

St. Louis the King School

Handbook

School Policies and Procedures
2016-2017



St. Louis the King School

Mission Statement

As a Catholic Elementary School, St. Louis the King School at the Cathedral exists to carry on and build upon the teachings of Jesus Christ and preserve the traditions and teachings of the Catholic Church. Our school welcomes students of diverse cultures, races, and socio-economic backgrounds. We provide a safe and caring atmosphere conducive to achieving academic success, building self-esteem, and showing respect for others. St. Louis the King challenges our students to continue to learn and to serve God, family, and community throughout their lives.

Statement of Philosophy

St. Louis the King School is a Catholic elementary school committed to teaching Catholic values as they are reflected in the Gospel. As an evangelizing instrument of the Church and of Cathedral Basilica Parish all children are welcome; children of all faiths and economic, racial, and social backgrounds are affirmed and share in the unconditional love of Jesus Christ.

St. Louis the King School promotes a sense of security, a healthy moral life, and an informed conscience. It encourages a respect for the dignity of the human person by instilling the virtues of charity, peace and justice in the total SLK experience: spiritual, moral, emotional, physical, and intellectual.

St. Louis the King School is aware of its responsibility to teach a quality Catholic education where the needs of the individual child are met and where each child can reach his/her full potential. The faculty strives to nurture personal Christian growth in attitudes, knowledge and skills. St. Louis the King School recognizes the importance of cultural awareness in the teaching and celebration of the Catholic faith and recognizes the integral role of the parent as primary educator in partnership with the school.

St. Louis the King School encourages each student to participate in the educational program by teaching and nurturing the values of personal gifts and talents, personal responsibility, academic, self-motivation and service to others. These are accomplished within a positive student-centered environment.

Our goal is to prepare the students for the future so that they will respond to the needs of society and be successful in their continuing education. St. Louis the King School prepares each student to live the Gospel, model Christ, and be of service to others.

WITNESS STATEMENT

The following Witness Statement has been given to all parents enrolling their children their children in a Catholic School. When parents enroll their children in St. Louis the King School they must sign off and agree to the following statement:

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means that I should:

Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.

Commit to speak more with my children about God and to include prayer in our daily home life.

Participate in and cooperate with School programs that enable me as a partner to take an active role in the religious education of my children, including sacramental preparation for Catholic children.

Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.

Teach my children by word and example to have a love and concern for the needs of others.

Meet my financial responsibilities in supporting Cathedral School.

ACCREDITATION

St. Louis the King School is fully accredited with the Catholic Education Office of the Archdiocese of St. Louis. It is also accredited through the Missouri Chapter of the National Federation of Non-public School State Accrediting Association.

ADMISSIONS

St. Louis the King School is an Archdiocesan School and follows all the Archdiocesan policies and guidelines.

Academic excellence and a disciplined formation is the desired goal of St. Louis the King School. Central to the school is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in St. Louis the King School must understand and agree to the purposes of St. Louis the King School.

Policy of Non-Discrimination: St. Louis the King School shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in this school. The school shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

Priority:

1. Students from Catholic families registered in contiguous parishes where there is no Catholic school receive priority in the admissions process.
2. The school may admit students from non-Catholic families only if space is available after Catholic students are admitted.

Admission to St. Louis the King School is contingent upon the families:

1. Understanding that Catholic teaching and moral formation are an integral part of the school.
2. Participation in the spiritual and social life of the school.
3. Support of the concepts of the Witness Statement.
4. Agreement to follow the policies and procedures of the school.
5. Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual and academic development of their children.
6. Understanding that St. Louis the King School is a Catholic school where all students enroll in religious education and participate in religious ceremonies and activities as appropriate.

Age Requirements: Children entering kindergarten and first grade must meet the age requirements for these grades before August 1st.

The selection of all students is at the discretion of the principal.

Students should come from families who respect Catholic values. Families should regularly attend, actively participate, and contribute financially to their church.

Parents are responsible to assume financial obligations by paying registration fees, tuition, lunch and breakfast fees, and before and after school care fees in a timely manner, by following the policies, and by being active volunteers and supporters of the school.

The decision to admit a student from another school is made after a thorough review of the child's previous school records and all records relating to the child's special needs, if any. Grade placement testing will also be conducted. Parents are required to sign the Request for Records form to enable the school to obtain all necessary information. *If parents do not provide complete information or do not cooperate in ensuring that professionals who provide diagnostic, prescriptive or therapeutic services provide the school with required information, the school may postpone any further consideration of admission.*

The principal, after an interview with the family and classroom visits by the student where the teacher can observe and determine the student's academic abilities and behaviors, and after reviewing the child's academic records and in consultation with the parents and teachers, will place the student in the grade level appropriate to the student's maturity and academic and social abilities.

