprehensive archdiocesan school. It was planned for the one physical plant to be co-institutional: gender segregated in a shared facility with the Brothers of Mary directing the young men’s section and the Daughters of Charity directing the young women’s section. The library, gym, cafeteria, and science labs were shared facilities for the use of both young men and women at different times.

In March 1946, the school was approved by the University of Missouri and accredited by the North Central Association of Colleges and Secondary Schools. The first graduating class, therefore, was graduated from a North Central School.

In September 1946, North Side Catholic became a school exclusively for young women. Later the name was changed to Laboure High School in honor of St. Catherine Laboure, a French Daughter of Charity who had recently been canonized. Laboure High School was closed in May, 1979.

In 1977-78, a task force was established by the Board of Catholic Education of the St. Louis Archdiocese, to study the future existence of a school at 5421 Thekla. The task force, a cross-sectional representation of community interest, recommended the establishment of Cardinal Ritter as a co-educational college preparatory institution. Operations as Cardinal Ritter College Prep High School began in August 1979.

On May 18, 2003, a new Cardinal Ritter Preparatory High School was dedicated by Archbishop Justin Ragali at 701 N. Spring Avenue, in the Grand Center area. The school opened its doors for students in August, 2003.

Cardinal Ritter College Prep admits eligible students of any race, color, national, or ethnic origin to all rights, privileges, and activities generally accorded or made available to students in Catholic schools of the Archdiocese of St. Louis.


## **OUR STUDENT PLEDGE & SEVEN PRINCIPLES**

### **The Cardinal Ritter Student Pledge**

I pledge to live up to the mission of Cardinal Ritter Prep High School.  
In my classrooms, I will always pursue academic excellence.  
In my classrooms and communities, I will develop and practice my leadership skills.  
In my classrooms, communities and churches, I will develop, practice and strengthen my faith.  
As I live this pledge, I pray for God's blessing.

### **The Nguzo Saba**


In 1965 Dr. Maulana Karenga introduced these seven principles as a part of Kwanzaa celebration. These principles are taught and discussed in the Leadership class and support through other teams and activities. It is the hope students will practice these principles daily. We have found that students, who actively participate in the full spectrum of our academic curriculum and co-curricular offerings, develop characteristics of these communal values.




## **NGUZO SABA**

**(The Seven Principles)**

---



**Umoja (Unity)**  
To strive for and maintain unity in the family, community, nation and race.



**Kujichagulia (Self-Determination)**  
To define ourselves, name ourselves, create for ourselves and speak for ourselves.



## NGUZO SABA (continued)

### **Ujima** (Collective Work and Responsibility)

To build and maintain our community together and make our brother's and sister's problems our problems and to solve them together.



### **Ujamaa** (Cooperative Economics)

To build and maintain our own stores, shops and other businesses and to profit from them together.



### **Nia** (Purpose)

To make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness.



### **Kuumba** (Creativity)

To do always as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it.



### **Imani** (Faith)

To believe with all our heart in our people, our parents, our teachers, our leaders and the righteousness and victory of our struggle.

Maulana Karenga

---

## **CATHOLIC CHRISTIAN WITNESS STATEMENTS**

### **For Those Whose Children Attend Catholic Education Programs**

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

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

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility, the Ritter parents commit themselves, in word and deed, to be the first and best teacher of their children in the faith. Included in the registration process at the time of enrollment is a complete Parent Witness Statement.

### **For Those Called to be Catholic Students**

Graced and blessed by God, the Ritter student is called to respond to God's gifts by living the life of a Catholic Christian. Catholic students, just as their parents, upon enrolling at Ritter, will receive the Student Witness Statement.

(Please refer to Appendix 1 and 2 for the complete Witness Statements.)

## **ADMINISTRATIVE STRUCTURE**

### **THE BOARD OF EDUCATION**

Cardinal Ritter is an Archdiocesan High School, with a Board of Directors that is responsible for formulating educational and financial policies.

The Cardinal Ritter Board of Directors is a local group designed to work with the specific needs and concerns of Cardinal Ritter, consistent with the overall objectives of Catholic Education within the Archdiocese of St. Louis.

### **THE PRESIDENT**

The responsibility of the president of Cardinal Ritter, the chief executive officer of the school, is to foster, articulate, and implement the overall vision of the school, as well as specific goals and purposes. The president has ultimate authority over all areas of school operation. In addition he is responsible for:

- Communicating the financial status of the school to the Cardinal Ritter College Prep Board
- Maintaining relationships with and cultivating support for the school from the civic, corporate, and business community
- Coordinating all development and fund-raising efforts of the school in compliance with the school's strategic plan
- Ensuring annually the financial stability of the school including a balanced budget and successful implementation of the school's strategic plan as it pertains to all financial objectives
- Coordinating all marketing and public relations efforts of the school
- Maintaining relationships with and cultivating support for the school from alumni and past parents

### **THE PRINCIPAL**

The principal is the chief academic officer of the school. The principal's primary responsibility is to serve as the instructional leader of the school. The principal is directly responsible for: Providing instructional leadership to curriculum development, improvement of instruction, and assessment of students' learning in compliance with the school strategic plan

- Hiring educational personnel in collaboration with the President
- Evaluating faculty and other educational personnel
- Coordinating professional development activities
- Constructing the school schedule and school calendar
- Overseeing the student services programs offered by the school
- Providing for accurate and efficient maintenance of school records and school data
- Implementing the school's disciplinary policies and procedures
- Overseeing the school student activities program

### **THE VICE PRESIDENT**

The Vice President's primary responsibility is to assist the President by: Developing the annual budget in collaboration with the Catholic Education Office and the CRCP Board

- Supervising financial and facilities personnel
- Overseeing the maintenance and improvement of the school plant and facilities
- Administering financial aid programs and working with the President to ensure substantial endowments for local scholarships
- The issuance of bills for tuition, charges and fees and the collection of accounts and monies owed to CRCP
- The payment of payrolls, trade accounts and all other obligations of the School
- Establishment and administration of accounting procedures and controls, in accordance with generally accepted accounting principles being used by the CEO and the establishment and administration of systems for the development, preparation and safekeeping of records and books of account relating to the business and financial affairs of the School
- Assure all funds of CRCP will be deposited in an account in The St. Louis Archdiocesan Fund

### **THE DEAN OF STUDENTS**

The Dean is concerned primarily with the general order and morale of the student body. This includes the enforcement of school policies, the monitoring of student behavior, and the coordination of all school day extra-curricular activities such as class field-trips, assemblies, and more. All activities of this office are done in close cooperation with the students, administration, faculty, and parents. In the absence of the principal, the dean assumes responsibilities of that position.

### **THE ACTIVITIES DIRECTOR**

Coordinates and monitors the school's interscholastic athletic programs and all school sponsored clubs, organizations and their associated activities.

## **ADMISSIONS**

### **Policy of Non-Discrimination**

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs. (4101)

### **Admission to a Secondary School**

All eighth-grade students wishing to enter ninth grade in a Catholic high school must apply for admission. Ordinarily any student whose educational needs can be served and who applies to an Archdiocesan high school (including Ritter) will be admitted. The normal time for application is the winter of the eighth-grade year in order to enter the freshman class the following fall. Qualified students may be accepted later on a space available basis. (4102)

### **Transferring from Another Catholic School**

A student transferring from one Catholic secondary school in the Archdiocese to another may be accepted after the school in which the parents wish to enroll obtains school records from the school that the family is leaving. (4102.2)

### **Transferring from a Non-Catholic School**

A student desiring to transfer from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. (4102.3)

### **Registration in the Secondary School**

The principal will register students in the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. The registration process includes: 1.) completion of the registration form; 2.) verification of the date of birth; and 3.) verification of custody arrangements. (4103)

For a detailed explanation of these “Admission Statements,” as well as additional special needs admission circumstances, please check the *St. Louis Archdiocesan Administrative Manual* available at the Catholic Education Office or in the Principal’s Office at Ritter.

## **CURRICULUM & ACADEMIC PROGRAM**

### **ALL-SCHOOL LITURGIES & DAILY PRAYER**

All-school liturgies and prayer services are held regularly. We are a faith-filled people who welcome opportunities to worship together, even though the student body represents a variety of beliefs and church membership.

Each day begins and ends with a prayer over the P.A. Many of the teachers start class with prayer or reflections. Students are expected to stand and be reverent during prayer, as prayer is an integral part of the Catholic & Christian dimension of our school.

The school Chapel, dedicated to the Blessed Mother Teresa of Calcutta, is open to individual students, teachers and staff, and Ritter family members for contemplation and private prayer when these individuals have free time or when classes or small groups use it with the clearance from the Campus Minister. An atmosphere of reverence and respect should prevail in the Chapel at all times.

### **ACADEMICS & REQUIREMENTS**

Cardinal Ritter Prep is dedicated to offering an education that reflects our commitment to faith, academic excellence, and preparing students for leadership roles in a multi-ethnic society. Admissions requirements and procedures are in compliance with the St. Louis Archdiocesan admission policies. However, in addition to the above prescribed steps, there will be an interview process that includes interviewing student and the parents as well as a required short essay composed by the student at the time of the interview.

To graduate from Cardinal Ritter a student must have successfully completed the minimum credit requirements of the school; have fulfilled the school's retreat and Christian service requirements; have maintained a satisfactory attendance record as defined by the school; have completed all financial obligations; and have demonstrated satisfactory conduct. It is important for students and parents/guardians to note that credits and passing grades alone do not fulfill the graduation requirements.

A minimum of 30 credits is required for graduation

Students attending Cardinal Ritter Prep must take the following courses:

English	5.0 credits	Physical Education & Health	1.5 credits
Theology	4.0 credits	Fine Arts(Art or Music)	1.0 credit
Mathematics	4.0 credits	Leadership	1.0 credit
Science	4.0 credits	Computer Science	0.5 credit
Social Studies	3.0 credits	Consumer Science	0.5 credit
Electives	3.0 credits	Keyboarding	0.5 credit
Foreign Language	2.0 credits		

Students should be aware that the above are minimum requirements and that more units are offered in some areas. In order to graduate from Cardinal Ritter College Prep a students must

earn 30 credits as prescribed in the chart listed above Credit is awarded on the basis on one-half unit for each course.

College entrance requirements vary from school to school. Students should, therefore, consult the counselor to learn entrance requirements for the colleges they are considering.

### **ASSESSMENT PROGRAM**

Cardinal Ritter College Prep uses the ACT Readiness Standards as one the guidelines for curricular, instructional, and college planning. During the year the following assessments are administered to each grade level listed.

Freshmen - EXPLORE

Sophomore - PLAN

Junior – PSAT & ACT

Senior - ACT and/or SAT

In addition, the results generated from these assessments are reviewed to assist teachers and students in making decisions relative to instruction and college planning.

### **COLLEGE CREDIT COURSES**

Students may earn advanced college credit through Dual Enrollment Program at Saint Louis Community Colleges or other institutions. Students may earn credits from the University of Missouri-St. Louis and/or Saint Louis University and Cardinal Ritter College Prep High School if they meet the requirements for admissions into the courses and take the courses at Cardinal Ritter. Admission is based on teacher recommendation, past performance, grade point average, and payment of tuition to the college or university. The Coordinating Board of Higher Education for the State of Missouri requires students to have a grade point average of at least 3.0 to be eligible for college credit. The student receives both high school and college credit. In order to report this credit to colleges and universities, students must submit transcripts from the colleges.

### **COURSES AND GRADING INFORMATION:**

Course Length:	1/2 Semester
Class Length:	78 minutes
Minimum Course Load Per Semester:	7-9 classes
Length of Academic Year:	40 weeks
Block Schedule Per Day:	4 periods

Cardinal Ritter College Prep High School utilizes the traditional grading system. All courses are designated with percentage equivalents and numerical valuations for Grade Point Average (GPA) based on a 4.0 system and ranking. All courses are used in computing GPA and Rank in Class. Cardinal Ritter College Prep High School students receive grades of A, B, C, D, or F. These letters are interpreted as:

A	=	93 – 100%	4.0
B+	=	92 – 89%	3.5
B	=	88 – 85%	3.0
C+	=	84 – 81%	2.5
C	=	80 – 76%	2.0
D	=	75 – 70%	1.0
F	=	69 – 0%	0.0

I = Incomplete Grade – This grade must be updated by a regular grade within two weeks.

In addition, students will receive a citizenship grade of “S” for Satisfactory, “U” for Unsatisfactory and “NI” for Needs Improvement. A student cannot receive a U or NI if the parent has not been contacted by the teacher prior to grading period.

### **EXAMS**

Semester exams are required in all classes. An exam schedule will be posted. The semester exam grade is recorded on the report card and is 20% of the semester grade. Each quarter grade is equal to 40% of the semester grade. Students may be exempt from exams if the student has an average of 95 % or better attendance and at least an 85% academic average. The teacher will determine if exemptions will be given in a class.

