



PARENT - STUDENT HANDBOOK

Leon C. Henderson
President

Charles Nolan
Vice President

Michael R. Blackshear
Principal

Fr. Art Cavitt
Chaplain

This Parent – Student Handbook belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

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[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

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314-446-5501

Director of Student Services: Etefia Umana
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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.



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.


 **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.]

GENERAL 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 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 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 CHAPLAIN

The Chaplain provides direction and supervision to all those involved in matters of spirituality regarding students and faculty. He initiates and collaborates with the administrative team and with the faculty in developing visible expressions of Catholic identity in all facets of the school.

THE DEVELOPMENT DIRECTOR

The Development Director, under the direction of the President, is responsible for the following:

- Oversee all development and marketing/public relations efforts, including press releases and all marketing material for fundraising and recruitment.
- Identify, develop, and implement strategies for the cultivation of major donors.
- Oversee foundation and corporate grants program, including strategic prospect research, scheduling, writing, grant preparation and reporting.
- Develop and implement Annual Fund focusing on small to mid-level gifts.
- Set measurable fundraising goals, produce annual plan, and coordinate departmental budget working with Finance Committee.
- Analyze outcomes of fundraising figures and provide detailed reports to President and Board.

THE DEAN OF STUDENTS

The Deans are 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 extra-curricular activities. 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 ACADEMIC COUNCIL

All department chairpersons, the librarian, director of Guidance, and the Dean of Students form the Academic Council. The chairperson is the Principal. The purpose of the Academic Council is to evaluate the quality of instruction, promote teaching and foster an attitude of academic excellence within departments throughout the entire school. The Academic Council meets monthly and at other times deemed necessary by the Chairperson.

THE CAMPUS MINISTER

The Campus Ministry Programs seek the promotion of theological study and reflection, the sustaining of a Christian faith community and the integration of faith with service to members of the broader community.

The Campus Minister helps coordinate the service program and retreats and days of recollection. Students are required to make a retreat each year.

GUIDANCE PROGRAM

Cardinal Ritter provides extensive guidance services to all students. A full-time and two part-time counselors are available to assist with the academic programs, to provide personal guidance, and to provide information and speakers regarding college and career choices.

THE STUDENT COUNCIL

The Student Council is designed to promote leadership, academic excellence, positive public relations, and school spirit through activities and ideas. It also serves as a liaison between the general student body and faculty and administration.

ADMISSIONS STATEMENTS

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.

ACADEMIC – CURRICULUM

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 both the 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 High School must take the following courses:

English	4 1/2 years	Physical Education	1 year
Theology	4 years	Health	1 semester
Mathematics	4 1/2 years	Fine Arts	1 year
Social Studies	3 years	Keyboarding	1 semester
Science	4 years	Computer Science	1 semester
Foreign Language	2 years	Leadership	1 year
Orientation	1 year	Consumer Economics	1 semester
		Electives	2.0 credits

Students should be aware that the above are minimum requirements and that more units are offered in some areas. Students must complete 30 credits to graduate from Cardinal Ritter.

Credit is given on the basis of one half units for each semester’s work in courses that carry one unit of credit for a year’s work. Students must make a grade of at least “D” to acquire credit. Students are required to make up all failures in order to receive credit and graduate.

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

STUDENT REPORTS

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** under Current Students/Skyward.

HONORS COURSES

Honors courses are offered to students in several areas. They are designed to allow greater depth of study at a faster pace. Admission is determined by GPA, standardized test scores, and teacher recommendation. Honors courses are offered in Biology, Chemistry, Geometry, Algebra 2, Types of Literature, American Literature, English Literature, World History, and U.S. History.

COLLEGE CREDIT COURSES

Students may earn college credit through St. Louis University and the University of Missouri St. Louis in their junior and senior years. Admission is based on teacher recommendation, past performance, and grade point average. 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.

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”.

SUMMER SCHOOL

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 receive full credit. 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. Any student who doesn't successfully complete a course is compelled to attend summer school for that course. 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.

ACADEMIC PROBATION

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, attend tutoring three days a week, and abide by the extracurricular rules. The parent agrees to attend parent meetings and to monitor the student's compliance with the contract.

Ordinarily a student 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.

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.

GRADE SCALE

A	=	100 -92.5	4.0
B+	=	92.4-88.5	3.5
B	=	88.4-84.5	3.0
C+	=	84.4-80.5	2.5
C	=	80.4-75.5	2.0
D	=	75.4-69.5	1.0
F	=	69.4-00.0	0.0

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

In addition, students will receive a conduct grade of "S" for Satisfactory, "U" for Unsatisfactory and "NI" for Needs Improvement.