Enrollment Process Includes Parent's Providing:

- Completion of application forms and payment of application fee.
- Verification of the date of birth by review of the original birth certificate or baptismal certificate as proof of age.
- Verification of dates of other sacramental celebrations
- Verification of custody arrangements in cases in which parents of the student are divorced.
- (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided)
- A completed Emergency Form.
- A registration form indicating special needs.
- Immunization records.

After receiving these items, and meeting with the principal, a meeting will be scheduled with the business manager.

Students who have transferred from another school are admitted on a probationary period of the first semester. An evaluation is made of the student's academics and behaviors in accordance to St. Louis the King School's philosophy and policies.

New enrollments may take place at any time during the year. Fees are prorated if necessary. Ordinarily enrollment takes place in February with the total of the first month's fees due prior to the beginning of school.

Any student enrolled after the "present family enrollment period" is not guaranteed a place in the class for the next year.

AFTER/BEFORE SCHOOL CARE SERVICES

After and Before School Care follow the Archdiocesan Guidelines and the policies outlined below. After school care is implemented by SLK and is a part of the A.S.A.P. program. The principal is the administrator of Before and After School Care Services. Before School Care is held from 6:00 -7:55 a.m., and After School Care from 3:00 P.M. - 6:00 P.M. Students not picked up by 3:10 will automatically be escorted to After School Care. Parents picking children up after 6:00 p.m. will be charged late fees.

After Care follows the Healthy Child guidelines by providing healthy snacks and physical activities, i.e. organized games, enrichment activities, and homework supervision along with tutoring.

After School Care children must be signed out daily on the appropriate sign out sheet when parents pick up their children.

More information regarding Before/After Care Service fees may be obtained from the school.

ARRIVAL AND DISMISSAL

During **morning drop-off**, please take care on the parking lot. Pull forward enough, past the first two parking spaces, so vehicles behind you can drive around you if necessary. If you are not doing a quick drop off, please pull into a parking space, so others may leave. **Remember to have your children get out of your vehicle on the passenger side because vehicles may be moving on the driver's side.** Be aware of people going to church, as well as our school drop-off. There are usually plenty of angled parking spaces on Maryland Avenue right next to the gym (Boland Hall), providing quick and easy exit.

ATTENDANCE

Regular attendance is a prerequisite for academic achievement. Experience has proven that students find it difficult to make up work they have missed because of absences from school. No amount of subsequent personal study can adequately replace the teacher's explanation, class discussion, group interaction, etc. Students not only learn academics at school but life long work habits and work ethics. Only illness or family emergency should prevent perfect attendance or cause tardiness.

Absences:

1. Students are considered absent whenever they are away from school during school hours or miss school sponsored or school sanctioned co-curricular activities (e.g. field trips, enrichment, camps, liturgies, remedial programs, etc.) Students who must be excused from school for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by the parent stating time, length of absence, and reason for the absence.

2. Parents should call the school before 8:00 AM (314-373-8252) and leave a message as soon as they know the student will be absent.
3. **Chronic or excessive absences/tardies/early dismissals without substantial cause can be a factor in determining a student's continued enrollment in the school and can be a cause for retention.**
4. If a family schedules a vacation during the school year the teacher is not responsible for preparing work in advance. When the student returns to school, the student should schedule a time to meet with the teacher to find out what assignments were missed and a when they will be due.
5. A student who is absent due to illness will not be expected to have all the missed assignments and homework completed the day the student returns. Arrangements are to be made by the student with the teacher to make up tests or complete the assignments within a week. The student is responsible for making up the missed work.
6. If the student is absent for 5 consecutive days, a doctor's note is required.

Tardies:

1. A student is tardy who arrives after the time fixed by school policy for the start of the school day. Any assignments or other learning opportunities that are missed must be made up at recess or lunch time. If these are not made up, the student's grade will be affected by the missing grade.
2. There are those occasions when weather or traffic may cause unexpected delays, but these should be rare. Parents should plan on traffic conditions on their particular route to school for those days of inclement weather or road construction. The student is considered tardy even under these circumstances.
3. Children entering school during 8:00 A.M. Morning Prayer must stop at the office and obtain a tardy slip.
4. According to Archdiocesan policy, students missing school 2 hours or more during the course of a school day are marked as absent for half of the day.

The teacher is responsible for taking attendance each day.

Parents are encouraged to schedule doctor's and dentist's appointments outside of school hours. Students who must be excused during the day for doctor's or dentist's appointments must bring a written note from a parent stating the time and length of the absence and the name of the person picking up the student.

A written excuse stating the date, reason, and parent signature is required for all absences and each tardy.