### **EXAM EXEMPTION**

At the conclusion of the semester, each teacher is to administer or assign an exam, research paper/project, culminating or some other assessment activity to measure the objectives taught during the semester. The assessment item should be comprehensive in composition, content, and aligned to the goals, objectives, and processing skills found in the school’s curriculum guide.

Each teacher has the autonomy to exempt students from taking a semester exam under the criteria listed below. Exemptions should be applied to all students and all courses taught by the same teacher.

#### **Exemption Criteria**

To be exempt from taking a semester exam the student must have an average of 95 % or better attendance **and** at least an 85% academic average.

### **DROPPING CLASSES**

Courses are dropped or changed only when warranted for serious reasons and must approved by the principal or guidance counselor. After two weeks into the semester, a request for schedule will be changed only due to extraordinary circumstances.

### **FAILED COURSES & SUMMER SCHOOL**

It is mandatory for students to attend summer school for all semester failures. Students who do not makeup semester failures by attending summer school could be asked to withdraw for academic reasons and failing to meet the school’s academic requirements. Any student attending an accredited summer school will receive credit upon successful completion of courses taken. If the course is a make-up for a previous failure, the grade level will change as follows: Any summer “A” or “B” becomes a “C”; a “C” or “D” becomes a “D”.

Approved courses taken for academic enrichment cannot replace courses offered in the Cardinal Ritter curriculum. Other classes, not offered by Cardinal Ritter, that are taken for enrichment will receive full credit and it will be considered an elective. Students can only take two enrichment classes or 1 credit. **Each class is worth one semester of credit.**

Summer school grades cannot change a student’s eligibility status. If that course is not being offered in summer school, the student must take an appropriate substitute. This will enable the student to repeat the failed course in the next semester without jeopardizing graduation requirements.

Any student who fails three or more courses will find it impossible to make up all those credits as only one full credit can be obtained per summer. Therefore, a student who fails three courses may be asked to withdraw.

### **FAILURES/INCOMPLETE**

With the exception of English, Theology, and Social Studies courses, students who fail the first semester of a yearlong course can make up the failure by passing the second semester. **The “F” for the first semester becomes a “D”, but the points are not added to the GPA.**

An “incomplete” in any subject must be made up within two weeks of the end of the grading period. If the work is not made up the “incomplete becomes an “F”.

### **GRADUATION**

**To graduate from Cardinal Ritter College Prep High School, a student must have successfully completed the minimum credit requirements of the school; have fulfilled the school’s retreat and Christian service requirements; have maintained a satisfactory attendance record as defined by the school; have completed all financial obligations; and have demonstrated satisfactory conduct. IT IS IMPORTANT FOR STUDENTS AND PARENTS/GUARDIANS TO NOTE THAT CREDITS AND PASSING GRADES ALONE DO NOT FULFILL THE GRADUATION REQUIREMENTS. (4501)**

**Payment in full must be made for all financial (and non-financial) obligations to the school before the day of graduation. After May 1<sup>st</sup> all financial obligations to the Business Office must be cash or money orders. (4501.1)**

### **HOMEWORK/CLASS PREPARATION**

Cardinal Ritter seeks to develop good study habits and learning techniques in its students. Students are expected to do *all homework and class work assigned*. They are also expected to come to class prepared, with the necessary books, notebooks, pens, and work. Homework assignments, as well as updated grades and comments concerning student performance are available on line and are updated every two weeks.

### **HONORS COURSES**

Honor courses are offered to students in the academic areas of Geometry, Algebra 2, Types of Literature, and American Literature. Placement in the honors courses allows students to study the content of the subject in greater depth and to proceed at a faster pace. Admissions into the honors courses are determined by standardized test scores and by teacher recommendations.

### **HONOR ROLL**

After each grading period, an honor roll will be published.

First Honors--- 3.5 or above

Second Honors---3.0 to 3.4

To be eligible for honor roll, a student may not have an academic grade of “D” or “F” nor a conduct grade of “U” or “NI;” a student may not be on any contract (disciplinary, attendance, or

Presidential); a student may not have any unexcused absence or more than 3 unexcused tardies to school; and a student may not have any detentions or disciplinary referrals.

### **PROBATION (ACADEMIC)**

It is required that a student maintain a cumulative GPA of **2.0** with no F's in any subject. When this does not occur, it is necessary to place the student on academic probation. This applies to new students as well as to returning students.

In order for the student to enter or continue at Cardinal Ritter, the student and parent must sign an academic probation contract. The contract specifies that the student will raise the quarter GPA to **2.0**, maintain a 1.8 semester GPA, and attend tutoring three days a week. The parent agrees to attend parent meetings and to monitor the student's compliance with the contract. As a rule, students may not be on academic probation more than two consecutive semesters. If the cumulative GPA is not raised to 1.8 during the third consecutive semester, the student will be dismissed.

There are additional academic guidelines for students that participate in co-curricular activities. Please refer the Athletic/Activities Handbook

Incoming freshmen are placed on probation based on grade school records and tests. These freshmen are expected to attend tutoring three days a week, avoid failure in any subject, and achieve at least a 2.0 GPA for the semester.

More information on this program, as well as copies of the contract can be obtained from the registrar or principal.

### **PROGRESS REPORTS & REPORT CARDS**

Grades are reported at the mid-term, quarter, and the semester. Starting in the 2011-2012 school year, Parent-Teacher Conferences will be held at the mid-term of each quarter.

## PROGRAMS

### CHRISTIAN SERVICE PROGRAM

The goal of the Christian Service program is to enable the students to put into practice the values reflected in the Philosophy and Mission statement of Cardinal Ritter. As Christians following in the steps of Jesus, we are called to a life of service to those most in need. With this in mind and challenging the students to practice what is taught in many classes, especially Theology, the following commitment from our students is required for graduation from Cardinal Ritter.

#### PLEASE READ THE FOLLOWING CAREFULLY.

Each semester of each year the students are required to submit a specified number of hours they have served. There is a verification form which students should use in reporting their service. All information must be able to be verified by appropriate officials in order for the hours to be credited to the student's record.

Incoming freshmen and Transfer students: Any service records you bring with you will be applied as they fit into the requirements of our program and can be verified by using the form we supply.

#### Process:

1. The student and parents should select an appropriate service project.
2. A contact is then made with the agency volunteer coordinator or the individual in charge of verifying the service.
3. A schedule of times to serve is set up.
4. The student retrieves the designated form from the website, school, or theology teacher.
5. The student completes the initial information and gives the form on their first visit to the agency volunteer coordinator or the individual in charge of verifying the service.
6. At the end of each month or project the volunteer coordinator completes the dates and times and the student delivers it to Ritter.
7. Theology teachers, in individual classes, can require projects and papers based on the service project completed.

GRADING: Service Hours will be listed as an additional course on each student's report card. A Pass/Fail grade will be applied at the end of the second and fourth quarters. Completion of the Christian Service program is a requirement for graduation from Cardinal Ritter.

For accurate recording Service Hours verification sheets should be completed and submitted by following dates:

	<u>Semester 1</u>	<u>Semester 2</u>
Freshmen:	10 hours due on or before Dec. 12	10 hours due on or before May 1
Sophomores:	12 hours due on or before Dec. 10	12 hours due on or before Apr. 25
Juniors:	14 hours due on or before Dec. 7	14 hours due on or before Apr. 20
Seniors:	16 hours due on or before Dec. 1	16 hours due on or before Apr. 15

A **total of 104 hours** are required for graduation if the student has attended Ritter for the full four years. Hours are prorated for students who transfer.

## **LEADERSHIP PROGRAM**

Semester leadership courses are required of freshmen and juniors. Through classroom instruction these students gain self-knowledge, value clarification skills, and practical leadership training. They study historical and contemporary leaders so as to enhance their own leadership abilities.

## **INTERN LEADERSHIP PROGRAM**

The mission of the Intern Leadership Program (ILP) is to provide incentives for talented African-American youth to choose to live in, work in and provide leadership in the St. Louis region for civic and economic life after college graduation.

The ILP, which was funded by a generous grant from the Danforth Foundation, gives African-American youth opportunities beyond college graduation, to encourage leadership in the St. Louis community and to develop youth as highly productive, responsible citizens.

Cardinal Ritter Prep juniors and seniors in the ILP can receive leadership scholarships and summer internships with local major employers. ILP is a six-year program, with students trained in professional development and placed in internships throughout college. Upon college graduation, participants are in an excellent position to earn a job with the company for which he or she has interned through the program.

Qualifications for acceptance:

- Second semester sophomores
- Students with a 3.0 GPA or higher
- Students who have good attendance, good teacher references, community service participation, are involved in extra-curricular activities and have a commitment to professional development

## **STUDENT FAITH FORMATION PROGRAM**

There is a faith formation program for Ritter students. For each of the 4 years the Ritter staff and others will provide activities to assist faith formation for students. These activities are normally held during regular school hours. Additional events and activities not designated mandatory for all students may be planned outside the regular school day, after school and/or weekends.

## **STUDENT RECORDS**

The Cardinal Ritter administration will maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available. **(4601.1)**

**The school must maintain the following records:**

- 1. A transcript that contains the following: date of entrance, social security number, identification data, profiles of all standardized ability and achievement test, annual final grades for each course and name of the teacher, date of graduation, withdrawal, and placement for the next educational experience.**
- 2. Attendance record information.**
- 3. Results of evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting.**

### **PARENT ACCESS TO STUDENT INFORMATION**

**SKYWARD:** Skyward is the internet based website that allows the school to maintain student data and records. This website is also a place where parents and students can monitor classes, grades, and attendance and discipline issues. Teachers use the site to post the assignments, grades, and comments of the students in their class. The link to Skyward can be found on the school's main webpage at [www.cardinalritterprep.org](http://www.cardinalritterprep.org) under Current Students/Skyward.

### **ACCESS TO STUDENT RECORDS BY PARENTS**

**Parents/guardians have the right to inspect and review the official active file of their children. The Ritter Administration will make these records available upon request and by appointment. (4601.2)**

### **ACCESS TO STUDENT RECORDS BY OTHERS**

**The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel. (4601.3)**

### **TRANSFER OF RECORDS**

**There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (4601.4)** (Please refer to the Ritter webpage for copies of "requests" and "authorization for release" documents.)

**Discipline information is not part of a student's permanent record file, and as such, is not included when the release of information is authorized. (4601.6)** Discipline information may only be provided if the parents of a current or former student who is under the age of 18 sign the *Authorization for Release of Student Discipline Information*. A former student who is 18 years

old or older has the sole right to authorize the release of school records and/or discipline information.

### **WITHHOLDING RECORDS**

Ritter has a policy to withhold the transfer of academic records if there is an unpaid tuition balance. This policy, in addition to being stated here, is also on the “requests” and “authorization for release” forms.

## STUDENT ATTENDANCE

### ATTENDANCE: ABSENCES AND TARDINESS

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by the school as days of student instruction. A student who is not present at the appointed times is designated “absent.”

An accurate and complete record of attendance and tardiness is kept by Ritter for every student. This record is a part of the regular report to parents/guardians and part of the student’s cumulative active file. (4200)

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e.g., field trips, enrichment, remedial programs, approved college visits, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent, excused. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. (4201)

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. (4201.1)

Students are expected to be at school and in class each school day. Students should arrive at school at least 20 minutes before the start of class to go to their lockers and to take care of any business. When a student is absent a parent or legal guardian must call school before 9:00 a.m., on the day of the absence, to inform the school. A student returning to school after an absence needs a signed note from a parent or guardian for re-admittance to class.

Tardy to school is a serious matter. Morning tardiness becomes a part of the student’s permanent record. Tardy records can be requested by schools deciding on acceptance of Ritter students into their program. Even colleges and universities may request these records. Excessive tardiness may even keep students out of important programs at Ritter such as the National Honor Society or the Intern Leadership Program. It can also keep a student off the Honor Roll.

An absence is considered to be excused if a student misses school because of illness, hospitalization, death in the family or impassable roads. If a student is late to school because of illness, an emergency, crisis or impassable roads, a note is required and that student is given an excused tardy. All other tardiness is unexcused.

A student is tardy who arrives after the time fixed by the school for the start of the school day. Students with a pattern of three unexcused tardy-to-school will receive a Saturday Detention. **Tardy-to-school are accumulated over the entire year. After the student serves the detention for the first three, the student will start over with zero tardy-to-school, but the accumulation of another three means another Saturday Detention.**

Tardy to school in the morning because of a doctor’s appointment, an orthodontist visit, a funeral, or some other personal or family business will be considered an excused tardy if the student has a signed note from a parent or guardian. The tardy will be viewed as a partial day’s

absence if the time stretches over two periods. A student arriving at school without a note or a pre-approved absence could be viewed as tardy or truant.

