



St. Louis
CATHOLIC SCHOOL

2017-2018

**Parent/Student Handbook
& Calendar**

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925 Grant Avenue
Louisville, CO 80027

www.school.stlp.org
School Office: 303.666.6220
Early Learning Center: 303.666.6220, ext. 500



2017-2018
St. Louis Catholic School
Parent/Student Handbook



Prayer for Catholic Schools

God of all goodness, we come before you in praise, thanksgiving and petition. We praise you in union with Jesus our teacher and all those who taught as Jesus did.

Thank you for the vision and dreams of bishops and pastors who sustain our Catholic schools. Thank you for the courage and dedication of men and women religious who first staff these schools and for the generosity and commitment of laywomen and laymen who join them to continue this ministry of teaching. Thank you for the faith and determination of parents and benefactors who support this special mission of the Church. Thank you for enlightening the minds and strengthening the wills of our students who continue to make lasting contributions to our Church and nation.

As we embark on designing the future of Catholic schools, send us your Spirit that we might be wise and insightful planners. Bless our Catholic community with generous hearts so that the teaching mission of the Church, embodied so well in Catholic schools, may flourish and bring the good news to all people.

We make this prayer, as always, through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, forever and ever. Amen

-National Congress for Catholic Schools

St. Louis Catholic School

925 Grant Avenue
Louisville, CO 80027-1916
(303) 666-6220 – School Office; (303) 666-5244 - Fax
www.school.stlp.org
www.fastdir.com/stlouisschool
Hours: 8:00 a.m. - 4:30 p.m. (Mon - Fri)
Principal: Kathy Byrnes; Kbyrnes@stlp.org
(303) 664-9177 – Early Learning Center
ELC Director: Gina Audino; Gjors@stlp.org

St. Louis Catholic Church

902 Grant Avenue
Louisville, CO 80027-1916
Parish Office: (303) 666-6401
Hours: 8:00 a.m. – 3:30 p.m. (Tues - Fri)
Pastor: Father Timothy Hjelstrom

Archdiocese of Denver

Office of Catholic Schools
1300 S. Steele Street
Denver, CO 80210
(303) 722-4687
Hours: 9:00 a.m. – 4:00 p.m.

Corporation Sole

With all the parishes of the Archdiocese of Denver under the structure of Corporation Sole, it will be the responsibility of the school principal, office staff, and faculty to implement, communicate and enforce Archdiocesan and individual Parish policies.

School Hours

Grades K-8	7:55 a.m. – 3:10 p.m.
Preschool, PreK	7:55 a.m. – 3:10 p.m.
Junior K	7:55 a.m. – 12:15 p.m.
Extended Day Preschool	7:00 a.m. – 5:30 p.m.
Minimal Days	7:55 a.m. – 11:45 a.m.
Extended Daycare (K-8)	7:00 a.m. - 6:00 p.m.

2017-2018 THEME FOR ST. LOUIS CATHOLIC SCHOOL

Every year, St. Louis School chooses a spiritual theme, which serves as our inspiration and spiritual focus. The theme for the 2017-2018 school year is, **Celebrating God's Family**. "Know that the Lord is God, it is he that made us, and we are his, we are his people." Psalm 100:3

School Mascot: Crusader

School Colors: Navy, Red and White

ST. LOUIS CATHOLIC SCHOOL

St. Louis Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Denver. The primary goal of St. Louis School is to provide learning experiences which most effectively instill worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the child. At St. Louis, we are attempting to “teach as Jesus did.”

The Archdiocese of Denver curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

HISTORY

St. Louis Catholic Church received their first resident pastor, Fr. Cyril Rettger, in 1899. In 1903, Fr. Rettger initiated plans for a parochial school. Twelve lots were purchased with construction beginning in 1905. It was then that the first teachers, the Benedictine Sisters of Pennsylvania arrived. Classes began in the church building while the school was finished. Years passed and in 1985, the preschool was added, and in 1995, a three story addition to the current church and school building began. Additions included upper and lower floor classrooms and Benedict Hall for meetings, luncheons, and Mass overflow. In 1999, 23 acres were purchased on the corner of 96th and Dillon Road. The ELC moved to 841 Grant Ave. the summer of 2014. The playground renovation project was completed summer 2016. Perhaps someday, with God’s help, we will begin building a new church and school.

PHILOSOPHY OF ST. LOUIS CATHOLIC SCHOOL

The encyclical of Pope Pius XI, “The Christian Education of Youth,” states, in essence, that a child, whole and entire, soul united to body, in unity of nature with all its faculties, natural and supernatural, such as right reason and Revelation, show it to be the reason for Christian education. Above all, the mind must be enlightened and the will strengthened by supernatural truth and grace, without which it is impossible to attain full and complete education.

The teachers of St. Louis Catholic School support this philosophy by motivating the child to respond to God’s call by listening to God in prayer, developing his gifts and talents through academic studies, physical discipline, reverence, and

Christian respect for one another, and learning and living the message of Christ.

The faculty is professionally, spiritually and socially prepared to create a Christian atmosphere in cooperation with responsible concerned parents/guardians, thus providing the climate for wholesome, happy growth.

St. Louis Catholic School encourages artistic expression and creativity by providing art, music, physical education, Spanish and technology, and encourages all students to take part in contests and extracurricular activities to help develop their talents.

The teachers elicit Christian behavior by helping students to discipline themselves, both within and outside the classroom.

Since reverence and respect for one another show the Christian expression of love, the faculty encourages courteous behavior among the students, not only to help the students live in harmony, but also to help them find Christ in one another and respond with kindness and gentleness.

The St. Louis Catholic School faculty will work in cooperation with those in the Archdiocesan Education Vicariate to develop a Christ centered education for each child.

MISSION STATEMENT

St. Louis Catholic School partners with families to educate and inspire children to grow in faith and excel in academics.

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I. ACADEMICS

Academic Accommodations

Any student with a special need will be accommodated to the extent decided by the teacher and principal. Parents/guardians will be included in discussions to develop appropriate accommodations. The intent of this policy is to indicate the school will make an effort to accommodate students with learning challenges who require curriculum modifications. Modifications may be noted on report cards.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (70% or higher).

Academic Programs

All academic programs meet the goals, objectives, and accountability matrix and curriculum guidelines provided by the Office of Catholic Schools within the Archdiocese of Denver. All staff members are in-serviced in Archdiocese requirements for all classes.

Academic Support

Teachers are often available to assist students before and after school. Students needing extra help are encouraged to contact the teacher to arrange academic support.

Awards

Eighth Grade Academic Awards:

- Pope John Paul II Award for Excellence in Religion
- St. Vincent de Paul Service Award
- St. Cecelia Award for Excellence in Music
- St. Francis of Assisi Award for Excellence in Science
- St. Thomas More Award for Excellence in Social Studies
- St. Thomas Aquinas Award for Excellence in Math
- St. Paul Award for Excellence in Language Arts
- St. Sebastian Award for Excellence in Physical Education
- St. Joseph Award for Excellence in Art
- St. Clare Award for Excellence in Computer

- St. Juan Diego Award for Excellence in Spanish
- Mike Meylor Serviam Award
- Mary Grace Dalton Christian Courtesy Award

Books and Supplies

Hardbound books need to be covered at all times. Teachers will keep an accurate record of which student is responsible for which numbered book. If any damage comes to the book checked out to a particular student, the student is responsible for the cost of repairs or replacement. The student will pay a fine or replacement for damaged or lost texts. Parents and teachers should assist students by encouraging respect for all personal and school property.

Curriculum-Instructional Program

(Archdiocesan Policy 4000)

The Archdiocese of Denver has mandated the curriculum for all subject areas. All Archdiocesan schools, including St. Louis Catholic School, are to be in compliance with the Archdiocese published and updated curriculums. Staff will receive training and be evaluated in curriculum areas.

Grades K-3: The basic program in kindergarten through grade three shall include religion, mathematics, science, language arts, social studies, health, music, art and physical education. Use of technology should be integrated into the instructional program. Inclusion of Spanish is at an introductory level.

