



PARENT/STUDENT
HANDBOOK
2010-2011

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.

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

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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's Mission

City Academy provides scholarships to inspire scholarship. Our mission is to:

- Admit promising children from committed families in our urban community.
- Offer an exceptional and affordable education.
- Foster a culture of academic rigor, integrity, and citizenship.
- Cultivate an appreciation for lifelong learning that inspires future success.

(As approved by City Academy Board of Trustees, September 2006.)

City Academy's Philosophy of Education

A family's income should not determine a child's access to an exceptional education. By providing scholarships to inspire scholarship, 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 and affordable education 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

- o A sense of responsibility for making their community and their environment a better place.

City Academy Pledge

I Can Be the Best
By Edna Hanks-Pipe

I can be the 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.

Curriculum Overview

Language Arts

City Academy's language arts program develops a student's love for reading and writing by building reading skills, writing abilities, and vocabulary and spelling knowledge.

Reading

The reading curriculum in junior kindergarten through first grade is designed so that students learn to read with automaticity and fluency. Using a program from The Pleasant Rowland Reading Program (Superkids), teachers help students develop skills in phonemic awareness, phonics, fluency, vocabulary, and comprehension in a seamless and comprehensive manner.

Building on these foundations of literacy, students in second and third grade become emergent readers. The main method utilized in these grades is guided reading, an approach which is intended to refine decoding skills and improve fluency and comprehension.

In fourth through sixth grade, students read and discuss novels. Reading instruction focuses on mastering and refining fluency, deepening reading comprehension skill, and developing literary analysis and critical thinking skills. The primary teaching method employed with novels is small group discussion and/or literature circle. Selected novels read over the last two years include *The Giver*; *The Iliad for Boys and Girls*; *The Odyssey for Boys and Girls*; *Roll of Thunder, Hear My Cry*; *Tuck Everlasting*; and *Where the Red Fern Grows*.

Writing

The writing curriculum allows students to develop different skills and techniques that can be employed for a variety of purposes. Emphasized forms include narrative, descriptive, creative, expository, and persuasive writing. The school uses the 6+1 Traits of Writing approach to help students understand that "good writing" is comprised of several distinct traits: ideas, organization, word choice, sentence fluency, voice, conventions, and presentation. Writing instruction is designed to help students understand that writers employ a process in order to produce well-crafted pieces of writing. The writing process includes prewriting, drafting, sharing, revising, editing, and publishing.

Vocabulary and Spelling

The acquisition of an expansive vocabulary is critical to the development of a strong reader and writer. The language arts curriculum is designed to help students improve their vocabulary skills using age-appropriate approaches. Spelling is introduced to students through the Superkids program and students continue to develop skills to strengthen and build their spelling knowledge through sixth grade.

Math

The math curriculum is designed to instill a love of math, to have 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. A math coach is on the faculty to ensure a vertically and horizontally aligned math curriculum and to assist teachers in identifying and developing innovative and effective strategies.

City Academy uses the Singapore math series and Montessori math methods and materials for students in junior kindergarten through third grade. An early childhood math and science teacher works with students in junior and senior kindergarten. Students benefit from a dedicated math lab that is equipped with rich math resources and substantial floor space, enabling teachers to set up manipulative work.

A full-time math specialist instructs students in fourth through sixth grade, 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 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.

Science

City Academy's science curriculum is based on the National Science Standards and the Missouri Grade Level Expectations in science. 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.

The City Academy buildings and grounds are well-suited for a hands-on, inquiry-based science program. The campus offers a nature trail, small pond, butterfly garden, and raised planting beds. Most significantly, the school has a classroom/laboratory that is dedicated to science instruction for students in first through sixth grade.

Students experience science from junior kindergarten through sixth grade under the instruction of two dedicated science specialists. An early childhood math and science teacher instructs students in junior and senior kindergarten, while a science specialist instructs students in first through sixth grade.

Social Studies

The social studies curriculum at City Academy exposes students to the study of history, geography, economics, and government. It is designed to promote students' historical and civic understanding as well as their critical thinking and research skills. It ultimately helps students assume their role as responsible citizens in their local and national community.

Students in junior kindergarten through second grade focus on the concept of community. Junior kindergarten students focus on the self, the family, and the City Academy community. Senior kindergarten students focus on the greater local community of St. Louis and its various unique neighborhoods. Students in the first grade focus on the various geographic regions in the United States and study how each region's geography impacts the way people live and form communities. Second grade students focus on ancient global civilizations.

Third and fourth grade students participate in a two-year study of America by focusing on essential questions such as “What does it mean to be an American?” and “How does American government work?”