Tardy to class will be handled by the teacher in the classroom. All teachers will state the penalty for tardiness in their classroom rules and information sheets. (This penalty will be in accordance with the school policy.) Unexcused tardy to class should be considered serious and should be dealt with seriously.

In the case of excused tardy and absences, the student is responsible for making arrangements with teachers to make-up assignments, quizzes, and tests. (Excused tardy and absences are excused or justified when deemed necessary by both the parent/guardian AND the Administrative Team.) **Work missed for any unexcused tardy or absence may not be made up.**

### **CONSEQUENCES OF ABSENTEEISM**

Students absent a full day may not participate in any co-curricular activities that day, except under extraordinary circumstances. To be eligible for participation in co-curricular activities, a student must be present at school and in class a minimum of 2 periods out of a 4 period day. The administration will determine the extraordinary circumstances and participation eligibility.

**Students with six or more absences will be subject to review by the administration in order to determine** if they are to receive credit for classes taken. Parents or guardians will be notified by the Dean after the student's third absence and again on the fourth absence. Students should be aware that days absent and tardy will appear on their permanent record.

### **EARLY DISMISSAL**

No student is permitted to leave school during the school day without permission from a parent or guardian and from the Dean's Office or the administration. For a parent to request an early dismissal for their child:

- Send a note indicating the reason for the early dismissal, time, date and a phone number to verify request
- Phone contact with the Dean, Principal, Guidance Counselor, and/or the school's Administrative Assistant to verbally request and verify

Students who become ill during the school day may not leave until the Dean or administration has contacted a parent or guardian. Therefore, it is very important that emergency numbers and place of employment phone numbers be kept on file and kept current. Please notify the school of any changes.

### **EXTENDED ABSENCE**

If a student is to be absent for more than three days, the parent should contact the school office or the Dean of Students to get class assignments. The students must provide a parental written explanation of the absence when they return to school.

## **OTHER IMPORTANT INFORMATION**

### **ANNOUNCEMENTS**

Major announcements are made twice a day, during homeroom and at the end of the last class. All morning announcements and birthday wishes should be turned into the Main Office at least 5 minutes prior to making announcements. Student announcements must be approved by the Dean or the Principal. Afternoon announcements are typed and distributed about 10 minutes before dismissal. Thus, all afternoon announcements must be turned into the Main Office at least a half hour before dismissal.

### **BUS PASSES**

Bus passes may be obtained from the Business Office. The Business Office is open before school, during lunch, and after school.

The Business Office also has **some supplies for specific classes if the teacher has instructed the Business Office to purchase them.**

### **CO-CURRICULAR ACTIVITIES & ELIGIBILITY GUIDELINES**

Cardinal Ritter students have the opportunity to be involved in the following co-curricular activities:

#### **ATHLETICS/EXTRACURRICULARS**

Student Council	Cheerleading	Choraleers
Diversity	National Honor Society	Football
Lyrical Singers	Campus Ministry Group	Baseball
Spoken Word	Basketball	Gospel Choir
Newspaper	Track & Field	Yearbook
Dance Team	Sisterhood	Brotherhood
Student Ambassadors	Golf Club	Big Brothers and Sisters
Praise Dancer	Art Club	Jazz Band
African Drummers	TREND	Pro-Life
Book & Breakfast Club	Chess Club	Freshman Activity Club
Sophomore Activity Club	Junior Activity Club	Senior Activity Club
Thespian Guild		

#### **ELIGIBILITY and PARTICIPATION REQUIREMENTS**

The Student Activities Department operates under the directions of the policies, guidelines, expectations, constitution, by-laws, and regulations of the Archdiocese of St. Louis, Cardinal Ritter College Preparatory High School (CRCP), Missouri State High School Activities Association (MSHSAA), the National Federation of High Schools (NFHS), and the Archdiocese Athletic Association (AAA). Information regarding these governing bodies is available in the Student Activities' Office.

The opportunity to represent Cardinal Ritter College Prep High School should be an honor and privilege, which is earned by hard work and sustained through exemplary behavior and self-discipline.

The following policies are intended to inform and guide student-athletes and their parents to a successful and positive athletic experience. Individual teams/programs will have additional rules/expectation that will be presented to the student athletes on the first day of practice. Parents will be introduced to additional rules/expectation at the parent-coaches' meeting.

### **Eligibility and Participation**

Student participation in our school's co-curricular activities is nothing that should be taken for granted. Students who participate are selected members for that activity and representatives of Cardinal Ritter College Prep High School who have earned that privilege by meeting a specific set of rules, guidelines, standards and expectations.

Students are eligible to participate in any co-curricular activity except under the following circumstances. The following is a **basic** list of eligibility criteria. To be eligible students (must):

- Have earned, the semester before participation, a minimum of 3.0 units of credit or have earned in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater (MSHSAA)
- Enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater (MSHSAA)
- Maintain a cumulative GPA of **2.0** at each marking period (CRCP)
- Cannot be on suspension (CRCP and MSHSAA)
- Cannot be actively on an attendance or discipline contract (CRCP)
- Freshmen students are granted eligibility upon successful completion of the eighth grade

Grade reports regarding the academic eligibility status of student's are reviewed by the activities director or principal. If a student-athlete has declared ineligible, he/she must confer with the director of student activities for further instruction to pursue their continued participation

### **Physical Exams and Proof of Insurance and Other Basic Criteria for Participation**

In order to try-out or practice with a team at CRCP, every student athlete must have a certificate of an issued physical exam *yearly*, signed and authorized by a physician stating that the individual is physically able to participate in extracurricular activities at his/her school. A student shall not be permitted to participate until a complete, signed certificate and a copy of the health insurance card is on file in the Activities office. The physical certificate is valid if issued on or after February 1<sup>st</sup> of the previous school year. (MSHSAA By-law 309.0) CRCP does not provide secondary insurance. However, because CRCP is a member of MSHSAA, each student-athlete is covered by a catastrophic insurance plan (which may include disability, medical and liability) during the school year only.

In addition, a student shall not be permitted to participate in a game or event in any sport until the criteria are fulfilled:

- Payment of the \$35.00 annual athletic fee
- Parent's/Guardian attendance at the Parent-Coach Meeting
- A signed copy of the consent forms: "Participation, Treatment and Release, and Acknowledgement Form" pages in the CRCP's Activities Department Parent-Student Handbook

### **Citizenship**

CRCP and MSHSAA require that all athletes meet the criterion of being "good citizenship". The administration of CRCP will investigate all behaviors both in school and in the community involving CRCP students in violation of CRCP's student discipline codes or may reflect poorly

on CRCP. The administration of CRCP will assign consequences to students found in violation of the school's discipline code.

### **Athletic Fees**

CRCP charges an "Athletic Fee" to defray some of the cost for officials, equipment, facility rentals, and transportation. This fee must be paid before a student-athlete will receive athletic uniforms and equipment. To be eligible for participation, all required information/forms and fees must be paid the day. The activities director, principal, nor business office manager will perform any transaction on the day of a game or contest.

### **Practice**

It is important to each individual develop and the overall success for a team that the student-athletes attend and participate in all scheduled and called practice sessions. The head coach of each sport may call for practice sessions on weekends, holidays, and/or other days that students are not scheduled for class. For some sports, two-a-day or double practice session may be scheduled.

### **School Attendance**

An athlete will not be eligible for practice or an athletic event on the day the athlete is absent from school (MSHSAA By-laws) with these exceptions: appearance in court, attendance at a funeral, written verification of a doctor's appointment, or by approval of the principal and/or the activities' office. An athlete missing part of a school day for an appointment on game day needs to follow the school's policy to be eligible to attend practice or participate in a contest. To be eligible, the student must attend for at least half of the required classes on the day of the event.

If an athlete is suspended from school, the athlete is ineligible to compete in games, participate in practice or conditioning during the time of suspension. This includes in-school suspensions (MSHSAA By-law 212.0).

### **Consent Forms**

The parent/guardian of every athlete must complete several consent forms in order for their child to be eligible to participate. The information in these forms is confidential and will only be used for communication and emergency purposes. These forms will ask parents to describe medical conditions, allergies, medications, etc., which may affect their child's participation, health, and/or performance.

## **DRESS AND GROOMING**

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

### **ELEVATOR & RESTRICTED AREA USAGE:**

The **elevator** is OFF LIMITS to students at all times unless explicit permission has been given. Students **must get** an "Elevator Pass" from the Dean or the Main Office should they need to use the elevator due to serious injury or a condition necessitating its use. That injured student can have one student to assist them with books and personal items. Unauthorized use of the elevator will result in a Saturday Detention.

Students should enter the **Administrative Office area** only through the Main Office (Front Office) of the Secretary. Students should not enter any of the other Administrative Offices either without being accompanied by the administrator or staff person or without permission from the Secretary, Dean, or Business Office Manager.

Everyone is also reminded to try and lower volume levels around the Main Entry and Administrative Area of the building.

**Areas outside the Commons** are normally off limits before 7:15 AM and after 4:00 PM unless the student is with a teacher or moderator.

### **EMERGENCY/EVACUATION DRILLS**

*(Whether it is an actual emergency or drill, students must give these situation their utmost and undivided attention. Failure to meet this expectation or to hinder this procedure will be considered a serious violation and could result in the cause for immediate withdrawal of a student found not in compliance.)*

*Fire and Emergency Exits:* The fire alarm is a set of sirens and flashing lights. When the emergency alarm is activated, students are to immediately leave the building, exiting through the exits designated for each location around the building. **Students should exit quickly and in silence.** (Students need to listen carefully for emergency directives.)

After leaving the building: if in front, move down either Washington or Enright to the athletic field. If in the rear, move directly to the athletic field. Finally, be sure to keep clear of all emergency equipment.

*Tornado/Bad Weather:* Students will be alerted to a weather emergency by an announcement over the intercom. Students should move quickly and in silence to the first floor using the closest set of stairs. Once on the first floor listen to your teaches as they instruct you to stand, facing lockers, away from class doors as much as possible.

### **LOCKERS AND LOCKS**

Each student is assigned a locker. All lockers must have a school-issued lock which can be purchased from the Business Office. Students, for their own security and peace of mind, should not share lockers or combinations.

### **I.D. CARDS**

Students will receive a Ritter I.D. card at orientation (or very early in the school year). These I.D.'s must be worn at all times while on campus (with the exception of gym class). These I.D.'s are also used for discounts to Ritter activities (dances and athletic events) and as a photo I.D. on various occasions. The first I.D. is provided at no cost to the student. There will be a \$10 cost for each replacement. (Anytime a student appears without their I.D., the I.D. card must be replaced.)

### **PARKING**

All student, faculty, and staff vehicles should be registered with the Dean.

Faculty and staff have a series of reserved parking places on the west and north sides of the gym. Handicapped parking and Visitor parking is available on the lot north of the gym and these are reserved for truly handicapped and visitors only.

ALL STUDENT PARKING is restricted to the lot immediately to the right of the gates as you drive onto Campus. (Refer to **Fines.**)

### **SCHOOLREACH (ALL SCHOOL) MESSAGING SYSTEM**

Parents and students can expect to receive important announcements, information, and reminders via the use of phone messaging system. Faculty and staff have the capabilities to contact a portion or the entire student body using the “**SchoolReach**” messaging system. When a message has been sent out it is important for parents and students to listen to these messages in their entirety. Parents should make sure their phone contact information is accurate. Parents can designate to have these messages sent to their, home, work, and/or cellular phone(s).

### **SCHOOL ENTRY AND EXIT**

Before school and after school, students should enter and exit the building through the front doors (N. Spring) or north gym doors (northeast entry). All other EXITS (southeast doors, external gym doors, and stage door) are for emergency use only! (Please note: no one is to enter, exit, or open these doors for anyone. For campus and student safety, visitors should enter only through the Front Doors and obtain a “Visitors Pass” before moving about the building.)

WAITING FOR RIDES AFTER SCHOOL: Students can exit the front doors at dismissal and are allowed to wait in front of the school for until 3:00 PM. A student must report to and remain in a study hall or tutoring session. After 4:00 PM students must exit and be picked up using the gym entrance. **STUDENTS SHOULD NOT WAIT IN THE MAIN HALL, IN THE ENTRY WAY, OR OUTSIDE IN FRONT OF SCHOOL.**

### **SNOW DAYS**

Parents are asked to listen to the radio and television for announcements concerning the school schedule when there is inclement weather. A list of stations is printed in the Parent Newsletter during the fall.

Parents, faculty, & staff will also be notified by the automated phone service: **SchoolReach**. (Once again, it is important that the Main Office and the Business Office have updated phone numbers at all times. Please be sure to inform CRCP of number changes ASAP.)

### **SPACE & BUILDING ISSUES**

It is very important to respect everyone’s SPACE. It is also very important to follow all of the directives for movement within the building. In this building there are many areas that will require special “passage permissions,” “emergency only restrictions,” and/or “off-limit rules.”