Excessive absences or tardies can be defined as educational neglect. The student may not be promoted to the next grade because of excessive absences/tardies and excessive absences may be reported to the authorities.

Early Release/Illness:

1. Written permission must be sent to school in order for the school to release a student early. This must state the person picking up the student and the time the student will be picked up. The person picking up the student must show proper identification. **Students can only be picked up from the office and may**

not be picked up from the classroom. Parents are to report to the school office, and the student will be called from the classroom.

2. A student is permitted to leave the school premises for illness only after the parent has been contacted by phone. Records containing the names of persons to contact if a parent cannot be reached will be kept on file. Parents are responsible for providing transportation for the student to leave.
3. If a student becomes ill, or is injured, the parent, or those designated by the parent to be notified in these cases, will be called immediately. The registration information must be accurate as it is our only means of contact in case of emergencies. **IT IS THE PARENT'S OBLIGATION TO KEEP THE SCHOOL INFORMED OF CHANGES IN INFORMATION.**

School Hours:

1. School hours are 8:00 A.M. to 3:00 P.M. (Academy hours {Gr. 6-8} are 8:00-5:00, M-TH).
2. Students may arrive as early as 6:00 A.M. Students wait in the cafeteria until 8:00 A.M. Morning Prayer and announcements. Teachers will then escort students to their classrooms. Breakfast, juice, energy drinks, etc., may not be brought into the building, however, students have the option of using the school breakfast program (7:30-7:55 a.m.). It is important that children are prepared to begin the school day with a good healthy breakfast.
3. Classes begin promptly after Morning Prayer and announcements at 8:00 A.M.
4. Children entering school after 8:00 A.M. must stop at the office and obtain a tardy slip. They will then wait for their class to be dismissed from the gym. **STUDENTS ARE NOT ALLOWED TO ROAM THE BUILDING OR ENTER CLASSROOMS BEFORE OR AFTER SCHOOL.**

Truancy: A student is truant if he or she is absent from school for a day or portion of the day without the knowledge or consent of the parent and school officials. Truancy is a serious offense. Truancy involves leaving school grounds without proper authorization, or staying away from class without proper authorization. Truancy will result in suspension or expulsion.

School Cancellation:

1. In case of school cancellation due to inclement weather or other circumstances, parents will be called immediately using the automated phone service and through a Fast Direct message. **It is very important that the home and work numbers be kept up to date in order for the parents to receive notification of school cancellations.** Announcements will also be made on Channel 4, KMOV TV.
2. If parents wish to pick up their children early on days of inclement weather (snow or ice) because their place of work has cancelled or they wish to avoid traffic, they may do so.

Dual Enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

BREAKFAST & LUNCH PROGRAM

St. Louis the King School participates in the National School Breakfast/Snack/Lunch Program. This requires that annually parents are to review the Eligibility Guidelines for Free and Reduced Price Lunches. This will take place at the beginning of each new school year. If your child is bringing a lunch from home, it must be nutritious (sandwich, fruit, etc.). Soda, glass containers, and non-nutritious lunches are not allowed. Students are not allowed to use microwaves or refrigerators.

Breakfast is served daily at 7:30 and is optional. After 7:55, breakfast will not be served.

Breakfast and lunch are currently available to all families at no cost.

A monthly calendar listing the breakfast and lunch menus will be sent home in the Thursday packet and will be posted on the school website.

COMMUNICATION

Good communication between parents and school is essential. Mutual respect is also important for clear and open communication regarding the student.

Thursday Messages:

1. Most messages will be sent electronically through our Fast Direct system.
2. A special envelope with the student's name on it will be sent home each Thursday afternoon. This envelope will contain newsletters, assignments to be signed, notifications of field trips, class notices, progress reports, etc. It is the teacher's obligation to send home the envelope with the information, notices, newsletters, etc., but it is the parent's obligation to read, answer or sign the contents and see that the envelope is returned the next day. It is imperative that parents receive all information in the envelope and return it signed by Friday of each week. Many opportunities are lost due to unsigned permission forms.
3. Homework assignment notebooks are a requirement. Students in grades 2 through 8 are required to use the specific assignment notebook. This notebook has specific areas for teacher and parent notes. Parents are to check their child's notebook daily for any notes from the teacher. The teacher will check for parent notes.
4. If the homework assignment book is lost, they must be replaced by the student at the cost of \$5 each.

Parent/Faculty Communications:

1. Parents may contact faculty by sending a Fast Direct message, a note, or leaving a message in the office by phone or note. Teachers should never be called at home unless requested. Please contact the school office and arrangements will be made for the teacher to contact the parents.
2. Parents are to make appointments with teachers if they have any questions or concerns. No parent should show up at a classroom door during the school day and expect a conference. This is unfair and disrespectful to the students in the classroom who should have the teacher's full attention. Appointments can be

made to meet with teachers before school begins (7:30-7:55 A.M. except on Thursdays) or after school (3:00-3:15 P.M.).