Fifth grade students engage in a year-long study of the development and foundations of five major world religions: Buddhism, Christianity, Hinduism, Islam, and Judaism.

Finally, students in the sixth grade spend the first half of the school year focused on 20th century American history and the country’s emerging role as a world power. The second half of the year focuses on topics of current international importance and is framed by participation in Model United Nations.

Physical Education/Health

The physical education curriculum allows students to develop their confidence and interest as they successfully participate in physical activities. Students develop basic game and/or 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.

The health curriculum 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 a healthy lifestyle.

Music

The music program at City Academy fosters positive musical experiences with the goal of developing a lifelong love of music.

Students in junior kindergarten through sixth grade participate in the vocal music program. Students expand their familiarity with musical traditions and skills by learning to sing songs from a variety of cultures, and by learning to use both body percussion and 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 regular music class (with its emphasis on exposure to a variety of vocal and instrumental techniques), students in the first, second, fourth, fifth, and 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 their awareness of the world and the part they 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.

Foreign Language

The foreign language curriculum at City Academy focuses on Spanish. Students experience foreign language instruction from junior kindergarten through sixth grade. The curriculum is designed to provide students with a basic understanding of how to read, write in, and speak the Spanish language. Acquiring this knowledge helps students to develop stronger listening skills. Finally, students gain a greater awareness of and respect for Spanish-speaking cultures.

Technology

City Academy’s philosophy of education emphasizes that technology will be 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. Since the fall of 2008, City Academy has allocated significant resources towards enhancing the technology infrastructure of the school. At the beginning of the 2009-2010 school year, teachers and students will have access to 60 MacBook laptop computers equipped with software, including the Microsoft Office suite, Apple’s iLife suite of multimedia applications, and Inspiration and Kidspiration. Additionally, two classrooms will have SmartBoards and the teachers will have access to a document camera and several digital cameras, video cameras, and multimedia projectors.

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 graded on the following scale:

- Exceeding Expectations..... EE
- Meeting ExpectationsME
- Developing towards Expectations DE
- Area of ConcernAC

Progress Reports

Progress reports are sent home at mid semester, providing parents with a general understanding of a child’s growth in each academic area. The progress report is an informal method of communication and does not become part of the student’s permanent academic record.

Report Cards

Report cards are completed four times a year. Report cards provide a detailed assessment of a child’s social and academic development. Teachers provide both quantitative and narrative comments. Report cards become part of the student’s permanent record.

Homework

Teachers assign homework that is meaningful to the child, relevant to the curriculum, and of a reasonable amount. Homework will vary from grade to grade and from teacher to teacher. Following is the approximate amount of time which should be allotted for homework each week:

	<u>Weekly Total</u>	<u>Daily Average</u>
Grades JK-SK:	200 minutes	40 minutes

Grades 1 - 2:	300 minutes	60 minutes
Grades 3 - 4:	455 minutes	90 minutes
Grades 5 - 6:	625 minutes	120 minutes

Included in the regularly assigned homework, all students are expected to read or be read to for an 20-30 minutes 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. Parents and others should not complete a student's homework. Reviewing work, listening to reports, 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.

Parents should check their child's completed homework to see that it accurately reflects the quality of work that the child is capable of doing. 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.

Assignment Notebooks

The school provides assignment notebooks to all students in grade 2-6. Students are required to take the notebook home and return it on a daily basis. Parents/guardians are expected to review and sign the assignment notebook daily. Lost assignment notebooks must be replaced at a cost of \$6.00.

Make-Up Work/Tests

Students are expected to complete all missed work within a day following an absence of one day and within five days for longer absences. It is the responsibility of the student to initiate contact with the teacher concerning make-up work and tests.

Developing Strong Study Habits

In order to ensure that City Academy students develop and maintain strong study habits, students entering the fifth and sixth grades are required to attend Homework Club (Monday - Thursday from 3:30-5:00 p.m.) at least three days per week.

- o Students may be released from the Homework Club requirement by the Education Administrative Team after a review of the student's academic standing.
- o Reviews generally take place three times per year: 1) at or around the first parent-teacher conference day; 2) end of first semester; and 3) at or around the second parent teacher conference day. Reviews may take place at other times at the discretion of the Administrative team.
- o In addition, students relieved of the Homework Club requirement may, at any time, be required to return to placement in Homework Club by the Administrative team.

Developing Leadership Skills

City Academy strives to develop in all of its students strong self-esteem grounded in meeting genuine challenges. The Ambassador Program (lower grades) and the Leadership Program (fifth and sixth grades) develop students' presentation skills, conversational skills, and use of etiquette. Although participation in leadership programs is optional for the majority of students, sixth graders are required to complete the Leadership Program unless excused by a member of the Administrative Team.

