

# **St. Louis Catholic School** **Parent/Student Handbook**

## **Mission Statement**

The mission of St. Louis School is to assist parents and the Catholic Church in the Christian formation of the children, while providing a high quality academic education which challenges all students to reach their full human potential.

## **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, thus providing the climate for wholesome, happy growth.

St. Louis Catholic School encourages artistic expression and creativity by providing art, music, computer, and physical education, and it encourages the 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.

## **Let's Put FAITH FIRST in all things!**

### **Non Discrimination Statement (6020)**

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Charles J. Chaput, O.F.M. Cap. 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. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions, 4.2.1. 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.

### **School Policies/Pertinent Archdiocesan Policies**

Following is a list of specific Archdiocesan Policies that relate directly to Parents and Students. Titles of these policies are included. Copies of each of these policies are available in the Principal's Office for inspection and copies can be made if requested. St. Louis Catholic School, as a member of the Archdiocese of Denver Catholic Schools, is expected to the best of its ability to carry out these policies.

- Policy 1010: Accreditation and Licensing
- Policy 1270: Closure Due to Weather or Facility Conditions
- Policy 1300: Emergency Procedures
- Policy 1400: Communicable Diseases
- Policy 1500: Appeal Process
- Policy 2000: Admission
- Policy 2010: Foreign Students
- Policy 2080: Certificates of Immunization
- Policy 2120: Student Attendance
- Policy 2180: Supervision of Students
- Policy 2140: Child Custody Issues
- Policy 2200: Reporting Child Abuse/Neglect
- Policy 2280: Contact with Students During School Hours
- Policy 2300: Searches of Students and Schools
- Policy 2320: Student Permanent Records
- Policy 2330: Subpoena of Records
- Policy 2340: Release of Student Directory Information
- Policy 2350: Media Policy
- Policy 2400: Marriage and Pregnancy

## **School Policies/Pertinent Archdiocesan Policies, cont.**

Policy 2460: Graduation/Continuance  
Policy 2500: Discipline  
Policy 2530: Probation  
Policy 2560: Suspension  
Policy 2580: Students Under Court Order or Released on Bail  
Policy 2600: Expulsion  
Policy 2610: Student Harassment  
Policy 2620: Tobacco, Alcohol, and Other Drugs  
Policy 2630: Student Withdrawal  
Policy 2660: Student Withdrawal on Grounds of Parental Behavior  
Policy 2700: Social Activities  
Policy 3600: Tutoring  
Policy 4000: Curriculum/Instructional Program  
Policy 4030: E-mail and Internet Use  
Policy 4120: Religious Observance  
Policy 4180: Archdiocesan School Co-Curricular Programs  
Policy 4300: Controversial Issues  
Policy 4310: Political Issues  
Policy 4340: Field Trips  
Policy 5040: Fundraising Projects  
Policy 5050: Fundraising Revenue  
Policy 5100: Inter-Parish School Assistance (ISA)

## **Accreditation and Licensing (1010)**

St. Louis is accredited by the North Central Accrediting Association and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools. In addition, both the preschool and before-and-after care programs are licensed by the Colorado Department of Human Services.

## **School/Staff Information**

**ST. LOUIS CATHOLIC SCHOOL**

925 Grant Avenue

Louisville, CO 80027-1916

Phone Number: 303-666-6220

School Fax Number: 303-666-5244

School Office Hours: 8:00am – 4:30pm (M-F)

Principal: Karen Herlihy e-mail: [principal@stlouisschool-co.com](mailto:principal@stlouisschool-co.com)

Pastor: Father Tim Gaines e-mail: [frtgaines@aol.com](mailto:frtgaines@aol.com)

Early Learning Center Director: Rochelle Nadeau

e-mail: [rochelle.nadeau@stlouisschool-co.com](mailto:rochelle.nadeau@stlouisschool-co.com)

