



# **PARENT/STUDENT HANDBOOK 2022 - 2023**

*The material in this handbook is presented to provide parents and students with information that will guide them through a successful school year. This handbook should be consulted frequently as it answers many questions asked throughout the year.*

***Accredited by Independent Schools Association of the Central States (ISACS)***

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## WELCOME TO CITY ACADEMY

City Academy is an independent elementary school serving the St. Louis community. The school was established in 1999 with the belief that a family's income or zip code should not limit a child's access to an exceptional education. While all families pay tuition, the amount is based on the family's income and need. City Academy emphasizes academic rigor and maintains extremely high expectations of families and staff, while providing a nurturing environment for students.

City Academy's goal is to graduate young people who are critical thinkers and problem solvers, motivated and prepared to achieve a high level of success in secondary school, college, and beyond, ultimately becoming tomorrow's community leaders. This includes preparing students to be independent thinkers, effective communicators, and successful problem-solvers who are prepared to meet the challenges of adulthood and citizenship.

These efforts are not limited to what takes place in the classroom, but approached by our whole-school community, including all members of our faculty and staff.



## LETTER FROM HEAD OF SCHOOL

August 2022

Dear City Academy Community:

The Handbook is your guide to City Academy's policies, expectations and structure. It is vital that everyone familiarize themselves with the information outlined in the Handbook because it will enable us to advance in sync and collaborate as we create transformative experiences for our students while enhancing the family/school partnership. The information contained in the Handbook is unlikely to change; however, City Academy reserves the right to make modifications or changes during the academic year as needed; any such changes will be communicated directly to

families. The handbook outlines essential community expectations — e.g. the school's mission, attendance policy, dress code and code of conduct — but it also outlines ways for families to become involved in their students' academic lives on campus.

Involvement is crucial to the success of our school. For years, due to the pandemic, families were unable to enter the building and feel like City Academy is also their community. However, this year I hope that parents will return to the building and continue to engage with us as we work to support students in their academic and social development. School alone can't transform a student, it takes all of us to nurture and care for students to deliver on the promise of our school's mission.

Therefore, step one is for families to familiarize themselves with the information in the Handbook, but then take the next step to acquaint their children with the information in the Handbook too. Faculty members and administrators will work to instill the messages in this document, but the most powerful learning happens when families and institutions speak the same language to support student growth.

Let's move forward together and have a wonderful academic year.

Best,

Jarrett Young  
*Head of School*

## INTRODUCTION

Welcome to City Academy. City Academy is an independent elementary school that partners with families to provide children with the knowledge, skills, and character needed to succeed in top quality secondary schools, colleges, and the competitive world beyond. For the family that has high expectations and commits to the academic success of their child, City Academy offers rigorous instruction, first class resources, and a caring and dedicated faculty. City Academy families form the basis of our school community and share our expectations for each child.

We believe that City Academy is distinct from other schools in the following ways:

**City Academy is an independent school.** Independent schools are independently governed by a board of trustees which allows each school the opportunity to define its own mission, freedom to design a quality curriculum which best meets that mission, and ability to select families who share that mission. When selecting an independent school, parents should seek a school whose philosophy and programs match their own expectations and the needs of their child.

**City Academy fosters superior academics.** City Academy creates the best possible educational environment, with committed teachers and an excellent academic program. Providing each student with a firm understanding of academic fundamentals, City Academy encourages intellectual curiosity and development through exposure to a variety of classroom and enrichment opportunities.

**City Academy is a learning community.** Its members work together to create and sustain an effective partnership for the benefit of each child. Parents, faculty, staff, and administration recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.

**City Academy is a family environment.** Because each family is expected to play a critical role in the education of their child, City Academy accepts a family and not just a child. The students will work long and hard, and parents must support their efforts. City Academy families must actively participate in their child's education. Working together, we make a difference in our students' lives and futures.

**City Academy promotes educational equity through scholarship.** City Academy's emphasis on scholarship makes our program financially accessible to families. All private independent schools charge tuition; however, City Academy is the **only** local independent school to provide scholarship assistance to **every** student. Scholarship makes a City Academy education possible, but it doesn't make it easy. All families must pay tuition. We rely on tuition income for 20% of our operating budget.

## CITY ACADEMY'S MISSION

*Transforming children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.*

## CITY ACADEMY'S PHILOSOPHY OF EDUCATION

A family's income should not determine a child's access to an exceptional education. City Academy primarily serves promising children in our local community who are least likely to have access to a high-quality independent school education. City Academy's exceptional program encompasses the following:

- **Students who demonstrate academic, social and emotional readiness** to meet the demands of a challenging and rigorous program through dedication and hard work.
- **Teachers who act** as learning partners with students, exemplifying a balance between teacher direction and student exploration.
- **Teachers and administrators who are dedicated** to professional excellence, who are knowledgeable about learning research as well as best practices in teaching, and who participate in school decision-making.
- **Parents and families who are active participants** in the life of the school and act as partners in the learning process.
- **Ties to St. Louis community organizations** which will improve students' overall quality of life and preparation for learning.
- **Curriculum** which emphasizes intellectual, social, emotional, and physical growth, and incorporates technology as a tool for teaching and learning.
- **Instruction** through meaningful and challenging activities that allow students to demonstrate basic and higher-order thinking skills.
- **Multi-layered assessment**, including standardized achievement tests, performance-based assessments, and informal assessments, all of which are used to support teaching and learning decisions and serve as references in discussions among teachers, students, and families.
- **Small classes** that maximize the active participation and accountability of all members in both individual and group work.
- **Small school size** that allows teachers and students to know one another well and enables teachers to be responsive to individual differences.
- **A safe environment** that is well-equipped and well-maintained.
- **A diverse environment** that supports our mission to serve students from our local community.
- **Assistance with placement of alumni in the highest performing secondary schools and colleges** that share City Academy's commitment to academic excellence and hold similar values.

## CITY ACADEMY'S GOALS OF EDUCATION

**By providing an exceptional and affordable education, City Academy seeks to develop in students:**

- A positive outlook towards learning and school
- Strong self-esteem grounded in meeting genuine challenges
- Values including honesty, self-discipline, self-respect, respect of others, trustworthiness, fairness, and personal responsibility
- A foundation of basic skills and techniques in reading, writing, and mathematics
- Appreciation of science, nature, and the ability to perform basic scientific inquiry
- Proficiency in written and oral communication
- Collaboration skills
- Ability to formulate problems and solutions, as well as create and follow through on plans
- Knowledge and awareness of their family and community cultures and historical backgrounds
- Knowledge and awareness of other people, past and present, including their cultures, histories, and languages
- Appreciation of fine and performing arts
- Physical fitness and personal health
- A sense of responsibility for making their community and their environment a better place.

## ANNUAL GIVING AND SCHOLARSHIP

Annual Giving makes City Academy's work possible. Of the \$5.6 million it takes to operate City Academy each year, over 80% comes from charitable gifts. These gifts make our generous scholarship program possible and allow affordable tuition for all our families.

**Our goal is 100% participation; every family is expected to make a gift beyond their tuition.**

Given City Academy's emphasis on scholarship, we approach many individuals, foundations and corporations across St. Louis seeking support for our program and students. When 100% of families make an annual fund gift, we have a more compelling case to raise funds from these groups. This is essential to our ability to underwrite the generous scholarships awarded to families each school year.

When you are approached for your annual gift, please make the gift meaningful to you. You can make your gift online through our website at [www.cityacademystl.org](http://www.cityacademystl.org) or you can use a gift envelope available at the front desk or with our development team.

## CITY ACADEMY PLEDGE

### **I Can Be the Best**

*By Edna Hanks-Pipe*

I can be my best,  
by doing my best,  
in everything I do.  
By taking pride in who I am,  
my faith will see me through.

I must have respect and confidence,  
if I am to be a healthy body,  
a productive mind,  
and a wise human being.

So, I can be my best,  
by doing my best,  
in everything I do.  
By taking pride in who I am,  
my faith will see me through.

## ACADEMIC OVERVIEW

City Academy's philosophy of education guides its curriculum. The curriculum is designed to help each student meet the goals of a City Academy education.

### Character Philosophy

City Academy's character program encourages social and emotional intelligence growth through a holistically integrated community-building and social development curriculum. The school-wide program encompasses cooperation, assertion, responsibility, empathy and self-control (C.A.R.E.S.) values in an effort to ensure students intrinsically strive for social and academic progress.

### Curriculum Overview

#### **Language Arts**

City Academy's language arts program develops a student's love for reading and writing through individualized instruction in a workshop format.

#### **Reading**

The reading curriculum is differentiated junior kindergarten through sixth grade. Students are assessed regularly in a variety of formats to monitor progress and to track student growth. Learning is structured through individual conferencing, partner work, guided reading groups, book clubs, and whole-class meetings. Early childhood reading classes focus on the development of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Reading workshop continues in upper school with more complex and extended texts, both fiction and informational. Upper school reading instruction focuses on mastering and refining fluency, deepening reading comprehension skills, and developing literary analysis and critical thinking skills.

#### **Writing**

The writing curriculum empowers student choice and allows writers to develop different skills and techniques that can be employed for a variety of purposes. Emphasized forms include narrative, descriptive, creative, informational, and persuasive/argumentative writing. Mentor texts provide excellent models for students to develop their writing. Writing instruction is designed to help students understand that writers employ an active and reflective process in order to produce well-crafted pieces of writing. The writing process includes idea generation, planning, drafting, sharing, revising, editing, and publishing.