Positive Behavior Traits and Strong Work Habits

City Academy strives to cultivate in its students positive values, including honesty, self-discipline, self-respect, respect of others, trustworthiness, fairness, and personal responsibility. Students who are capable, but repeatedly are unwilling to demonstrate academic, social, and emotional behaviors necessary to meet the demands of a challenging and rigorous program will spend additional time in the school setting working on said skills; specifically, students will work at the school on Saturday morning from 9:00 a.m.-11:00 a.m.

Saturday detention is reserved for students committing a major academic or behavioral infraction or repeatedly failing to meet standard academic expectations.

Possible infractions include, but are not limited to:

- o failing to turn in homework
- o turning in work late
- o not prepared for class
- o not completing assignments to the best of one's ability
- o not participating productively in class activities and lessons
- o A student who misses or is tardy to a Saturday detention is required to complete an additional session.

Student Sleep Expectations & Media Use

It is essential that children receive adequate sleep in order to perform to the best of their ability. Inadequate sleep time may cause a child to be easily frustrated, fussy or cranky and has a negative impact on the child's learning ability. The following chart outlines the recommended hours of sleep for each age group:

Age	Total Sleep	Recommended Bed Time
4 yrs	11 ½ hours	7:00 pm
5 yrs	11 hours	7:30 pm
6 yrs	10 ¾ hours	7:45 pm
7 yrs	10 ½ hours	8:00 pm
8 yrs	10 ¼ hours	8:15 pm
9 yrs	10 hours	8:30 pm
10 yrs	9 ¾ hours	8:45 pm
11 yrs	9 ½ hours	9:00 pm
12-13 yrs	9 ¼ hours	9:15 pm

City Academy strongly advises that students are kept away from the television and non-educational electronic games during the week. Electronic game playing, social networking via computer and TV viewing should be conducted on the weekends only.

Students not receiving enough sleep or engaging in too many non-academic tasks during the week which result in a negative impact on the student's education are subject to academic probation.

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 2009-2010 Re-enrollment Contract and City Academy's Family Expectations Contract (both documents are included as addenda to this handbook). 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. Parents are expected to contribute a minimum of twenty volunteer hours per year to the City Academy community, support school activities, and share in their child's educational experience. Parents may, in addition to other tasks, chaperone or assist with field trips, assist with the sale of books during the Book Fair, help cover books to preserve them for the future, or work as a library aide, assisting students with the selection and check-out of books. Please contact the school's Administrative Assistant at 314-382-0085, and you will be directed to the appropriate City Academy staff member. (Please see Volunteer Opportunities 2010-2011 in the back.)

In order to ensure that a family receives credit for hours completed, a record of parent participation hours is kept in the front office in a binder located at the front desk. It is the parent's responsibility to record the volunteer hours in the binder.

In addition, parents are responsible for attending the following:

In-take Conferences

An introductory conference is held at the start of each year. The in-take conferences is 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 Information Session

Each year, a back-to-school event is held at the beginning of the academic year to welcome students and parents back 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.

Parent Education Workshops

Parent Education Workshops are mandatory for all parents new to City Academy and may be required for returning parents at the Principal's discretion. 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. Workshops are held on the third Tuesday of the month of the via phone conference. More information will be provided in the coming weeks.

Annual Parent Meeting

Parents are required to attend the Annual Parent Meeting. The mid-year gathering is a time for the administrative team to share with the parents a summary of the first semester and discuss the second half of the school year. Second quarter report cards will be distributed at the conclusion of the Annual Parent Meeting. Parents not in attendance may jeopardize their child's reenrollment for the 2011-2012 school year.

Communication, Information, and Parent Resources

City Academy provides multiple methods of home/school communication.

Email and Voice Mail

All teachers and administrators have access to email and voice mail. Email addresses consist of the first initial and last name followed by cityacademyschool.org. For instance, John Doe's email address would be jdoe@cityacademyschool.org. Voice mail extensions may be found in the School Directory, in the Buzz Book 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 48 hours.

Friday Folder System

A folder is sent home each week containing forms and information that should be read by parents at the beginning of the weekend. The front page of the folder should then be signed and returned

to school on Monday. Families with two households should send a note to the front office at the beginning of the school year to request multiple folders to be assembled each week.

Newsletter

Academy News & Accolades is produced by the principal on a monthly basis.

School Website

The City Academy website (www.cityacademyschool.org) contains information such as the school calendar, newsletters, and aftercare forms.

