



St. Louis

CATHOLIC SCHOOL

2021-2022

Parent/Student Handbook

K-8

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Louisville, CO 80027
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2021-2022
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
Hours: 7:30 a.m. - 4:00 p.m. (Mon - Fri)
Principal: Amy Licata, alicata@stlp.org
ELC Director: Jessica Stannard, jstannard@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	8:00 a.m. – 3:00 p.m.
Minimal Days	7:55 a.m. – 11:45 a.m.
After Care (K-8)	3:10 p.m. - 6:00 p.m.

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 Church received their first resident pastor, Fr. Cyril Rettger, in 1899. In 1903, Fr. Rettger initiated plans for a parochial school. Construction began in 1905. The first teachers, the Benedictine Sisters of Pennsylvania, arrived. Classes began in the church building until the completion of the school. In 1908, The Benedictine Sisters were succeeded by the Sisters of St. Frances from Wisconsin. In 1928, lay teachers staffed the school until the Sisters of the Most Precious Blood arrived on August 25, 1930 who served for 40 years. In 1949, the four room school house was remodeled to add an office, indoor bathrooms and a full basement. In 1995, Benedict Hall and the middle school classrooms were added.

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 culture 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, along with embedded technology instruction, 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 form disciples of Christ in spirit, mind, and body through faith formation, rigorous academics, and service to the community.

****Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep school families informed of all changes as soon as possible. Some changes might have to be made immediately due to unforeseen circumstances.***

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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.

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. Anthony of Padua Award for Excellence in Reading/Literature
- St. Albert the Great Award for Excellence in Science
- St. Thomas More Award for Excellence in Social Studies
- St. Thomas Aquinas Award for Excellence in Algebra
- St. Francis de Sales Award for Excellence in Language Arts
- St. Sebastian Award for Excellence in Physical Education
- St. Joseph Award for Excellence in Art
- St. Ignatius Loyola Award for Excellence in Math
- St. Juan Diego Award for Excellence in Spanish
- St. Louis Award for Outstanding Effort in All Academic Areas

- Mike Meylor Serviam Award
- Mary Grace Dalton Christian Courtesy Award
- Debbie Volgelsberg Distinguished Music Award
- Spirit of St. Louis School Award
- Bondurant Scholar/Athlete 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. When schools move to a distance learning model, the principal will direct the teachers on how to modify these requirements to make the distance learning program sustainable.

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 and Spanish. Use of technology should be integrated into the instructional program.

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, no S- or U's

Principal's Honor Roll - all A's and B's, no S- or U's

Grades 6-8:

Pastor's Honor Roll – all A's in all subject areas

Principal's Honor Roll – all A's and B's in all subject areas

*Honor Roll will be dependent upon student exhibiting conduct and characteristics of Jesus.

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:	Grades 1-3	Grades 4-8
E = 85%-100%	E = 90-100%	A = 90-100%
S = 70%-84%	S+ = 80-89%	B = 80-89%
N = Below 69%	S = 70-79%	C = 70-79%
	S- = 60-69%	D = 60-69%
	U = Below 60%	F = Below 60%

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. This will change if a school moves to distance learning during an assessment window.

ARK: ASSESSMENT OF RELIGIOUS KNOWLEDGE

This is a national test of knowledge in our Catholic faith. Test is given to grades 2-8.

STAR 360: STAR ASSESSMENTS FOR READING AND MATH – GR. K-8

Computer adaptive assessments administered three times a year to provide comprehensive data on growth and proficiency.

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. Students who have specialized learning needs; IEP, 504, READ plans, etc. may not be admitted if St. Louis is unable to meet the needs of the child. This will be determined by the principal with consultation with the teachers. This will be determined by the principal with teacher consultation.

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.

Homeschool students are welcome at St. Louis! Contact the principal to discuss options for your student.

Statement of Non-Discrimination by Archdiocesan Schools

(Archdiocesan Policy 6020)

Assurance Statement of compliance with the purposes of Title IX Education Act

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Notice of Student Non-Discrimination Policy

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. Furthermore, Archdiocesan schools admit disabled students in accord with

the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual.