Also, stewardship is very important for maintaining a clean, safe environment that has proper decorum for all members of the school community: students & faculty, parents, and visitors. Related to these important concepts are rules regarding: school entry and exit rules, parking restrictions, food and drink rules, elevator usage, and gum rules.

### **STEWARDSHIP**

PLEASE STAY OFF THE GRASS when possible! In an effort to maintain a very nice Campus, please use the sidewalks. Do not walk on the grass in front of school! Walk on the grass behind

school only if necessary (for example: games, P.E. classes, football practices, lunch time activities, etc.)

TRASH should be disposed of in the proper containers. Take pride and ownership of the school and keep all areas (front, back, parking lot, and track & field areas) free of trash and unwanted debris.

### **STUDENT HEALTH ISSUES**

**Schools should develop local services and procedures for health matters following the recommendations outlined in the *School Health Manual*. In addition, schools should cooperate fully with the department of health in which jurisdiction they lie with regard to identification, referral, and follow up programs for students with health problems. (4401)**

**Students entering Cardinal Ritter must have a complete physical examination upon acceptance/entrance to the school. Also, Ritter students are required each year to have a physical if they are to participate in any co-curricular activity. (4401.3)**

**Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:**

- 1. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school.**
- 2. Written consent of the parent/guardian for school personnel to administer the medication.**
- 3. The medication in the original container.**
- 4. Proper training of personnel on medication administration.**

**All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Student may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. (4401)**

### **STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS**

**A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Ritter will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (4401.6)**

### **STUDENTS WHO BECOME PARENTS**

Even with the care and guidance of the family, Church, and the Catholic school community, it may happen that a student becomes pregnant. Cardinal Ritter, in accordance with the teachings of the Catholic Church, does not condone premarital sex. However, should a Cardinal Ritter student become pregnant, the school has a dual responsibility toward both the common good of the school and the good of the student. There is a specific policy in place for the protection and best interests of everyone involved. (Please refer to the Appendix for the Pregnancy Policy.)

## UNIFORM POLICY

1. Clean, pressed, tucked-in white oxford **uniform shirt** with school logo above pocket. T-shirts or undershirts worn beneath the oxford shirt must be plain white, not colored or containing any writing. Thermal white shirts may not be worn under short-sleeved oxfords. The Ritter P.E. Uniform shirt is never to be worn under the oxford shirt.
2. **Tie** (male) worn properly. Females may choose to wear a tie as well and must be worn properly.
3. Uniform black **pants** (pleated or plain front) worn at the natural waist, or black pleated uniform skirts for ladies. No Skinny leg pants, denim, or jeans. **Skirts** must be in the same length in the front and the back. **Skirts must be no more than two inches above the knee.**
4. Uniform **sweaters** are maroon or burgundy, gray or black v-neck, crew neck sweater, cardigan or vest with school logo/name
5. All students must wear a **belt that fits in the loops.**
6. Black dress **shoes**, preferably non-marking. Dress shoes are defined as church shoes or dress up shoes. For example: strollers, oxfords, loafers, pumps and Mary Jane's are all included as dress shoes. Females are not to wear high heels because of the damage the heels do to tile and wood floors. An athletic shoe is defined as any shoe made by or bearing the logo of an athletic company such as Nike, Converse, Adidas, Reebok, New Balance, etc. This shoe must be completely black. **Boots are not defined as shoes.**
7. **Socks** must be worn under slacks and with skirts. When worn with the skirt the sock must come to the knee. Ladies may wear traditional pantyhose in traditional colors, as well as black, white or maroon tights or black, white or maroon knee socks with skirts. Fish net hose are not defined as traditional hose.
8. **Hair** is to be neatly groomed at all times. Students are not to come to school with partially braided hair, Don King type hairstyles, Mickey Mouse ears, or topknots. Young men who choose to wear their hair long must have neatly shaped hair. Young men are not to wear barrettes or ribbons. (See "Neatly, Well Groomed Hair" on the next page.)
9. **Jackets are not to be worn in the building** unless a student is just arriving or departing the building. Students who leave the commons area in the morning to go the library or attend tutoring with teachers need to deposit their jackets into their lockers before continuing to their destinations. Faculty members are not to give students permission to wear jackets inside a classroom.
10. Students are to **arrive on campus in uniform and remain in uniform** during the entire academic day. The academic day is defined as any time the student is on campus. This means that shirts are tucked in, belts are on and ties are neatly tied upon entering the campus. Students who are involved in after-school activities may be out of uniform only with the permission of moderators or sponsors. The academic day does not include such events as weekend activities at school or attendance as a spectator at athletic events.
11. **The uniform is to be neat and fit properly.** Oversized and undersized uniforms are not permitted. Any uniform item that is torn, discolored, stained or worn thin must be replaced and no longer worn.
12. Any item not specifically mentioned above as part of the **uniform** is not allowed. This would include items such as headbands, sunglasses, hats, scarves, etc.

**Enforcement:** Students will be fined five dollars for each uniform infraction. A student can only be fined once per day for infractions such as no belt, no tie, etc. However, students can be fined several times a day for un-tucked shirts, wearing jackets at the wrong time, etc. Students who accumulate more than \$15.00 in unpaid fines will be suspended until fines were paid. Fine money could go into a fund to pay for uniforms for students whose families had problems affording uniforms, toward stocking a school store with uniforms or for family disasters such as fires, etc. Students who accumulate more than \$30.00 in fines per semester will be asked to bring in parents for a conference. Possible conference results could be a uniform contract between parent/student/administration and even the revocation of out of uniform privileges for the rest of the school year. It is understood that if a staff member says to a student that they are out of uniform, the student will be fined. However, it is not necessary for staff members to say anything to students who are out of uniform. Students, sitting in any classroom, out of uniform, can be

fined by any staff member. Staff members will notify the students who have been fined by immediately issuing the pink slip noting the violation.

**Bonus for those who do the right thing:** The final day of each month will (unless stated differently for scheduling reasons) be an out of uniform day for students who had not been fined during the month.

**Special Note:** Students are to be in uniform when they officially represent the school. This would include occasions such as (but not limited to) field trips, high school nights, open houses, and official organization meetings. All athletes at sporting events should arrive either in athletic uniform or the school uniform. Coaches have the right to require athletes to dress above the school uniform. Street clothing should not be part of student attire when students represent the school. Students who are leaving school early for doctor and dental appointments, funerals, or any other reason still need to be in uniform while they are on campus. The administration reserves the right to modify the uniform as the need arises, for special occasions, or heating/cooling problems, etc. All modifications will be posted on bulletin boards within the school and also sent home in writing to parents.

### **Out of Uniform Dress**

**Dress appropriately for the school's temperature and Christian Environment.**

**Ladies dress must follow the out of uniform code:**

- 1. Shorts must come to the knee**
- 2. No MINI-Skirts**
- 3. No leggings with short skirts or shirts**
- 4. Jeans must be neat and clean without rips or holes. When you sit your shirt or jeans must cover the backside**
- 5. Tops and blouses must cover the bosom, back, shoulder and backside**
  - No spaghetti or skinny straps**
  - No low cut top that reveals cleavage**
- 6. The heel on your shoes must be thicker than a highlighter pen, no stilettos or skinny heels**
- 7. Belt buckles must be smaller than the size of your fist.**
- 8. Remove all hats, caps and sunglasses from your face and head while in the building**
- 9. No large purses, bags, or backpacks allowed.**

**Gentlemen:**

- 1. Sagging is not allowed at any time while on campus**
- 2. Wallet and jean chains are not allowed.**
- 3. Bandannas are not to be worn on the head or hanging anywhere on the body**
- 4. Remove all hats, caps/head rags/Do-rags and sunglasses from your face and head while in the building**
- 5. T-Shirts and Belt buckles with inappropriate messages, signs or pictures are not allowed.**
- 6. Belt buckles must be smaller than the size of your fist.**
- 7. Jeans must be neat and clean without rips or holes.**
- 8. No large bags or backpacks allowed.**

### **NEATLY, WELL GROOMED HAIR**

A student's hair must be uniform in style, length, and composition. Hair cannot create a distraction to the school's learning environment nor can it create a hazardous or unsafe situation for a student and others. Students involved in classes such as Chemistry, Physics, and/or Physical Education must adhere to all prescribed safety guidelines regarding hair. Students involved in co-curricular activities must note that their chosen hair style must comply with all National Federation of High School Sport, Missouri State High School Activities Association, and St. Louis Archdiocesan By-Laws, rule, and policies regarding hair and grooming.

Parents and students should note that they and the child assume all risk and liabilities for situations and events stemming from a student's choice in hair style. Additionally, they should also note that some

school sponsored programs and partnerships may have additional requirements and expectations for full participation.

## **VISITORS**

Visitors fall into 2 categories: WALK-IN VISITORS (Parents, Guardians, Alumni, College Reps, Business People, etc.) and INVITED VISITORS (Friends of students, relatives of students, students' rides, etc.) **ALL VISITORS MUST REPORT TO THE MAIN OFFICE AND OBTAIN A BADGE TO BE WORN WHILE ON CAMPUS.**

Walk-In Visitors are welcome at Ritter at any time. They are all a major part of the Ritter Community.

Invited Visitors, however, are not always welcome. Ritter students may not bring friends, relatives, small children, brothers or sisters, etc. to school during the academic day. The only exception to this rule would be students seriously and strongly considering CRCP as their high school. For such student(s) to attend during the school day, they must have a 48 hour prior approval from the Recruitment Director.

There may be many times outside the school day that invited visitors can come to school (games, dances, etc.). However, except for these specific occasions, friends and rides should not be in the building before school and at dismissal. **They must wait quietly outside the building.**

## **DISCIPLINE GUIDELINES**

### **INTRODUCTION**

A school is as good as the reputation of its students. Disciplinary rules are adopted in order to create an atmosphere in which widely different personalities will live together harmoniously while working toward common objectives. The students at Cardinal Ritter are expected to conduct themselves as Christian men and women, thus being a credit to their Faith and bringing honor to their families. This includes behavior in the classroom, throughout the school, within the vicinity of the school, on public or school transportation, and at all school functions (whether on or off school property). *It also includes any activity in public or on The Web that is threatening, defamatory, or harmful.* The school will take disciplinary action against any member of the school community who violates the accepted school code and thus jeopardizes the rights of other members of the school.

*Each Ritter student and his/her parent/guardian have signed a contract indicating their knowledge and acceptance of these discipline guidelines.*

### **PHILOSOPHY OF DISCIPLINE**

Students have an educational responsibility to promote a positive understanding of discipline. There are three distinct phases of this responsibility:

1. To establish a Christian school environment where the activities of students and adults are orderly and promote a climate of cooperation and support of the school's mission.
2. To develop an understanding of the need for discipline throughout society.
3. To develop the student's desire for self-discipline.

We believe that the best discipline is self-imposed and that each student should learn to assume responsibility for his/her actions. Our goal is to enhance each student's awareness of his/her personal responsibility by providing an orderly and predictable set of expectations, so each student can choose the course of action that is in his/her best personal interests. The development of responsible adults is a task that cannot be left solely to the school. We recognize that we are teammates with parents, counselors, support services, churches, and outside agencies. When communicating with parents concerning unacceptable behavior, we attempt to create a plan, mutually agreed to, with timelines and benchmarks toward success. Such a plan has its greatest chance for success when it includes the student, the parent, the teacher, and the administrator.

In this portion there are major rules and regulations that govern student conduct at Cardinal Ritter College Prep High School. Each student is expected to abide by all federal, state, and school laws and regulations. Also, each student is expected to exhibit common courtesies of decency, morality, cleanliness, honesty, and cooperation. Any student who fails to comply with the Cardinal Ritter College Prep High School student behavior standards is subject to disciplinary action. Reasonable suspicion searches may be conducted of a student while the student is on school grounds, under school or district supervision, and/or while engaged in a school activity. Appropriate school disciplinary action will be implemented. If you have a question or concern, please call the principal or one of the deans at Cardinal Ritter College Prep High School. Our telephone number is 314-446-5500.

## **CLASSROOM BEHAVIOR/EXPECTATIONS**

The purpose of school is to learn. Common sense alone tells us that learning requires order. By definition, disruptive behavior destroys the order necessary for learning. It requires the teacher to take class time, time which should be used for instruction, to deal with the disruption. It deprives the entire class of time which should be devoted to learning. Specific behaviors which students are expected to demonstrate include but are not limited to those listed.