Bulletin Boards

There are several bulletin boards and easels located on the main floor that contain notices, resources, and reminders that parents will find useful. Parents are encouraged to read the boards on a daily basis when they drop off and pick up their children. Parents are encouraged to add educational and community information to the boards. However, all bulletin board postings and letters or other communications sent on school letterhead to school families or any other recipient must be approved in advance by the Principal by contacting the Administrative Office.

Grade Level Potlucks

Held at least once a year, the purpose of the Potluck is to create fellowship and community and share grade specific information.

CITY ACADEMY PARENT (CAP) ORGANIZATION

All parents of City Academy students are members of the City Academy Parent Organization.

The City Academy Parent Organization (CAP) exists to:

- (i) promote understanding and communication between the home and City Academy
- (ii) provide open forums for discussion among parents and administrators
- (iii) encourage and facilitate parent participation in programs that support the educational, social, and fundraising initiatives of City Academy.

The operating philosophy of CAP is to engage as many parents as possible in meaningful roles to achieve the goals of inclusion and continuity.

The Governing Board is the executive arm of CAP. It ensures that CAP fulfills its purpose and adheres to its philosophy by adapting structurally and procedurally to current issues and needs. The following positions are elected by City Academy parents during the previous school year and become voting members of the CAP Board for the current school year:

- o President
- o President-Elect
- o Secretary
- o Secretary Elect
- o Treasurer
- o Treasurer Elect
- o Communications Coordinator
- o Communications Coordinator Elect
- o Fundraising Coordinator
- o Fundraising Coordinator Elect
- o Volunteer Coordinator
- o Volunteer Coordinator Elect
- o Programs Coordinator
- o Programs Coordinator Elect
- o Lower School Council (JK-2nd)
- o Upper School Council (3rd-6th)

Please refer to the Buzz Book for the list of CAP officers for the current school year.

Every City Academy parent is invited to CAP meetings and functions.

ADDITIONAL POLICIES AND PROCEDURES

Attendance

The City Academy school day, Monday through Friday is:

JK - SK 8 a.m. - 3:15 p.m.

1st-6th 8 a.m. - 3:30 p.m.

Students who arrive after 8 a.m. are considered tardy. Latecomers are required to get tardy slips from the administrative office. If a student will not be attending 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, we must help them at an early age, to grasp the importance of always being "present and pleasant." It is City Academy's policy that students must be present and on time for school each official school day. Chronic tardiness and absenteeism are two of the primary obstacles securing an excellent education and maintaining gainful employment.
 - Attendance is noted in the student's permanent record and is a major consideration in determining the student's continued enrollment and/or reenrollment 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 absent or tardy for three or more days in a month is automatically 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 entering the building between 7:00 a.m. and 7:30 a.m. must be signed in by a parent or guardian. The sign-in sheet is located in the dining room. Parents who do not sign students into school will be asked to return to campus to do so. No exceptions will be made.
 - 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 Front Office to be admitted to the classroom. If a child needs to be dismissed from school early, parents must forward a note to the front 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. Early dismissals will be counted as tardies.

Before and After School Programs

City Academy's Before and After School Programs are designed primarily for children whose parents' work obligations require extended care for their children. Students in the Before School Program may arrive at school as early as 7:00 a.m. Parents who bring their child to school between 7:00 a.m. and 7:30 a.m. must sign their child into the Before Care program. A Sign-In list is located in the dining room.

School dismissal takes place at 3:30 p.m. Both indoor and outdoor activities are included in the After School Program. These activities are planned by the Director of Extended Programs and are intended to be supervised educational/play time.

Parents picking up students from the After School Program are required to enter the building and sign out the student in the Administrative Office. Parents/guardians will be charged \$20 every 15 minutes if a student is not picked up by 6 p.m. These fees, which begin being assessed at 6:01 p.m. (according to the clock in the Administrative Office), may be used to cover overtime expenses incurred as a result of the late pick-up. The fees will automatically be added to the monthly tuition statement.

Birthdays

Once a month, a classroom may celebrate birthdays. On this designated day, parents may supply a special treat, with necessary paper products, to celebrate their child's birthday with his/her classmates. Children having summer birthdays may celebrate their half-year birthday. Parents should consult with the teacher in advance of the child's birthday to schedule and coordinate birthday treats. The time when the treats will be shared is the sole discretion of the classroom teacher.

Dress Code

Students must come to school well groomed and 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 and enter code QS5NJIC for City Academy's dress code.