#### **Math**

The math curriculum is designed to instill a love of math, to help students truly understand math concepts, to develop excellent math communication skills, and to create a toolbox of critical thinking and skill-specific strategies that students can employ on procedural problems, novel multi-step problems, and authentic mathematical tasks. In early childhood, each grade has its own Math teacher, upper school has two math teachers, and the school also has a math specialist to support students individually, in group work, and in the whole class setting.

Junior Kindergarten and Kindergarten math classes structure learning through a math workshop format that allows for individual instruction and guided group work. First through sixth grades use Singapore math methods and texts, continuing to refine and expand their understanding of math concepts. The progression of concepts is largely based on the scope and sequence of the Singapore Primary Math series. Through the use of manipulatives, paper and pencil tasks, and activities addressing various learning styles, instruction familiarizes students with multiple representations of concepts and helps them to master basic skills.

## **Robotics**

The robotics program at City Academy is designed to introduce students to engineering principles using the LEGO NXT Mindstorms platform. As a component of the STEAM classes, students build and program robotic devices that solve varying problems. Outside of the formal classroom, an official FLL (FIRST Lego League) Team competes in robotics competitions throughout the fall semester while a robotics club meets throughout the spring semester to be introduced to the level of robotics design required to take part in FLL the following year.

## **Science**

City Academy's science curriculum is based on both national and state Science standards. Instruction is spread evenly among earth, life, and physical sciences, and is hands-on and inquiry-based. Students expand their understanding through a variety of teaching methods including in-class activities, discussions, field trips, lab experiences, and presentations. Early childhood science instruction takes place through STEAM classes, while upper school has two science specialists. In addition to classrooms/laboratories, the school also has a MakerSpace.

## **Social Studies**

Social Studies at City Academy is designed to promote students' cultural, geographical, historical, and civic understanding as well as their critical thinking and research skills. It ultimately helps students assume their role as informed and empowered citizens in their local, national, and global communities. The social studies curriculum is scaffolded by the National Council for the Social Studies' ten themes framework: Culture; Time, Continuity and Change; People, Places, and the Environment; Individual Development and Identity; Individuals, Groups, and Institutions; Power, Authority, and Governance; Production, Distribution, and Consumption; Science, Technology, and Society; Global Connections; and Civic ideals and Practices. While second through sixth grade classes have a formal social studies class, developmentally appropriate social studies readiness work is embedded at all grade levels starting in our three year-old program.

## **STEAM**

Along with Social Studies, STEAM (Science, Technology, Engineering, Arts, and Math) is a powerful vehicle for integration and multidimensional learning. Our schedules value common plan time to allow teachers to collaborate across disciplines to develop thematic units, projects, and learning experiences. Students identify problems, explore, investigate, problem-solve, and design in a unique classroom environment that promotes critical thinking, collaboration, and thinking through a variety of perspectives and lenses.

## **Physical Education and Health**

The physical education curriculum allows students to develop their confidence and interest as they successfully participate in physical activities and develop basic game and skill knowledge. Significant emphasis is placed on helping students understand and display good sportsmanship by following rules of games and activities, properly acknowledging the successes and failures of others, and providing appropriate encouragement to others. While students have a variety of levels of skills and understanding, personal growth is a primary objective.

The health curriculum is incorporated into the physical education program and is designed to help students understand the roles of the various systems in the body and how the systems work together. Additionally, students learn how individual lifestyle decisions (including physical, mental, and emotional habits and characteristics) impact the various systems in the body and how those decisions contribute to health and wellness.

Three and four year old students through sixth grade students have Physical Education and Health classes. This course is devoted to the growth and development of physical fitness, sportsmanship, gross motor agility, coordination, and balance through physical activity while also introducing elements of music including tempo, beat, rhythm, pitch, and volume. Students develop their bilateral brain coordination, locomotor movements, and their spatial awareness.

## **Music**

The music program at City Academy fosters positive musical experiences with the goal of developing a lifelong love of music. Early childhood students receive music instruction through their Music and Movement class, while students in third grade through sixth grade participate in a Music course. Students expand their familiarity with musical traditions and skills by learning to sing songs from a variety of cultures and by studying and learning to play a variety of instruments. Students expand their music literacy by learning to read and notate music, translate musical symbols, and create music through improvisation and adherence to musical forms. The curriculum also allows students to develop an understanding of and appreciation for the relationship between music, history, and culture, as students attend and participate in musical performances representing a wide range of styles.

In addition to music class (with its emphasis on exposure to a variety of vocal and instrumental techniques, composition, and note reading), students first through sixth grade take violin lessons from a teacher trained in the Suzuki instructional method. Technique is taught in the context of learning to perform specific pieces rather than merely carrying out technical exercises.

## **Art**

The visual arts program, with its emphasis on introducing students to the process of creating art, strives to foster awareness of the world and the part students play in it. The integration of other disciplines allows students to connect art with the outside world and to grow both as artists and as thoughtful, focused students. The art curriculum enables students to explore various media and methods. The curriculum encourages the development of basic art skills, creative problem-solving, and attention to detail. It also stresses resourcefulness and a strong work ethic. Upper school students have Art class in school's art studio, and early childhood students receive art instruction as part of the STEAM program.

## Spanish

Students experience foreign language instruction with Spanish from early childhood through sixth grade. The program has full-time Spanish teachers, one for early childhood and one for upper school. The curriculum is designed to develop students' basic competencies in listening, speaking, reading, and writing. Students also gain a greater awareness of and respect for Spanish-speaking cultures.

## Technology

City Academy's philosophy of education emphasizes that technology is a tool for teaching and learning. A long-term goal is to ensure that students have mastered the technological skills necessary for continued academic success at competitive secondary schools.

Students will utilize various devices (iPads, Chromebooks, etc.) to enhance academic learning. City Academy retains sole right of possession of the devices and related equipment. The classroom teacher, school administration, or IT representative retains the right to collect and/or inspect the devices at any time and to alter, add, or delete installed software or hardware. Usage is a privilege and not a right. A signed Acceptable Use Policy by parents must be on file in order for the devices to be used by students.

## Technology Guidelines

The Technology Guidelines apply to all technology resources at City Academy, including, but not limited to computers, iPads/tablets, telephones, video equipment, copy machines, and data storage devices.

- Duplication of copyrighted software is prohibited with the exception of the creation of a single archival copy, made in compliance with the terms of the applicable license agreement.
- The Library and Media Director is the software manager responsible for signing license agreements, verifying completion of registration cards, and updating records.
- School devices are not used to illegally duplicate copyrighted software.
- The school requires written permission from the publisher to download or network programs to other computers, as well as written permission to use the original software and its back-up simultaneously.
- The use or storage of illegally duplicated software, however obtained, is prohibited in any City Academy-associated technology product.
- Technology users are familiar with and comply with applicable requirements in software license agreements and copyright law.
- Parents will provide guidance at home. Parents set and convey standards, including the consequences of bullying, social networking and plagiarism, for their child to follow when selecting, sharing, exploring, and using information and media.
- Parents understand they are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device. Additionally, parents will agree to be responsible for any unauthorized costs arising from their child's improper use of City Academy's technology facilities.
- Parents understand if a device is stolen, a report will be made immediately with the Head of School and the Library and Media Director. If the Head of School or Library and Media Director cannot locate the device, then the parents will need to file a report with the local law enforcement.
- Individuals who violate the Technology Guidelines at City Academy are subject to immediate discipline, up to and including discharge or expulsion.

## **Student Acceptable Use of Technology**

Internet access for students and teachers is available throughout the building. Our goal in providing this service is to promote educational excellence and global education by facilitating resource sharing, innovation, and communication. Along with access to computers and people all over the world comes the availability of material that may not be considered educationally valuable. We have taken precautions to restrict access to controversial materials by installing an Internet security and content filtering appliance and by teaching students about safe and responsible use of this powerful electronic tool.

### **Safety precautions include:**

- Never identify yourself by name, age, sex, or location.
- Never exchange street addresses or telephone numbers.
- Never use inappropriate language or symbols of affection.
- Report to a teacher any requests for information that would identify you.
- Report inappropriate language or anything that makes you feel uncomfortable to a teacher.

### **Acceptable Use Policy**

- Respect copyright laws.
- Verify accuracy of information and check sources.
- Become an informed and critical media consumer.
- Students should only use technology to complete tasks or assignments that are assigned by a teacher at City Academy.
- Respect others by never logging on as another person or intentionally obtaining copies or modifying files, passwords, or data that belong to anyone else.
- Do not download excessive information, monopolize resources, or install any applications or files without proper permission from a teacher or the Library and Media Director.
- Intentionally damaging, vandalizing, hacking, or destroying technological systems or equipment will be considered vandalism and will be subject to immediate discipline, including discharge or expulsion.
- City Academy technology may not be used for harassment or obscene or illegal purposes.
- City Academy technology may not be used for commercial purposes or advertising.
- Class accounts, if used, must occur under the supervision of the sponsoring teacher.
- Students should not conduct e-mail, chatting, or instant-messaging activity on City Academy computers without prior teacher approval and supervision.
- Respect the integrity of the system. Unauthorized access to the City Academy server or other networked computers is not permitted.