### **RESPECT**

#### ***Students will***

1. Recognize and accept that the teacher and only the teacher is in charge.
2. Comply with directives from the teacher
3. Maintain a respectful and appropriate tone of voice in addressing the teacher
4. Assume an academic posture by refraining from any gestures, tone, body language or behavior of any kind which communicates defiance or disrespect for the teacher

### **ACADEMIC FOCUS**

#### ***Students will***

1. Come to order quickly at the bell.
2. Come prepared with appropriate books, notebooks, pens, homework
3. Pay close attention and listen carefully.
4. Take good notes.
5. Work only on assignments for the class in which they are participating.

### **CONDUCT**

#### ***Students will***

1. Talk only when given permission by the teacher
2. Respect the rights of others in the room by refraining from: throwing things, making inappropriate noises, touching other people or their property.
3. Maintain an appropriate volume in speaking-no screaming or screeching.

### **ATTITUDE**

#### ***Students will***

1. Have a positive influence on the class
2. Keep an open mind toward class activities and not simply dismiss an activity as “stupid” or “boring”
3. Listen carefully and attentively when the teacher is speaking.
4. Listen carefully and attentively during discussions.
5. Participate in discussions in a positive manner.
6. Respond when called upon
8. Make a genuine and consistent effort to complete assignments well.

## **STUDENT RESPONSIBILITIES**

In order to maintain a school climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on provisions of the various Cardinal Ritter code of conduct and Archdiocesan Handbook codes. While the standards are not intended to be exclusive, they illustrate the types of behavior that are appropriate and necessary in a wholesome and Christian school climate. These expectations shall apply to all students.

### **Academic Growth**

All students are responsible for making a maximum effort to learn.

1. Be in school every day.
2. Be in class on time.
3. Come to order quickly at the bell
4. Be prepared for class with appropriate materials.
5. Participate in class activities.
6. Follow classroom procedures.
7. Take good notes.
8. Complete assignments, including assigned homework.
9. Do not work on other assignments for other classes.
10. Meet proficiency standards.
11. Progress toward promotion and/or graduation requirements.

### **Attendance**

Regular attendance is a key factor in the success a student achieves in school. State law mandates compulsory full-time education for all school age children, unless exempted by statutory provision. **The parent, guardian, or other person having control or custody of the pupil is by law responsible for school attendance.**

1. Always attend school unless ill.
2. Be prompt to school and to class.
3. Remain in class unless given permission to leave.
4. A student who has permission to leave may go only to the area where permission is given.
5. Never leave campus without permission.
6. Cardinal Ritter College Prep High School does not permit students to leave school at lunchtime.
7. Cardinal Ritter College Prep High School is a closed campus and once students arrive they are not permitted to leave unless they have an early dismissal or administrative permission.

### **General Behavior**

The cornerstone of appropriate behavior is respect for other students and respect for authority. Respect means, among other things, that students, when addressed by an administrator, teacher, staff member, or another adult, stop and give that person their undivided attention. They listen carefully, courteously, and attentively to what the adult says. It further means that the student complies immediately, graciously, and without defiance with the adult's directives.

## **STUDENT BEHAVIOR TOWARD OTHER STUDENTS**

Each student is expected to respect the rights of others. Each student also has an obligation to promote and safeguard an atmosphere where all learning and enrichment activities can take place without fear of disruption. Disruptive or dangerous student behavior in class, on school grounds, during school functions, or while coming to and going home from school will not be tolerated.

1. Demonstrate cooperation and responsible behavior in the classroom and at school activities
2. Show respect for staff members, teachers, cafeteria and maintenance employees, adult supervisors, guest speakers, substitute teachers, and other students.
3. Know and carry out the rules and regulations prescribed in the school handbook.
4. Do not display rudeness, defiance, or disrespect through words or gestures.
5. Respect the property of others.
6. Be honest.
7. Use acceptable language.
8. Show concern for the welfare of the school and student body.
9. Have pride in your work and the work of others.
10. Have respect for differences.
11. Refrain from public display of affection

## **PUBLIC HEALTH, SAFETY, AND TRAFFIC REGULATIONS**

Parents, students, and school personnel are responsible for avoiding hazards and preventing harm, injury, fear, or inconvenience to others. Rules that are established to promote and to protect the physical well being of all persons must be observed, practiced, and obeyed for the benefit of all.

## **PROPERTY**

School property and facilities are important and necessary to the total teaching and learning process. Acts of destruction or vandalism will destroy the attractiveness of the school environment and often deprive students of a quality education. Students must share the responsibility, as members of the school community should, to see that property rights are protected and properly maintained. Students and their parents are responsible for all school property lost or damaged (which includes books). Grades, diplomas, and transcripts may be withheld until arrangements have been made to pay for the lost or damaged property.

## **EXAMPLES OF UNACCEPTABLE STUDENT BEHAVIOR (SEE DISCIPLINE CHART FOR CONSEQUENCES)**

- Fighting or promoting and encouraging fights
- Theft
- Misuse of property
- Verbal abuse, including profanity
- Throwing of any objects to cause bodily harm or discomfort
- Weapon possession
- Assault
- Battery
- Hazing - initiation rites, etc.

- Extortion - intimidation
- Threats to others
- Involvement in any gang related activities, such posturing, flashing signs or any other activity related typically to gangs
- Acts of racial and gender prejudice and discrimination
- Acts which interfere with another student's learning activities
- Inciting a riot, mass panic or disturbance
- Tobacco use (i.e. smoking, chewing)
- Spitting
- Horseplay - slugging, punching, shoving, kicking, slapping, pushing, or tripping others, screaming, screeching, and shouting.
- Spreading rumors and/or teasing
- Use of electronic devices during the academic day, i.e. beepers/pages, telephones, radios, electronic games, Discmans, Walkmans, walkie-talkies, and recorders, etc.
- Possession/use of firecrackers, cigarette lighters, or other incendiary devices
- Setting false alarms
- Lighting of any fires
- Throwing food or liquids
- Throwing or shooting objects to cause harm, nuisance, or damage
- Possession, sale, or use of illegal drugs and paraphernalia
- Possession, sale, or use of alcohol
- Disobeying adult directions at any time including during emergency situations
- Disobeying the bus driver and not following bus rules while on a fieldtrip
- Causing acts of disruption
- Driving motor vehicles recklessly or dangerously
- Parking in unauthorized areas
- Making unauthorized visits to other school campuses
- Refusing to or falsely identifying yourself
- Leaving the school campus without permission of school authorities
- Overt demonstration of affection
- Sexual Harassment
- Cutting class
- Disrespecting any adult on the campus
- Inappropriate hallway behavior
- Inappropriate behavior at assemblies and liturgies.
- Loitering in the hallway (pass or no pass)
- Unauthorized elevator use
- Violation of CRCP Internet policy
- Misbehavior off campus

## **HELP TO PROTECT YOUR SCHOOL ENVIRONMENT**

- Keep the campus clean and free from litter.
- Keep the shrubs, trees, and flowers as landscaped.
- Keep the restrooms clean.
- Keep the walls of your campus free from writing, carvings, or slogans.
- Keep all equipment, lockers, desks, and books free from defacement or damage.
- Keep loiterers away by reporting them to the proper authorities.
- Keep food and drink in the library
- Use school property only when permission is granted.

- Follow check-out procedures for school equipment and library materials.
- Take care of and use school equipment properly.
- Return school equipment promptly and in good condition.
- Report all acts of vandalism you witness.

#### **Assist with Administrative Procedures**

- Take home all information sheets and printed material.
- Return to school all requested forms.
- Post or distribute informational materials with school permission only.
- Ask visitors to report to the school office.
- Never give false identification or practice forgery.
- Do not violate rules and regulations prescribed in the student handbook.
- Dress and groom appropriately as described in the CRCP uniform guidelines.

### **PARENT RESPONSIBILITIES**

There is a direct relationship between student success and parent support. For example, unless parents promptly notify the school when their child is ill or absent for any reason, the child may miss needed instruction while waiting for school officials to resolve the absence.

Parents should insist that their child be in school every day and in all classes on time and that the child follows school rules and behaves appropriately. By reviewing with their child the expectations outlined in this handbook as well as those distributed by the school, parents help their child to be successful.

It is important that parents attend all conferences requested by teachers, counselors, and school administrators. Should a problem arise, the school staff, parent, and student will work together as a team to solve the problem. Students who do not meet the standards and expectations established by the school are subject to disciplinary action as set forth in the school's policies and publications.

### **SCHOOL ADMINISTRATION RESPONSIBILITIES**

#### **The Board of Education**

The Board of Education wishes to work cooperatively with students, parents, staff, and other citizens in the community to develop policies for pupil behavior that will be in the best interest of all concerned and that reflect the mission of Cardinal Ritter College Prep.

#### **Teacher**

Teachers are required to utilize all available school services (dean's office, guidance's office) and to initiate direct contact with parents when confronting routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the principal or dean who will assist the teacher and parents in attempting to work out a solution that will resolve the problem.

#### **School Administration**

Our school shall publish and enforce rules and regulations for student conduct with the following guidelines:

1. The rules will not be arbitrary.
2. They will not discriminate among students.

3. They will not demean students.
4. They will not violate any individual rights constitutionally guaranteed to students.

Dates and information regarding disciplinary action(s) shall be entered in a student's record when appropriate. These records are transferable if a student transfers to another school.

***When student behavior is clearly in violation of the law, the act shall be reported to the police***

# **THE DISCIPLINE PROCESS**

## **DISCIPLINARY GUIDELINES**

The administration encourages the faculty and staff to handle most infractions within the immediate situation or context of the classroom. This is done through the use of classroom rules, parental contact, and parent/student conferences, if appropriate. If unacceptable or inappropriate behavior continues or there is serious misbehavior, the Dean is available to the teacher for support and assistance. In such cases the Dean, the teacher, and the parents will handle the situation as soon as possible and issue the appropriate responses and consequences. The administration of Cardinal Ritter reserves the right to take all steps necessary to ensure the general morale, order, and well being of the student body and the school.

**Conference** - A conference is a meeting between the student and appropriate school personnel. This may include parent/guardian or any community personnel deemed necessary to facilitate resolution of the disciplinary matter.

**After School Retention or Punishment** – Any teacher has the right to assign punishments or to detain a student after school for written or other punishment. This after school retention will be served with the specific teacher up to one hour for disciplinary reasons. (Parents may or may not be contacted regarding retentions depending on the seriousness or the repetition of the behavior.)

**Detentions** - All school detentions will be held on Saturday mornings for two hours at Cardinal Ritter. They will run from 9 am to 11 am. The student will be in uniform and also be charged a \$10 fee used to pay a stipend to supervising personnel. If a student misses a detention and/or refuses to pay the stipend, it could lead to suspension. If a student is more than 15 minutes late for a detention he/she will be sent home and two new Saturday detentions will be assigned.

Students should come to detention with writing instruments and paper. These need to be in possession of the student before 9 am. The students will be expected to write the entire period on whatever assignment is given to them by the detention proctor. Failure to turn in sufficient work will result in a new detention. Strict silence will be maintained during the entire session. If a student misbehaves during the detention, he/she will be asked to leave. The student's behavior will be reported to the administration. Being asked to leave a detention could lead to two more detentions or a suspension.

On certain administratively approved occasions, some detention students might be allowed to volunteer to do work for the school under close supervision of an administrator or teacher who needs the help. (This service may not count for Service Program Hours.) On completion of the task(s), the student will return to the detention room and continue normal detention activities. Any student who has served multiple detentions would be ineligible for such work details.

After serving three detentions, a student's behavior will be reviewed. Suspension to withdrawal with cause could result from serving multiple detentions.

The Dean will assign detentions based on discipline referrals from the faculty and staff. A The Dean will notify the teacher or staff member concerning the assignment of the detention and the date of student attendance. Parents will be informed of the detention by the Dean's office.

**Suspension** - Suspension is the removal of a pupil from ongoing instruction for adjustment purposes.

**Suspension from class:** A student may be suspended from class by the Dean or an Administrator for disciplinary reasons. If the misbehavior is serious enough, the school may suspend the student for the remainder of the day in which the misbehavior occurred. The dean will make a parent contact in such situations.

**Suspension from school:** a principal or dean may suspend a student for three to ten consecutive school days. A pupil shall not be suspended from school or recommended for withdrawal unless the Principal of the school determines that the pupil has:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Dangerous objects include, but are not limited to, knives, exactor and razor blades, fireworks, brass knuckles, box cutters, straight razors, ice picks, and elongated scissors. (Questionable items needed for classroom activities require prior administrator and teacher approval).
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence from any controlled substance, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance or material and represented the liquid substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- j. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted sexual assault or battery.

- n. Harassed, threatened, or intimidated a complaining witness in a school disciplinary proceeding.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold a prescription drug.
- p. Engaged in or attempted to engage in hazing.
- q. Aids or abets the infliction or attempted infliction of physical injury to another person.
- r. Violated any other rule(s) stated elsewhere in this handbook or determined necessary by the Administration.