These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, 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.

Coaching requirements by CSAL

The following are to be completed for all volunteer coaches before each season begins.

1. Concussion Class-completed annually.
2. Play Like a Champion Coaches Class-completed once.
3. Safe Environment Class-completed once and renewed every five (5) years.
4. Background Check. Completed by the school office.
5. Volunteer Information Packet.

All coaches and assistant coaches will attend a "Coaches Workshop" and be certified to coach in the Archdiocese of Denver Catholic Schools Athletic League. Coaches and assistant coaches will receive a PLACT workshop certificate along with a badge indicating our solidarity and commitment to the CSAL and PLACT.

All parents of students participating in CSAL programs will attend a "Parents Workshop" and receive a PLACT workshop certificate indicating our solidarity and commitment to the CSAL and PLACT.

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.

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.

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.

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 by completing a pre-arranged absence form, preferably three days prior.

For the welfare of the child, when a student is absent, please call the school office by 8:30am 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.

After School Care Program

St. Louis School offers an after-school care program. After-school care begins directly after school until 6:00 pm. Parents are charged for this service. Parents who need help with morning care should partner with other families or reach out to the principal to discuss options. We are a family and we do work together! **Children must be 5 years old to attend After Care.**

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 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 text/email.

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.

St. Louis will exercise a late start instead of a full closure as much as possible. Late start will begin at 9:30 am.

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. Students are considered late after 8:05 am. **School 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 7:45 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. 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. 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. Five tardies in one trimester 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 after 8:05 must be walked into the school and signed in by parent. They cannot be dropped off and walk in alone.**

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 principal, teacher and will determine the consequence for the student. Students may receive a zero for the assignment, or may be required to re-do the assignment for limited credit.

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. More serious issues will be recorded in RenWeb and included in the student's file.

Each teacher's discipline policy will be reviewed at back-to-school night.

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)

Each Archdiocesan school shall develop and disseminate a policy, in the context of the school mission and Catholic identity which addresses the following inappropriate student-to-student interactions. Student-to-student interaction policies must be submitted to the Office of Catholic Schools for review and approval before they are published at the local level. We hold our students to an exceptionally high expectation for how we treat each other!

Harassment and Bullying

The italicized definitions must be incorporated into the local-school policy verbatim.

- A) **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.*
- B) **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 of power; intent to harm; threat of further aggression.*

The harassment and bullying policies shall contain the following:

- A) Descriptive behaviors,
- B) Outlined procedures for reporting,
- C) Investigative procedures,
- D) Consequences and penalties,

E) And, a discretion statement that allows the principal/director and pastor (Superintendent for archdiocesan high schools) to review individual situations and waive any or all penalties based on facts and circumstances.

The harassment and bullying policies must also state the harassment/bullying prevention program and/or curriculum provided by the school and how and when that program is available to staff, students and parents.

Teasing

The italicized definition must be incorporated into the local-school policy verbatim.

A) **Teasing.** Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to students. *Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment and the interventions and consequences are of another level.*

Sexting

Sexting is sending, receiving, or forwarding immodest, suggestive, enticing, and/or sexually explicit messages, photographs, or images, primarily between mobile phones, of oneself to others. Sexting has become more common with the rise in camera phones and smartphones with Internet access, that can be used to send explicit photographs as well as messages. It may also include the use of a computer or any digital device.

Sexting has been promoted further by several direct messaging applications that are available on smartphones. The difference between using these applications and traditional texting is that content is transmitted over the Internet or a data plan, allowing anyone with Internet access to participate. Additional information regarding Sexting can be found at <https://en.wikipedia.org/wiki/Sexting>.

Colorado legislation was passed in 2017; reference *Appendix T3, Sexting Fact Sheet* for details regarding offense and penalty definitions.

The sexting policy shall contain the following:

- A) Descriptive behaviors,
- B) Outlined procedures for reporting,
- C) Investigative procedures,

D) Consequences and penalties,
E) And, a discretion statement that allows the principal/director and pastor (Superintendent for archdiocesan high schools) to review individual situations and waive any or all penalties based on facts and circumstances.