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.

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.

REPORT CARDS

Report cards are distributed at the end of each quarter. Parent Teacher Conferences are held at the end of the first and third quarters. Parents are expected to pick up report cards at that time and to talk with teachers. Report cards are mailed at the end of each semester. If a report card has not been received, parents should contact the school to see if the report card was held because of a financial obligation that needs to be met.

DROPPING CLASSES

Courses are not dropped or changed lightly. However, if serious reasons warrant such a change, the student should see the principal or counselor. Permission will be given only with the consent of the parents, teacher, guidance counselor, and principal. After two weeks into the semester, a schedule will be changed only under extraordinary circumstances.

PROGRESS REPORTS

Mid-way through each quarter, teachers will send home **progress reports**, if needed. They indicate that a student is in danger of failing a class. Parents are encouraged to respond to these reports and call the teacher if necessary.

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 5 to 7 days.

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.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society has been recognized nationally as one of the highest honors that can be bestowed upon a high school student. Membership, however, more than an honor, carries with it responsibility and should be considered the **beginning** of an obligation, NOT merely the successful culmination of an effort to achieve recognition and honor.

Strict guidelines are set by the national organization, involving scholarship, service, character, and leadership. Scholarship is primarily judged by the cumulative Grade Point Average (GPA); students must have at least a 3.3 GPA to be considered.

The other three are assessed by the faculty using criteria set forth by CRCP and the national office of the NHS. Candidates must have their school-mandated service hours up-to-date before they will be considered for membership. Any student who has received a U (unsatisfactory) or NI (Needs Improvement) in class conduct must wait one year before being eligible for membership. Also, students

who have had a detention (behavior or attendance) or are on contract (disciplinary or attendance) must wait one year before being eligible for membership. [All transfers must wait one calendar year before being eligible for acceptance.]

Students will be eligible for induction any time after the completion of their sophomore year. Invitations for possible membership will be sent in September of their junior year. New inductees, who have met the requirements in all four guideline areas, will be notified of acceptance in late October. The Induction Ceremony will be held on the first Tuesday of November.

STUDENT RETREAT PROGRAM

There is a **mandatory retreat program** for Ritter students. For each of the 4 years the Ritter staff plans an annual retreat for each of the classes. These retreats are held during school time.

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.

NEW in the '09-'10 SCHOOL YEAR; 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.

Number of Community Service Hours required and dates due:

	Semester 1	Semester 2
Fresh:	10 hours due on or before Dec. 12	10 hours due on or before May 1
Soph:	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.

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.**

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 1st all financial obligations to the Business Office must be cash or money orders. [4501.1]

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

[Posted in each classroom.]

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.

DISCIPLINARY EXPECTATIONS

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 Requirements

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.

Student Behavior in General

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 in Relation to School Personnel

In order to safeguard the right of students to learn and teachers to teach, certain minimal 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.

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 Behavior, but not limited to: (See 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

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.

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.

ADMINISTRATIVE 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.

Teachers

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 teacher may not unilaterally assign a Saturday detention. 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 (4302.2)

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.

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 (4302.3)

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.

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- Saturday Detention

Inappropriate Language
Eating and drinking outside of the Commons when inappropriate
Hallway misconduct-horseplay, screaming. Profanity
Three unexcused tardy-to-school
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 nd 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.

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 and permission from the dean. 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.**

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.

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 3 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 or from the Dean's Office or the administration. When a student needs an early dismissal, the parent or guardian needs to send a signed note to the Dean before 9 A.M., giving the reason for the early dismissal, time, and a phone number for verification.

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.

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.

CHEATING

Cardinal Ritter students are expected to maintain the highest standard of honesty and integrity in all academic areas. Cheating 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 finds
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

SPECIFIC CONDUCT POLICIES

FOOD & DRINK RULES:

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.

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*.

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.)

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.

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.

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.)

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.

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).

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.)