Students who have agreed to this policy are expected to adhere to it at all times. The use of the school's devices and Internet connection is a privilege, not a right. Device usage is limited to school-related activities and assignments. City Academy reserves the right to monitor computer usage, including, without limitations, sites visited, and e-mails/messages sent and received. The undersigned hereby consents to such monitoring and acknowledges that he/she has no expectations of privacy in connection with his/her use of City Academy's technology. Violations of policy or inappropriate use will result in cancellation of those privileges and may jeopardize successful completion of Internet-related assignments or class work. Violations may result in disciplinary action up to and including expulsion from school.

In order to support the online safety of our students, City Academy runs a watchdog program that monitors student online activity and behavior called Bark. This system alerts the school when your child is posting, viewing, or participating in potentially harmful activities online. Bark is operational between 8 a.m. and 6 p.m. while students are signed into their Google account.

## Remote Learning Plan

The remote learning platform is designed to maintain the connection and relationships and to further our learning. ***All learning for this school year will be in person. The school will determine if remote learning will occur based on the circumstances.***

In the event that campus is closed for an extended period of time, City Academy will implement the remote learning plan. We believe that with flexibility and creativity, we can provide students with meaningful opportunities to continue their learning that are modeled after the on-campus experience at City Academy. The remote learning program detailed below aims to support each individual student's learning and well-being while continuing to promote a sense of community and a fellowship of learning.

Following the announcement of a campus closure from the Head of School, students and families should expect additional information and instructions from academic administrators and teachers.

We recognize that a shift to remote learning requires our teachers, students, and families to make adjustments, and that the new approaches may feel unfamiliar and challenging for all of us at times. Therefore, all are encouraged to approach the transition with patience and flexibility. In a remote learning environment, interruptions to learning may occur for a number of foreseeable and unforeseeable reasons. Our teachers and administrators appreciate this reality and will be, first and foremost, supportive and flexible when working with students and families throughout the implementation of this plan.

## **Navigating the Tools and Terms:**

### **Glossary of Terms**

<b>Asynchronous Classes</b>	Students working at their own pace, not all at the same time
<b>Synchronous Classes</b>	Students and teachers working together at the same time
<b>Learning platform</b>	or Upper School students this refers to Google Classroom, for Early Childhood students this refers to Seesaw
<b>IXL</b>	Online tool to personalize learning used in Math, Language Arts, Science, and Social Studies depending on the age of your child

<b>Lexia Core 5</b>	Online tool and app for phonics and vocabulary development
<b>Reading A to Z</b>	App for online reading. Reading A to Z monitors comprehension, fluency, and minutes read.
<b>Accelerated Reader</b>	Tool to measure reading comprehension
<b>Epic! Books</b>	Online library
<b>Bark</b>	Bark for Schools helps schools protect students online at no cost to them or their communities. It monitors a student's google apps accounts for potentially harmful issues. Bark is free to K-12 schools, but there is a cost to families if you would like to also use it off campus, outside of school hours. Contact <a href="mailto:mhuff@cityacademystl.org">mhuff@cityacademystl.org</a> for more information.
<b>Zoom or Google Meet</b>	Zoom and Google Meet are online tools to allow for video conferencing in a safe and secure way.
<b>Destiny</b>	Search City Academy's books, ebooks and digital resources all in one place. Use this tool to put books on hold for checkout.
<b>SORA</b>	Sora is a tool that allows students to read ebooks and audiobooks from the school library, as well as the Saint Louis Public Library.
<b>Tumblebooks</b>	An online collection of children's books to be read or read to the student.
<b>World Book</b>	Online encyclopedia
<b>CLEVER</b>	A secure way for students to sign in to all the various tools they use with a single sign on.

## Devices

City Academy will be a 1:1 school for the 2022-2023 school year. Each student will be eligible for a City Academy device to allow for learning to continue if we are forced to go to a remote learning model at some point in the year.

**Chromebooks** - Second to sixth grade students will each have their own Chromebook

**iPads** - Three and four year olds to first grade students will have access to a City Academy iPad

## Expectations for Students

- Establish a daily routine for your school day
- Find a distraction-free place in your home where you can work
- Check your learning platform for each class every day
- Complete the work outlined by your teachers and seek clarification for any assignments daily
- Read directions multiple times to avoid missing important details
- Schedule breaks and time for exercise or other off-screen activities
- Establish a way to monitor assignments (to-do lists, planner)
- If your internet is an issue let your advisor know
- Your teachers will establish learning structures for your classes and expectations for when assignments will be posted and completed

## Attendance

Teachers will continue to take attendance at required live class meetings, as they do when on-campus school is in session. Similarly, advisors will take attendance at each required advisory session.

If a student misses a live meeting, it counts as an absence. If a student misses a required live meeting for any reason, a student or parent must contact the teacher to provide the reason for the absence and to arrange for the student to make-up what has been missed. In some cases, an absence may be excused by teachers or administrators, but the student is still responsible for the missed work.

If a student accumulates 5 absences or more in a quarter it may result in probation.

## Virtual Instructional Hours

All students participating in remote learning, will receive instruction both asynchronously and synchronously. When receiving instruction synchronously (live), it will be through video conferencing within a secure platform, such as Zoom and Google Meet. Students will be required to log-in to instructional sessions in order to be marked present for the class. The length of the live sessions may vary and will be at the discretion of each teacher. Your child's teachers will coordinate with the other grade-level teachers and create a weekly schedule/plan. In addition to the live sessions, teachers will assign work for students to complete as classwork/homework. Although classes will vary, the strategy is to have students engage through asynchronous work with content that will form the groundwork for discussion and broaden interactive learning during live sessions. Please see the recommended instructional hours in the chart below. The recommended hours will include live sessions, pre-recorded lessons and independent work.

Grade	Recommended Hours Per Day	Recommended Hours Per Week
Early Childhood	2-3	10-15
Upper School	3-5	15-25

## Library

The Library will remain virtually “open” as a resource for students during periods of remote learning. In addition to the online resources that students can access through the library website, students can arrange one-on-one or small group live meetings with the librarians for support with specific assignments. Students will have access to ebooks and audiobooks via SORA and Tumblebooks. If bundled book sets become available, parents will be notified via email of pick up times.

## Student Support

Student Support Services will continue to operate in a remote learning situation. If your child works with our School Counselor or one of the Learning Specialists (Math or Reading) they will work with you and your child to set up online sessions that fit into yours and their schedule using one of our online platforms.

## Grading and Assessment

Whether we are in person or virtual, the expectations of a City Academy student do not change. Grading and assessment will look different based on the age of your child; however, the work your child will be engaging in during virtual learning is required and will be assessed and/or receive feedback. During virtual learning, your child’s teacher will provide you with information on how they will be approaching assessment.

## Digital Citizenship for Online Courses

In the online classroom certain behaviors are expected as you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

The purpose of the following information is to help you be a more effective and successful student when communicating via video conferencing, email, chat rooms, or on discussion boards as a part of your online learning activities at City Academy. **Whether in the physical classroom or online, our expectations of a City Academy student are still the same.**

## Videoconferencing

- You should dress the same as you would for attending classes while participating in videoconferences.
- Your video camera should be turned on during a video conference. If you do not feel comfortable having your camera on, please talk with your teacher about your reasons and work on a plan for alternative participation
- Your microphone should be muted during a video conference unless you have been recognized to speak.
- When speaking, and using the chat feature during a video conference, you should adhere to the same courtesies that you would use when interacting in the classroom.
- Physically raise your hand, or use the raise hand feature, when you want to speak during the conference and wait to be acknowledged before speaking.
- Do not under any circumstances share the links for your Zoom or Google Meet conferences, especially on social media, where they can be viewed by others.

## Electronic Communication

- Make sure identification is clear in all communications. Begin with a salutation (“Hi Mrs. Hansen!”) and end with your signature (John Smith).
- Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time.
- All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humor without the appropriate context.

## Academic Integrity

- Whether in the physical classroom or online, our expectations of a City Academy student are still the same.
- Our expectation is that you will not plagiarize any of your work, including the use of online translators, dictionaries, or other reference materials.
- You may not copy work from others, or complete work collaboratively, unless directed to by your teacher.

## Technical Support

Issues requiring technical support should be reported to your child’s teacher or to [mhuff@cityacademystl.org](mailto:mhuff@cityacademystl.org)

## Student Assessment

Developmental assessments of children’s progress and achievement are used to plan curriculum, identify and work to meet a child’s specific needs, communicate with parents, and evaluate the educational program’s effectiveness. Students are assessed in a variety of formats, and feedback is provided using the following descriptors.

Exceeding Expectations	EE
Meeting Expectations	ME
Developing towards Expectations	DE
Area of Concern	AC

## Report Cards

Report cards are completed four times a year at the close of each quarter. Report cards provide a detailed assessment of a child’s social and academic development. Quarter 1 and Quarter 3 report cards are distributed at parent-teacher conferences, while Quarter 2 and Quarter 4 report cards also include narrative comments and are distributed electronically.

## Parent-Teacher Conferences

Parent-Teacher Conferences occur two times a year, once in the fall and once in the spring. Parent-Teacher Conferences are an opportunity to discuss your child’s strengths and growth with your child’s teacher(s). It is an opportunity to strengthen our parent partnership and it is an expectation that parents attend both conferences.