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.

Once you have chosen to enter a partnership with us at St. Louis School, we trust you will be loyal to this commitment. 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.

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. If there is an issue, parents should speak to the teacher first before contacting the principal.

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 must be turned off and kept in a teacher designated area.
- 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 are not to be used on school premises.
- Any device used to take pictures or images of another person in school.
- 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. Students will not be allowed to attend or perform in school 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 week and emailed to the school parent/guardian list.
- RenWeb ParentsWeb® email and Flocknote® text and email are used
- 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.
- 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.

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 and on ParentsWeb. The calendar was approved by the Pastor with guidance from 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 our students, it is important that student drop-off procedures be followed. There is no adult supervision of students prior to 7:45 AM. All students must report to blacktop area and come in with their class.

Carline procedures will be given to parents at Back-to-School night.

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, Scholar groups for students, 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. Please keep in mind that morning drop off is an extremely busy time for teachers and they are not available for conferences at this time unless the conference was pre-arranged.

Volunteer Requirements

Code of Conduct Policy must be read and signed - All St. Louis volunteers MUST read the Denver Archdiocese's Code of Conduct Policy. The acknowledgement form must be signed electronically during the online registration with *Virtus* or can be printed and sent to the school office.

Volunteer Worker Hold Harmless Agreement must be read and signed every year - Every volunteer MUST fill out, sign and return a Volunteer Worker Hold Harmless Agreement. Please print, sign and return to the school office. Additional copies are available at the front office

A Criminal Background Check must be updated every five years - All St. Louis Catholic School teachers, parents, volunteers, staff members, custodians, substitute teachers, athletic coaches, (persons who work directly or indirectly with youth) etc., MUST have a background check completed every 5 years. If this is needed, an email address is required in order for the background check form to be sent to the volunteer directly. You will receive an email from Selection.com with the background check attached.

Safe Environment Training Class is required every five years - Any person who will have contact with children of any Catholic school/parish in the Archdiocese of Denver is required to take the Archdiocese of Denver Safe Environment Training. You will be prompted to sign up for the Safe Environment class when you set up your *Virtus* account. If you attended this class more than 5 years ago, you will be required to complete an online refresher course through *Virtus*.

DRIVERS: If you volunteer to drive on a field trip, you must sign a Volunteer Driver Agreement and bring your driver's license and proof of current insurance to the school to be updated every year. **In addition, an online defensive driving course must be completed.**

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.

Tornado:

A tornado drill will occur during the school year.

Lockdown:

In a case of an intruder or neighborhood 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. Staff and students are trained on these procedures.

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.

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. Teachers will not hand out invitations or thank you notes at school. Thank you for being kind to all of our students, not just your child's friends.

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 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 6-8 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. 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 am-12:15 pm for grades K-3, 11:55 am-12:40 pm for grades 4-5 and 12:20 pm-1:05 pm for grades 5-8. ELC lunch is at 11:15 am.

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, and are subject to change. Students in the ELC-3rd grade may purchase hot lunch for \$5.00 per meal. Students in grades 4-8 may purchase hot lunch for \$6.00 per meal. All

hot lunches include a milk. Students bringing their own lunch may purchase milk for \$.25 per carton.

Doubles: Any student may purchase a second entree for a small amount (specific price to be published in August). Student must order "doubles" when they notify attendant of their lunch choice.

Alternate Entrée: Sandwiches will be offered as an alternate entrée. Any student choosing an alternate entrée must notify attendant of their lunch choice upon ordering.

Monday-Wednesday-Friday: Ham/Cheese Sandwich (Lenten Fridays will be Tuna Sandwich). Tuesday & Thursday: Turkey/Cheese Sandwich

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 or paid online through FACTS. When a student's account is below \$0, an email will be sent 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 or make changes in ParentsWeb 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. Supervision requires both physical presence and attention to students. Since emergencies will occur, it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Process

A) Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

- 1) A basic or local in-service update on emergency procedures.
- 2) A written list of all procedures and rules to be followed relating to the conduct of students in the schoolyard.