### **Archdiocese Disciplinary Probation**

**Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal. Local policies and written procedures governing probation should be communicated to the parents and student in the appropriate manner. (4302.2)**

If a student is placed on probation, the parents/guardians and the student should be informed in writing. This communication should indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; when or under what circumstances the probation will be reviewed, continued, or ended.

The school should request that the parents/guardians and the student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement is to be kept on file at the school, and a copy is to be given to the family.

The administration and or local school board may determine specific reasons for placing a student on probation. The following may generally lead to probation:

1. multiple infractions;
2. an individual infraction or a major school rule;
3. a single suspension for an infraction of a major school rule;
4. multiple suspensions for infractions of school rules.

At a specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in a withdrawal for cause.

### **Questioning of Students**

**Except at the direction of a caseworker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. (4402.2)**

## Withdrawal for Cause

**Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation of action contrary to mission and purpose of a Catholic school. (4302.3)**

In order to safeguard the right of students to learn and teachers to teach, certain standards of conduct are necessary and must be observed. Withdrawal proceedings will be initiated against a student who assaults any school personnel or who threatens great bodily harm and there appears to be present the ability to commit such harm. For extreme situations, police intervention may be necessary.

The decision of withdrawal for cause is made at the local level by the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with utmost Christian charity, caution and prudence.

When considering the decision regarding withdrawal for cause, the principal needs to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe School Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

## **Discipline Guideline Chart**

### **Level 1- Fines**

Uniform Violation
Cell phone Confiscation
Gum Violation
Food and Drink outside the Commons
Inappropriate language/detention/detention fee
I.D. replacement
Detention Fee
Smoking cigarettes
Parking in visitor/faculty/handicap spaces

\*Multiple offenses may result in a behavioral contract or intervention at the discretion of the administration.  
Fines range from \$5 to \$25.

### **Level 2- Tuesday/Thursday Detention**

Inappropriate Language
Eating and drinking outside of the Commons when inappropriate
Hallway misconduct-horseplay, screaming. Profanity
Three unexcused tardy-to-school- <b>Saturday Detention</b>
Assembly, liturgy removal
Three removals from class
Unauthorized sales of candy, cds, dvds, etc.
Unauthorized use of the elevator
Cutting class
Setting false alarms
Throwing foods or liquids
Disobeying adult directions
Driving recklessly or dangerously

Refusing to or falsely identifying yourself
Disrespect of any adult on campus
Loitering in the hallway
Failure to show for after school retention with individual teacher
2 <sup>nd</sup> offense Public Display of Affection

\* Multiple offenses may result in a behavioral contract or intervention at the discretion of the administration.

### Level 3- Suspension

Fighting, both verbal and physical,
Promoting or instigating a fight
Theft
Refusal to turn over a cell phone when asked/use of cell phone during testing
Possession of or use of illegal drugs, paraphernalia or alcohol
Using another students medication
Sexual Misconduct
Leaving campus without permission
Verbal abuse to faculty, staff and other students
Throwing or shooting of any objects which can cause bodily harm of discomfort, nuisance, or damage
Hazing-
Threats to others
Acts of discrimination
Involvement in gang related activities
Gambling
Disobeying adult directions at any time including during emergency situation
Stealing Internet pass codes
Misbehavior off campus that brings discredit to the school
Vandalism

\*Suspensions are one, three, five or ten days depending on the severity of the offense. These offenses will be placed in student's record.

### Level 4- Withdrawal for Cause

Weapon possession
Assault and battery
Extortion- Intimidation
Lighting fires
Inciting a riot, mass panic or disturbance
Selling of drugs or paraphernalia or alcohol

\* Subject but not limited to these infractions.

### **ABUSE OF ALCOHOL AND OTHER DRUGS**

Cardinal Ritter has established a drug/alcohol abuse policy because the use of drugs and alcohol possesses a threat to the health of everyone and creates an obstacle to their full development as Christian persons. The purpose of this policy is to provide a clear message to students, parents, faculty, and staff that the use, possession, distribution, or being under the influence of alcohol or illegal drugs will not be tolerated in or upon Cardinal Ritter Prep property or by Cardinal Ritter Prep students.

These policies include provisions for intervention, notification of parents, assessment, counseling, treatment, and consequences. Consequences include mandatory drug testing, withdrawal if second offense, and the possibility of notification and involvement of the St. Louis City Police. (Refer to Appendix # 1.)

## **BEHAVIOR SUBJECT TO MONETARY FINES**

Certain behaviors are not subject to written punishments or detentions, but to money fines. **These behaviors include dress code violations (\$5.00), gum chewing \$10, food or drink outside The Commons \$10; Saturday Detention \$10, replacing a student I.D. \$10, smoking cigarettes \$25, Cell phone confiscation \$25, and parking in handicap, faculty, or visitor spots \$25.** Should a student receive three (3) of these offenses, he/she will be placed on a behavioral contract.

## **BULLYING & HARASSMENT**

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Sexual Harassment is a form of gender discrimination that consists of unwelcome verbal, electronic, or physical interaction between two or more people. Harassment can happen between people of the same gender or people of different genders. Sexual harassment is not tolerated. Incidents of sexual harassment will be promptly investigated. Consequences can range from reprimand to involvement of the St. Louis Police. Confidentiality will be followed as much as legally possible. (See the Appendix for a more comprehensive coverage of this topic.)

## **CHEATING/ACADEMIC DISHONESTY**

Cardinal Ritter students are expected to maintain the highest standard of honesty and integrity in all academic areas. Cheating/copying on any test, class assignments or plagiarizing the work of others is an extremely serious offense. Cheating and plagiarism are unjust, dishonest, and is stealing. If a student is discovered to have carried out the dishonest action of cheating or plagiarism on any test or class assignment, the following steps will occur:

1. The teacher who discovers the dishonesty will inform the student and the administration of his/her findings.
2. Notification will be given to the parent/guardian by the teacher
3. The minimum penalty for cheating is a grade "0" (zero) on the test or for the work covered by this assignment and a "U" (unsatisfactory) in conduct
4. Repeated incidents of cheating will result in further action by Administration

## **FOOD & DRINK**

**Food and drink (including bottled water)** should be restricted to The Commons and the Concessions area as much as possible!

NO FOOD OR DRINK SHOULD EVER BE TAKEN INTO THE ACADEMIC WING.  
(Except lunches or after school snacks which should be consumed at those time and only in The Commons.)

NO FOOD OR DRINK SHOULD EVER BE TAKEN INTO THE GYM. *This means no food or drink (including bottled water) should be consumed in the halls, the classrooms, the library, the locker rooms, the weight room, etc., without explicit permission for health reasons and concerns! See Fine*

Food and drinks can be taken outside the west doors of The Commons. There are a number of picnic tables available for faculty and student usage. (A reminder: be sure to pick up after yourself; place all trash and recycle articles in the appropriate containers outside and inside of The Commons.)

Concession items can be consumed immediately outside the gym in the hall or in The Commons when purchased from the concession stand after school or during games.

Please remember: restrictions regarding food are important for cleanliness and sanitation concerns.

### **ELECTRONIC DEVICES**

Students are encouraged to place all cell phones and other electronic devices used for communication or entertainment in their lockers when they leave The Commons in the morning. (Electronic devices include but are not limited to: headphones, cameras, camcorders, iPods, mp3 players, PSP's, blackberries, pagers, cell phones, etc.) These devices if carried on the person of the student or in their book bags, backpacks, or purses during the academic day (usually 8:15 AM until 2:37 PM) may not be used and should be confiscated if heard or seen by a teacher or administrator.

Teachers have been directed to confiscate any electronic devices that they may see or hear during the academic day. Failure to turn in a cell phone will lead to an automatic suspension; failure to turn in an electronic device will lead to a Saturday Detention. The cell phone confiscations will result in a \$25 fine and will be turned over to the dean's office. The cell phone may be picked up at the end of the academic day by the parent or guardian of the offending student. Any other electronic device may be turned over to the Dean or kept by the teacher and returned at this "whim or wish" (a day, a week, a quarter, or a semester). (Confiscation of a cell phone for the second time would mean that the student will have to pay a \$25 fine. However, the cell phone will not lose the privilege of having their cell phone at school. Either the parent or guardian would keep the phone at home or the student would have to turn over his/her phone to the dean each morning to be picked up after school each afternoon.) After school tutoring and study halls are considered an extension of the academic day. Thus, students should keep their electronic devices in their locker until after they have finished these activities.

Parents should not attempt to call their child during the academic day. If an emergency requires a parent to contact their child the parent should call the main office at: 314-446-5501 or the dean's office at: 314-446-5519. The student will be instructed to report to the office and allowed to contact their parent.

### **INTERNET POLICY**

**A safe environment for all members of the school community is a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.**

**This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources**

**or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct.") Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (4303.4)**

Cardinal Ritter has guidelines for acceptable student behavior. Just as there are consequences for students who do not follow the rules for acceptable behavior within their classroom, there are consequences for students who do not follow the rules governing the use of the Internet at school.

It is important for everyone (students, teachers, parents) to remember that Internet access is a privilege. Revocation of privileges will be decided by the supervising teacher or the principal and will last the entire school year. (Parents and students must sign a copy of the Internet Policy)

1. The Internet will be used for educational purposes only. Such usage will be designed so that the Internet is used to enrich and expand the classroom curriculum.
2. The Internet will be used only under the supervision of the supervising teacher or librarian, or a designated teacher/adult. The adult will determine what are appropriate behavior and/or material. The supervising adult will also have the right to read any E-mail sent or received by the student.
3. Students may not sign on without the permission of the supervising teacher or designated adult.
4. Students may not download (print or copy to file) any files, programs, or other material without the consent of the supervising teacher/adult.
5. Students will be expected to apply the generally accepted rules of "**netiquette**" when communicating with others via the Internet. These rules include
  - a. Be polite in all messages. Do not get abusive in messages to others even when you disagree.
  - b. Use appropriate language; remember this is a school with a Catholic sponsorship
  - c. Do not use slang terms. Slang may be acceptable in our culture, but it may be offensive to another.
  - d. Never reveal your personal address or phone number to anyone (Students should only use the school name on all communication).
  - e. Do not violate copyright laws; you must have permission to copy copyrighted material.
  - f. Show pride in messages. Remember that thousands of people may read what you have written.
  - g. Do not use ALL CAPS. That is like shouting.
  - h. Respect other people's bandwidth. In order words, keep messages short.
6. Students who accidentally access inappropriate material must report this to the teacher at once. If it is not reported, the Supervising Teacher will consider such access to be deliberate.
7. Students will not be allowed to bring software applications, games, CD-ROMs from home to be used on school equipment. Also, students are not allowed to download software applications or games via the internet.
8. Students are not allowed to use chat rooms or bulletin boards.
9. The privilege of using the Internet will be revoked immediately for any of the following offenses:
  - a. downloading any form of material without permission;
  - b. deliberately accessing inappropriate material;

- c. not following the directions, written, oral, that the teacher has given on any day in reference to the use of the Internet;
- d. changing or personalizing the computer network, computer systems or software
- e. using another person's ID to access the internet or other computer functions
- f. sending or displaying offensive messages or pictures, using obscene language, harassing or insulting or attacking others;
- g. damaging the computers, computer network, computer system or software;
- h. violating copyright laws;
- i. trespassing in another person's folder, work, or file;
- j. wasting limited resources (such as paper or time) intentionally; this includes requesting unnecessary and lengthy material that ties up the system;
- k. employing network for commercial or illegal purposes (such as burning CDs illegally)
- l. students can only use computers in the library, math lab, writing skills lab and in the main computer lab with permission of the supervising faculty member.

**ANY VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE LOSS OF ACCESS TO THE SCHOOL NETWORK, AND MIGHT RESULT IN OTHER DISCIPLINARY OR LEGAL ACTION.**

### **INTERNET & SOCIAL NETWORKS**

Cardinal Ritter has always had the policy that students can be held accountable for off campus activities that reflect negatively on the school or students. Modern technology has also made it necessary for Ritter to carry this policy to the Internet outside of classes and away from school. Students now have access to online clubs such as "Facebook," "MySpace," "Twitter," etc. Students using these services have used Cardinal Ritter's name and the names of other students without permission, and have included photographs and films of school activities without permission. Anything that a student uses or includes on these programs or sites that impact negatively on the school or other students' image or reputation has to be considered seriously. The Cardinal Ritter Administration will be monitoring these Internet sites and will hold the students accountable for what they post. The accountability could take the form of a warning, a detention, a suspension, or possibly a withdrawal for cause. Because of safety issues, these sites are already blocked from school computers, but, none the less, students need to be aware that off-campus activities that impact on the Ritter Community have to be of concern to the Cardinal Ritter Administration.

### **PROFANITY**

Many times the way an individual behaves at school reflects a general attitude. At Cardinal Ritter, we believe that the use of profanity or vulgar language or gestures by students or staff members portray a very negative image. Consequently, profanity on school ground or functions will not be tolerated. Moreover, it will be treated as a discipline problem and punished accordingly (i.e. detention or suspension).