## Academic Integrity

Academic integrity is vital to our children's development and means that individuals are honest, responsible, and careful in their learning. Cheating, plagiarism (copying and pasting, changing a few words of someone else's work, and not giving credit to others' work), and other forms of academic dishonesty are unacceptable at City Academy. These acts negatively impact learning, growth, and trust, and they will be addressed with appropriate consequences up to and including receiving no credit on an assignment or suspension should they occur. As part of their learning and growth, students are expected to make mistakes and experience teachable moments, and we do not expect perfection. To build an understanding and respect for academic integrity, students learn and receive coaching regarding expectations for assignments, projects, and activities and strategies for maintaining academic integrity. Teachers and parents are encouraged to avoid over-helping students and instead encourage them to put forth their best effort in their own work.

## Homework

Teachers assign homework that is meaningful to the child, relevant to the curriculum, and of a reasonable amount. Homework varies from grade to grade and from subject to subject. As there are both short-term and long-term assignments, students will have days where they have less or more homework. This depends on what is going on in a particular class and how students utilize their time both in the classroom and during Extended Day. The following is an approximate average amount of time that should be allotted for homework each night:

Grade	Minutes Per Night
JK	20
K	30
1st	40
2nd	50
3rd and 4th	90
5th and 6th	120

*These minutes include 20-30 minutes of independent reading per night.*

Parents can help children with homework by providing a quiet, well-lit place for the child to work and by helping their child to plan a suitable time for completing and meeting their homework responsibilities. Reviewing work, helping with math facts, sharing knowledge, and assisting with locating information for research can be very helpful as a child develops independent work habits at home.

As partners in education, parents will support the school by stressing the importance of homework completion at home. It is also the responsibility of the parent to insist that ALL homework completed at school is brought home by the student to be reviewed by the parent.

### **Academic Planners**

The school provides assignment notebooks to all students in grade 3-6. Students are required to take the planner home and return it on a daily basis. Lost assignment notebooks must be replaced at a cost of \$6.00.

### **Make-Up Work/Assessments**

Students are expected to complete work and assessments missed due to absences. It is the responsibility of the student and/or the family to initiate contact with the teacher concerning make-up work and assessments.

### **Responsive Classroom**

City Academy strives to cultivate in its students' positive values, including honesty, self-discipline, self-respect, respect of others, trustworthiness, fairness, and personal responsibility. We emphasize the C.A.R.E.S. (C=Cooperation, A=Assertion, R=Responsibility, E=Empathy, S=Self-Control) framework of Responsive Classroom.

## **PARENT PARTNERSHIP**

City Academy believes that a positive and constructive working relationship between the school and each student's parent(s) or guardian(s) is essential to the fulfillment of City Academy's mission. Therefore, parents are expected to familiarize themselves with the responsibilities and expectations outlined in the 2022-2023 Re-enrollment Contract and City Academy's Family Expectations Contract. Parents are subject to these rules, regulations, and policies in that they have a contractual relationship with the school, but, most importantly, because parents set an example for our students.

In addition, parents are required to:

- Conduct all communications with faculty, staff, and administrators in a courteous and civil manner.
- Support the school's policies and procedures.
- Seek and value the school's perspective on the student's progress.
- Seek information directly from the school, consulting with those who are best able to address the concerns.
- Share with the school any religious, cultural, medical, or personal information that the school may need to best serve the student.

City Academy reserves the right not to continue enrollment or not to re-enroll a student if it reasonably concludes that the actions of the parent or guardian make a positive and constructive relationship impossible or seriously interfere with the school's accomplishment of its educational purposes. The decision of City Academy in these regards shall be final.

### **Parent Participation Requirements**

Parent participation is critical to the education of their children and vital to healthy communication. Community Building (volunteering) provides opportunities to forge a bond with the school and other families.

## **Parent Expectations and Community Building Hours**

Parents are expected to contribute the following number of volunteer hours during the calendar school year to City Academy to support school activities, participate in their child's educational experience, and build a shared community.

### **Returning Parents**

minimum of 20 volunteer hours  
(including 4 hours of educational workshops)

### **New Parents**

attendance in 20 hours of educational workshops

For your convenience, a Community Building Opportunities list is available in the Administrative Office. Please contact the school's Administrative Assistant to be directed to the appropriate City Academy staff member for the volunteer opportunity. Parents may, in addition to other tasks, assist with the sale of books during the Book Fair, or work as a library aide, assisting students with the selection and check-out of books.

*In order to ensure that a family receives credit for community building (volunteer) hours completed, a record of parent participation hours is kept digitally. It is the parent's responsibility to record the completed hours. In addition, parents are responsible for attending the following (which will count towards Volunteer Hours):*

## **In-take Conferences**

An introductory conference is held at the start of each year. The in-take conferences are an opportunity for parents to share with the teachers how they view their child, their expectations for their child, and any special circumstances that should be known.

## **Back-to-School Celebration and Curriculum Day**

Each year, a back-to-school event is held at the beginning of the academic year to welcome new and returning students and parents to City Academy. This mandatory event includes an overview of the curriculum and the opportunity for parents to meet one another. At this time, parents have the opportunity to volunteer for specific classroom activities or duties that assist the teacher and educational program during the school year.

## **Parent/Teacher Conferences**

These are held two times a year and are a time for teachers to share their observations and impressions of a student's progress. Parents are expected to attend all conferences (including the intake conference). Attendance is mandatory. If an emergency arises, it is the parent's responsibility to notify the teacher to reschedule the conference for a time and date convenient for the teacher. Failure to do so will result in a violation of the Family Contract.

## **Incredible Years**

New families in grades JK through two must participate in Incredible Kids (20 hours). Returning parents must record 4 hours from a suggested list of offerings. The classes are designed to address the interests of our City Academy parent community. Parents share knowledge that is intended to help them raise children to become healthy, proud, and capable people, focusing on effective family communication, healthy cultural identity, family values, child growth and development, positive self-esteem, and educational progress.

## **Communication, Information, and Parent Resources**

City Academy provides multiple methods of home/school communication.

### **Email and Voicemail**

All teachers and administrators have access to email and voicemail. Email addresses consist of the first initial and last name followed by [@cityacademystl.org](mailto:@cityacademystl.org). For instance, Jarrett Young's email address is [jyoung@cityacademystl.org](mailto:jyoung@cityacademystl.org). Voicemail extensions may be found in the School Directory or by contacting the main office at 314-382-0085.

- As stated previously, parents are encouraged to seek information directly from the school, consulting with those best able to address concerns. However, as not to disrupt the flow of the academic day by taking learning time away from other students and in order to respect a student's dignity and right to privacy, parents are expected to make an appointment to speak with a teacher or administrator about academic or social issues. Conversations about an individual student should never be conducted in the presence of others or in a public forum. In return, teachers and administrators are expected to reply to all parent correspondence, and requests for appointments, within 24 hours.

### **Wednesday Weekly**

The Wednesday Weekly is sent to parents each week via email. This email will contain forms and information that should be read by parents at the beginning of the week. If an email address changes, it is the responsibility of the family to submit the new information, as soon as possible. If weekly emails are not received from City Academy, please contact the main office to verify the email address.

### **School Website**

The City Academy website ([www.cityacademystl.org](http://www.cityacademystl.org)) contains information such as the school calendar, newsletters, and school forms.

### **Student Information System**

City Academy uses a student information system (SIS) called Alma to store student information, send report cards, and communicate with families. You can access Alma by going to the following website and logging in <https://cityacademyschool.getalma.com/>. All City Academy families are expected to have an activated Alma account. Upper school families may also view their children's assignment and assessment grades for each class through Alma.

## City Academy Parent (CAPs) Organization

All parents of City Academy students are members of the City Academy Parent Organization. The purpose of CAPs is to encourage and facilitate parent participation in programs that support the educational, social and fundraising initiatives of City Academy. The operating philosophy of CAPs is to engage as many parents as possible in meaningful roles to achieve the goals of inclusion and continuity. **Every City Academy parent is invited to participate in CAPs meetings and functions.**

## Room Parents

The role of a room parent is to show support to the teacher and to assist in creating a positive and inclusive classroom community. The room parent also acts as a liaison with the City Academy Parent (CAPs) committee. Room parents are also responsible for attending all CAPs meetings and recruiting parents to support the Monthly Birthday Celebrations. Volunteering to be a room parent will be available during the Back to School Information Session. The final list of room parents will be distributed to the school community by the end of August.

# GENERAL INFORMATION AND PROCEDURES

## Attendance

**The City Academy school day, Monday through Friday, 7:55 a.m. – 3:30 p.m.**

Students who arrive after 7:55 a.m. are considered tardy. Latecomers are required to get tardy slips from the Administrative Office. If a student will not attend school for the day or will be late to school, parents/guardians must notify the Administrative Office as soon as possible.

## **Absenteeism & Tardiness (Present & Pleasant Policy)**

In order to prepare our children to be responsible and reliable citizens and adults, it is City Academy's policy that students must be present and on time for school every day.