B) It is the responsibility of the principal to ensure that adequate supervision of students is provided.

C) 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.

Off-Campus Behavior

Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

A) Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:

- 1) Electronic/internet or cell phone threats or harassment;
- 2) Threats of violence;
- 3) Alcohol use;
- 4) Fighting;
- 5) Hazing;
- 6) Drug possession or sales;
- 7) Reckless driving;
- 8) Sexual assaults;
- 9) Inappropriate sexual activity.

B) Intervention may include, but is not limited to:

- 1) Required private assessment and counseling;
- 2) Detention, suspension, or expulsion;
- 3) Removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies.

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

- National Junior Honor Society (grades 7, 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)
- Band (grades 4-8), At Holy Family High School
- Strings Program (grades 4-8)
- Chess Club
- Other clubs where there is a student interest and staff/parents ability to supervise. These must be approved by the principal.

Social Activities

(Archdiocesan Policy 2710)

School sponsored social activities may be held with the approval of the pastor and/or principal/preschool director. All school-sponsored social activities will be appropriately supervised by faculty members and parents. If a social activity is held off-campus, all paperwork, processes and procedures regarding one-day field trips are to be followed as outlined in *Field Trips, Policy #4340*.

Special Events

- **Parish Picnic** – A community gathering celebrating our patron saint. Community potluck, Knights of Columbus grilling, Altar and Rosary quilts, school information and fun activities.
- **Labor Day Parade** – St. Louis Parish and school participate in the Louisville Labor Day Parade. Activities include float building, back to school t-shirts, riding on the float and tossing candy.
- **Race for Education** – A fun day in which students run, walk and pledge to raise revenue for special projects.
- **Fall Festival** – Festival for parish and school. Includes PTO sponsored hamburgers/hot dogs, Knights of Columbus chili cook off, Louisville Fire Department trick or treat safety talk, Altar and Rosary treat bags, St. Louis students running hayrides and activities, best costume parade, monster mash dance off and pumpkin contest.
- **Angel Gala** – A dinner/dance event that includes a live auction as well as a paddle raiser for special needs for our school and parish. The event is held annually for parish members, parents/guardians, friends and anyone in the community wanting to support our efforts. This is our primary fundraiser and is essential to providing enhancements and upgrades as needed to keep our school as up to date as possible.
- **Grandparents Day** – Mass, reception and classroom visits to honor all grandparents and elderly parishioners.

- **Parade of Lights** – St. Louis Parish and School Parade of Lights float in downtown Louisville. Come ride on the float and pass out candy canes. Enjoy musical entertainment, a living nativity, petting zoo and PTO sponsored hot chocolate and sweets in Benedict Hall.
- **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**
- **Athletic and Extracurricular Awards Ceremony**
- **Advent Program** – ELC and K-8

Use of School Facility by Outside Agencies

(Archdiocesan Policy 5070)

Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities (*Appendix Z2, Section III: Facilities Usage/Rental*).

Location Filming or Photography Requests

Sometimes schools receive a request to use their grounds and/or buildings as a backdrop for a professional film or photography project that is not associated with an event sponsored by the Church, parish, or school. Such a request should only be approved if the promoters clearly demonstrate that the project can provide a positive benefit to the Catholic Church and its efforts to evangelize. If approved, an agreement must be in place using policies and procedures outlined in *Appendix Z2, Section III: Facilities Usage/Rental* addressing insurance, use fees, assurances regarding consistency with Church teachings, and related topics.

Those interested in conducting professional film or photography projects on Church grounds of entities subject to the Pastoral Handbook, must ultimately obtain approval from the Office of the Chancellor before the project may continue.

Amateur film or photography projects that seek to use Church grounds and/or buildings as a backdrop, may be approved by a pastor or principal. The Superintendent of Catholic Schools and/or the Chancellor is available for consultation if desired.