Students May Wear:

Shirts:	Polo style, collared shirt in white, light blue, or navy blue, or City Academy logo print polo (in colors available through French Toast)
Pants/Walking Shorts:	Navy blue or uniform khaki
Jumper, Skirt:	Blue and gray plaid, OR solid navy blue or khaki
Socks/Tights:	Solid white, navy blue, gray or light blue. Socks must come above the ankle.
Belts:	Solid navy blue, brown, or black with no ornamental designs, names, logos, etc.
Shoes:	Tennis shoes OR solid brown, black, or navy blue dress shoes. If wearing dress shoes, tennis shoes are needed daily.
Sweater:	V-neck or pull-over sweater with City Academy logo OR solid navy or white cardigan
Sweatshirt:	City Academy hoodless sweatshirt only (may be purchased from the administrative office)

Optional: Plaid ties for girls and boys can be ordered through French Toast. Both girls and boys are strongly encouraged to wear these ties on Dress for Success Days. The prices are minimal (\$2.98/girls, \$3.98/boys). Blazers and sweaters are also a nice touch in the winter months.

Dress for Success Days: Students are strongly encouraged to dress in “professional” clothing on the first Wednesday of every month. “Professional” clothing is described at minimum:

Young men: collared shirt, tie, dress slacks

Young ladies: collared shirt, knee length solid colored skirt or solid colored dress slacks

Students May Not Wear: Tattoos; body piercing (girls may wear stud-size earrings only); lettering or designs in hair; sculptured or acrylic nails; large pieces or excessive amounts of jewelry; sandals, open-toed shoes, heeled shoes, or wheeled shoes; make-up.

All clothing items should be labeled with the child’s name and grade.

Dress for Success Days

Students are strongly encouraged to dress in “professional” clothing on the first Wednesday of every month. “Professional” clothing is described at minimum as a collared shirt with a tie and dress slacks for young men, and a knee length skirt or dress slacks, and a collared shirt for young ladies. (Do not forget to pack tennis shoes for P.E. class).

Discipline and Guidance

It is City Academy’s policy and philosophy that discipline and guidance are appropriate tools for learning. We believe that a child’s elementary years are critical for social and emotional development. We expect that children will make some social mistakes as they grow and determine for themselves what good behavior is and what positive conduct is. Considering this expectation, the school’s approach to discipline and guidance programs are 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. Faculty members are empowered to be firm yet nurturing in their guidance, with education as their ultimate goal, rather than mere punishment. Corporal punishment is totally prohibited in our school as an appropriate consequence to inappropriate behavior or conduct.

Likewise, parents/guardians are prohibited from displaying any form of corporal or physical punishment toward a student while on school premises. Should this occur, City Academy is required by law to contact the Department of Child Protective Services in an attempt to serve the best interest of the child. Additionally, City Academy faculty, staff, and administrators are legally obligated to report evidence (verbal or physical) of abuse of a child.

Every classroom has rules and limits to which the entire class must adhere to ensure a productive learning environment. It is the charge of every teacher to be responsible for every student attending City

Academy. In essence, each faculty member is responsible for nurturing and guiding the full City Academy student body. School-wide decisions, however, are set by the administration.

If deemed necessary, a teacher may elect to send the student to the Principal's Office where the Principal's professional judgment will determine the next course of action. Typically, the Principal will use this as another learning opportunity for the student. Nonetheless, consequences are critical when attempting to remediate a student's continued inappropriate behavior or conduct. The Principal reserves the right to determine the consequences based on the severity of the student's inappropriate actions. Most often, the consequences will include the loss of privileges such as participation in fun days and other special activities and/or loss of free play periods. Teachers may also issue demerits to students who repeatedly violate basic school rules by failing to meet standard academic or behavioral expectations. An accumulation of demerits may result in a detention.

The Principal also reserves the right to consider removal of the student from school during the school day, to return the following day. The expectation is that the parent will spend the remainder of the day impressing upon the student the importance of good behavior and conduct in and out of school. Should the incident be deemed severe enough, the Principal also has the administrative discretion to call for suspension or expulsion.

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.

Extended Educational (Field Trip) Activities

City Academy encourages off-campus educational experiences and, as a result, schedules extended educational activities (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 an extended educational activity (field trip) if their parent/guardian has not returned the signed City Academy Parent Consent Form. Hand-written notes are not accepted in lieu of the City Academy Parent Consent Form. Absolutely no exceptions will be made to this policy.

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. Designated individuals in the Administrative Office have been trained in the proper administration of the equipment and medication included in the medical emergency kit.

Prescription Medication: City Academy will dispense prescription medication only at the request of a student's parent or guardian. The medication must be in a pharmacy container with a prescription label with dosage and storage instructions and should be delivered to the school secretary in the Administrative Office. Prescription medications will be secured in a locked container specifically designated for medication and will be inventoried weekly to prevent misuse and ingestion by another student.