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
3. Disciplinary action for persistent offenders/Saturday Detention

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 students when they are at school during the academic day. If an emergency requires a parent to contact a student during that time, the parent should contact the main office. The student can be immediately called to the office or a message can be given to the student at an appropriate time.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

All students are eligible to participate in any co-curricular activities except under the following conditions. A student will be ineligible with:

1. Fewer than six passing grades in the previous semester (a rule of the Missouri State High School Athletic Association). Any student ineligible under MSHAA remains ineligible until 3 units are passed in a semester and/or
2. A quarter (until the subsequent progress report period), semester (until the subsequent progress report period) or cumulative GPA less than 2.0 and/or
3. A suspension: students who are on suspension are ineligible to participate in practice, meetings, and contests until the complete suspension is served.
4. A disciplinary or attendance contract
5. No signed consent papers of both the student and parent acknowledging receipt and understanding of the CRCP eligibility policy.

For a more detailed explanation, please refer to the appendix: "Eligibility Rules for Co-curricular Activities."

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]

INTERNET POLICY

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize 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 designed 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, BEBO, ETC. AWAY FROM SCHOOL!!

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 “bebo,” “myspace,” 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 impacts negatively on the school’s 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.

MISCELLANEOUS POLICIES

DAILY PRAYER

Each day begins with a prayer over the P.A. Students should stand and be attentive! Prayer is an integral part of the Catholic & Christian dimension of this school.

Also, all teachers are encouraged to begin each class with a prayer.

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.

ALL-SCHOOL LITURGIES

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.

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.

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.

SCHOOL ENTRY AND EXIT RULES

Before school and after school, students should enter and exit the building through the front doors (N. Spring) or north gym doors (northeast entry). *Entry and exit through The Commons should only occur at lunch time and after school.* 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: while students can exit the front doors at dismissal, students waiting for rides wait immediately inside The Commons until 3:00pm. If a student must wait after 3:00pm they must be in a study hall or tutoring session. **STUDENTS SHOULD NOT WAIT IN THE MAIN HALL, IN THE ENTRY WAY, OR OUTSIDE IN FRONT OF SCHOOL.**

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.**)

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.

STEWARDSHIP RULES

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.

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.**

EMERGENCY SITUATIONS & DRILLS

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. (See Emergency/Crisis Management)

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: **School Reach**. [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.]

PAY PHONE

There is a pay phone near the gym doors available to students. The cost is \$.25 and the call is limited to 3 (three) minutes. Normally, students should not ask to use the office phones for personal calls.

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.

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.**

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.)

CO-CURRICULAR ACTIVITIES

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

Athletics:

Fall

Football*
Cheerleading*##
Cross Country*##
Volleyball#

Winter

Basketball*##
Cheerleading*##
Dance*##

Spring

Baseball*
Track*##

* = Men

= Women

ORGANIZATIONS AND FINE ARTS

Student Council
Diversity Team
Brotherhood
Pastoral Team
Gospel Choir
Spoken Word Club
Book & Breakfast Club

National Honor Society
Focus Leadership Group
Sisterhood
Kuumba Peer Ministry Group
Fall & Spring Productions Drama/Musical
Golf Club
Science Club

Please note: Choraleers, Writing for the Yearbook, and Writing for the Newspaper are academic courses at Cardinal Ritter Prep.

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.

UNIFORM POLICY 2009-2010

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
3. Uniform black **pants** (pleated or plain front) worn at the natural waist, or black pleated uniform skirts for ladies. **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
5. All students must wear a **belt**.
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. This does not include athletic shoes, including bowling shoes. Additionally, 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. Boots are not defined as shoes.
7. **Socks** must be worn under slacks and with skirts. 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 untucked 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 \$50.00 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 be longer than your fingertips when your hands are down at your side.**
- 2. Jeans must be neat and clean without rips or holes. When you sit your shirt or jeans must cover the backside**
- 3. Tops and blouses must cover the bosom, back and backside**
 - No spaghetti or skinny straps
 - No low cut top that reveals cleavage
- 4. The heel on your shoes must be thicker than a highlighter pen, no stilettos or skinny heels**
- 5. Belt buckles must be smaller than the size of your fist.**
- 6. Remove all hats, caps and sunglasses from your face and head while in the building**

Gentlemen dress must follow the out of uniform code:

- 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.**

NEATLY, WELL GROOMED HAIR

A student's hair must be uniform in style, length, and composition. Hair can not 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.

APPENDIX

A1: Policy on Harassment

A3: Policy on the Abuse of Alcohol and Other Drugs

A5: Policy on Violence and the Threat of Violence

A6: Crisis Management Plan

A8: Policy on Students Who Become Parents

A10: Eligibility Rules for Participation in Co-curricular

A12: Witness Statement: Parent Whose Children Attend Catholic Schools

A13: Witness Statement: Called to be a Catholic Student

A13: A Partial List of Forms Available on the Ritter Website