Process

When receiving a request for a professional project involving filming or photography requests:

- A) Upon receiving a request, the parish/school may always say “no” without consulting the Office of Catholic Schools or the Office of the Chancellor.
- B) If the location is amenable to the request, provide the following to the Office of Catholic Schools and the Office of the Chancellor:
 - 1) On the cover page, note:
 - The location’s contact information
 - The requestor’s contact information
 - A brief description of the request
 - A succinct few sentences on the location’s wishes and opinion of the request
 - 2) As an attachment to the cover page, provide the completed script if the project is a film project, or a full project description if the request is a photo shoot request.
 - The production of a draft or partial script will not result in approval
 - It is imperative that the entirety of the project be transparent so as to assess the message being conveyed
 - As well, the requestor should be put on notice at the outset that the location will reserve rights to view the final product and approve it prior to the Church permitting release
- C) Be ready to provide such other information as the Superintendent and/or Chancellor may require to assess the project request.
- D) If the project request is approved, the location will be directed to work with the Legal Department and the Office of Communications to finalize details.

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 nearly every day, a guideline is if 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 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.

ELC

- Shirts- Cobalt blue **with school logo**
 - Polo short sleeve w/logo (may be worn over long sleeve shirt or dress)
 - Polo long sleeve shirt
 - Sweatshirt
- Shoes-dress shoes or tennis shoes appropriate for running and exercising in
 - No fashion boots or flip-flops
 - Snow boots can be worn to school but students must change out of them when at school
- No makeup
- No jewelry as it can cause choking and other safety issues. Please leave jewelry at home.
- Pants, skirts or dresses that are easy for toileting, comfortable and appropriate for play
- Shorts when the temperature is appropriate (first and third trimester only)

All grades K-8

Shoes: dress shoes or tennis shoes

- No open toed, open back (clogs, crocs) flip-flops, sandals, jellies, cowboy boots, or heels higher than 1”
- No rain boots or snow boots are allowed in the classroom. They may be worn outside, but students need to wear appropriate indoor shoes.

Socks: Students must wear socks unless they have on footed hosiery. Students may wear any length sock from knee to no shows. Socks may be any color. Socks may have any pattern, but make sure messages are school appropriate. This is a privilege. If this becomes a problem, this privilege will be revoked. This will be at the principal’s discretion.

Hair: Hair must be of a color that one could be born with. No unusual hairstyles, or hair dye, will be allowed. The administration has the right to interpret the word “unusual” in hairstyle and length. In all cases, hair is to be kept neat and clean for all girls, tied back and out of the face. For boys, short hair, above the collar of the shirt and above the ears.

No makeup: If make up is worn, students will be asked to remove it.

Nails: Nails should be short and trimmed.

No hats

Jewelry: Must not be a distraction

Tennis shoes are required on PE days

Shirts are to be tucked in at all times.

K-4 GIRLS EVERYDAY OPTIONS:

- Lloyd plaid jumper, skirt or skort
- Navy blue twill skirt or skort to be worn with red logo polo shirt
- Long/short sleeve red polo w/logo
- Long/short sleeve white blouse-peter pan or oxford collar
- If wearing a white blouse must be paired with Lloyd plaid bottom or sweater vest, or sweater w/logo
- Sweatshirt-red w/logo, either crew or quarter zip, with red polo shirt or white blouse underneath
- Navy twill pants or navy twill shorts (Shorts can be worn first and third trimester only)
 - For grades 3 & 4 zip style only (as opposed to elastic waist)
- Leg coverings may be worn with jumpers, skorts or skirts during cold weather only
 - Navy or black leggings only
 - White or navy tights only
 - No jeggings
 - No bottom ruffles
- Belts are optional: black, navy or brown
- **Tennis shoes are required on PE days**

K-4 GIRLS MASS OPTIONS:

- White blouse-peter pan or oxford collar, long or short sleeve
- Lloyd plaid jumper or Lloyd plaid skirt, Lloyd plaid skort
- Vest required unless wearing a jumper
- Tie-red cross tie

K-4 BOYS EVERYDAY OPTIONS:

- Long/short sleeve red polo w/logo
- Navy twill pants or navy twill shorts (first and third trimester only)
 - For grades 3 & 4 zip style only (as opposed to elastic waist)
- Sweatshirt-red w/logo, either crew or quarter zip, with red polo shirt or white oxford underneath
- Belts are optional: black, navy or brown