## **School/Staff Information, cont.**

Early Learning Center Phone Number: 303-665-0606

Parish Office Phone Number: 303-666-6401

School Web site: [www.stlouisschool-co.com](http://www.stlouisschool-co.com)

Kindergarten: Helen Niekelski

1<sup>st</sup> Grade: Pattie Stanford

1<sup>st</sup>/2<sup>nd</sup> Grade: Angie McCann

2<sup>nd</sup> Grade: Suz Soper

3<sup>rd</sup> Grade: Maryl Bergeson

4<sup>th</sup> Grade: Lydia Taylor

5<sup>th</sup> Grade: Susan Brick

6-8 Grade Teachers: Joan Farus, Brandy Bourdeaux, Kerri Maxwell

Music: Debbie Vogelsberg

Art/Technology: Tom Shugrue

Physical Education: Andrzej (Andrew) Merta

Aide/Lunchroom/Recess Supervision: Beth Baumgardt

Administrative Assistant: Marilyn LaSalle

Maintenance Supervisor: Steve Schwartz

Kitchen Manager: Joann LaBella

## **School Day (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 grades Kindergarten through two 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 8:20 a.m. for students to be admitted into school. School begins each day at 8:30 a.m. and is dismissed at 3:00 p.m. On minimum school days, students will be dismissed at 12:00 noon (no lunch scheduled), or 1:00 p.m. (lunch provided). Please check school calendar for minimum school days.

Children who arrive at school before 8:20 a.m. must wait in their designated line-up area for the bell to ring. There is to be no playing, running, or throwing items before or after school (in carline). Upon dismissal, all students will be sent to carline for pick up after school unless attending extended daycare at the ELC. Supervision is provided for students after school in carline and extended care pick up.

### **Early Dismissal**

If for some reason the school has to be closed early, all parents 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.

### **School Calendar**

The school calendar was sent to each school family. This calendar was approved by the Office of Catholic Schools. Additional copies, if needed, can be picked up in the school office. The calendar includes student's first and last days, teacher in-service days, Parent/Teacher conference days, legal school holidays, and dates and times of early dismissal.

Dates and times of athletic events and special events will be provided both in the newsletter and special fliers as they occur throughout the year.

### **Safety/Emergency Plan and Procedures (1300)**

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.

Procedures will be in place to register the movement of non-school personnel in and out of the school facility as well as recording students late or leaving the school early.

A tornado drill will occur at least twice a school year.

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.

### **Use of School Name (1050)**

No individual or group may use the name St. Louis Catholic School without consent from the Principal or the Pastor.

### **Closure of School Due to Inclement Weather (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. If Boulder Valley Schools close, St. Louis Catholic School will also close. Local radio and television stations will be notified of the closure.

### **Closure of School Due to Inclement Weather (1270), cont.**

There is a snow tree of phone numbers to assure that staff is notified in a timely manner that school is closed. The principal will initiate the snow tree once approval to close the school has been given by the Pastor.

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.

### **Appeal Process (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/director 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.

### **Academic Policies**

(see "Reporting Student Progress")

### **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 is in-serviced in Archdiocese requirements for all classes. Curriculum may be reviewed at anytime in the Principal's Office or with any individual teacher.

## **Communication Channels**

- >A weekly newsletter and information fliers will be prepared each Friday and sent home. This information is sent home with the youngest child in the K-8 school.
- >Individual teachers may send classroom newsletters, fliers, and permission forms as needed with students, preferably in the Friday folders.
- >Information about the school will be placed in the weekly church bulletin.
- >Articles about the school will be placed in the *One Body*, the newsletter for the Parish.
- >Articles will be provided to local newspapers for publication.
- >Articles will be provided to the *Catholic Register*, the newsletter for all Catholics in Colorado.
- >Individual teachers are to communicate with parents via notes, planning books, phone, and conferences in order to best assist the student in positive growth here at St. Louis Catholic School.
- >Progress reports will be provided at the mid-point of the first quarter for all students in grades K-8. Progress reports for quarters 2-4 will be discretionary for grades K-5 and mandatory for grades 6-8.
- >Report cards will be provided on a Quarterly basis. Middle School Report cards may be picked up by parents in the school office or will be mailed to the home address. K-5 report cards will be sent home in Friday folders.
- >The principal will be available to meet with parents, students, teachers, Parish members, and community members on issues that involve the success of St. Louis Catholic School students.