- **Attendance is noted in the student's permanent record and is a major consideration in determining the student's continued enrollment and/or re-enrollment at City Academy.** In addition, excessive absenteeism and tardiness may prompt a call to the Department of Family Services for educational neglect.
- **A student who is frequently absent or tardy may be placed on probation. Students on probation because of excessive tardiness or absenteeism may be subject to dismissal from school or, in some cases, non-renewal of the student's contract with the school.**

## **Arrival & Dismissal**

**Students may enter the building beginning at 7:00 a.m.**

**Students leaving the building between 3:30 p.m. and 6:00 p.m. must be signed out by a parent or guardian.**

The grade specific sign-out forms are in the Administrative Office.

- All students must be signed out by an adult (person 16 years of age or over). Only persons listed on the family's Sign-Out Authorization form\* are allowed to take a child from school.

\*Refer to Sign-Out Authorization for more information.

### **Late Arrival/Early Dismissal of Students**

Each student who arrives after 8:00 a.m. must receive a Tardy Slip from the Administrative Office to be admitted to the classroom. If a child needs to be dismissed from school early, parents must forward a note to the Administrative Office in advance indicating the date, time, and reason for the early dismissal. Parents should not take students out of school early unless it is absolutely necessary, as interruptions of the teaching/learning process can cause difficulties for students.

### **Extended Day Programs (Before Care, After School, Intersession Care)**

City Academy's Extended Day programs are designed primarily for children whose parents' work obligations require extended care for their children.

**3:30 - 6:00 p.m.** — The Extended Day program begins at 3:30 p.m. Both indoor and outdoor activities are included in the program. These activities are planned by the Extended Programs Coordinator and are intended to be supervised educational/play time. **Extended Day activities end at 5:30 p.m. each day; however, students may be picked up as late as 6:00 p.m.** Parents picking up students are required to enter the building to sign out the student.

Parents/guardians will be charged \$1 every minute after 6:00 p.m. These assessed late fees are due in cash upon arrival or no later than 7:55 a.m. the start of the next school day. Student(s) may not be able to attend Extended Day until the fees are paid in full. After three occurrences your child may be placed on probation and unable to participate in extended day.

### **Birthdays**

The first Friday of every month is designated for birthday celebrations. On this designated day, all students in the class hold a celebration. Parents of the birthday students supply a special treat to celebrate their child's birthday with classmates. Children having summer birthdays may celebrate their half-year birthday.

Room parents are responsible for coordinating the birthday celebrations. Parents of the birthday children should consult with the room parent in advance of the child's birthday to assist with this event.

To limit interruptions to the school day and to minimize parental financial burdens, individual birthday parties and passing out of treats are not allowed any other times during the school day. Individual birthdays will be appropriately acknowledged during morning meetings of the birth date, but class celebrations and treats are limited to the monthly birthday party. Please adhere to this policy.

### **Custodial Agreements**

Special instructions regarding the custody of a child must be the appropriate documentation in written form and on record in the school office.

## Dress Code

Students must come to school prepared to exercise their minds and bodies. Therefore, clothing must be comfortable, yet neat in appearance. We encourage families to order school attire through French Toast at [www.frenchtoast.com](http://www.frenchtoast.com) and enter code **QS5NJIC** for City Academy's dress code. City Academy apparel may also be ordered twice a year through our online store with BSN (note: not all items offered in the online store and uniform approved). Any student out of uniform may be sent to the front office and parents may be contacted.

### Students May Wear:

<b>Shirts:</b>	Polo style or collared shirt in solid white, light blue, navy blue, red or yellow or City Academy logo print polo in colors available through Tag-It in Stitches 314-585-7079
<b>Slacks/walking shorts:</b>	Navy blue, black or uniform khaki
<b>Jumper/Skirt/Dress:</b>	Solid navy blue, black or uniform khaki French Toast: Navy blue, black, khaki or gray plaid Length: Knee length to two fingers above knee
<b>Socks</b>	Socks must come above the ankle.
<b>Leggings/Tights</b>	Solid color navy, black, or white leggings or tights may be worn underneath jumpers or skirts. Leggings may never be worn as a replacement for pants.
<b>Belts:</b>	Solid color navy blue, brown, or black with no ornamental designs, names, logos, etc.
<b>Shoes:</b>	Tennis shoes (no sparkles) must be worn on a daily basis - i.e. Uggs, Crocs, sandals, boot-style or heeled tennis shoes are not permitted. If dress shoes are worn, tennis shoes must also be brought to school. If boots are worn to school, students must change into tennis shoes prior to first period.
<b>Sweater:</b>	V-neck, pull-over, or button down sweater – solid navy, gray or white or with City Academy logo print in colors available through French Toast
<b>Sweatshirt:</b>	City Academy logo print hoodless sweatshirt or solid white, light blue, navy blue, red or yellow sweatshirt.
<b>Outerwear:</b>	Heavy coats, hoodies or other garments designed for outerwear should not be worn in the classroom during school hours. A uniform sweater or sweatshirt may be worn on cooler days.
<b>Jewelry:</b>	Girls may wear stud-size earrings only. Boys may not wear any jewelry. Body piercings are not acceptable.

### Students May Not Wear:

<b>Tattoos:</b>	Tattoos or body art.
<b>Nails:</b>	Painted, sculptured, or acrylic nails

**\*\*All clothing items should be labeled with the child's name and grade.\*\***

The administration will have the final decision as to the appropriateness of any dress or appearance.

If questions, please inquire within administration.

## **Discipline and Guidance**

It is City Academy's policy and philosophy that discipline and guidance are necessary tools for learning. We believe that a child's elementary years are critical for social and emotional development. City Academy's approach to discipline and guidance is designed to further educate our students in correct and appropriate conduct and behavior.

City Academy is an educational institution where positive behavior is modeled and encouraged every day. Consistent with our modeling, faculty members are empowered to be the primary enactors of discipline and guidance. It is their professional judgment that determines the consequences of any inappropriate actions that take place within our school.

## **Expectations**

City Academy is committed to creating a nurturing environment and safe haven where all students feel comfortable and can focus on learning. Our school strives to cultivate positive values in its students, including honesty, self-discipline, self-respect, respect of others, trustworthiness, fairness, and personal responsibility. *C.A.R.E.S. (C=Cooperation, A=Assertion, R=Responsibility, E=Empathy, S=Self-Control) framework of Responsive Classroom.*

When behavior disrupts the learning environment these guidelines are followed:

- Disagreements are handled by bringing students together to talk out the issue and find alternative ways to find solutions.
- We help students understand that they are responsible for their behavior, and we attempt to help them understand how their behavior affects others.
- Rules are defined and enforced even-handedly. A student is sometimes given a timeout or sent to the office for a discussion.
- If negative behavior is significant or persists, the student's parents are contacted to discuss the problem and consequences.

More assertive disciplinary actions are taken when a student's behaviors are chronic, disruptive, hurtful, or interfere with the productive classroom climate. In extreme cases, the students may be dismissed from school.

- City Academy reserves the right not to continue enrollment or not to re-enroll the student if it reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or seriously interfere with the school's accomplishment of its educational purposes.

## **Classroom Approaches and Strategies**

**PROACTIVE STRATEGIES** – Recognizing positive behaviors and addressing negative behaviors

- Reinforcing – Noticing and encouraging
- Reminding – Helping to remember expectations
- Redirecting – Focusing on rules and expectations

LOGICAL CONSEQUENCES – Natural response to inappropriate behaviors

- Reparation
- Loss of a privilege
- Timeout

TIMEOUT – Reflecting on behavior and regaining self-control

- Minor disturbance or offense
- Time out from activity

BUDDY TIMEOUT – Removal from classroom, timeout in “Buddy” Teacher’s classroom

- Continued disturbance or offense
- Failure to take timeout in an orderly, respectful manner

## **Probation**

Students who consistently struggle to demonstrate the academic, social, or emotional behaviors necessary to meet the demands of a challenging and rigorous program may be placed on probation. Students on probation may forfeit their enrollment or re-enrollment if significant improvement is not made within a reasonable amount of time as indicated in the probation plan.

Possible infractions for probation include but are not limited to:

- Frequent absences or tardies
- Accumulating three dress code violations in one month’s time
- Failing to turn in homework (three missing assignments in one month’s time)
- Frequently turning in assignments late
- Frequently not prepared for class
- Underperforming on assignments and assessments
- Not participating productively in class activities and lessons
- Not demonstrating the C.A.R.E.S. behaviors

## **Sexual Harassment**

City Academy is committed to making sure that all students can learn in an environment that is free from all forms of sexual harassment. To protect our students and comply with the law, City Academy prohibits all forms of sexual harassment at school and at school-sponsored activities both on and off school premises. The sexual harassment policy applies to everyone (teachers, administrators, coaches, volunteers, parents, staff, students, and others) and protects male and female students equally. In addition, retaliation against a student who reports a sexual harassment complaint or against students or others who cooperate in a school investigation of sexual harassment is also prohibited.

**Definition:** Sexual harassment is any unwelcome conduct of a sexual nature that interferes with a student’s ability to learn, study, work, achieve, or participate in school activities. It includes a wide range of behavior such as: insults and name-calling, off-color jokes, displays or sexually suggestive objects or pictures, intimidation by

words or actions, unwanted touching (pinching, patting, grabbing, poking, or rubbing against a student's body), pressure for sexual activity, and sexual assault or rape. This list identifies only some of the misconduct that could be sexual harassment; similar behaviors may also be prohibited under the school's policy and the law.