K-4 BOYS MASS OPTIONS:

Required:

- White oxford shirt, long or short sleeve
- Vest required
- Navy blue twill pants
- Red necktie: standard, adjustable clip-on
- Belts are optional: black, navy or brown

5-8 GIRLS EVERYDAY OPTIONS:

- White blouse-peter pan or oxford collar, long or short sleeve, must be paired with sweater vest, sweater or sweatshirt all w/logo
- Skirts/skorts- khaki twill, no shorter than 3” above knee
- Pants/Capri-khaki twill
- Navy polo w/logo, long or short sleeve
- Navy sweatshirt w/logo, either crew or quarter zip, with navy polo shirt or white blouse underneath
- Shorts-Khaki twill, knee-length (walking shorts) no shorter than 3” above knee (Shorts can be worn first and third trimester only)
- Hosiery-solid color: navy, white, or skin tone
- Belt should be worn when belt loops are present. Permitted colors are solid navy, black or brown only.

5-8 GIRLS MASS OPTIONS:

- White blouse-peter pan or oxford collar, long or short sleeve
- Red tie-standard style
- Navy blue sweater vest w/logo
- Hosiery-solid color: navy, white, or skin tone
- Skirt or skort-khaki

5-8 BOYS EVERYDAY

- Navy polo w/logo. Long or short sleeve
- Khaki twill pants or shorts, (shorts may be worn first and third trimester), no cargo pants
- Sweatshirts-navy w/ logo, crew or quarter zip
- Navy blue sweater or sweater vest w/logo
- Belts-solid navy, black or brown

5-8 BOYS MASS

- White oxford shirt, long or short sleeve
- Navy sweater vest w/logo
- Red necktie- standard, adjustable or clip-on
- Twill khaki pants, zipper and belt loops (no cargo pants)
- Belts- solid navy, black or brown

PE

Grades 5 - 8 will change out of the uniform for PE. All other grades remain in uniform. 5-8 students should wear a long or short-sleeve t-shirt, and gym short-length shorts. Sweatpants and light jackets will be worn for colder days. Shirts may also be a school logo shirt, or shirt from school events. No leggings or crop tops. Tennis shoes should be worn.

Shirts tucked in at all times.

Students may not have visible permanent tattoos. No writing on arms, hands, legs or clothing.

Uniform Vendors

Lands' End: Order by phone, mail or internet. Our school code is 9000-7855-1, 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.

French Toast: Order by phone, mail or internet. Our school code is: QS614QI. Brochures are available outside school office.

Out of Uniform Days (Free Dress)

Free Dress Days will be earned and announced. Only students who earn the Free Dress may participate. Students must still be modest, neat and clean. 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 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, strapless tops, spaghetti string straps or crop 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.
- No spandex, yoga pants or leggings.

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 and/or no more free dress days for that student.

XII. ADDITIONAL AOD POLICIES

Threat Assessment

(Archdiocesan Policy 1320)

The purpose of this policy is to establish guidelines for the prevention of general violence in the Catholic schools. The Archdiocese of Denver prohibits threats and acts of violence on parish/school property, within parish/school facilities, at any parish/school sponsored events, while engaged in any educational or athletic activities, and while traveling in parish/school vehicles. Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to self or others;
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- Possessing, brandishing, or using a weapon while on school premises (reference *Weapons in School, Policy #2621* and *Conceal Carry, Policy#3450*);
- Intentionally damaging property;
Threatening to injure an individual (including oneself) or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Retaliating against any employee or student who, in good faith, reports a violation of this policy.

Students who violate this policy will be subject to disciplinary action as outlined in the local school handbooks. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of enrollment, to participate in mental health evaluations as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.

Employees who violate this policy will be subject to disciplinary action as outlined in the Archdiocesan Code of Conduct and local handbook.