## **Admission Policies (2000)**

All Catholic schools are open to students who sincerely seek a Catholic education and meet the requirements listed 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 1<sup>st</sup> 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 1<sup>st</sup> 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

## **Admission Policies (2000), cont.**

school of attendance.

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.

## **Attendance (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. If we fail to receive a call, the school will call the parent/guardian.

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

## **Absence Policy And Reporting Procedure**

If a child is going to be absent, the school office needs to be notified. If a child is absent and we have no confirmation from the parent, we will make every opportunity to contact the parent to confirm the absence. If a child is out more than one day, that information can be conveyed to the school's office.

Students late to school must get a tardy slip from the attendance secretary before they go to class.

Any student taken from school during the school day by their parent/guardian must have that parent/guardian sign the student "out" (and "in" if they return the same day) at the school office.

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

### **Child Custody Issues (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 shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information.

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

### **Supervision Of Students (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 Ethics."

Restroom privileges will be carefully monitored by staff members.

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's office to contact a parent. If a parent is not available or not able to quickly pick up the child, the child will be taken to the After Care Program. Charges for this may be issued.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

### **Reporting Child Abuse/Neglect (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.

### **Contact with Students During School Hours (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/director. The principal/director 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.

### **Searches (2300)**

Searching of lockers and desks may be done by the pastor, principal, other school official, Office of Catholic Schools administrative official, or the Superintendent for Catholic Schools. Lockers and desks may be searched because the lockers and desks belong to the school and the Parish.

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.

### **Student Permanent Records (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).

### **Release of Student Information (2340)**

Before printing student directories, written permission for publication of this information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

### **Media 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. (Signed permission form kept on file in school allowing use of pictures, etc. in media publications.) The school Yearbook and Events Programs are not considered promotional publications.

### **Graduation/Continuation (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.

### **Discipline (2500)**

All students are expected to follow all polices of St. Louis Catholic School. Students must treat other students, teachers, parents, 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 involvement, administrative involvement, detentions, suspension, and expulsion.

### **Discipline (2500), cont.**

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.

### **Discipline Procedures And The Ladder Of Consequences**

This is a general procedure. Procedure may vary due to the severity of the infractions.

**First time – verbal warning** by the teacher/playground or lunchroom supervisor.

**Second time – call home** to the parent by the teacher.

**Third time – involvement of the principal.**

### **Pink Slip Conduct Referral System**

#### **First Pink Slip**

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 by the classroom teacher.

#### **Second Pink Slip**

Same as above, plus the principal will call the parents, as well as having a conference with the student.

#### **Third Pink Slip**

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.

#### **Pink Slips Received After The Third Pink Slip**

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 would be expected to make up the work missed during the suspension, before returning to the classroom.**

**Pink slips may not be preceded by a warning if destruction of property occurs or if harm to the student or others is involved.**

**Administrative decisions may override or alter the process as stated above due to the situation.**

### **Probation (2520)**

A student may be placed on probation by a 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 (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 must be informed before suspension begins and a conference shall be held with appropriate parties. School work may be done during suspension.

### **Expulsion (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.

### **Dress Code**

Please make sure you have a 2009-2010 St. Louis Catholic School Dress Code hand out. It is given out during registration and is available at all times in the front office.

**It is your responsibility to adhere to the dress code policy.** Students out of uniform will be warned. Three warnings might result in a pink slip. Students out of uniform repeatedly will incur a call to the parents.

**Students out of uniform on school Mass days will not be allowed to attend**

### **Dress Code, cont.**

**Mass and will be sent to the office.** A call to the parent will incur. Free dress days will not be allowed on school Mass days.