**Reporting an incident:** All incidences of sexual harassment should be immediately reported to school administration. Students should be instructed to report any incident they feel is inappropriate to their parent or teacher, even if they are uncertain if the incident is a violation of the sexual harassment policy. The parent or teacher should immediately inform the Principal or President of the sexual harassment complaint and the Principal or President will immediately begin a thorough investigation of the incident.

### **Drills – Fire, Severe Weather and Other Emergencies**

Throughout the year, City Academy will conduct drills and exercises designed to teach students and employees how to respond in the event of an actual emergency. When an alarm sounds, students should quickly, quietly, and in an orderly manner follow the direction of teachers and others in charge.

### **Emergency Information**

It is essential for the school's Administrative Office to have a current record of each family's emergency contact information at all times. This information includes the home and business addresses and telephone numbers for all parents and/or emergency contacts. If your contact information changes within the course of the school year, please notify the school's administrative assistant immediately.

### **Emergency Preparedness Procedures**

In the event of a true national, state, or community emergency, we ask that parents come to the school to pick up their children as soon as possible. As phone lines may be jammed, we ask that parents come directly to the school rather than call us. We also encourage parents to put a family plan in place so that everyone is organized and prepared in advance.

### **Field Trips**

City Academy encourages off-campus educational experiences and, as a result, schedules field trips away from the school facility on a regular basis. A ***City Academy Parent Consent Form*** must be signed and returned to the classroom teacher prior to a student's attendance on an extended educational activity. ***Students are not allowed to attend any field trip if their parent/guardian has not returned the signed City Academy Parent Consent Form.***

On occasion, parents are invited to chaperone field trips. While in the role of a chaperone, parents are responsible for the well-being of the students assigned to their care. Thus, parents must follow the rules and expectations communicated by the City Academy staff and the rules of the facility being visited. Cell phone use is not permitted (including texting). In addition, parents may not purchase items, food, or drinks for themselves or the children on the field trip.

## Fundraising

All fundraising on school grounds will be solely for City Academy. Fundraising for outside organizations (ex: Girls Scouts, Boy Scouts, sports teams, etc.) will not be allowed. Any fundraising efforts must be approved by the Leadership Team.

## Health

It is the mission of City Academy to educate children in a safe and healthy environment to ensure the entire school has a productive school year. In support of this goal, the following policies and procedures have been developed:

**Medical Emergency Kit:** The Administrative Office is equipped with a medical emergency kit. All classroom instructors and designated individuals in the Administrative Office have been trained in the proper administration of the equipment included in the First Aid Kit.

**Automated External Defibrillators (AED):** The school is equipped with three AEDs. All classroom instructors and designated individuals throughout the school have been trained and certified in First Aid, CPR and AED.

**Health-Related Absences:** For the well-being of all students and school personnel, it is sometimes necessary for a student to be absent from school due to illness. These are illnesses that prevent a child from participating comfortably in school requiring greater care than the school can reasonably provide, or compromises the health and safety of other children.

While every effort should be made to minimize absences from school, students with any of the following conditions should remain home:

- **Chicken-pox:** The student may not return until all lesions are dry and crusted.
- **COVID 19:** The student should remain home for a minimum of 5 days after symptoms start, which is day zero, and return once symptoms are resolved.
- **Diarrhea:** The student should remain at home until free of diarrhea.
- **Fever:** If a student has a fever over 99.9, the child should stay at home and take a COVID test. Students should not return to school until they have been without a fever for a period of 24 hours.
- **Flu symptoms:** If a child has flu-like symptoms, including fever, aches, sore throat, cough, headache, chills, upset stomach and/or fatigue, he or she must be kept at home and take a COVID test. The flu is considered contagious as long as signs and symptoms persist.
- **Head Lice:** Children must stay home and receive treatment and may return to school when the scalp is nit-free.
- **Impetigo (a skin infection):** The student may not return until 24 hours after treatment has been initiated.
- **Lethargy, Persistent Crying, Difficulty Breathing:** If a student shows any of these signs, it may be a sign of a serious illness and should be checked by a physician.
- **Pink eye (with green or yellow drainage and/or matted eyelids):** The student may not attend school until treatment is provided by a physician.

- **Rash:** A rash of unknown cause should be seen by a physician to determine the diagnosis. Students should remain at home until the cause is determined and a physician releases the child to attend school.
- **Ring-worms:** The student must remain home until seen by a physician and cleared for school or treated with proper medication.
- **Scabies:** The student may not return until treatment is complete.
- **Sore Throat, Cold or Cough:** Students should stay home until symptoms are mild and take a COVID test.
- **Strep Throat:** The student may not return until 24 hours after treatment has been started and the child is without a fever.
- **Vomiting:** The student should stay home for 24 hours after the last vomiting occurs and take a COVID test.
- Any other condition that causes concern.

The parent/guardian should notify the Administrative Office as soon as possible when the student will be absent because of health-related reasons.

City Academy is equipped to provide minor first aid for students. If a student begins to feel ill, the child will need a parent or emergency contact to take them home. Parents will be contacted and requested to assume responsibility for any health care beyond first aid or any condition deemed to be potentially contagious.

### **Immunizations**

All students must be fully immunized against all diseases mandated by, and in accordance with, the Missouri Department of Health and Senior Services, unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Students must have all required immunizations and proof must be presented in the form of personal immunization records from a licensed physician or public health clinic, with a signature or stamp validation. In addition, students must present valid proof of booster doses as they become due in order to be in compliance with Missouri's state immunization laws. Students who are not compliant with Missouri law are unable to attend school.

### **Medical Excuses**

Any student who needs to be excused from participation in physical education or recess activities for medical reasons must provide a written excuse from the parent if the student is to be excused for 2 or less days. If a student is to be excused from physical education or recess activities for more than 2 days, please provide a written excuse from the doctor.

### **Prescription Medication**

City Academy will dispense prescription medication and over the counter medications with completion of a Permission for Prescription Medication form or Permission for Over the Counter Medication (signed by a licensed health professional). **Prescription medication must be in a pharmacy container with a prescription label with dosage and storage instructions and should be delivered to the Administrative Office.**

Doctor's orders and parent authorizations for routine medications must be updated at the beginning of each school year, even if the medication and dosage remains the same as the previous year.

The proper disposal of unused medication is important. It is the responsibility of the parent to retrieve all unused medication from the school when the medication is discontinued, the school year ends, or the family transfers to another school. Unused medication will not be sent home with a student. All medication left in the school will be disposed of by the designated individual in the Administrative Office.

### **Library**

Regular visits to the school's library are an integral part of the City Academy experience. To maintain library privileges, students must follow all policies and procedures related to the library. While there are no overdue fines, parents will be held responsible for lost or damaged books. We ask that parents help us share and take care of our resources.

### **Lost and Found Items**

Unattended items found in and around the school will be held in the stairwell outside of the main office, next to the student support center. Unclaimed items are held until the end of the month, at which time they may be donated to charity.

A child or parent is encouraged to check the lost and found bin if the child has lost personal property at school. Each student is urged to have all belongings, including purses, gloves and sweaters clearly marked with his/her name.

The school takes no responsibility for items of clothing and other belongings lost by a student. If a student loses school-owned items, the student's parent/guardian is responsible. Parents/guardians will be expected to cover the actual (replacement) cost of lost school-owned items and the cost of such items will be added to a student's account.

### **Meals**

Healthy, nutritionally balanced meals are served each day to all students. City Academy follows the federal and state guidelines regarding foods of minimal nutritional value being served for all meals. Breakfast and lunch are included in regular tuition fees. City Academy strives to create an environment where our students are able to take a break from their busy schedule and socialize with friends over a nutritious meal. No breakfast or lunch may be brought to school by students or their parents unless approved by Administration. Parents of children who have food allergies or special needs should obtain the appropriate form from the Administrative Office to be completed by their child's physician.

**Breakfast is served daily from 7:15 a.m. to 7:45 a.m.** Students must be present by 7:30 a.m. to eat breakfast and must complete their meal by 7:45 a.m. in order to join their classmates in Before Care.

City Academy provides healthy snacks for students attending the After School Program. ***Gum is not to be brought to nor chewed at school. Candy may only be brought to school in special circumstances with the advance permission of the teacher or Head of School.***

## **Money**

Students are encouraged to only bring necessary amounts of money to school when requested for field trips and special occasions.

## **Non-Discrimination**

City Academy admits students of any race, color, religion, national origin, sex, gender, gender identity, sexual orientation or physical or mental disability to all the rights, privileges, programs and activities generally accorded or made available to students at City Academy. City Academy does not discriminate on the basis of race, color, religion, national origin, sex, gender, gender identity, sexual orientation, disability or any other protected classification in administration of its educational policies, admissions policies, student conduct policies, financial aid and scholarship programs, and school administered programs or activities.

Complaints of discrimination will be investigated promptly and in an impartial, equitable and confidential manner, to the fullest extent possible. A timely resolution of each complaint will be reached and communicated in writing to the parties involved. City Academy prohibits any form of retaliation against students for bringing bona fide complaints or providing information about discrimination.