Administration of medication will be documented by school personnel on a form stating the student's name, medication, dose, date, time, and name or initials of the person dispensing the medication. The Principal will monitor or designate a monitor to ensure the medication is given as prescribed. All health records and information, including administration of medication, will be maintained in a locked file within the Administrative Office.

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. Illness that prevents a child from participating comfortably in school requires 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:

- Fever, lethargy, irritability, persistent crying, difficulty breathing, or other symptoms of severe illness.
- Illness with a fever. Students should not return to school until they have been without a fever for a period of 24 hours.
- Diarrhea or stools that contain blood or mucus.
- Vomiting two or more times in 24 hours.
- Rash with fever, until seen by a physician and cleared for school.
- Pink eye or red eye (with green or yellow drainage and/or matted eyelids), until seen by a physician and cleared for school.
- Impetigo, a skin infection, until 24 hours after treatment has been initiated.
- Strep throat, until 24 hours after treatment has been started and child is without a fever.
- Lice, until scalp is nit-free.
- Scabies, until child has completed treatment.
- Chicken-pox, until all lesions are dry and crusted.
- Ring-worms, until seen by a physician and cleared for school or treated with proper medication.
- 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. Upon return to school, the student must have a written and signed statement from the parent/guardian giving reasons for the absence.

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 Principal.

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 displayed in the Dining Room for a period of one week. Unclaimed items will then be held in the Administrative Office until the end of the semester, at which time all items will be donated to charity.

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 cost of lost school items and the cost of such items will be added to a student's account.

Meals

Breakfast is served daily from 7:20 a.m. to 7:45 a.m. Students must be present by 7:30 am to eat breakfast and must complete their meal by 7:45 a.m. in order to join their classmates in Before Care.

A healthy lunch is served each day to all students. Breakfast and lunch is included in regular tuition fees. 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 a form from the school office to be completed by their child's physician.

City Academy provides snacks for students attending the After School Program. However, parents are also encouraged to provide healthy snacks for all students in the class on an occasional basis. Your child's teacher will notify you of the procedures regarding school snacks.

Non-Discrimination

City Academy will not discriminate in violation of the law on the basis of race, sex, color, religion, national origin, ancestry, or physical or mental disability which is unrelated to the ability to work or enjoy the benefits of the School's programs, facilities, or services.

Non-Instructional Items Ban

Students are not permitted to bring any items to school that are not within City Academy's instructional program. The faculty and Principal 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. Student cell phones must be left in the front office in the morning and picked up at the end of the day.

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.

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 dismiss early or close school when the streets are not safe for travel.

If City Academy elects to cancel school, early announcement of the closing will be made on the following local radio and television stations, and a message will be left on the school phone.

RADIO: 1120 AM, KMOX; 550 AM, KTRS

TV: Channels 2, 4, 5, & 11

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

School Photos

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

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 (i.e. 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 of sexually suggestive objects or pictures, intimidation by words or actions, unwanted touching (i.e. 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 also may 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.

Sexual harassment is imprecise in nature, open to varying interpretations by each individual. As City Academy is committed to creating a nurturing environment and safe haven where all students feel comfortable and can focus on learning, the Administration strongly encourages students and parents to report any incident that they feel may potentially violate the sexual harassment policy and, in any way, threatens the "safe haven" of the student, even if in doubt of the true nature or circumstances of the event. The Administration is committed to conducting a thorough and objective investigation into each and every incident and determining the appropriate response resulting from the investigation.

Sign-Out Authorization

Prior to the start of the school year, parents must complete the official Sign-Out Registration Form. This form, available in the school's Administrative Office, should 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. A telephone call will not be accepted. If in question, identification may be required for a child to leave the premises with an individual.

Technology Guidelines

The Technology Guidelines apply to all technology resources at City Academy, including, but not limited to computers, 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 Technology Coordinator is the software manager responsible for signing license agreements, verifying completion of registration cards, and updating records.
- School computers 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.
- Individuals who violate the Technology Guidelines at City Academy are subject to immediate discipline, up to and including discharge or expulsion.

Acceptable Use Policy

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 Guidelines:

- Respect copyright laws.
- Verify accuracy of information and/or check sources.
- Become an informed and critical 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 Technology Coordinator.
- 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 our Internet connection is a privilege, not a right. Computer use 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 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.

By signing this agreement, parents confirm that they have reviewed this policy with their student. Parents agree that the student understands and is capable of abiding by all aspects of the policy.

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.
- Breakfast charges will be billed to the family on a monthly basis and must be paid within two weeks or breakfast will not be served to the student.
- 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 one month 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.