Definitions

Threat: Concerning communication or behavior that suggests a person may intend to harm someone else. The threat may be spoken, written, or gestured, and is considered a threat regardless of whether it is observed or communicated directly to the target of the threat or observed by or

communicated to a third party and regardless of whether the target of the threat is aware of the its existence in any fashion.

Threat assessment: A fact-based process relying primarily on an appraisal of behaviors to identify potentially dangerous or violent situations and address them. Reference *Appendix A4, Threat Assessment at School—Brief Facts and Tips* and *Appendix B4, Threat Assessment for School Administrators & Crisis Teams* and *Appendix Z3, Virginia Model for Student Threat Assessment* for additional information regarding the threat assessment process.

Threat assessment team: a multi-disciplinary team of trained professionals, including, but not limited to a school mental health professional, administrators and school resource officers or local law enforcements.

Guidelines for Conducting Threat Assessments

All threats of violence must be taken seriously and investigated. As such schools must have a specific policy and established procedures for dealing with student and staff threats. The policy should clarify the role of educators in relation to that of law enforcement and identify the local school threat assessment team. The policy and procedures must be clearly communicated to staff and families.

Effective threat assessment is based on the combined efforts of a school-based team including representatives from administration, school employed mental health professionals, and law enforcement. In unusually complex cases, the team might draw upon professional in the local community. The interdisciplinary team approach improves the efficiency and scope of the assessment process and reduces the risk of observer bias.

A threat assessment involves evaluation and classification of a threat (i.e. transient versus substantive) and appropriate response and intervention, including notification and involvement of parents and a written safety plan. It should also include a suicide risk assessment.

Procedures for Conducting Threat Assessments

The following is a list of procedures to be included in local level policies and procedures.

A) Identifying Threats

1) There are many behaviors in a school that may cause concern for the safety and well-being of an individual or campus as a whole. Behaviors must also be assessed factoring in the developmental spectrum of a child and age appropriateness. The following is not an exhaustive list, but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme reaction to a loss or traumatic event;
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts;
- Uncharacteristically poor performance, grooming, or affect; References to harming others or planning a violent or destructive event;
- Evidence of depression, hopelessness, or suicidal thoughts/plans;
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions;
- Strained interpersonal relations, isolating behaviors, or low self-esteem;
- Following or stalking, in person or electronically;
- Significant change in life circumstances (e.g. personal loss, loss of relationships, loss of employment).

B) Reporting Potential Threats

1) Anyone who believes that a person or situation poses a clear and immediate threat of serious violence that requires containment should notify law enforcement immediately or in case of emergencies, dial 911.

2) Reports are to be made to the principal; individuals making reports should share as much information as possible. While anonymous reports are accepted, the identity of the reporter allows the administration, the Threat Assessment Team members, and/or local law enforcement to gather additional facts to conduct follow-up interviews. Identities will be protected to the fullest extent possible.

C) Assessing Threats

1) Schools are to follow and consult the process outlined in *Appendix B4, Threat Assessment for School Administrators & Crisis Teams* to determine if the threat is transient or substantive.

2) If the threat is determined by the principal, pastor, and/or Threat Assessment Team to be substantive, the school leadership is to consult with the Superintendent or his/her designee, and also with the official threat assessment representative for the archdiocese. Reference *Appendix UNKNOWN* for information on the representative.

D) Due Process

1) Pursuant to *Expulsion, Policy #2600*, no student will be expelled without due process. Any time the Threat Assessment Team recommends expulsion, all procedures outlined in *Expulsion, Policy #2600* must be followed.

Head Lice

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head, and at times, the eyebrows, and eyelashes of people. Head lice feed on human blood several times a day, live close to the human scalp and are found worldwide.

Head lice move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with clothing (hats, scarves, coats) or other personal items (combs, brushes or towels) used by an infested person is a means of spreading head lice.

Although highly qualified experienced groups such as the American Association of Pediatrics and the National Association of School Nurses advocate that “no nit” policies should be discontinued, the principal, in consultations with the Pastor and School Advisory Council (SAC), will determine what will work best for the treatment procedures and control of the infestation of head lice at St. Louis Catholic School.