Inquiries regarding the School's Nondiscrimination policy may be directed to City Academy's Title IX Coordinator and Section 504 and ADA Compliance Officer, Brian Gross, Chief Financial and Operating Officer, 4175 N. Kingshighway Blvd., St. Louis, Missouri 63115, [bgross@cityacademystl.org](mailto:bgross@cityacademystl.org), 314-382-0085.

## **Anti-Harassment & Anti-Sexual Misconduct**

City Academy will not tolerate any form of discrimination or harassment, whether it be on the basis of race, color, religion, national origin, sex, gender or gender identity, sexual orientation, disability, or any other protected characteristic. Sexual misconduct and sexual harassment are explicitly forbidden.

All reports of conduct that may violate this policy will be taken seriously and will be investigated promptly and equitably. Any student or employee who engages in conduct that violates this policy will be disciplined as appropriate, under the circumstances. The Head of School will determine, in consultation with others as appropriate and outlined below, City Academy's disciplinary response. Conduct reported to or investigated under this policy may also result in a recommendation for counseling or other intervention. Any student who is found to have violated this policy will be subject to appropriate disciplinary action, up to and including expulsion. Parents, volunteers or third party contractors may not be allowed to return to campus should inappropriate conduct take place.

Under certain circumstances, conduct prohibited by this policy may initiate City Academy's duties of mandatory reporting under state or federal statute(s). City Academy will notify the appropriate authorities in response to the occurrence of any conduct prohibited by this policy if required by law to do so.

**Prohibited Conduct:** Verbal or physical conduct may constitute harassment, as may the use of social media or other forms of electronic communication. Verbal harassment includes, but is not limited to, threats, obscenities,

disclosure of personal information about a student or employee, insults of a personal nature, or insulting, abusive or degrading language based on an individual's race or color, religion, national origin or ethnicity, gender or gender identity, sexual orientation, disability or other protected characteristic. Physical harassment includes, but is not limited to, hitting, pinching, kicking, slapping, spitting, hazing, unwanted touching, or other aggressive contact based on or reasonably related to an individual's race or color, religion, national origin or ethnicity, sex, gender or gender identity, sexual orientation, disability or other protected characteristic.

Verbal or physical conduct constitutes harassment when the harassing conduct is sufficiently severe and pervasive that it affects a student's ability to participate in or benefit from an educational or co-curricular program or activity, or creates an uncomfortable, intimidating, threatening, or abusive educational environment for the student.

**Sexual Harassment:** Sexual harassment of a student by a student, of an employee by a student, or of a student by an employee is strictly prohibited. Sexual harassment is defined as unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature, sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature or otherwise based on sex or gender. Sexual harassment is counter to City Academy's Mission, and constitutes prohibited conduct under this policy.

**Student Sexual Misconduct:** Students are expected to conduct themselves at all times with dignity and respect. Any conduct of a sexual nature which occurs on City Academy property or off City Academy property in connection with a school-sponsored event or co-curricular activity may constitute Sexual Misconduct. Prohibited Sexual Misconduct expressly includes any act of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, and sexual coercion. Further, conduct of a sexual nature, which occurs off School property, may constitute Sexual Misconduct if such conduct is deemed by the Head of School to be contrary to City Academy's values and mission. Conduct may constitute Sexual Misconduct regardless of whether it is welcome on the part of the students involved, or whether participation in such conduct is voluntary or consensual on the part of the student(s). Sexual Misconduct also includes an inappropriate relationship of a sexual nature between students or between a student(s) and City Academy employee(s), including the development of an inappropriate relationship through intimate conversation (oral or electronic) or the sharing of explicit photos/video. Sexual Misconduct is counter to City Academy's Mission, and constitutes prohibited conduct under this policy.

**Reporting Procedures:** Any student (or any parent or guardian on behalf of a student) who believes that he or she has been the victim of, or has witnessed, harassment or discrimination of any sort, including sexual harassment or Sexual Misconduct, should promptly report the incident to any faculty member, advisor, guidance counselor, Principal or the Head of School. Prompt reporting of all conduct that may violate this policy will enhance City Academy's goal of eliminating harassment, sexual misconduct and discrimination in our community, but City Academy does not impose a deadline for reporting. Should the Head of School or Principal be the subject of concern, a report should be made to the President.

**Investigation Procedures of All Reports of Harassment, Discrimination or Sexual Misconduct:**

The following procedure will be used with respect to investigation of all reports of harassment or discrimination, whether based on race or color, religion, national origin, sex, gender or gender identity, sexual orientation, disability, or other protected characteristic, or involves a report of sexual harassment or Sexual Misconduct:

The employee receiving the report shall promptly inform the Principal or the Head of School. In the case of allegations of a student's violation of this policy, the Principal will investigate or select an investigator or ad hoc committee that will investigate the report of harassment/discrimination or Sexual Misconduct in a prompt and thorough manner. The scope and other details of each investigation will be determined by the Principal, and will depend on the nature of the report received and the related circumstances. The parties will receive written notice of the complaint, and will have the opportunity to present witnesses and other evidence during the course of the investigation. Should the Principal or Head of School be the subject of the report, the President will lead the investigation.

Confidentiality will be maintained throughout the investigation of any report of violation of this policy to the extent practicable and appropriate under the circumstances, to protect the privacy of the persons involved. This means that the people investigating the report will discuss it and/or the underlying behavior only with persons involved in the matter who have a need to know the information.

**Final Determination & Responsive Action:** Any student who is found to have violated this policy will be subject to appropriate disciplinary action, up to and including expulsion. In determining the responsive action in either case, the School may consider a variety of factors, including, but not limited to, the seriousness of the incident, the frequency of occurrence, the disciplinary history of the alleged harasser, the impact of the incident upon the community, and the best interests of the School and its students in light of City Academy's Mission Statement and core beliefs. The determination will be rendered based on a preponderance of evidence standard.

The Head of School will communicate the outcome of the investigation and any responsive action imposed in writing to the complaining and responding parties. Each party will then have five (5) School business days to appeal the determination, including the severity of the recommended responsive action, to the Head of School. If a party appeals, the party should submit to the Head of School, in writing, the party's name, the email address where the party can be reached, a plain, concise and complete written statement outlining the basis for the appeal and all relevant information to substantiate the grounds for appeal. The Head of School will review the investigation and determination and render a final decision. In all cases, the ultimate decision concerning responsive action rests with the Head of School.

Except for good cause, City Academy will attempt to conclude its formal investigation, determination and appeal process between 60-75 business days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, fairness, and impartiality. City Academy may extend this time-frame for good cause and will communicate any adjustment to the timing in the process to the parties. Good cause may exist for a variety of factors, including, but not limited to, the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, and/or to account for school breaks.

**Non-retaliation:** Submission in good faith of a report under this policy will not affect the student or employee who files the report or who is reporting the incident. City Academy prohibits any form of retaliation against any person who reports an incident in good faith, or against any person who assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, and will be treated as a separate and independent violation of this policy.

Inquiries regarding the School's Anti-Harassment and Anti-Sexual Misconduct policy may be directed to the School's Title IX Coordinator and Section 504 and ADA Compliance Officer, Brian Gross, Chief Financial and Operating Officer, 4175 N. Kingshighway Blvd., St. Louis, Missouri 63115, [bgross@cityacademystl.org](mailto:bgross@cityacademystl.org), 314-382-0085, or to the Office for Civil Rights, Department of Education.

### **Non-Instructional Items**

Students are not permitted to bring any items to school that are not within City Academy's instructional program. Faculty will inform families of the specific items allowed as instructional aids. Personal toys, computer games, balls, and other non-school items should not be brought onto school property. While we do not encourage cell phones being brought to school, we do understand that sometimes it is unavoidable. City Academy is not responsible for student devices, and cell phones must be silenced and stored in backpacks. They should not be accessed during school or extended day hours unless explicitly authorized by faculty or staff.

### **Parent Information**

Parents are responsible for informing the school of changes that affect communication between school and parents.

#### **Change of address, telephone number and/or email address**

Parents are responsible for notifying the school of any change of address, telephone number or email address. City Academy is unable to communicate with you if it is not informed of changes. This applies not only to home telephone numbers but also to the business and emergency telephone numbers of parents and designees who have Sign-Out Authorization.

#### **Parents Out of Town**

When parents have the occasion to go out of town without the student while school is in session, parents should send a note explaining the ways they can be reached and with whom the student will be staying.

### **Parking**

Parking is available on the north and west sides of the school building (accessible from Penrose Avenue).

Accessible (formerly known as "handicapped") Parking is available in the parking lot on the west side of the school. This parking is for parents who are disabled and possess a visible Accessible Parking Placard.

On the street, parking is not allowed on the north side of Penrose Avenue, nor on the south side of Penrose from the corner of Kingshighway Boulevard to the exit from the parking lot.

To protect the safety of all our students, please drive with caution around the school and in the school parking lot.

## Pets

To safeguard all persons at City Academy and protect their freedom of movement, dogs, cats and other pets are not allowed on campus without prior approval from administration. Guide dogs accompanying blind or deaf persons are exceptions to this rule. Furthermore, any pets brought on campus must be leashed.

## Placement and Alumni Services

The offices of Placement and Alumni Services prepares students and families for the secondary school process and subsequent college placement.