Use of Telephone

Students are not permitted to use cell phones in the school building at any time. 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.

Visitors/ Classroom Observations

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.
- Prior to departure, sign out in the office.

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 is appreciated.

Visits to the school to observe students must be made in advance with the Administrative Office. Upon arrival for your observation appointment, you will receive the City Academy guidelines for observations. After parents visit, we encourage them to schedule an appointment with their child's classroom teacher(s) and the school Principal to discuss their visit.

Children respond differently when visitors are in the classroom. To give children the time to adjust to the classroom and ensure they always feel comfortable and secure, observation appointments will not be made until after October 1.

Video or audio recording of classroom activity by parents or outside visitors is prohibited. While the Principal 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.

2010-2011 SCHOOL CALENDAR FIRST SEMESTER

7	Saturday	CAP Back to School Day!
9	Monday	First Day of School (All)
10	Tuesday	CAP Meeting, 6-7 pm
18	Wednesday	CAP Annual Giving Spare Drive begins (1Q) JK/SK Potluck, 5:30-6:30 pm
19	Thursday	3 rd grade/4 th grade Potluck, 5:30-6:30 pm

AUGUST 2010						
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29	30	31				

1	Wednesday	Dress for Success 1 st grade/2 nd grade Potluck, 5:30-6:30 pm
2	Thursday	5 th grade/6 th grade Potluck, 5:30-6:30 pm
3	Friday	NO SCHOOL/Teacher Inservice (EDP offered)
6	Monday	NO SCHOOL – LABOR DAY
7	Tuesday	CAP Meeting, 6-7 pm (all parents)
15-17	Wed-Fri	Sixth Grade Leadership Camping Trip

SEPTEMBER 2010						
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2	Saturday	Secondary School Fair (5 th /6 th grade families required)
5	Tuesday	CAP Meeting, 6-7 pm (all parents)
6	Wednesday	Picture Day/Dress for Success (Students may dress out of uniform, but only in professional clothing.)
8	Friday	Buddy Morning Noon Dismissal Parent Teacher Conferences, 12 noon-7 pm (3 rd -6 th grade families provide dish for faculty/staff)
11-15	Mon-Fri	CAP Annual Giving Spare Change Drive ends (1Q) NO SCHOOL-FALL BREAK (EDP offered) Sixth Grade students visit secondary schools
18	Monday	Classes resume
29	Friday	Grandparents Day (A.M.)/Harvest Festival (P.M.) CAP Family Movie Night, 6-8 pm

OCTOBER 2010						
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31						

2	Tuesday	Bring Your Parent to School Day, 7 am – 6 pm CAP Meeting, 6– 7 pm CAP Annual Giving Spare Change Drive begins (2Q)
3	Wednesday	Dress for Success
6	Saturday	Open House for Prospective Families
12	Friday	NO SCHOOL/Teacher In-Service (EDP offered)
14	Sunday	CAP Father/Daughter Brunch
24-26	Wed-Fri	Thanksgiving Break (No EDP)

NOVEMBER 2010						
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7	Tuesday	CAP Meeting, 6-7 pm (all parents)
13-17	Mon-Fri	Scholastic Book Fair
17	Friday	Winter Holiday Program, 6 pm CAP Annual Giving Spare Change Drive ends (2Q) End of First Semester/Second Quarter
18	Friday	Winter Holiday Program, 6 pm END OF FIRST SEMESTER
20	Monday	Winter Break begins CAP Read-A-Thon begins (EDP offered 12/27 – 12/30)

DECEMBER 2010						
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CAP = City Academy Parent Organization
EDP = Extended Day Program

No School, EDP not offered
 No School, EDP offered

2009-2010 SCHOOL CALENDAR SECOND SEMESTER

3 Monday NO SCHOOL/Teacher In-Service Day (EDP offered)
 4 Tuesday Winter Break Ends, School Resumes
 CAP Read-A-Thon ends
 CAP Annual Giving Spare Change Drive begins (3Q)
 13 Thursday All Parent Meeting, 6 pm-Attendance Required
 (report cards will be distributed after mtg)
 17 Monday NO SCHOOL/MLK Day (No EDP)
 22 Saturday Testing for prospective students
 27 Thursday Friends Committee Bowling Party Fundraiser,
 Moolah Lanes

JANUARY 2011						
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2 Wednesday Dress for Success
 3 Thursday For the Love of Reading Book Event for donors
 4 Friday NO SCHOOL/Teacher In-Service Day (EDP offered)
 5 Saturday Testing for prospective students
 8 Tuesday CAP Meeting, 6-7 pm (all parents)
 23 Wednesday African-American Assembly, 6 pm
 CAP Original Works fundraiser begins
 26 Saturday Art Dash Fundraiser Event, 6-10 pm,
 Souldard Preservation Hall