Grades 4-8: The basic program in grades four through eight shall include religion, mathematics, science, language arts, social studies, fine arts, physical education, health and safety. Use of technology should be integrated into the instructional program. Inclusion of Spanish is introductory in grades 4-6 and academic in grades 7-8.

Elementary School Promotion and Retention

(Archdiocesan Policy 4420)

Promotion: Promotion of students shall be based on completion of academic work and mastery of academic skills.

Retention: All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

Students may also be transferred or placed into the next grade. In cases of slow progress, each student should be considered individually. Any decisions concerning non-promotion must be made after considering all the factors related to the student's development collected from a wide range of sources throughout the year. Excessive absences and/or tardiness may be cause for retention or withdrawal from the school.

Field Trips

(Archdiocesan Policy 4340)

In order to enhance the educational opportunities at St. Louis Catholic School, students will occasionally have the privilege of going on a field trip. The cost of such field trips will be borne by the parents/guardians. If a parent/guardian elects not to have their child attend the field trip, the parent/guardian will need to make arrangements for the student. A class taking a field trip may walk or travel in cars.

Students are required to return a signed school permission form in order to attend. A fax does not take the place of an original signature. Verbal permission cannot be accepted (a telephone call will not be accepted in lieu of the proper field trip permission slip). Any school parent/guardian may come as a supervisor on a field trip, but may not bring other siblings along so the supervisor can concentrate on the students.

Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participating by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip. The Archdiocesan permission form must be used. A parent/guardian must sign the original form in order for the student to attend. **No verbal permission or other form will be accepted.**

Should a student fail to return a signed permission slip he/she will be unable to go on the field trip. If a student does not have permission to go on the field trip, arrangements need to be made for the parent/guardian to pick up the student or the student may be able to go into another classroom.

It is the Archdiocesan policy that only drivers 25 years of age or older with a valid driver's license, proof of insurance, background check, signed "Code of Conduct", signed "Volunteer Driver Agreement" and proof of completion of the Safe Environment Training course will be allowed to drive. All drivers need to have a seat belt for every passenger in their vehicle. Staff members are not allowed to drive students.

Graduation/Continuation

(Archdiocesan Policy 2460)

Graduation/continuation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

Graduation/continuation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the

graduation/continuation ceremony and should be followed by a simple, dignified exercise, which recognizes the unique value of the Catholic education just completed.

Homework

(Archdiocesan Policy 4130)

Homework is a part of school. Homework may be assigned by the teacher at approximately (10) minutes times the grade level. For example, grade 4 homework should take no more than forty (40) minutes to complete. If any homework takes more than the appropriate time, the parent should contact the teacher.

Student's Responsibility for Assigned Work:

- Late assignments may be turned in at the option of the teacher and/or at the option of the teacher for grading.
- Tests will be made up as soon as possible after student returns to school.
- Teachers may decide which work needs to be made up and which does not.
- When absent, students generally have two days to make up work for each missed day. This is a guide and the teacher may set a schedule with regard to when certain work is to be completed.
- The school calendar provides for extended weekends through the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.
- Homework is assigned Monday through Thursday. Weekends and vacations should be protected as family time when possible. Completion of curriculum objectives may warrant occasional weekend homework. Projects will not be assigned over vacations.

Honor Roll Requirements

Grades 4 - 5:

Pastor's Honor Roll - all A's in 7 core subjects; no N's, U's or S's

Principal's Honor Roll - all A's and B's in 7 core subjects; no N's or U's

Grades 6 - 8:

Pastor's Honor Roll - all A's in all subject areas; no comment below 4

Principal's Honor Roll - all A's and B's in all subject areas; no comment below 4

Honor Roll Students will be recognized in some manner befitting this award at some time during the school year.

Parent Teacher Conferences

(Archdiocesan Policy 4410)

Conferences are held during the first and third trimesters, with the expectation that all families will attend. Students are encouraged to attend the conference. Parents/guardians will have fifteen minutes with the teacher at this conference. Should a parent/guardian or teacher need more time, it should be arranged before the day of the conference. A parent/guardian or teacher may call a conference when deemed needed.

Conferences may also be held among teacher(s), parents/guardians and/or student at any time. The principal may attend any of these meetings and may be invited by any party.

Reporting of Student Progress

(Archdiocesan Policy 4400)

Report cards are issued three times per year. An explanation of the grading system is as follows:

Kindergarten:

S = Satisfactory work
P = Work is progressing
N = Demonstrates a need for
more time and help

Grades 1 - 3:

E = Excellent
S+ = Above Average
S = Average
S- = Below Average
U = Unsatisfactory

Grades 4 - 8:

A = 90-100 %
B = 80-89 %
C = 70-79 %
D = 60-69 %
F = Below 60 %

Special Areas of Instruction

Art, music, physical education, Spanish and technology teachers constitute our "specials" teachers.

Technology Education

The school will provide opportunities for students to meet the Archdiocese Curriculum in Technology which states: "Computer instruction should be integrated into all subjects. Time for direct instruction in this area may be incorporated into language arts, mathematics, science, social studies, and/or art."

Testing Programs

(Archdiocesan Policy 4430)

IOWA ASSESSMENT, STANDARDIZED TESTING

Students in grades 2-8 will be administered the Iowa Assessment in accordance with Archdiocesan policy. Grades 3, 5 and 7 will also take the Cogat Aptitude Test. The time of the year when testing takes place is dependent upon the Archdiocese mandate for the testing window.

ACRE: ASSESSMENT OF CATECHESIS OF RELIGIOUS EDUCATION

This is a national test of knowledge in our Catholic faith. Test is given to grades 5 and 8.

Title IX

St. Louis School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Tutoring Policy

(Archdiocesan Policy 3600)

Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal.

II. ADMISSION

Admission Policy

(Archdiocesan Policy 2000)

All Catholic schools are open to students who sincerely seek a Catholic education and meet the requirements (complete listing in Policy 2000). Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students.

A child may be enrolled in kindergarten if he/she has reached five years of age on or before October 1st of the current year. No exception can be made to this regulation. A child may be enrolled in First grade if he/she has reached six years of age on or before October 1st of the current year. Exceptions to the first grade age limit may be made at the discretion of the principal when students are transferring from another school and have successfully completed a kindergarten program.

Transfer students from other schools will be honored in the grade they are transferring from if attendance is established in those schools. The school will send for cumulative health and scholastic records from the previous school of attendance. Testing in some academic areas may be held for new incoming students in grades 3-8. All new students will be given a trial period of not less than one semester in which to prove himself both socially and academically. If

during this trial period there are any problems, a student may be asked to withdraw attendance at St. Louis School.

A **birth certificate** as proof of age must be presented to the school prior to admission. A **baptismal certificate** shall be required of all baptized Catholic students. The information on birth and baptism shall be entered on the permanent office record in the proper place, but only when verified by the official document.

A record showing that the child has received all required **immunizations** must also be presented before the beginning of school. Otherwise, an exemption form signed by a parent/guardian must be presented.

Statement of Non-Discrimination by Archdiocesan Schools

(Archdiocesan Policy 6020)

The Catholic schools of the Archdiocese of Denver under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and, at the direction of the Superintendent, state that all of their Catholic Schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

Tuition

(Archdiocesan Policy 5010)

Tuition for Archdiocesan Catholic schools is set at the local level and shall be directly related to the per pupil cost. The Office of Catholic Schools recommends that schools set one tuition rate for Catholics who are registered at a parish within the Archdiocese of Denver and who meet the requirements for parishioners (affiliated Catholic tuition rate) and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholic students may be equal to or greater than the per pupil cost.

- A) Families who are members of parishes whose children are enrolled in an Archdiocesan elementary school for kindergarten or a higher class, or one of the Archdiocesan-operated high schools are eligible to receive the affiliated Catholic rate if they meet the following criteria:
1. The family has been registered in the parish for at least six months.
 2. The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
 3. The family attends Mass regularly and is involved in the activities, organizations or programs at the parish.