### **Placement**

Preparation for the secondary school process includes discussion among administration, faculty and parents. These discussions are initiated at the beginning of the fifth grade year and continue through graduation from the sixth grade. Secondary school visits are scheduled for families and for the individual student to ascertain interest and assessment.

The Director of Admissions and Placement organizes these services and assists parents with the selections of secondary schools. As parents and the Director work together to refine the choices, parents and the student will visit the schools and meet administration, faculty and students. The Director will discuss any pertinent issues and recommendations with the parent during this time. The Director will also assist with the application process and ensure timely delivery of transcripts to the selected schools by the deadline. Once letters of decision are received, the Director will support families as they move through the decision making process.

If a parent is considering leaving City Academy and enrolling their child at a new school before graduation from the sixth grade, please notify the Director of Admissions and Placement to discuss the specific details of your circumstances and how we may assist you. You will be asked to complete an exit interview before withdrawing.

The receiving school will require educational records, including a final transcript. **Final transcripts will be provided only if all outstanding tuition and fees have been paid.**

### **Alumni Services**

City Academy alumni, while at their secondary schools, will be supported by the Director of Alumni Support and External Partnerships to closely monitor progress and to address any challenges that may arise. In addition, guidance and assistance is offered to parents and students navigating the college application process.

Here are just a few of the programs that are currently being offered to City Academy Alumni.

#### **Academic Support**

- Tutoring, guidance, and transition support
- Academic Assessment Screening
- Gifted Program Placement
- Liaison between the families and their Secondary School

### **Leadership Opportunities**

- Alumni Student Committee (hosts community service activities and sponsors the CA alumni party)
- Community Service Program
- Professional Mentor Program: Places alumni with leaders in the community that have shared interests. They complete shadow days at some of St. Louis' major corporate and legal agencies.
- Internship Program: Assists alumni in finding internship programs with leading agencies within the community.
- American Youth Foundation's National Leadership Institute
- 6th Grade leadership opportunities during the school day

### **STRIVE for COLLEGE**

- Free College Prep one-to-one support where we assist students in everything from ACT/SAT test prep to personal statement assistance, tutoring, scholarship and financial aid research, and college application support.

These are just a few of the resources City Academy offers. We believe every student is unique and we strive to create an individualized program, tailored to fit each alumni's needs.

### **Religious and Ethnic Holidays**

City Academy recognizes that religious and cultural diversity adds to the enrichment of our students' experiences. Knowledge of different traditions and beliefs will add to this experience. This policy will allow City Academy to recognize and encourage diversity.

Special recognition of holidays may be planned to enhance the students' awareness of different cultures and religious customs. Observation and celebration of any holiday in the classroom is subject to advance approval by the Principal and may include the assistance of interested parents. The Principal and teacher will coordinate the type of activities and the amount of time to be spent on the educational experience for the holiday. Presentations, such as skits, foods customary to the holiday, stories, and other activities may be conducted by parents or friends and will be scheduled and reviewed in advance by the teacher.

### **Safety & Security**

The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises. Possession of illegal substances or unauthorized and potentially toxic substances is prohibited. Parents under the influence of mind-altering or polluting substances will be required to leave the premises immediately and an emergency contact, for your child, will be notified. Additionally, no guns or other lethal weapons will be allowed on City Academy property.

### **School Closing**

Hazardous weather conditions can cause disruptions in transportation service to and from school. During periods of severe or hazardous weather conditions, **City Academy may elect to announce a late start, dismiss early or close school when the streets are not safe for travel.**

If City Academy elects to cancel school or have a late start, parents will receive a school text and/or phone message from School Reach and an announcement will be posted in the following areas:

**TV:** Channels KSDK (Ch. 5), KMOV (Ch. 4), KTVI (Ch. 2)  
**Web:** Facebook, Instagram and Twitter  
**ALMA:** An automated system will reach out to families using the contact information that families provided.

If City Academy elects to dismiss early, the Administrative Office will notify the emergency contact identified for each student via text and voicemail.

### **School Photos**

Individual pictures are taken twice each year - on photo day and retake day. Parents will be given advance notification of when pictures will be taken and provided with information about the picture packages that will be available.

### **Sign-In and Sign-Out Authorization**

Prior to the start of the school year, parents must complete the official Sign-in and Sign-Out Authorization Form. This form, available in the school's Administrative Office, will list those individuals authorized by the parent/guardian to sign a student out of school. ***For the student's safety, the school will strictly adhere to the policy of allowing only those individuals registered in the school's Administrative Office to sign a student out of school.***

If a child is to leave school with a parent or guardian of another City Academy student or any other individual not listed on the Authorization form, the child's parent must send a written note to school granting permission to the school to release the student. The note must state the child's name, grade, and the name of the person authorized to take the child home. The note must also specify the precise date. ***If in question, identification may be required for a child to leave the premises with an individual.***

### **Summer at City**

City Academy offers a 7-week summer program available to all City Academy families at an additional cost. We provide academic time from 9:00 a.m. - 12:00 p.m., lunch then camp activities from 1:00 p.m. - 4:30 p.m. daily for three weeks in June and three weeks in July. Before care is provided from 7:30 a.m. - 9:00 a.m. and Extended Day from 4:30 p.m. - 5:30 p.m.

### **Telephone Use**

Students and parents are to adhere to the following regarding school and cell phone use:

#### **Telephone Messages**

Should a parent/guardian need to contact a student, he or she should contact the Administrative Office. Upon approval of the Principal, the Administrative Assistant will deliver the message to the student. The Administrative Office will make every effort to cooperate in getting emergency messages to students. Requests for such messages should come from parents and must be kept to essential or unusual circumstances.

## **Cell Phone**

Students are not permitted to use cell phones in the school building at any time. If a student brings a cell phone to school, it must be stored in the Administrative Office and retrieved at the end of the day.

## **Tuition and Fees**

Families who decide to send their child to an independent school have chosen to make education a high priority. This decision requires substantial sacrifices from all members of the family. City Academy has been fortunate in its ability to raise monetary contributions from the St. Louis community. While funds raised from outside sources are significant, City Academy relies heavily on parental contributions (tuitions) to fund school programming. City Academy believes that scholarship support makes it possible for qualified students to have access to an exceptional education. Students must understand that attending an independent school is a privilege, not an entitlement. However, scholarship support should never fund the entirety of a child's tuition. Families must demonstrate that a City Academy education is a main priority and that they are willing to make sacrifices for their child to attend.

Once a parent enrolls or re-enrolls their child in City Academy, they commit to paying the child's tuition on a regular basis. Therefore, it is important that tuition payments should be made in a timely fashion, and in accordance with the school's (Re) Enrollment Contract.

## **Payment Policy**

- Tuition payments shall be paid as noted in the contractual agreement completed upon acceptance or re-enrollment of the student.
- All tuition and fees from the previous year must be paid in full before a student may re-enroll for the new school year.
- A \$25 service fee will be charged for any check returned by the bank for insufficient funds or other reasons.
- School records from City Academy will not be sent to any other school unless all outstanding tuition and fees are paid in full.
- Students may not be allowed to attend school until the past due amount is paid in full if tuition is more than two months past due.
- Students who are not allowed to attend school due to non-payment of tuition and fees may be automatically withdrawn after the second occurrence of delinquency.
- Uncollected tuition and fees may be sent to a collection agency.

**Special Fees:** A minimum fee may be charged for some school-sponsored trips. Fees may be charged for extracurricular activities that are offered outside the normal school day.

**Supplies:** The school supplies all textbooks and most materials needed by the students; however, there are times when parents are asked to assist. Required supplies will be provided to the students at the beginning of the school year and should be replenished by parents periodically throughout the academic year.

## Visitors

For the safety and protection of all students, all non-employees of City Academy must report to the office upon entering the building. This includes parents. Faculty members and administrators are happy to have parents and others visit and assist in the school. Unfortunately, in today's world we must be cautious about who enters the building and for what purpose. The safety of the children is our utmost concern. When you visit during school hours:

- Upon arrival, sign in at the office and acquire a visitor's badge.
- Prior to departure, sign out in the office and return the visitor's badge.

As students and their instruction are our primary concern, faculty members will not be available to conference with a parent/guardian during regular school hours. Cooperation and understanding regarding these procedures are appreciated.

Video or audio recording of classroom activity by parents or outside visitors is prohibited. While the Head of School may authorize a staff member to record classroom activity for teacher education or other specified reasons, no other video or audio recordings will be allowed.

## ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

As the parent or legal guardian of \_\_\_\_\_, student(s) at City Academy during the 2022-2023 academic year, I acknowledge the Parent/Student Handbook and the policies contained within, are available to me.

I have reviewed the Parent/Student Handbook with my student(s) in an effort to promote a better understanding of City Academy's rules and expectations. I acknowledge receiving and/or being provided electronic access to the Parent/Student Handbook in connection with the enrollment of my student(s) in City Academy. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Parent/Student Handbook and City Academy's policies may be amended during the year, at City Academy's sole discretion, with or without notice. I also understand that the Parent/Student Handbook does not create an enforceable contract, but provides the guidelines and expectations while my student(s) is/are enrolled at City Academy. I understand the Parent/Student Handbook provides important information and helpful guidance that will ordinarily govern academic and student life at City Academy; and, as indicated in the enrollment contract, students and parents are obligated to know and follow the procedures and rules contained in the Handbook.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_