### **Harassment (2610)**

St. Louis Catholic School prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's educational environment.

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 violent or aggressive, will not be tolerated and shall result in immediate action by the principal, director, and/or pastor.

Students exhibiting violent behavior, aggressive behavior, or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall report questionable behavior or potentially violent situations to appropriate school officials. All reports are to be taken seriously.

Acts of violence and /or aggressive behavior shall be documented and communicated by the appropriate school official (teacher, aide, employee, volunteer, casual observer) to the principal/director. Depending on the severity judged by the principal/director, the parent 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:**

1. Possession, threat, or use of a weapon, or anything used or to be used as a weapon.
2. 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

## **Harassment (2610), cont.**

the intent of causing hurt or harm.

3. Verbal Abuse: This includes, but is not limited to swearing, screaming, obscene gestures, or threats directed, either orally, including the telephone, or in writing, at an individual, or his/her family or a group.
4. Intimidation: An act intended to frighten or coerce someone into submission or obedience. Any act of ethnic or racial slurs.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from another.
6. 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.
7. 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.
8. 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, director, or pastor.
9. 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.
10. Damage: The destruction or partial destruction to either a person or a person's property.
11. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
12. Violation of criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
13. Acts, which violate Archdiocese Policy, building policies and regulations, and/or established building procedures.

### **Harassment (2610), cont.**

14. Throwing objects, unless as part of a sanctioned and supervised activity, that can cause bodily injury or property damage.

15. Lying, or giving false information, either verbally or in writing, to a school volunteer or employee.

16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

17. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel.

18. Repeated interference with the school's ability to provide Catholic and educational opportunities to students.

19. Any and all other conditions so deemed by the principal/director 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 in person, telephone, note, letter, or conference to discuss a concern. The contact may be from a teacher or principal/director.

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: A student is kept after the regular school day, with permission and knowledge from the parent.

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

### **Harassment (2610), cont.**

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/director and the parent.

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/director that a meeting to include the parent/s 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/director determines is detrimental to the safety and welfare of the student or other students.

I. Removal from School: If determined by the principal/director 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/director 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/director and/or pastor.

A student may be placed on probation by a 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 if probation is terminated or extended.

All or any penalties for misappropriate behavior may be waived by the principal/ director and/or pastor.

### **Tobacco, Alcohol, Drugs (2620)**

Possession and/or use of tobacco, 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.

### **Student Withdrawal (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.

### **Student Withdrawal/Parent Behavior (2660)**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parent 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

See policy #2660 for more information.

### **Items Not Allowed In School**

>Cell phones, electronic games, personal technology, communication devices, or laser equipment may not be used during the school day. Items may be kept in lockers, in backpacks, or given to the teacher for safe keeping for use 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 a 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.

>Electronic games are prohibited during school hours. This includes lunch.

## **Tardies**

Students will be considered tardy at 8:35 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.

## **Honor Roll Requirements**

Students in Fourth to Eighth grades are able to attain Honor Roll. Grades for honor roll will include all subjects, including conduct. The honor roll requirements are as follows:

Pastor's Honor Roll – all A's and 4 or above in Conduct, no U's or N's

Principal's Honor Roll – all A's and B's and 3 or above in Conduct, no U's

**Students on honor roll will be recognized in some manner befitting this award at some time during the school year.**

## **Student's Responsibilities for Assigned Work**

>For every day of absence a student has two school days to turn in 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.

## **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, Math, Science, Social Studies, and/or Art."

## **E-Mail And Internet (4030)**

All electronic communications to or 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.

## **Academic Support**

Teachers are available to assist students before and after school (8:00-8:30am, 3:00-3:30pm). Students needing extra help are advised to contact the teacher prior to insure uninterrupted help.

## **Library Services/Procedures**

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

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 the use of the public library.