- B) Schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school.
- C) All tuition discounts must be approved by the pastor as evidenced by his signature on the tuition contract.
- D) Any parish-wide policy of tuition discounts or compensation for faculty and staff must be in writing, referenced in the parish school's Faculty/Staff handbook and clearly specified in their tuition contract.

III. ATHLETICS

Catholic Schools Athletic League (CSAL)

CSAL is designed, "to contribute to the mission of the Catholic Schools, and to the health, well-being, citizenship and character development of the youth of the League." Each participant is expected to display Christian principles of fair play, courtesy, self-control and sportsmanship-like feelings for the opposing team or school. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly and fair treatment of visiting players, school officials, spectators and game officials. (CSAL by-laws, Article 1)

Coaches will be responsible for assuring that each rostered player has equitable play time if they have met practice responsibilities and are not losing time due to discipline.

Concussion Guidelines

(Archdiocesan Policy 2190)

Each coach of a youth athletic activity that involves interscholastic play must complete the on-line concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties. Parents/guardians will be required to sign a concussion policy before their child can practice or play on a school sponsored athletic team.

Eligibility Policy

Eligibility for all extracurricular activities will be determined by academic/behavioral performance. Students and parents/guardians will be notified if a student becomes ineligible. In order to participate:

- Students must maintain a "C" average in all major subjects.
- Students must exhibit behavior that reflects the St. Louis Catholic School mission and standards.

Physical Exams for Extracurricular Sports

All requirements established by the Catholic Schools Athletic League for the sports that St. Louis Catholic School participates in will be honored.

IV. ATTENDANCE

(Archdiocesan Policy 2120)

Students are required by law to attend school punctually and regularly. Medical and dental appointments should be made for out-of-school time when possible. If at all possible, please schedule vacations around weekends instead of having a student miss a full week and subsequently fall behind in his/her studies. If planning a trip, please notify the teacher and school office.

For the welfare of the child, when a student is absent, please call the school office by 9:00 AM each day of absence. If we fail to receive a call, the school office will call the parent/guardian. **Students should be fever free for 24 hours before returning to school.** A written statement giving reasons for absence must be brought to the student's teacher upon the student's return. These notes will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for absence.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as ½ day absent.

No child may leave the school premises during school hours without written permission from a parent/guardian notifying the teacher and school office. Parent/guardian must sign their child in/out at the school office if arriving late or leaving early.

All absences and tardiness will be reported on student report cards.

Before and After School Care Program

St. Louis School offers a before and after-school care program. Before-school care begins at 7:00 am. After-school care begins directly after school until 6:00 pm. Parents are charged a flat fee per hour.

Closure Due to Weather or Facility Conditions

(Archdiocesan Policy 1270)

A decision to close the school will ultimately come from the pastor. A recommendation to close the school will be made to the pastor by the principal. Local radio and television stations will be notified of the closure. A notification of closure will be posted on the school website, school Facebook page and sent via Fast Direct®.

When closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the level of instruction.

Early Dismissal

If the school has to be closed early, all parents/guardians will be notified. Children who have not been picked up will remain in supervised care at the school until an authorized adult picks up the child.

Length of School Day

(Archdiocesan Policy 1260)

Instructional time on all regular school days will be a minimum of 6.0 hours per day, which may include no more than one hour total for both recess and lunch breaks. Students in kindergarten through grade 2 may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours.

The school day begins with the bell ringing at 7:55 a.m. for students to be admitted to school. **School begins each day at 8:05 a.m. and is dismissed at 3:10 p.m.** On minimum school days, students will be dismissed at 11:45 a.m. (no lunch scheduled). Please check school calendar for minimum school days. Prayer and school announcements begin at 8:05 am. At St. Louis School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to line up and enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

For the safety and supervision of all students, children who arrive at school before 7:55 a.m. must wait in their designated line up area for the bell to ring. Children may be dropped off after 7:40 a.m., teachers will be present to supervise. Upon dismissal, all students will be sent to car line for pick up after school unless attending Aftercare in the ELC. There is to be no playing, running, or throwing items before or after school.

Students are not permitted to return to the school building after the 3:10 pm dismissal unless accompanied by a teacher or with permission from school

authority. Students who choose to return to the school after 3:10 pm without a teacher or administrator's permission face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child become more organized and personally responsible.

School Year and Effective Date

The school year and effective dates are given from the Archdiocese of Denver Office of Catholic Schools. Each individual school must have their school calendar approved through the Office of Catholic Schools. A Calendar/ Handbook is issued to all families. Extra copies are available at the school office.

Tardiness

Students will be considered tardy after 8:05 a.m. Excessive tardiness will result in a call to the parent/guardian. For students arriving after 9:00 a.m., please call the school office to order a hot lunch, otherwise a sack lunch must be sent.

Students arriving late to school must obtain a tardy slip from the school office before attending class.

V. BEHAVIOR & DISCIPLINE

Cheating/Plagiarism

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in those activities.

If a student plagiarizes a portion or an entire document turned in for a final grade, the teacher will provide the parents/guardians and student with confirmation of the plagiarism, the student will receive a zero for the assignment, and may not redo the assignment.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items not allowed at school:

Items such as, but not limited to, e-cigarettes, questionable books and pictures, matches, cigarettes, trading cards, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items at school.

Controversial Issues

(Archdiocesan Policy 4300)

A controversial issue is defined as a problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Catholic school administrators and teachers have the obligation of teaching and advocating Catholic Church doctrine, which is contained in the Catechism of the Catholic Church or in any other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered.

It is the principal who is responsible for the allowing and monitoring of any issues of controversy. If the issue involves religions or doctrinal controversies it is the pastor whose approval is necessary to discuss the controversy. No speaker may at any time contradict the teachings of the Catholic Church.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the principal. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Discipline

(Archdiocesan Policy 2500)

All students are expected to follow all policies of St. Louis Catholic School. Students must treat other students, teachers, parents/guardians, and school property with respect. The school is a part of the building block in addition to family and church. Discipline is the foundation for being a true disciple of Christ. We believe these guidelines will be important in the foundation of our Catholic community. Any behavior, which is deemed to be detrimental to the welfare, safety, and orderly operation of the activities and events at St. Louis Catholic School, will be cause for appropriate discipline. Discipline will range from discussions with the student, parent/guardian involvement, administrative involvement, detentions, suspension, and expulsion. The intent

of discipline is to help the student learn. There are consequences to one's actions. Punishment may be a tool, but it is not an end. Any after school detention must be prearranged with complete understanding of the parent/guardian.

Discipline Procedures and the Ladder of Consequences

This is a general procedure. Procedure may vary due to the severity of the infraction. **First time** – verbal warning by the teacher/playground or lunchroom supervisor. **Second time** – call home to the parent/guardian by the teacher.

Third time – involvement of the principal.

Disciplinary Referral System

First Warning - Notice of improper behavior and action at school. Parent/guardian will be asked to sign the form and return the form to the classroom teacher the next day. Failure to return the form will result in a phone call home to the parent/guardian by the classroom teacher.

Second Warning - Same as above, plus the principal will call the parents/guardians, as well as having a conference with the student.

Third Warning - Same as above, plus a conference that includes the principal, teacher(s), parent/guardian, student and could include the pastor. Possible consequences will be given at this time.

Additional Behavioral Concerns:

- Student could receive a one to three-day suspension.*
- Student could be asked to leave St. Louis Catholic School.

* The suspension could be at home or in school at the discretion of the principal. The student is expected to make up work missed during the suspension, before returning to the classroom.

Immediate action will be taken if destruction of property occurs or if harm to the student or others is involved. Administrative decisions override or alter the process as stated above due to the situation. Safety of all students and respect for each other and school property is expected at all times.

The Middle School discipline policy will be reviewed at back-to-school night and signed by parents/guardians.

E-Mail, Cell Phone, and Internet Use

(Archdiocesan Policy 4030)

All electronic communications to and from any Archdiocesan school shall reflect the Christian principles upon which the school is founded, in support of

its mission, Catholic identity and educational goals.

Policies regarding e-mail and Internet use will be established and taught by the Technology teacher in each class.