FEBRUARY 2011						
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27	28					

1 Tuesday CAP Meeting, 6-7 pm (all parents)
 2 Wednesday Dress for Success
 4 Friday NO SCHOOL/Teacher In-Service Day (EDP offered)
 11 Friday Buddy Morning
 Noon Dismissal
 Parent-Teacher Conferences, Noon-7 pm
 (3rd-6th grade families provide dish for faculty/staff)
 CAP Original Works fundraiser ends
 CAP Annual Giving Spare Change Drive ends (3Q)
 14-18 Mon-Fri Spring Break – Week 1 (No EDP)
 21-25 Mon-Fri Spring Break – Week 2 (EDP offered)
 (MANDATORY 5th/6th grade trip Wed-Fri of Wk 2)

MARCH 2011						
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5 Tuesday CAP Meeting, 6-7 pm (all parents)
 CAP Annual Giving Spare Change Drive begins (4Q)
 6 Wednesday Dress for Success
 17 Sunday CAP Mother/Son Brunch
 28 Thursday Annual Meeting for Community Donors

APRIL 2011						
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24	25	26	27	28	29	30

2-6 Mon-Fri Standardized Testing Week
 6 Friday Cap & Gown Dinner w/6th grade and alumni
 9-13 Mon-Fri Scholastic Book Fair Week
 10 Tuesday CAP Meeting, 6-7 pm (all parents)
 20 Friday Last Day of School for Sixth Grade
 25 Wednesday City Academy Graduation, 6 pm
 30 Monday NO SCHOOL/Memorial Day (No EDP)

MAY 2011						
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1 Wednesday Dress for Success
 Awards Assembly, 6 pm
 3 Friday Field Day, Last Day of School, Noon Dismissal

JUNE 2011						
S	M	T	W	H	F	S
			1	2	3	4

CITY ACADEMY
SCHOOL DIRECTORY

MAIN OFFICE: 314.382.0085 FAX: 314.382.0228

Email address: first initial and last name @ cityacademyschool.org, i.e., klowery@cityacademyschool.org

ADMINISTRATION
(Main Office)

Title	Name	Ext.
President.....	Don Danforth, III.....	109
Principal	Kelly Tyson	115
Director of Curriculum & Instruction	Matt Virgil.....	111
Director of Extended Programs.....	Anthony Lemons, Sr.....	214
Administrative Assistant.....	Kim Lowery	100

ADMISSIONS

Director of Admissions & Alumni Relations.....	Nikki Doughy.....	113
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FINANCE

Director of Business & Administration	Elizabeth Sergel.....	106
Technology Coordinator	Doug Butte	145

DEVELOPMENT

Director of Development	Ginger Imster	110
Asst. Director of Development	Nancy Ritzel	104
Assoc. Director of Development	Sarah Lawrenz.....	108

LIBRARY

Librarian.....	Martha Brown.....	121
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ANCILLARY SERVICES

Director of Ancillary Services.....	Brad Krueger.....	146
Cafeteria		
Food Services Technician.....	April Taylor	141
Facility Services		
Facility Technician	Tony Guinn.....	146
Facility Technician	Ronnisha Moore	146
Facility Technician	Mike Wansong.....	146

FACULTY

Title	Name	Floor	Ext
Junior Kindergarten.....	Donna Hynes-Farris.....	1	128
Senior Kindergarten	Pamela Barsh.....	1	155
1 st Grade.....	Sally Stock.....	1	154
2 nd Grade.....	Christy Zwenger.....	2	206
3 rd Grade	Mary Beth Huff.....	2	207
4 th Grade	Shalawn Emerson.....	2	221
5 th Grade	Kip Warr.....	2	218
6 th Grade/Placement Coordinator	Haliday Douglas.....	2	220
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Art Instructor.....	Julie Bugnitz	2	200
Learning Specialist	Janice Crowe.....	2	216
Math & Science Instructor (JK/SK)	Kelley Barnett.....	1	131
Math Instructor (1-3).....	Meghan Taylor	2	203
Math Instructor (4-6).....	Larry Hill	2	217
Math Specialist	Kevin Schlereth	2	116
Music Instructor	Susan Wells-Souza.....	1	138
Physical Education Instructor.....	Mandy Rajchart.....	1	124
Psychologist/Educational Examiner.....	Joan Bates	2	216
Science Instructor	Erik Taylor	2	211
Spanish Instructor	Esmeralda Torres.....	2	123
Academic Support.....	Jonas Clark	2	216