Process

- A) If St. Louis School is not sure if a student has head lice, the diagnosis should be made by the family’s health care provider or other person trained to identify live head lice.
- B) St. Louis School will notify school families when a case of head lice occurs in a classroom reminding parents/guardians to check their child’s hair.
- C) If head lice are found in several students in one classroom or in more than one classroom, all students will be respectfully examined by trained personnel.

Resources

Listed below are a variety of resources available to access related to the identification and treatment of head lice. Internet/website addresses change frequently, so if you cannot find the link, search for the information using an internet browser.

Center for Disease Control

http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html

Diagnosis of Head Lice

<http://www.cdc.gov/parasites/lice/head/diagnosis.html>

Treatment of Head Lice

<http://www.cdc.gov/parasites/lice/head/treatment.html>

Colorado Department of Public Health & Environment

https://www.colorado.gov/pacific/sites/default/DC_ComDis-Infectious_Diseases-in-Child-Care-and-School-Settings.pdf

Definition of a Student/Home Schooling

(Archdiocesan Policy 2020)

All Catholic preschools, elementary schools, and Archdiocesan high schools are open to families and students who sincerely seek a Catholic education and meet the requirements as delineated in *Admission, Policy #2000*. As such, all Catholic schools in the Archdiocese of Denver, at the choosing and approval of the Pastor, Principal, and Superintendent, may enroll both full-time and limited-status students. Limited-status students are not eligible to earn diplomas.

Definition

Full-time students are those students who participate in the full scope of a school's program.

Limited-status students are those students who attend only certain classes or participate in certain programs for only a portion of a school day. Students may change from full-time to limited-status or limited-status to full-time according to the policies set forth locally by schools. Principals and/or Pastors reserve the right to make the final determination as to whether this change can occur based upon student enrollment and available spaces.

Limited-Status Program Approval

Limited-status student programs must be approved by the Superintendent of Catholic Schools. Schools wishing to implement a limited-status program must submit local policies and procedures for the enrollment of limited-status students, along with a limited-status student program description, for review and approval prior to implementation of said program. Refer to *Establishment, Expansion, or Elimination of School Programs, Policy # 1040* for process and procedures. Limited-status student policies and procedures must include, but are not limited to:

- A) Admissions process
- B) Curricular, extra/co-curricular, and other program offerings available to limited-status students
- C) Program participation requirements for the school year
- D) Tuition and/or fees for limited-status program
- E) Parent commitments (e.g. volunteer hours, fundraising, etc.)

All limited-status students and their families must adhere to all local and archdiocesan policies while enrolled in Catholic school.

Extra/co-curricular Activities and/or Programs

Limited-status students may participate in extra/co-curricular activities and/or programs (e.g. CSAL/athletics, tutoring programs, after school activities), according to the policies and procedures set by the school and/or the Catholic Schools Activities Board.

High Schools only: A "borrowed athlete" is a student who is officially enrolled in another school yet plays a sport for a Catholic high school due to the lack of an athletic program at the home school. CHSSA guidelines outline the parameters for a student to participate in this capacity.

Home School Programs

The Archdiocese of Denver recognizes the unique gifts present in home schooling programs and with those families who embrace their role as principle and primary educators of their children through home schooling. Although home school programs are considered a separate form of private education, Catholic schools may enroll in their programs, as limited-status students, children who are being home schooled. These students and families must follow the local policies and procedures and must meet all requirements set forth by the school.

Catholic schools, with the approval of the Principal, Pastor, and Superintendent may collaborate and work with home schooling families and home schooling programs in a manner which advances and supports the educational and evangelizing mission of the Church and the school. Schools looking to develop partnerships or to collaborate with Catholic home schooling programs are to consult with the Office of Catholic Schools prior to implementation of any program, partnership, or collaboration. St. Louis welcomes Home School families!

Conceal Carry

(Archdiocesan Policy 3450)

Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. licensed and trained security guards).

Reference *Appendix Q3, CO Law re: Conceal Carry* for further information on Colorado law. *Appendix U3, CM Conceal Carry Best Practice* is provided for reference related to Risk Management recommendations and best practices.