All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to monitor and view e-mails sent from or to the school and/or Internet sites accessed on school computers.

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, texts, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Expulsion

(Archdiocesan Policy 2600)

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort.

Conditions that may call for an expulsion are: (This list is not all inclusive.)

- Continued defiance on the part of the student to comply with the policies, rules, and regulations of the school.
- Continued defiance of the adult authorities of the school. (Teachers, aides, administration, parent volunteers, and/or Parish personnel.)
- Creation and/or part in any situation that negatively affects the health and welfare of students, staff, and/or community.
- Actively advocating any non-Catholic philosophy.
- Involvement in any activity that is illegal.
- Possession, and/or use, sale/attempted sale of tobacco, possession, use or being under the influence of alcohol or illicit drugs on school premises and at all school sponsored activities.
- Actions by the parent/guardian that significantly reduces the school's ability to effectively serve its students.
 - refusal to cooperate with school personnel
 - refusal to adhere to Archdiocesan or local policies and regulations
 - interference in matters of school administration or discipline.
- Expulsion from another Archdiocese of Denver school.

Inappropriate Student-to-Student Interaction

(Archdiocesan Policy 2610)

St. Louis Catholic School recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as harassment and bullying as described below, will not be tolerated and shall result in immediate action by the principal and/or pastor.

Harassment - Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Bullying or Cyber-bullying - Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements – imbalance; intent to harm; threat of further aggression. Acts of harassment and/or bullying behavior shall be documented and communicated by the appropriate school official (teacher, aide, employee, volunteer, casual observer) to the principal. Depending on the severity judged by the principal, the parent/guardian will be notified and, if appropriate, notification will be made to law officials. Any written communication to and by the principal will be retained in a Principal's Office Discipline File.

An act of **violence and/or aggression** is any expression, direct or indirect verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and/or aggression carries with it implied notions of risk of violence and probability of harm or injury.

The following behaviors are meant to be samples of violent and/or aggressive behavior:

- A. Possession, threat, or use of a weapon, or anything used or to be used as a weapon.
- B. Physical Assault: The act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- C. Verbal Abuse: This includes, but is not limited to swearing, cursing or inappropriate talk of any nature, screaming, obscene gestures, or threats directed, either orally, including the telephone, or in writing, at an individual, or his/her family or a group.
- D. Intimidation: An act intended to frighten or coerce someone into submission or obedience. Any act of ethnic or racial slurs.
- E. Extortion: The use of verbal or physical coercion in order to obtain

financial or material gain from another.

- F. Bullying: Any written, verbal, or physical expression, gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. This includes online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, texts, etc.
- G. Gang Activity: Any effort by a self-proclaimed group to carry out any activities included in this policy as a group against any individual or other group.
- H. Sexual Harassment: Any activity, verbal or nonverbal, written or drawn, that is perceived by another person as sexually objectionable and so confirmed as objectionable by the principal and pastor.
- I. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- J. Damage: The destruction or partial destruction to either a person or a person's property.
- K. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- L. Violation of criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
- M. Acts, which violate Archdiocese Policy, building policies and regulations, and/or established building procedures.
- N. Throwing objects, unless as part of a sanctioned and supervised activity, that can cause bodily injury or property damage.
- O. Lying, or giving false information, either verbally or in writing, to a school volunteer or employee.
- P. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
- Q. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel.
- R. Repeated interference with the school's ability to provide Catholic and educational opportunities to students.
- S. Any and all other conditions so deemed by the principal and the pastor to be detrimental to the positive environment of the school.

Consequences:

- A. Reprimand: A warning given to the student by a faculty member. The reprimand could include a listing of inappropriate behaviors, alternative for appropriate actions and/or possible consequences. A reprimand may be as informal as a verbal warning or as formal as a written warning.
- B. Parent Contact: Communication with a parent/guardian in person,

telephone, note, letter, or conference to discuss a concern. The contact may be from a teacher or principal.

- C. Discipline Referral: A conference between the student and administrator and formally requested by a faculty member to administration to directly discuss inappropriate behavior and possible consequences.
- D. Detention: An automatic detention may be issued without warning for any disrespectful action that violates school policy.
- E. In-School Suspension: A student is placed on in-school suspension when they are removed from their regularly scheduled event/s and spend the time in a specific school location as a form of consequence/punishment. A faculty member must direct in-school suspension and if repeated student violations occur or is the consequence of a serious violation must have the knowledge of the principal and the parent/guardian.
- F. Restitution: Students are required to reimburse the school for damages caused due to inappropriate actions or make other appropriate restitution as determined by the principal.
- G. Conferencing: If determined by the parent, the teacher, and/or principal that a meeting to include the parents/guardians and/or the child that a joint discussion of the inappropriate behaviors and possible consequences would assist the positive direction of behavior.
- H. Suspension: The temporary out-of-school removal of a student for behavior/s that the principal determines is detrimental to the safety and welfare of the student or other students.
- I. Removal from School: If determined by the principal and the pastor that the behavior is not tolerable to merit continued membership in the school, the student will be removed until further action by principal in conjunction with the pastor to reinstate the student to full or partial participation.

Pastoral or Administrative Review:

All misbehavior and related consequences are subject to administrative and pastoral review and as such may be altered by the principal and/or pastor.

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency. A conference will be held with appropriate parties. A written account of the conference and results must be taken and preserved. A statement of the probation conditions must be signed by appropriate parties. A written statement must be given to parents/guardians if probation is terminated or extended.

Waiver:

The administration of St. Louis School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices. **All or any penalties for misappropriate behavior may be waived by the principal and pastor.**

Parent's Role in Education

We, at St. Louis School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Louis School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Louis School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and

security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin every year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

Personal Items Brought to School

- Cell phones, electronic games, personal technology, communication devices, or laser equipment may not be used during the school day (including lunch). Items may be kept in lockers, backpacks, or given to the teacher for safe keeping before and/or after school.
- All technological equipment must be in the "off" position at all times during school hours.
- Use of cell phone cameras or any other electronic device used to cheat will have consequences.
- Any device used to take pictures or images of another person in school, on school grounds, or at any school sponsored events without permission when the person is in a place where s/he has a reasonable expectation of privacy such as in bathrooms will receive severe disciplinary penalties.
- Taking of pictures of any person at school related event who has not given the school written permission to have their picture taken is illegal.
- Using a laser pen or laser pointer without permission from a teacher is prohibited. Even with teacher permission any use of the device for things other than designed is prohibited.

Political Issues

(Archdiocesan Policy 4310)

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents/guardians, and students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

Probation

(Archdiocesan Policy 2520)

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency. The pastor shall be notified in advance that the student will be placed on probation and a conference will be held.

Suspension

(Archdiocesan Policy 2560)

Only the principal, or designee if absent, pastor and the Office of Catholic Schools has the authority to suspend a student. A suspension can be no more than five (5) school days. Parents/guardians must be informed before suspension begins and a conference shall be held with appropriate parties. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Student will not be allowed to attend or perform in school sports activities. Students must complete all class work and tests from the days of suspension. Schoolwork may be done during suspension.

Tobacco, E-cigarettes, Alcohol and other Drugs

(Archdiocesan Policy 2620)

Student possession and/or use of tobacco or e-cigarettes, possession, use, being under the influence of alcohol or illicit drugs are prohibited on school premises and at all school-sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

Weapons in School

(Archdiocesan Policy 2621)

Possession and Definition:

- A. Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.
- B. Carrying, bringing, using or possessing a deadly weapon/weapons/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct

has a reasonable connections to school or any school-sponsored event without the authorization of the school is prohibited.

- C. A deadly weapon/weapon/facsimile is defined as:
1. A firearm, whether loaded or unloaded.
 2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 3. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
 4. Any object, device, instrument, material, or substance – whether animate or inanimate – used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

Mandatory Expulsion

- A. **Expulsion is mandatory** for deadly weapon possession and/or use in accordance with state and federal law.
- B. The principal, upon consultation with the pastor and the Superintendent, shall initiate expulsion proceeding as outlined in *Expulsion, Policy 2600* for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.
- C. Expulsion shall be for no less than one full calendar year for a student who was determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity.