### **PUBLIC DISPLAY OF AFFECTION**

Students are expected to conduct themselves in a respectful manner. Inappropriate displays of affection include prolonged embracing and kissing. Violations will be dealt with on three levels.

1. Warning/counseling
2. Parent notification

Disciplinary action for persistent offenders/Saturday Detention

## **SEARCH AND SEIZURE**

The School administration with sufficient reasons to do so may search a student's locker or desk without permission. Lockers are the property of the school and are provided to students for their use. Every student should use the assigned locker and purchase an official school lock.

## **TOBACCO**

Cardinal Ritter College Prep has established a Tobacco Free policy because the use of tobacco possesses a threat to the health of young people. As an educational institution dedicated to the promotion of the growth and well being of every aspect of a student's life, Cardinal Ritter prohibits tobacco use at all times. Cardinal Ritter is a *smoke free environment*.

A student's jacket, purse, backpack, and the like are personal property, and as such school officials do not have the right to conduct a search of these items without permission. With good reason, school officials could request that a student empty the contents of pockets, purse, or backpack. If a student refuses, disciplinary actions such as a suspension could be taken based on the refusal.

## **VIOLENCE, WEAPONS, AND DANGEROUS INSTRUMENTS**

Cardinal Ritter shall provide a safe learning environment for all members of the school community. Violence is inconsistent with the unity and peace which are essential to living in a Catholic faith community. Violence also inhibits human development and successful learning. Therefore violence is not tolerated at Cardinal Ritter Prep.

No student shall possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before, or after school,
2. On the school grounds at any other time when a school group is using the school, or
3. Off the school grounds at any bus stop or at any school activity, function, or event.

A weapon is defined as a knife, razor, ice pick, explosive device, mace, pepper spray, tear gas, pistol, rifle, shotgun, pellet gun, or any other instrument or substance intended for or capable of causing bodily harm.

# **APPENDIX**

**Witness Statement: Called to be a Catholic Student**

**Witness Statement: Parent Whose Children Attend Catholic Schools**

**Textbook Policy**

**Tuition Collection Policy**

**Policy on Students Who Become Parents**

**Eligibility Rules for Participation in Co-curricular**

**Policy on Bullying & Harassment**

**Policy on the Abuse of Alcohol and Other Drugs**

**Policy on Violence and the Threat of Violence**

**WITNESS STATEMENT: CALLED TO BE A CATHOLIC STUDENT**  
**[4102.1]**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Cardinal Ritter College Prep will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST OR SERVICES.
- SETTING ASIDE TIMES EACH DAY FOR PRAYER TO DEVELOP MY RELATIONSHIP WITH GOD.
- STUDYING ABOUT THE TRINITY – FATHER, SON, AND HOLY SPIRIT – AND THE CHURCH.
- RECOGNIZING AND ACCEPTING JESUS AS SAVIOR, TEACHER, AND FRIEND.
- UNDERSTANDING AND FOLLOWING GOSPEL VALUES AS FOUND IN SACRED SCRIPTURE AND SACRED TRADITION.

**GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- ACCEPTING RESPONSIBILITY FOR MODELING MY LIFE IN IMITATION OF JESUS AND MARY.
- LISTENING TO GOD'S WILL IN DISCERNING MY VOCATION IN LIFE.
- NOURISHING AND CARING FOR MY OWN BODY AS A TEMPLE IN WHICH THE SPIRIT OF GOD RESIDES.
- REVERENCING THE GIFT OF HUMAN SEXUALITY BY LIVING A CHASTE LIFE.
- CRITIQUING AND EVALUATING THE CULTURE IN WHICH I LIVE AND FOLLOWING THE CATHOLIC WAY OF LIFE.

**GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- USING THE GIFTS OF THE HOLY SPIRIT GIVEN TO ME IN BAPTISM AND CONFIRMATION IN SERVICE TO OTHERS.
  - RESPECTING ALL PEOPLE NO MATTER WHAT THEIR DIFFERENCES AS GIFTS AND BLESSINGS FROM GOD.
  - LIVING IN HOPE AS I WORK FOR JUSTICE AND PEACE FOR ALL PEOPLES.
  - BEING AN AUTHENTIC DISCIPLE AND EVANGELIZER, HELPING OTHERS KNOW JESUS AND THE CATHOLIC FAITH.
  - WORKING WITH THE FACULTY AND STUDENTS TO MAKE CRCP A PLACE THAT TRULY REFLECTS CATHOLIC VALUES AND PRINCIPLES.
- 

The following forms can be found on the CRCP website:

- *Emergency Information/Authorization Record*
- *Authorization for the Release of Student Discipline Information*
- *Physician Consent for Medication Administration*
- *Parental Consent for Medication Administration to their Child*
- *Permission Form for Student Involved in Media/Marketing Materials*
- *Request for Student Records*
- *Permission Form for Field Trip Participation*
- *Authorization to Exchange Information Regarding Special Needs*

## **WITNESS STATEMENT: FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC SCHOOLS [4102.1]**

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

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

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

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

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

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

- **regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;**
- **commit to speak more with my children about God and to include prayer in our daily home life;**
- **participate in and cooperate with CRCP programs that enable me as a parent to take an active role in the religious education my children, including sacramental preparation for Catholic children;**
- **support the moral and social teachings of the Catholic Church to ensure consistency between home and school;**
- **teach my children by word and example to have a love and concern for the needs of others;**
- **meet my financial responsibilities in supporting this Catholic School**

# TEXTBOOK POLICY

Even in this day of technological advancement, one of the primary tools utilized for student learning is ***textbooks***. Beginning with the 2008-2009 academic school year, all students attending Cardinal Ritter College Prep (CRCP) were required to purchase their own textbooks.

The school entered a binding contract with a single vendor to service parents and students with the purchase of textbooks for the courses taught at CRCP. This contract only allows the school to inform parents and students of the service being offered, dates and deadlines, and a tentative schedule regarding a buy-back program. The service is an internet-based service, and it is accessed by visiting [www.myschoolbookstore.com](http://www.myschoolbookstore.com).

In order for students to be successful in their academic pursuits, students are ***required*** to have textbooks. Failure to purchase the ***required textbooks*** decreases the effectiveness of what teachers teach and what students are expected to learn. Students must have their textbooks no later than the end of the first week of the start of classes. Teachers will proceed with classes and learning activities as if every student has the prescribed textbook. Also, some courses require students to have various novels and/or other supplemental materials, which students can usually purchase from the business office.

Students enrolled in *Computer Science, Computer Technology, Keyboarding, and/or Web Design* use a classroom set of textbooks; however these students will be assessed per course, a \$10.00 usage fee. This usage fee is necessary to cover the escalating costs associated with school's purchase of site licenses, internet access pins, textbooks, and other necessary supplemental materials specific to student success in these courses.

Therefore, the following are CRCP's policies, practices and procedures regarding textbooks.

- All students attending Cardinal Ritter College Prep must have the school required edition, volume and/or copyright version of the textbook for each course in which they are enrolled.
- The school will not and does not sell, loan or provide textbooks. The school strongly discourages students from sharing, loaning, and/or borrowing textbooks with other students. Each student is required to have their own copy.
- School personnel will adhere to all copyright laws regarding textbooks.
- Parents and students must use the services of the company for which the school is currently under contract to purchase textbooks.
- Failure to purchase textbooks can negatively impact a student's performance, achievement, and learning; leading to failure and possible "cause for withdrawal".

If there are any concerns regarding any aspect of the above or their implications, parents and students should contact the principal. Attached is a list of the textbooks required for the upcoming school year.

## TUITION COLLECTION POLICY

Families are expected to keep their tuition account balance **current**. Families that have account balances that are **30 days** or more **past due** will be contacted by the school to collect the amount past due, or to approve appropriate **pay arrangements**. If a family does not make appropriate payment arrangements within fifteen days of this, the account becomes **delinquent**. Students whose tuition accounts become **delinquent** will be placed on **tuition suspension** and will not be allowed to attend school until a conference is held with a school official to discuss payment. During the conference a payment plan for handling the **delinquent/arrears** will be formulated and **signed** by the family. A family's failure to comply with the details of the plan can result in the student being asked to withdraw from school.

When a tuition account becomes **delinquent**:

- The student will be suspended if payment agreement is not made.
- The parent will be contacted to schedule a meeting with a school official to discuss the account.
- Money paid toward the tuition will be applied to the **arrears** balance, not the current balance.
- Internet access to Skyward and Edline will be deactivated.
- **Requests for transcripts will not be processed.**

While in the **arrears status** families must make a payment of 50 percent (50%) of the **arrears balance** before a student is allowed to register or start classes at the beginning of each year.

A tuition credit of \$325.00 is given to families if the tuition is paid in full on or before August 1. A tuition credit of \$175.00 is given for each additional child's tuition paid early

## **POLICY ON STUDENTS WHO BECOME PARENTS**

**Even with the care and guidance of the family, Church and the Catholic school community, it may happen that a student becomes pregnant. At such time, the Catholic school has a dual responsibility toward both the common good of the school and the good of the student.**

First, the common good requires that the Catholic school through its curriculum, guidance counselors, teachers, and extra-curricular events witness to and teach the value of chastity and oppose anything that would encourage or be neutral to pre-marital teenage sexual activity.

Secondly, the good of the student requires that the Catholic school provide a climate where the pregnant student and/or the student father can experience spiritual and professional guidance, support, compassion and forgiveness. The Catholic school recognizes that the pregnant student and the student father have made an immature decision, the outcome of which cannot be undone, and so seeks to offer an environment in which mother, father and unborn child may live as valued children of God. Therefore, there will be no attempt to discipline these students for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors and God. Care should be taken that there is no discrimination in the manner in which young men and young women are considered in this issue.

The Catholic school does not encourage students involved with a pregnancy to get married or to discontinue, temporarily or permanently, their education. However, the new responsibilities concomitant with the act of bringing a new human life into the world necessitate a change in their priorities. The pregnant girl should be caring for herself as a mother-to-be. The student father should respond in a stance of support for the mother and child. These new responsibilities may require dropping out of some extra-curricular activities.

### **THE RIGHT TO LIFE**

Regarding a possible related issue, the Catholic school respects and promotes the sanctity and dignity of all human life, especially the life of the unborn child, contrary to society's acceptance of the immoral act of abortion. Therefore, if a situation arises in which an abortion is contemplated, special intervention is required. Because a human being's life is in jeopardy, confidentiality should not be promised or practiced. The fact that an abortion is being contemplated requires all appropriate school personnel, administrators, campus ministers, counselors and selected teachers, be informed in order to persuade the pregnant student and her family to safeguard the life of the unborn child and the spiritual, emotional, physical and psychological health of the student. In those cases where parents/guardians do not know the contemplated abortion, they need to be contacted and involved. The Catholic school informs the student mother and father and their families of all the resources at their disposal such as Birthright, Catholic Family Counseling services and the financial aid of the Archdiocese in the birthing process. If all persuasion is still unsuccessful, the pregnant student and father are informed that they may be subject to expulsion from school if they chose to kill the unborn child.

There are also occasions when the Catholic school discovers after the fact that an abortion has been performed. In those cases the Catholic school, along with other resources in the Catholic community such as Project Rachel, attempts to assist in healing the spiritual, emotional and psychological damage done to the student mother and father. In these cases confidentiality is promised and practiced by all concerned parties.

## **PROCEDURES**

Each case of student pregnancy presents unique circumstances which require specific interpretation and application of policy. The above philosophy/theology should guide the implementation of the following procedures:

1. When a pregnancy becomes known to school personnel, the student should be assisted in contacting a responsible Catholic agency for help such as Birthright and Catholic Family Counseling.
2. The student should be allowed to continue to attend school as long as doing so does not pose a threat to the health or safety of the student and the unborn child. The time when the student leaves the school should be determined after all parties consider the good of the mother, the unborn child and the common good of the school. The recommendation of the student's physician should be given consideration.
3. If a student does not remain in the Catholic high school, plans for continuing a formal education program should be worked out by the student, her parents/guardians, the school administration, and any other parties involved in counseling the student. The young woman should be encouraged to continue her education after the birth of her child.
4. The school administrator, parents/guardians, counselors, physician, and/or social worker should consult together regarding the student's return to school after the birth of the child. Every attempt should be made to keep the student in the Catholic high school. There should be ongoing communication with the student and her parents/guardians during these deliberations.
5. Pregnancy should not be listed on any of the student's records.

## **ELIGIBILITY and PARTICIPATION REQUIREMENTS**

The Student Activities Department operates under the directions of the policies, guidelines, expectations, constitution, by-laws, and regulations of the Archdiocese of St. Louis, Cardinal Ritter College Preparatory High School (CRCP), Missouri State High School Activities Association (MSHSAA), the National Federation of High Schools (NFHS), and the Archdiocese Athletic Association (AAA). Information regarding these governing bodies is available in the Student Activities' Office.