## **Health/Medical Regulations/Medications Given at School (2240)**

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

- written orders from an authorized prescriber (please see Appendix I in back of manual) must be on file at the school
- a parent can be present to administer the medication
- trained personnel to whom an RN has delegated the task of administering medication according to the authorized prescriber written instructions (need form Appendix I on file)
- the medication must be brought in a container appropriately labeled by a pharmacy or authorized prescriber
- if a student has a condition that might require medication on an emergency basis, 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
- any student requiring 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
- any student requiring an anaphylaxis medication can be allowed to self carry and self-administer if the parent wishes, provided the proper physician's orders and documentation are kept on file in the

## **Health/Medical Regulations/Medications Given at School (2240), cont.**

school office.

The school administration is required to inform parents of a child with severe allergies or other conditions requiring medications that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies or other conditions requiring medications are to sign the Medical Release Form (Appendix TT in the back of the manual) and that form is to be maintained on file at the school.

## **Communicable Diseases (1400)**

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

In all cases, due consideration will be given to the needs and well being of the individuals(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.

## **Certificate of Immunization (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.

## **Accidents/Illness At School (2220)**

Principals, directors, 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

## **Accidents/Illness At School (2220), cont.**

be secured.

>Maintain accurate "Child Emergency Cards" in the school office.

>Transportation of a sick child can be by parent/guardian 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/director or principal's/director's designee in a life-threatening situation.

>Students taken out of the school will require parent indicating so on office checkout form.

## **Hearing/Vision Testing**

The school does not test for these conditions. Hearing testing can be done through Boulder Valley School District.

## **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.

## **Requirements Regarding Physician's Statement**

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 will be notified that the requirement cannot be accommodated. It is the parent's decision to have the child remain in St. Louis Catholic School or not.

## **Social Activities (2700)**

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

The Middle School may host dances throughout the year. The principal must approve all dances. Only students attending St. Louis Catholic School will be allowed to attend, unless another Catholic Middle School is invited to attend. The dances will take place during the afternoon. All songs that are played at the dance must be previously been approved by the principal or teacher chaperone. Students attending will stay at the dance until it is over. There will be no drugs, alcohol, smoking, fighting, or

### **Social Activities (2700), cont.**

kissing allowed at the dances. For any student caught in the act of one of the infractions, the parent/guardian will be called to pick up the student, followed by a meeting with the principal and pastor to determine the consequence for the action at the dance. The school dances will be chaperoned by the school staff and if requested parents/guardians.

### **Extracurricular Activities**

All school-sponsored extracurricular activities will have the prior approval of the pastor and/or principal/director. All school-sponsored events will have appropriate supervision from staff and parents at school and school sponsored events.

### **Archdiocesan School Co-Curricular Programs (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.

### **Field Trips (4340)**

In order to enhance the educational opportunities at St. Louis Catholic School, the 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 child. A class taking a field trip may walk or travel in cars or buses. Students are required to return a signed school permission form in order to attend. 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. If driving, the school will need proof of insurance, the parent/guardian's driver's license, Background Check, signed "Code of Ethics", and completion of the Safe Environment Training course. All drivers need to have a seat belt for every passenger in their vehicle.

The Archdiocesan permission form must be used. A parent/guardian must sign the original form in order for a 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 be made for the parent/guardian to

### **Field Trips (4340), cont.**

pick up the student or the student may be able to go into another classroom.

### **Curriculum-Instructional Program (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, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended, but optional.

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

### **Religious Observances (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 the May Crowning will be provided.

No principal, teacher, or student will be exempt from participation in religious observances which 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 Youth Director in the Parish.

### **Controversial Issues (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

### **Controversial Issues (4300), cont.**

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 anytime contradict the teachings of the Catholic Church.

### **Political Issues (4310)**

The teaching of political matters should evoke faithful citizenship and 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, 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.

### **Reporting of Student Progress (4400)**

Report cards are issued four 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 1-2-3:**

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

#### **Grades 4 to 8:**

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

Students in Fourth and Fifth Grades receive an overall Conduct Grade. Students in Sixth through Eighth grades receive a Conduct Grade in every

### **Reporting of Student Progress (4400), cont.**

subject. This Conduct Grade is a factor in honor roll determinations. Conduct is defined as behavior in class, effort, positive self-discipline, treatment of others, treatment of school property, compliance with teacher requests, and compliance with classroom and school expectations.