Withdrawal, Student

(Archdiocesan Policy 2630)

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

Withdrawal, Student on Grounds of Parental Behavior

(Archdiocesan Policy 2660)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parent/guardian may be requested to remove their student from the school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to Archdiocesan or local policies and regulations.

- Interference in matters of school administration or discipline.

VI. COMMUNICATION

Communication Channels

- Informational fliers and weekly newsletters will be prepared each Friday and emailed to the school parent/guardian list.
- RenWeb ParentsWeb® email communication system.
- Flocknote® text and email communication system.
- Individual teachers may send classroom newsletters, fliers and permission forms as needed with students.
- Information about the school may be placed in the weekly church bulletin and on the school website.
- Articles will be provided to local newspapers and the *Denver Catholic* for publication.
- Individual teachers are to communicate with parents/guardians via notes, planning books, phone and conferences in order to best assist the student in positive growth at St. Louis Catholic School.
- Progress reports will be provided at the mid-point of the first trimester for all students in grades K-8. Progress reports for trimesters 2 and 3 will be discretionary for grades K-4 and mandatory for grades 5-8.
- Report cards will be provided on a trimester basis. Report cards are available online via RenWeb®.
- The principal is available to meet with parents/guardians, students, teachers, Parish members and community members on issues that involve the success of St. Louis Catholic School students.
- Social media (Facebook®, Twitter®, Instagram®, etc.) may be used at times to communicate events or post school notifications.

Parent Teacher Organization (PTO)

PTO is the parent-teacher organization of our school with officers elected by the voluntary membership. The function of the PTO is to support and enhance the educational ministry of the school. Fundraising, new parent mentoring, education and building community are goals of this organization. The PTO functions under a set of approved By-Laws. By-Laws for the PTO are available upon request. PTO meets once a month beginning in September.

School Calendar

The school calendar is available on the school website. The calendar was approved by the Office of Catholic Schools. The calendar includes student's first and last days, teacher in-service days, school holidays, and dates and times

of early dismissal. Dates and times of Parent/Teacher conferences, athletic and other special events will be provided as they occur throughout the year.

VII. HEALTH & SAFETY

Accidents and Illness at School

(Archdiocesan Policy 2220)

Principals, teachers, secretaries, and others are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

The procedure for responding to an acute illness or injury is:

- Call 911 and give the student immediate and temporary first aid care if necessary.
- Notify child's parents/guardians.
- Request direction from parents/guardians.
- Provide first aid to protect life and wait until professional treatment can be secured.
- Maintain accurate "Child Emergency Cards" in the school office.
- Transportation of a sick child can be by parents/guardians or ambulance. No school personnel may transport a child.
- An Injury/Accident Report must be completed and filed in the school office.
- The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation.
- Students taken out of the school will require parent/guardian indicating so on the office checkout form.

Allergies to Food

St. Louis School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Louis School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physician have informed the school in writing that the student has a potentially life threatening allergy.

In an effort to make St. Louis Catholic School a safer environment for all students, the school will make an effort to educate teachers, parents/guardians and students regarding food allergies of classmates. Foods most dangerous to students include peanuts and tree nuts. Classrooms with food allergies are

asked to try and keep these items away from classmates who are allergic.

Food allergies will be organized so that each teacher will know what food allergies are present in their classrooms. A door poster will be posted for each classroom with current food allergies. A master listing all food allergies of students (no student names) will be posted in the school. Teachers are asked to be aware of food allergies in their classroom and make an effort to keep such foods away from students with specific food allergies. Parents/guardians must help the school by educating their child not to accept food that may harm them.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately.

All teachers and substitutes will be educated about the risk of food allergies. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

Tables will be washed with soap and water following any food related events held in the classroom. Proper handwashing techniques will be taught and encouraged before and after handling/consumption of food.

Birthdays: When bringing a treat to share in classroom, parents/guardians should make every attempt to bring snacks that all students in the class may eat. For any questions about which foods are inappropriate, check with the teacher.

Lunch: All hot lunches are peanut and tree nut free. Students bringing cold lunch should be made aware not to share food.

Parties: Room parents are encouraged to provide food for every student in the classroom, avoiding foods that classmates are allergic to so that each student can participate and enjoy the party. If a child has a severe food allergy, parents/guardians should provide snacks for their child.

Asthma Medication

Immediate access to reliever inhalers is vital. Children in all grades are encouraged to carry their reliever inhaler. Parents are asked to provide a labeled spare inhaler for the office. All inhalers must be labeled with the child's name by the parent. The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Background Investigations

(Archdiocesan Policy 3140)

All regularly scheduled school volunteers are subject to a background check through the Colorado Bureau of Investigation. If any part of the report needs review, the pastor will decide if any further action is necessary or if the person is allowed to volunteer.

Bicycle/Walking Pass

Students walking or bicycling to school must have a signed permission slip on file in the school office every school year. Students with a permission slip on file will be issued a pass that is attached to their backpack.

Car Line/Student Drop-off

For the safety and supervision of all of our students, it is important that student drop-off procedures be followed. Before school care is available for all students in the ELC from 7:00 to 8:00 AM. Other than the ELC Before-Care Program, there is no adult supervision of students who come into the school prior to 7:40 AM. All students must report to blacktop area and come in with their class.

Student drop off: The alley will be coned off from 7:30 a.m. to 8:00 a.m. Parents/guardians are asked to drive around the school by heading west on Walnut Street, turning right on Lincoln Avenue, turning right on South Street, and forming a line on South Street by the only opening in the fence. Students should walk over to the blacktop and line up with their class. Supervision will be in place from 7:40 a.m. to 7:55 a.m. The bell will ring at 7:55 a.m. and students will proceed inside. The late bell rings at 8:05 a.m. Announcements begin at 8:05 a.m. and classes start promptly at 8:10 a.m.

Student pick-up: Enter the alley behind the Church driving west on Walnut Street and proceed with caution. Form one large bell shaped line around the parking lot, leaving space along the outside for cars to pass. After student pick-up, move to the left, out of the line, and proceed to the exit on South Street.

No students from K-8 are to be picked up in front of the school on Grant Avenue. If you are parking in the marked parking spaces around the school, please observe the signs indicating "resident only" parking. Parents/guardians walking to pick up students must enter and exit from South Street. The school gate will be locked during school hours and until 3:20 p.m. for safety reasons.

Certificates of Immunization

(Archdiocesan Policy 2080)

All Archdiocesan schools shall comply with Colorado law, which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado law.

Communicable Diseases

(Archdiocesan Policy 1400)

Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent must be consulted prior to any action on the part of the principal or pastor.

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact, and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

Food in the Classroom

Water bottles are allowed in classrooms at teacher discretion. Lunches will be eaten in the classrooms when Benedict Hall is being used. Teachers are to stay with their students when this occurs. Teachers may combine students in classrooms as long as adequate supervision exists. Classroom parties that include food shall be approved by the teacher and must include proper cleanup.

Gum is not allowed in the school.

Hearing/Vision Testing

St. Louis Catholic School does not test for these conditions. Hearing tests may be obtained through Boulder Valley School District.

Inspections and Related Reports

The school will participate in all inspection programs required by the city, county, state, and federal government that are appropriate for a preschool and a school. All inspections will be maintained at required levels. All inspection reports will be on file at the Parish office. All inspection reports that require posting will be posted in appropriate places.

Liability Insurance

Each Parish, mission, educational, charitable and religious institution, under the control of the Archbishop, is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments features. It is assumed that parents/guardians are providing accident and health insurance.