The opportunity to represent Cardinal Ritter College Prep High School should be an honor and privilege, which is earned by hard work and sustained through exemplary behavior and self-discipline.

The following policies are intended to inform and guide student-athletes and their parents to a successful and positive athletic experience. Individual teams/programs will have additional rules/expectation that will be presented to the student athletes on the first day of practice.

Parents will be introduced to additional rules/expectation at the parent-coaches' meeting.

### **Eligibility and Participation**

Student participation in our school's co-curricular activities is nothing that should be taken for granted. Students who participate are selected members for that activity and representatives of Cardinal Ritter College Prep High School who have earned that privilege by meeting a specific set of rules, guidelines, standards and expectations.

Students are eligible to participate in any co-curricular activity except under the following circumstances. The following is a **basic** list of eligibility criteria. To be eligible students (must):

- Have earned, the semester before participation, a minimum of 3.0 units of credit or have earned in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater (MSHSAA)
- Enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater (MSHSAA)
- Maintain a cumulative GPA of **2.0** at each marking period (CRCP)
- Cannot be on suspension (CRCP and MSHSAA)
- Cannot be actively on an attendance or discipline contract (CRCP)
- Freshmen students are granted eligibility upon successful completion of the eighth grade

Grade reports regarding the academic eligibility status of student's are reviewed by the activities director or principal. If a student-athlete has declared ineligible, he/she must confer with the director of student activities for further instruction to pursue their continued participation

### **Physical Exams and Proof of Insurance and Other Basic Criteria for Participation**

In order to try-out or practice with a team at CRCP, every student athlete must have a certificate of an issued physical exam **yearly**, signed and authorized by a physician stating that the individual is physically able to participate in extracurricular activities at his/her school. A student shall not be permitted to participate until a complete, signed certificate and a copy of the health insurance card is on file in the Activities office. The physical certificate is valid if issued on or after February 1<sup>st</sup> of the previous school year. (MSHSAA By-law 309.0) CRCP does not provide secondary insurance. However, because CRCP is a member of MSHSAA, each student-athlete is covered by a catastrophic insurance plan (which may include disability, medical and liability) during the school year only.

In addition, a student shall not be permitted to participate in a game or event in any sport until the criteria are fulfilled:

- Payment of the \$35.00 annual athletic fee
- Parent's/Guardian attendance at the Parent-Coach Meeting
- A signed copy of the consent forms: "Participation, Treatment and Release, and Acknowledgement Form" pages in the CRCP's Activities Department Parent-Student Handbook

### **Citizenship**

CRCP and MSHSAA require that all athletes meet the criterion of being "good citizenship". The administration of CRCP will investigate all behaviors both in school and in the community involving CRCP students in violation of CRCP's student discipline codes or may reflect poorly on CRCP. The administration of CRCP will assign consequences to students found in violation of the school's discipline code.

**Athletic Fees**

CRCP charges an “Athletic Fee” to defray some of the cost for officials, equipment, facility rentals, and transportation. This fee must be paid before a student-athlete will receive athletic uniforms and equipment. To be eligible for participation, all required information/forms and fees must be paid the day. The activities director, principal, nor business office manager will perform any transaction on the day of a game or contest.

**Practice**

It is important to each individual develop and the overall success for a team that the student-athletes attend and participate in all scheduled and called practice sessions. The head coach of each sport may call for practice sessions on weekends, holidays, and/or other days that students are not scheduled for class. For some sports, two-a-day or double practice session may be scheduled.

**School Attendance**

An athlete will not be eligible for practice or an athletic event on the day the athlete is absent from school (MSHSAA By-laws) with these exceptions: appearance in court, attendance at a funeral, written verification of a doctor’s appointment, or by approval of the principal and/or the activities’ office. An athlete missing part of a school day for an appointment on game day needs to follow the school’s policy to be eligible to attend practice or participate in a contest. To be eligible, the student must attend for at least half of the required classes on the day of the event.

If an athlete is suspended from school, the athlete is ineligible to compete in games, participate in practice or conditioning during the time of suspension. This includes in-school suspensions (MSHSAA By-law 212.0).

**Consent Forms**

The parent/guardian of every athlete must complete several consent forms in order for their child to be eligible to participate. The information in these forms is confidential and will only be used for communication and emergency purposes. These forms will ask parents to describe medical conditions, allergies, medications, etc., which may affect their child’s participation, health, and/or performance.

# **HARASSMENT & BULLYING POLICY**

**Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. [4303.7]**

## **RATIONALE**

CRCP has established a policy on unlawful discrimination and any type of harassment, including sexual harassment, because harassment creates an obstacle to the physical safety of students and staff in the school environment as well as an obstacle to their full development as Christian persons. Thus, the purpose of this policy is to provide a clear definition of harassment, a clear statement of zero tolerance for harassment, and a clear explanation of the steps involved in investigation, documentation, presentation of finding and the consequences.

## **DEFINITION OF ILLEGAL ACTIVITIES**

Harassment involves unwanted and unwelcome conduct – whether verbal, physical or visual – which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap, or other categories protected by the law.

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendos, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or sexually orientated language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another’s body.

## **REPORTING OF HARASSMENT & THE INCIDENT INVESTIGATION**

The “reporting of any harassment” can be either actual or constructive notice!

In ACTUAL NOTICE, a victim can notify any agent or other responsible employee through a formal or informal complaint, or a third party, or by contacting other appropriate personnel (i.e., principal, counselor, teacher, etc.)

In CONSTRUCTIVE NOTICE, the school or an administrator might have knowledge of harassment through a reasonably diligent inquiry. If the school learns of this harassment it must take corrective action or be held liable for failing to do so.

The specific incident(s) will be thoroughly investigated as promptly as possible, and the investigator will be selected on the basis of time availability, interest in the incident and impartial attitude toward those involved. Documentation will be an integral part of the investigation. The

documentation will include all complaints, all “witnesses” or comments from those individuals believed to have knowledge of the situation, and suggested resolutions for the incident. These findings will be presented to the President and the Principal for action on the appropriate resolution(s).

**The policy of Cardinal Ritter College Prep prohibits all forms of harassment that create an intimidating, hostile, or offensive work environment. Harassment will result in immediate suspension and possible withdrawal for cause.**

# **POLICY ON THE ABUSE OF ALCOHOL AND OTHER DRUGS**

**The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. [4303.2]**

## **RATIONALE**

Cardinal Ritter College Prep High School has established a drug/alcohol abuse policy because the use of drugs and alcohol poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. Thus the purpose of this policy is to provide a clear message to students, parents, faculty and staff that the use, possession, or distribution of alcohol or illegal drugs will not be tolerated in or upon Cardinal Ritter College Prep property or by Cardinal Ritter Prep students.

All students have the right to attend school in an environment conducive to learning. Alcohol and drug use are illegal, contagious, and disruptive to both effective learning and the healthy development of young people. The school has both the legal and moral obligation to provide drug education and counseling and to achieve and maintain a drug-free educational environment. To this end, the curriculum integrates drug education units within the curriculum of all grade levels in the school.

This policy includes provisions of intervention, notification of parents, assessment, counseling, treatment and consequences.

## **DEFINITION OF ILLEGAL ACTIVITIES**

Cardinal Ritter College Prep has an obligation to point out the illegality of drugs because of the extensive use and the formal promotion of alcohol and drugs in our society. Especially, the school prohibits as immoral and illegal the student possession or use of **alcohol, cannabis** (marijuana, tetrahydrocannabinol, hashish, and hashish oil), **inhalants** (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, and hydrocarbons), **cocaine** (coke and crack), certain other **stimulants** (amphetamines, methamphetamines and additional stimulants), **depressants** (barbiturates, methaqualine, and tranquilizers), **hallucinogens** (phencyclidine, lysergic acid diethylamide, mescaline and peyote and psilocybin), **narcotics** (heroin, methadone, codeine, morphine, meperidine and opium and other narcotics), and so called **designer drugs**. [“Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to circumvent these legal restrictions.”\*]

By possession or use, Cardinal Ritter means any single incident (or combination of incidents) of having illegal drugs on one’s person or in one’s belonging (jacket, book bag, locker or automobile, etc.), of using an illegal drug at school, of selling or distributing illegal drugs for any reason, as well as acting under the influence of one or more of these illegal drugs.

Also, it is important to point out that prescribed drugs, while allowable for the individual to whom they are legally prescribed, are illegal if used by other students for any reason, and thus fall under the guidelines of this policy.

### **CONSEQUENCES**

Offenders of this policy will be questioned immediately by a member of the Administrative Team. The parents will be contacted immediately. Parents and student will be informed that the student is being placed on indefinite suspension and must undergo mandatory drug testing.

Should one of these not be acceptable for insurance reasons or other legitimate objections, we will agree to a professionally recognized alternative.

Once results have been made available to the school, the administration will make decisions concerning continued suspension or reinstatement or withdrawal.

A second violation of this policy will result in immediate withdrawal. Selling or distribution of drugs calls for immediate expulsion and a police report for a first infraction.

In all violations of the Cardinal Ritter College Prep Drug/Alcohol Policy there is the possibility of the involvement of the St. Louis City Police or the police in the venue of the away activity. Police will be involved in second infraction.

The above drug/alcohol policy is in complete agreement with the Catholic Education Office of the Archdiocese of St. Louis and its own “Drug Policy (4301) – Administrative Manual for Catholic Secondary Schools: Archdiocese of St. Louis.”

### **IMPLEMENTATION**

This drug/alcohol policy has been developed with a great deal of input from the members of the Cardinal Ritter College Prep community. It is a document in process and will continue to be redefined as the community and the circumstances warrant.

This drug/alcohol policy statement will appear in the Parent/Student Handbook for 2006-2007 academic year. It will also be reviewed annually with PTA, with the school board, with the faculty and staff and with the students.

\*For a more thorough explanation of these drugs (including alternate names, the form of the drug and how it is used) see **SCHOOLS WITHOUT DRUGS: U.S. Department of Education** booklet or additional drug reference manuals.

# VIOLENCE AND THE THREAT OF VIOLENCE POLICY

Catholic schools shall provide a safe learning environment for all members of the school community. [4303.3]

## RATIONALE

Cardinal Ritter College Prep High School intends to provide a safe learning environment for all members of the school community: students, faculty, staff, parents and visitors. The climate of CRCP reflects the Gospel values. This includes an emphasis on the dignity of all people, which is necessary for respect; the interdependence of all persons, which is the basis of community; and the recognition of the rights and responsibilities of all persons, which is the foundation of peace and justice. Violence and the threat of violence are inconsistent with unity and peace. They inhibit human development and successful learning. **Therefore, violence and the threat of violence are not tolerated at CRCP.**

## DEFINITION OF VIOLENCE

Violence consists of words, gestures, and/or action that result in, or have the potential to result in, psychological pain and fear or physical hurt and injury or both. Forms of violence include threat of injury, harassment, assault, theft or vandalism of property, and possession and/or use of a weapon. (A weapon is anything used or intended to be used to threaten, intimidate, and/or harm people. The possession or use of firearms, other weapons [including laser devices], or explosive devices on school premises or school-related premises is strictly forbidden.)

## CONSEQUENCES

Students and parents/guardians should be encouraged to report concerns regarding potential or actual acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of the federal, state and local laws, and the Ritter discipline guidelines and policies that reflect accepted educational practices.

## VIOLENCE PREVENTION PROGRAMS

CRCP uses published and implemented policies (*The Agenda*: The Parent/Student Handbook; the discipline guidelines on harassment, substance abuse, violence; The Faculty Handbook; and specific classroom rules and expectations) and curriculum focus exercises (Issue Seminars, guest lecturers, and specific lessons plans in Theology and other classes) to achieve a safe learning environment for all members of the school community.





## CARDINAL RITTER COLLEGE PREP PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT



As the parent of and a student currently enrolled in Cardinal Ritter College Prep, I acknowledge that I have received a copy of the following documents:

- *Cardinal Ritter College Preparatory High School 2011-2012 Parent-Student Handbook.*

I understand that it contains important information about Cardinal Ritter College Preparatory High School's general personnel policies and about my privileged and our obligations. I further acknowledge that I have read and understand the Cardinal Ritter College Preparatory High School Parent-Student Handbook and agree to adhere to the policies contained within.

Additionally, I understand that a student's and participation in the programs offered at Cardinal Ritter College Preparatory High School is contingent on my ability to meet the student expectations and consequences identified.

---

Student Signature

---

Student Name (Printed)

---

Student Signature

---

Student Name (Printed)

---

Date

*Please remove this page from the handbook signed, dated and returned to the school. A copy will be placed on file for reference and verification.*