#### **Conduct grades are as follows:**

- 5 Exceptional
- 4 Above Average
- 3 Average
- 2 Improvement Needed
- 1 Little or no Positive Conduct/Effort Shown

Disciplinary measures should not be reflected in academic grades. Credit may or may not be given for work completed during unexcused absences or suspension.

“Special classes” those classes that are not considered core classes as they do not meet daily, will use the following grade scale:

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Special classes will also enter conduct grades as stated above.

### **Parent Teacher Conferences (4410)**

Conferences are held at the end of the first quarter, with the expectation that all families will attend. Students are encouraged to attend the conference with their parents. Parents 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 between/among teacher, parents and/or student at any time the group is able to get together. The principal may attend any of these meetings and may be invited by any party.

## **Elementary School Promotion and Retention (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).

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 tardies may be cause for retention or withdrawal from the school.

## **Testing Programs (4430)**

### **ITBS: IOWA TEST OF BASIC SKILLS, STANDARDIZED TESTING**

The students in second through eighth grade will be administered the Iowa Test of Basic Skills (ITBS) 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.

## **Financial Requirements (5020)**

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

## **Fundraising Projects (5040)**

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

### **Fundraising Revenue (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 the Pastor.

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

### **Use of School Facility by Outside Agencies (5070)**

Any use of school facilities must be scheduled with the Parish office.

All use 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/director and pastor.

### **ISA (Inter-Parish Student Assistance) (5100)**

Inter-parish School Assistance allows parishes without their own schools to assist in supporting Catholic schools attended by their parishioners. This subsidy becomes part of the school's operating budget as a sign of joint commitment to Catholic education as offered through the Archdiocesan school system.

### **Background Investigations (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 can volunteer or not in the school.

### **Tutoring 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.

## **Parent Teacher Organization (PTO)**

PTO is the parent-teacher organization of our school with officers elected by the voluntary membership. The function of PTO is to help with fund raising and volunteering for various programs for the school. The PTO functions under a set of approved By-Laws. PTO meets once a month beginning in September. A schedule of meetings will be posted in appropriate school communications to parents and to the general Parish population.

## **Volunteer Requirements/Sexual Abuse Policy**

St. Louis Catholic School depends on volunteers to help in the following areas: playground, lunchroom, 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 40 hours per year. We depend upon your generosity in giving of time to make St. Louis Catholic School a success!

All volunteers who work directly 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 his/her birth date and social security number for this procedure and must be cleared before he/she is able to help with a school activity. The volunteer must show proof of having completed the Safe Environment Training. Examples where Background Checks, Signed "Code of Conduct" form, Safe Environment Training would be required include the following: playground supervisors, classroom helpers, lunchroom helpers, kitchen helpers, technology assistants, and field trip attendees.

A Volunteer Coordinator maintains all records of assistance and assists in the development of the various volunteer committees. The Volunteer coordinator will provide information and keep records regarding volunteer participation in the Safe Environment Program.

## **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.

## **Inspections And Related Reports**

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

## **Homework (4130)**

Homework is a part of school. Homework may be assigned by the teacher at no more than ten (10) minutes times the grade level. For example, 4<sup>th</sup> grade 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!

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. When going on vacation, students will be given work to make up upon their return to school.

## **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. Calendars were sent home to all families. If extra copies are needed, please see the school office.

## **Liability Insurance Information**

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 action in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardian are providing accident and health insurance.

## **Additional Items:**

### **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/recess is a 45 minute period and varies by

### **Lunch Program, cont.**

grade. K-3 begins at 11:30am, 4-8 begins at 12:00pm.

Students are expected to remain in their seats while eating and clean up their own area when finished eating. No food may be taken outside the building unless the principal approves this for specific events. Parents may sign their child(ren) out for lunch, then sign them back in at the end of lunch.