Medications Given at School

(Archdiocesan Policy 2240)

No medication, including aspirin, cough-and-cold medication, decongestants, or other over-the-counter prescription medications shall be administered by any school personnel except under the following conditions:

- A. Written orders from an authorized prescriber (*Appendix SS, License Authorized Prescribing Practitioner*) shall be on file at the school, stating:
 - Student's name
 - Name of medication
 - Proper dosage of medication
 - Purpose of medication
 - Time of day/circumstances in which medication is to be administered
 - Anticipated number of days the medication must be administered
 - Possible side effects
 - Storage instructions
- B. Whenever possible, the parent/guardian is requested to be present to administer the medication.
- C. If the parent/guardian is unable to be present, only a Registered Nurse (RN) or trained personnel to whom an RN has delegated the task of administering medication (*Appendix QQ, Medication Skills Check List*) may administer the medication according to the authorized prescriber written instructions. In such a case, the parent/guardian **must** submit a written request to the school to provide the medication (*Appendix I, Authorization to Administer Medication*).
- D. The medication must be brought in a container appropriately labeled by a pharmacy or authorized prescriber. These medications shall be safeguarded at school to avoid ingestion by the wrong child. Medications must be kept in a secure place to which students do not have access.
- E. The person trained and delegated to administer medication is to keep a daily log of medicine administered (*Appendix NN, Medication Administration Daily Log; Appendix PP, Medication Error Report*).

Individual records of such medications administered.

- F. If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and training or instruction to the trained personnel designated to administer such medication or carrying out such medical procedures.
- G. Any student who requires an inhaler may keep such inhaler on his/her person, provided the proper physician's orders and documentation are kept on file in the school office.

Physician Accommodations/Recommendations

St. Louis Catholic School will review physician requirements and decide if the school can make the requested accommodation. The review will include the teacher and the principal. If the accommodation requires a budgetary need or a physical plant alteration, the pastor will be consulted. If an accommodation cannot be made, the parent/guardian will be notified that the requirement cannot be accommodated. It is the parent's/guardian's decision to have the child remain at St. Louis Catholic School or not.

Reporting Child Abuse and/or Neglect

(Archdiocesan Policy 2200)

Colorado law (19-3-304 (1), (2), (2.5), and 19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

In cases where the suspected abuse involves parish or school personnel, the procedure for reporting is outlined in the Archdiocesan Code of Conduct (Appendix F, Code of Conduct).

In cases that do not involve parish or school personnel, the procedure for reporting is outlined in Policy 2200.

As of 1/05/15 the new abuse reporting number in Colorado is: 1-844-CO-4-KIDS.

Searches of Students and Schools

(Archdiocesan Policy 2300)

Searching of lockers and desks may be done by the principal, pastor, other school official, an Office of Catholic Schools administrative official or the Superintendent for Catholic Schools. Lockers and desks are property of the school and may be searched at any time.

Voluntary searches of personal property by at least two school officials may be

made after consultation with the Office of Catholic Schools, and must be due to a reasonable suspicion of a violation of school policy.

If permission is given to search personal property and at least two school officials are present, a reasonable search may occur.

A search by a school official may occur on any level if it is believed that there is a threat to the health, welfare, or safety of students.

Visitors/Volunteers

St. Louis Catholic School depends on volunteers to help in the following areas: playground, lunchroom and kitchen help, room parents, chaperone field trips or dances, PTO functions and projects, teacher aides, school improvements and other areas not listed. All families are required to volunteer at least 20 hours per year. We depend upon your generosity in giving of time to make St. Louis Catholic School a success!

All volunteers or visitors must check in at the main office. For safety and security reasons, each person is required to sign in at the office when entering the building for any reason and sign out when leaving the building. All visitors and/or volunteers are required to wear a designated badge. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer at the school should not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Volunteer Requirements

All volunteers who are with students will require a background check, which has been mandated by the Archdiocese of Denver as of July 2002, revised July of 2007, and completion of the Safe Environment Training mandated by the Archdiocese of Denver as of March 2003. Volunteers must supply birth date and social security number for this procedure and must be cleared before volunteering for a school activity. Volunteers must show proof of having completed the Safe Environment Training.

A Volunteer Handbook will be given to all volunteers.

VIII. EMERGENCY PROCEDURES

(Archdiocesan Policy 1300)

Crisis Plan

St. Louis School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

Emergency Drills

Fire:

Fire drill exits will be posted in each classroom. Fire drills will occur monthly. Fire drills will occur upon request of the Louisville Fire Department. Written records will be maintained regarding fire drills as to occurrence and circumstances to consider before the next drill. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds.
- Close windows and doors.
- Walk to the assigned place briskly, in single file at all times, and in silence.
- Stand in a column of two.
- Return to building when signal is given.

Tornado:

A tornado drill will occur during the school year. The procedures are:

- Rise in silence when the alarm sounds.
- Walk briskly to the assigned place in single file.
- Sit, face wall, and put hands over head.
- Return to classroom when signal is given.

Lockdown:

In a case of an intruder or neighborhood threat, the procedures are:

- Teachers will stay in classrooms, protect students.
- Teachers will lock classroom door, block door if possible, shut off lights, close blinds, move students away from doors and windows and keep as quiet as possible.
- Green or red sign next to door.
- Principal or police will unlock door when clear of threat.

Crisis plans and specific procedures are located in each classroom and each teacher has a copy. These plans provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, bomb and earthquake.

IX. OTHER POLICIES

Accreditation and Licensing

(Archdiocesan Policy 1010)

St. Louis Catholic School is accredited through the North Central Association Commission on Accreditation and School Improvement, a division of AdvancEd. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up to date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve. In addition, both the preschool and before-and-after care programs are licensed by the Colorado Department of Human Services.

Appeal Process

(Archdiocesan Policy 1500)

Every attempt should be made to resolve a conflict at the lowest possible level. If a conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the principal and finally the pastor. If a resolution is not reached, any involved adult may request intervention from the Office of Catholic Schools.

In cases involving the principal's and/or pastor's discretion, the Office of Catholic Schools recognizes the local administration's authority to exercise discretionary rights within the parameters of local and Archdiocesan' policy.

An appeal to the Office of Catholic Schools must be in writing and include the subject of the appeal, rights or policies violated, information regarding the issue and efforts to resolve the issue.

Further appeals must go through the Superintendent of Catholic Schools, or his/her designee/s. Appeals involving a lawyer by the person appealing will end the appeal process.

Child Custody Issues

(Archdiocesan Policy 2140)

Custodial parents/legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial

parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents/guardians shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents/guardians to properly inform the school of limit of access to children, records or other information.

Non-custodial parents/guardians may not use the school for the purpose of circumventing custody orders or visitation rights.

Contact with Students during School Hours

(Archdiocesan Policy 2280)

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the principal. The principal shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, Social Services worker or medical or counseling person not employed by the school. See Policy 2280 for all situations.

Discretionary Clause/Right to Amend

Within legal limits and within the tenants of the Catholic Church it is the pastor who has final say on all issues dealing with the school and may even change statements made in this handbook if he feels it is best for the school and his parish. Notice of amendments will be sent to parents via school newsletter or through email communication.

Financial Requirements

(Archdiocesan Policy 5020)

Tuition payments paid monthly are collected from a checking or savings account through the service of FACTS Management. Parents/guardians may opt to make ten or twelve monthly payments for yearly tuition. Parents/guardians wishing to pay in one or two payments may make them to the school on the designated dates in August and February, unless other arrangements are made.

There is a non-refundable registration fee each year due at time of registration.

Students will not be permitted to register at another Catholic school within the Archdiocese until all financial obligations at their current or previous Catholic school(s) within the Archdiocese have been met.

Invitations to Birthday Parties

Invitations for birthday or slumber parties should be sent to the homes of the students via the U.S. Mail unless an invitation is being given to every student in the entire class.

Library Services/Procedures

Some classes will have the opportunity to visit the Louisville Public Library. During that time, students may check out books. Books checked out are the responsibility of the student. Library books must be returned or renewed by the due date to avoid fines. The library requires the replacement value of any lost book. The school is not responsible for lost books or late fees.

All students walking to the library will have a signed permission slip, which will be on file with the classroom teacher. Any student who is not able to abide by the rules of the Library may not be allowed use of the public library.

Lockers

Students in grades 5-8 will be provided a locker to keep books and materials for class. Lockers are property of the school and may be searched at any time. Repair of any locker may be charged to the student.

Lost and Found

Any items found in the school building or on the school grounds should be given to the Office Manager. Items placed in Lost and Found remain for two months. After two months, items are donated to charity.

St. Louis School is not responsible for loss or damage of any items brought to school by a student. This includes, but is not limited to all electronic devices.

Lunch Program

Students will have lunch in Benedict Hall unless the Parish community needs the Hall. If Benedict Hall is needed, students will eat lunch in their grade level classrooms. Lunch times vary by grade. Lunch times are 11:30 a.m.-12:15 p.m. for grades K-4, and 12:15 p.m.-1:00 p.m. for grades 5-8. Preschool lunch is at 11:15 a.m.

Students are expected to remain in their seats while eating and clean up their own area when finished eating. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. No food may be taken outside the building unless the principal approves this for specific events. Parents/guardians may sign student(s) out for lunch, then sign them

back in at the end of lunch.

Hot lunch will be served daily throughout the year. Menus will be available on the school website prior to the beginning of each month. Students may purchase hot lunch for \$4.00 per meal, which includes milk. Students bringing their own lunch may purchase milk for \$.30 per carton. Juice is available for all students for \$.50.

No soda pop is allowed in the lunchroom (this includes all carbonated beverages).

Money may be sent in to the homeroom teacher for any number of lunches. Each student will be assigned a lunch account number to track payments and charges. When a student's account reaches an amount leaving only enough money to charge one more lunch, a letter will be sent home stating the balance as a reminder to add money to the account.

Media Policy

(Archdiocesan Policy 2350)

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents/guardians. Signed permission forms are kept on file in the school office allowing use of pictures, etc. in media publications. The school Yearbook and Events Programs are not considered promotional publications.

Parents as Partners

As partners in the educational process at St. Louis School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day.

Parents are also asked to:

- Actively participate in school activities such as Parent-Teacher Conferences.
- Notify the school with a written note when the student has been absent or tardy.
- Notify the school office of any changes of address or important phone

- numbers.
- Treat teachers with respect and courtesy.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return to school any requested forms or information promptly.
- Read school notes and newsletters.
- Support the religious and educational goals of the school.
- Attend services and teach the Christian faith by word and example.
- Support and cooperate with the discipline policy of the school.

Student Directory Information

(Archdiocesan Policy 2340)

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. Parents may choose to exclude any personal contact information from the Student Directory. Names and addresses of students and faculty shall not be made available to anyone outside the school. Directories may not be used or sold for other purposes. This permission shall be kept on file for the school year.

Student Permanent Records

(Archdiocesan Policy 2320)

Permanent records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools (Appendix II, Safeguarding of Documentation and Archives – Record Retention). All Archdiocesan schools shall use the official cumulative record form as designated by the Office of Catholic Schools. Details on access to and release of student permanent records are outlined in Policy 2320. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents/guardians are requested to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

Supervision of Students

(Archdiocesan Policy 2180)

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored

co-curricular activities, and at any other times during which the school accepts responsibility for supervision.

All adults who work directly with children and may be away from the sight of the assigned teacher must have taken the Safe Environment Training course provided by the Archdiocese of Denver, have a background check, and have signed the "Code of Conduct."

Restroom privileges will be carefully monitored by staff members. Primary and Intermediate students going to and from specials classes will be picked up and returned to classes by the specials teacher or the regularly assigned teacher.

Students not picked up in a timely manner after school will be escorted to the school office to contact a parent/guardian. If a parent/guardian is not available or not able to quickly pick up the child, the child will be taken to the After Care Program. Charges may be applied for the service.

Use-of-Name

(Archdiocesan Policy 1050)

No individual or group may use the name St. Louis Catholic School without consent from the principal and pastor.

Use of School Telephone

Permission to use the telephone must be obtained from a staff member. The office telephone should be used with discretion and only in cases of emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

X. OTHER PROGRAMS & ACTIVITIES

Archdiocesan School Co-Curricular Programs

(Archdiocesan Policy 4180)

It shall be the responsibility of the Office of Catholic Schools to direct Archdiocesan wide co-curricular organizations and activities. All bylaws will be developed by the Office of Catholic Schools. Sample events include: Athletics, Spelling Bees, Speech Meets, Fine Arts Shows, Essay Contests, and others devised by the Office of Catholic Schools. All rules and regulations of behavior at the school are applicable at these events.

Fundraising Projects

(Archdiocesan Policy 5040)

No organization or individual may promote a fundraising project in the school's name without prior approval of the school principal and pastor.

Fundraising Revenue

(Archdiocesan Policy 5050)

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Disbursement of funds will be according to school and parish procedures. At St. Louis Catholic School, all fundraisers must be approved by the principal and pastor.

Unless previously designated and approved by the principal, pastor and/or Superintendent, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the principal, pastor and/or Superintendent.

Religious Observances

(Archdiocesan Policy 4120)

The faculty and students shall participate in daily prayer, regularly scheduled liturgies and other devotions. The school will provide liturgy on holy days and at least once a week. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction, and May Crowning should be provided.

No principal, teacher or student will be exempt from participation in religious observances that are deemed part of the school program.

Retreats/Spiritual Formation

The school will make known to students of the existence of retreats and spiritual formation opportunities that come through the Parish Youth Director.

Sacramental Program

The Sacramental life of children of the Catholic tradition is an important component of the religion program at St. Louis School. Parents of Catholic students are required to be active partners in the preparation of their children for these sacraments. (The Sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.)

School Activities

- Student Council (grades 5-8)
- Junior National Honor Society (grades 7, 8)

- Academic Decathlon (grades 6-8)
- National Geography Bee (grades 4-8)
- Archdiocese of Denver Spelling Bee (grades 4-8)
- Archdiocese of Denver Speech Association (grades 7-8)
- Archdiocese of Denver Sports (grades 3-8)
- Tone Chime Choir (grades 4-8)
- Band (grades 4-8)
- Strings Program (grades 4-8)
- Chess Club (grades K-8)
- Young Rembrandts Art (grades K-8)

Social Activities

(Archdiocesan Policy 2700)

All school sponsored social events will have the prior approval of the principal and pastor. All school sponsored events will have appropriate supervision from staff, parents/guardians and staff.

Special Events

- **Fun Run and Field Day events** – a fun day of field events, run, walk and pledge to raise revenue for special projects.
- **Angel Gala** – a dinner/dance auction held in the spring for parents/guardians and adults relative/friends. This is our primary fundraiser.
- **Grandparents Day** – Mass, reception and classroom visits to honor all grandparents and elderly parishioners.
- **Talent Show** – open to all students who attend St. Louis Catholic School to showcase unique gifts and talents.
- **Band/Choir Evening** – showcases students involved in music program.
- **8th Grade Awards Ceremony** – cake and punch reception for graduating class hosted by 7th grade parents/guardians.

Use of Parish/School Facilities for Social Events

(Archdiocesan Policy 5070)

Any use of school facilities must be scheduled with the Parish office. All uses of the school facility must be in accordance with the Archdiocese of Denver's policies for use of school facilities. This includes but is not limited to: proof of an insurance policy that meets Archdiocesan qualifications, use by a group that is not contrary to Catholic beliefs, approved by the principal and pastor.

St. Louis Catholic Parish and School may be used for social events throughout the year. Groups requesting use, must agree to the following terms and conditions:

- Proposal must be submitted to principal/pastor at least 2 weeks prior to event.
- Proposal must include description of event, areas of parish/school grounds being used, time of event, if event includes children or just adults, approximate number of attendees, person responsible for event.
- Facility must be cleaned thoroughly and all items moved should be returned to original position.
- Alcohol may NOT be served or consumed on school grounds when children are present. Adult events must have written consent from pastor to serve alcoholic beverages.
- Smoking is NOT allowed on school grounds at any time.
- Parties responsible for event will monitor to insure adherence to all policies.
- Event planner must insure that all lights are off, all doors locked, and all attendees have departed at end of event.

We must all be good stewards of parish/school grounds. St. Louis Catholic School is a drug free zone and must be protected as such. Principal and pastor must trust that all policies are being adhered to in protection of our children and in adherence to Drug Free Zone Statues.