Hot lunch will be served daily throughout the year. Menus will go home in the Friday folder/envelope prior to the beginning of each month. Students may purchase hot lunch for \$2.50 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 will be allowed in the lunchroom (this includes all carbonated beverages).**

Money can 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, he/she will receive a "LUNCH \$" stamp in green ink on the hand as a reminder to add money to the account.

### **Allergies to Food**

In an effort to make St. Louis Catholic School a safer environment for all of our students, the school will make an effort to educate teachers, parents, and students regarding food allergies children have in our school. The foods most dangerous to our students include Peanuts and Tree Nuts. The classrooms with food allergies are asked to try to keep these items away from the classmates who are allergic.

This information will be organized so that each teacher will know what food allergies there are in their particular classroom. There will be a poster for each classroom door as to the food allergies for that particular class. There will be a master posted listing all food allergies of students in the school. No student names will be posted, only food allergens. Teachers are asked to be aware of food allergies in their room and make an attempt to keep such foods away from children with specific food allergies. Parents must help the school by educating their child not to take food they are allergic to when offered.

## **Allergies to Food, cont.**

**Birthdays:** When bringing a treat to share in classroom the parents should make every attempt to bring only snacks that all children in the class can eat. For any questions about which food is inappropriate, check with the teacher.

**Lunch:** All hot lunches are peanut and tree nut free. Children bringing cold lunch should be made aware not to share food as the food they share may hurt another child.

**Parties:** Room parents are encouraged to provide food for every child in the classroom, avoiding foods that classmates are allergic to so that each child can participate and enjoy the parties. If a child has severe food allergies, parents of those students may be asked to provide snacks for their child.

**Food Allergy Awareness Team:** At St. Louis Catholic School, there exists a volunteer Food Allergy Awareness Team, which consists of parents of children with food allergies. Any parent, who has a child with food allergies attending St. Louis Catholic School, is encouraged to join the team. The goal is to educate and provide information to the school and school families about food allergies in students. This will include articles in the school newsletter and providing recipes for children with food allergens. Information about this group will be in the school newsletter.

## **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.

## **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 kids when this occurs. Teachers may combine students in classrooms as long as adequate supervision exists. Classroom parties that include food are to be approved by the teacher and must include proper cleanup.

**Gum is not allowed in the school.**

## **Lockers**

Students in grades 5-8 will be provided a locker in which to keep his/her books and materials for class. The lockers are the property of the school and as such may be searched at any time. Repair of any locker may be charged to the student.

### **Special Areas of Instruction**

Physical Education, Music, Art, Spanish, and Computer teachers constitute our “specials” teachers.

### **Special Needs Students, Academically**

Any student with a special need will be accommodated to the extent decided by the teacher and principal. Parents 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 can be noted on report cards.

Students who have been tested and have an IEP (Individual Education Plan) or a Federal 504 Plan in place should give a copy of the IEP/504 Plan to the teacher so recommended modifications can be made.

### **Transportation**

St. Louis will be using parent/guardian drivers for field trips. It is the Archdiocesan policy that only drivers 21 years of age or older with a valid drivers license, proof of insurance, Background Check, signed “Code of Conduct”, and proof of attendance in the Safe Environment Class, will be allowed to drive. Staff members are not allowed to drive students.

## **RECEIPT OF PARENT/STUDENT HANDBOOK**

I have read the materials presented in the “Parent/Student Handbook” for St. Louis Catholic School. I agree that my signature below indicates my agreement to understand the information provided and that I will make every effort to meet the conditions set forth in both actions and spirit. I understand that this is not a contract but rather an agreement that is intended to allow for a successful academic and spiritual experience at St. Louis Catholic School. I understand that modifications and interpretations are the purview and duty of the administration at the school.

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Parent/Guardian Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

This agreement form must be signed by the appropriate parties and returned to the school office by October 23, 2009, or upon registration after that date.