XI. UNIFORMS

Cold Weather

During the cold weather months, please be sure that your child dresses appropriately. This includes heavy coat, hat, boots, gloves or mittens. Students will go outside for recess provided the temperature is at least 20 degrees. The principal will make the final decision as needed.

Dress Code

Please make sure you have a St. Louis Catholic School Dress Code handout. A copy is included in the registration packet and is available at the school office. **It is your responsibility to adhere to the dress code policy.** Students out of uniform will be warned. Three warnings may result in a consequence. Students out of uniform, repeatedly, will incur a call to the parents/guardians. **Students must be in dress uniform on Mass days. All uniform regulations and guidelines are subject to the discretion of the principal.**

K-4 Specific Dress Code

Dress Uniform (worn on Mass days and most field trips)

Boys: White oxford shirt (short or long sleeve), navy pants, red tie (clip on), embroidered logo solid navy sweater vest.

Girls: White oxford or peter pan blouse (long or short sleeve), red cross-over tie, Lloyd plaid skirt, skort or jumper (if jumper, vest is optional). Embroidered logo solid navy sweater vest.

Embroidered logo vest and tie can be purchased through Dennis Uniform Company or the school office.

No white polo's may be worn as part of dress uniform

Pants

Navy twill from the Dennis Uniform Company (or exact likeness). No leg pockets, no stitching down the side, zipper front (elastic bands optional for K-2).

Shorts/Capri Pants (1st and 3rd trimester only)

Solid navy walking shorts. Same specifications as above for pants. Shorts must be no shorter than three inches above the knee.

Girls only: Cuffs may be worn on girls' shorts only. Capri pants are considered shorts but with the following specifications: must be of twill or gabardine fabric, navy and have a zipper front (elastic will be allowed in K-2).

Polo Shirts/T-Shirts

St. Louis embroidered logo long or short sleeve polo shirts in red, purchased through Lands' End, Dennis Uniform or from the PTO supply through the school office.

Shirts must be fully tucked in at all times so that the tops of pants, skirts, etc. are visible.

Sweatshirts

Sweatshirts may be worn only if purchased with an embroidered school logo and purchased through Lands' End, Dennis Uniform or the school. Red only in K-4. There must be an exposed red polo collar. Crew neck or ¼ zip styles only.

5-8 Specific Dress Code

Dress Uniform (worn on Mass days and most field trips)

Boys: White oxford shirt (short or long sleeve), navy or khaki pants, red tie (clip on or zip), embroidered logo solid navy sweater vest.

Girls: White oxford or peter pan blouse (short or long sleeve), Lloyd plaid or khaki skirt or skort, red tie (regular or zip), embroidered solid navy sweater vest.

Embroidered logo vest and tie can be purchased through Dennis Uniform Company or the school office.

No white polo's may be worn as part of dress uniform

Pants

Khaki twill from the Dennis Uniform Company (or exact likeness). No leg pockets, no stitching down the side, zipper front.

Shorts/Capri Pants (1st and 3rd trimester only)

Solid khaki walking shorts. Same specifications as above for pants. Shorts must be no shorter than three inches above the knee.

Girls only: Cuffs may be worn on girls' shorts only. Capri pants are considered shorts but with the following specifications: must be of twill or gabardine fabric, khaki and have a zipper front.

Polo Shirts/T-Shirts

St. Louis embroidered logo long or short sleeve polo shirts in navy, purchased through Lands' End, Dennis Uniform or from the PTO supply through the school office.

Shirts must be fully tucked in at all times so that the tops of pants, skirts, etc. are visible.

Sweatshirts

Sweatshirts may be worn only if purchased with an embroidered school logo and purchased through Lands' End, Dennis Uniform or the school. Navy only in 5-8. There must be an exposed navy polo collar. Crew neck or ¼ zip styles only.

Dress Code, PE

Purchase of gym wear for grades 5-8 is optional. Girls and boys may purchase shorts and shirt through Dennis Uniform. If a student does not purchase gym wear through Dennis Uniform, student will wear school uniform. No outside shorts/t-shirts are allowed. On cold days, warm-up pants may be worn and must be purchased through St. Louis School (school logo).

Belts

Belts are optional in grades K-3, **required for 4-8. Only black, brown or navy** belts may be worn with shorts or pants.

Socks

Crew socks, knee high, tights (solid red, white, navy or **black-Boys only**). Socks are to be worn above the ankle for grades K-5. Grades 6-8 may wear no show socks, but must have socks at all times. **Girls in grades K-4 may wear leggings only on days when temperature is below 32 degrees.** No leggings for grades 5-8, only nylons or tights.

Shoes

Tennis shoes or dress shoes. No open toed, open back (clogs, crocks) or sandals. No plastic shoes. **Tennis shoes are required on all PE days.** Boots are allowed for inclement weather to be worn to and from school, but may not be worn during school as part of the uniform.

Jewelry

No more than one ring on each hand. No more than one bracelet per arm. One watch. No other types of jewelry. NO HATS. **Girls only:** No more than one pair of earrings and/or one necklace. Except for very small hoops, no hoops or long dangling earrings. Stud earrings are preferred.

Body

No body piercing. No permanent tattoos. No writing on arms, hands, legs, or clothing.

Girls Only

Blouses

White collared, long or short sleeve. No sleeveless blouses allowed at any time. Blouses must be fully tucked in so that the tops of pants, skirts, etc. are visible.

Make-up

Clear lip gloss. Mascara in moderation (6-8 grades only). No other make-up allowed. Nail polish in reds and pastel colors only.

Jumpers

Grades K-4 – Lloyd plaid only.

Skirts/Skorts

Grades K-4 – Lloyd plaid only.

Grades 5-8: Skirts/Skorts – Lloyd plaid or khaki; twill or gabardine. Skirts/skorts should be plain and box pleated, as presented in the Dennis Uniform catalog – no piping, patches, colorful stitching, or the like. **No shorter than three inches above the knee.**

- The pastor and principal reserve the right to determine if clothing and/or accessories do or do not fit the intent of this uniform dress code and can determine if they are or are not appropriate for school.
- Hair must be neat, washed, combed, and of a color or shape that one could be born with. No multi-colored hair. Boys' hair must not touch the collar or cover eyes. No Mohawks, faux hawks or extreme haircuts.
- Uniforms should be neat and clean. Shirts/blouses are to be fully tucked in at all times.

Out of Uniform Days (Free Dress)

School is considered a place of business and students dress and behavior should be appropriate. Under no circumstances shall clothing or personal grooming be distracting, uncomfortable, disruptive or unsafe. Parents are responsible for the appropriateness of the student's attire. There will be times when students may be out of uniform, but will be asked to "dress up" or to be "casual". The following dress code should be followed on those days.

- Shoes and socks must be worn at all times for health and safety (no flip flops or sandals).
- No hats, caps or scarves.
- No makeup.
- No immodest clothing.
- No clothing or jewelry that displays any offensive words or advertise any restricted products.
- No sleeveless shirts.
- No ripped clothing.
- No sagging pants.
- No tight shorts, shirts or dresses.
- No muscle shirts, tube tops, halter tops or strapless tops.
- No bare skin exposed between shirt and pants.
- No low tops that expose cleavage.
- No undergarments exposed at any time.
- Shorts and skirts must be no shorter than 3 inches above the knee.

If the student's dress or appearance is judged to be disruptive or immodest in any way, the student will call home and have appropriate clothing brought to school or the school will supply the student with uniform attire. Inability to rectify the situation will result in a temporary suspension from classes.

Uniform Vendors

Logo Items: Embroidered logo polo shirts are available in the school office for \$15.00/\$17.00. We will also have dress uniform navy sweater vests and red ties available for purchase through the school office.

Lands' End: Order by phone, mail or internet. You will need our school code, which is located at the back of the catalog and the logo number (if ordering embroidered items). Catalogs are available outside the school office.

Dennis Uniform: Please see the Dennis Uniform brochure available outside the school office for a complete list. Contact the school office for more information.