3. Individual parent/teacher conferences are scheduled throughout the year and parents are expected to attend.
4. When a child brings home a complaint, parents should investigate before acting or reacting, by calling the teacher. They will be more acquainted with the facts than the parents of other children. Together, we can work to make the educational experience at St. Louis the King School great.

Emergencies: If an emergency arises at school the automated phone system will be initiated and parents will be contacted immediately. It is imperative that the school be made aware of all changes in phone numbers at home, at work or cell phones, as well as other emergency contacts.

We encourage parents to make sure that students have everything they need for school before leaving home in the morning. Students will not be allowed to use the office phone to call parents to bring in forgotten assignments, supplies, books, etc. Accepting the consequences usually helps in learning responsibility.

Arrangements for rides home, etc. should be clearly communicated between the student and parent before leaving home.

CONDUCT: LIVING VIRTUE

Expectations—to live virtue and act in self-control at all times in all locations

Kindness

- I will do what my teacher or staff member tells me to do.
- I will stop talking when given a signal for silence.
- I will speak without yelling or screaming at the appropriate level from zero to three.
- I will use words and gestures that don't hurt others' feelings.
- I will use PALS to solve conflicts or get help from an adult.
- I will ask permission before touching or using another person's property.

Responsibility

- I will do my classwork and my homework on time.
- I will wear my uniform correctly.
- I will bring everything I need to school and to each class I have.
- I will be honest about the things I have done.
- I will eat at appropriate times in the right locations and not chew gum.

Reverence

- I will love my neighbor as myself.
- I will join in prayer and give it full attention.
- I will greet people with Good Morning, etc. and use Please and Thank-You.
- I will treat sacred objects with care.
- I will honor the cathedral by not throwing balls against it or climbing on its walls.

Safety

I will walk and not run as I move through the building.

I will pass objects without throwing them.

I will pick up trash and leave all areas clean.

I will solve problems without pushing, hitting, or harming anyone in any way.

All-School Positive Consequences—We love to celebrate good behavior!

Caught-Living-Virtue Slips

Teachers or staff members give students slips for living virtue in the areas of kindness, responsibility, reverence, and safety. The student turns the slip into the office. Each week the names of the students will be listed in the virtue section of the newsletter.

Each month all the slips will be placed in a drawing for a Jimmy John's lunch with the principal and their teacher.

Teachers will also develop classroom reward systems with their students.

All-School Restorative Consequences—When harm is done to another person or property, relationships need to be restored.

- Talking back to a teacher or staff member or refusing to obey them is one of our most serious behaviors.
 1. The teacher will give the student a choice to give a heartfelt apology or to have a Fast Direct message sent to the parent and copied to the principal.
 2. A repeat during the same class means a referral slip and trip to the principal where the pray-ask-listen-solve (PALS) form will be used and signed before the student may return to class. The principal will phone the student's parent.
- These behaviors need an immediate referral slip and trip to the principal. The PALS form will be used and the principal will phone the student's parent.
 1. Physical violence
 2. Profanity
 3. Improper use of the Internet
 4. Failing to turn in a cell phone. The phone will also be kept until a parent picks it up from the office.
 5. Threats of harm in school or out of school verbally or via social media
 6. Anything sexual in nature
 7. Any serious safety issue
- Teachers also need to report to the principal:
 1. Any repeats of name-calling or harmful behavior toward another student
 2. Any persistent patterns of negative classroom behaviors

In the principal's absence, another staff member will be designated to work with the students who are sent out of class because of serious behavior.

Since no list of norms can cover every situation, the administration presumes common sense, mature judgment and Christian charity are the guides by which students should measure their actions. (The Law and Catholic Schools, Schaunessy)

Serious Disciplinary Matters: The following are serious matters and will be dealt with in a serious manner that may result in suspension, probation or withdrawal for cause from the school:

1. The use, possession or distribution of unprescribed drugs, including tobacco and alcohol. Note that St. Louis the King School is a smoke and tobacco free environment.
2. Being under the influence of unprescribed drugs or alcohol on the school premises or at school sponsored functions is not permitted. *Students violating this policy will be subject to suspension or withdrawal for cause from school.*
3. Violence or threats of violence:

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

 - a. Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.
 - b. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.
 - c. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/church property is not permitted.
 - d. All reported or observed instances of threatened or actual violence must be addressed by school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.
4. An individual infraction of a major school rule.
5. Disrespect of authority.
6. Repeated truancy.
7. Disruptions of the learning environment.
8. Out of school conduct which seriously detracts from the reputation of the school.
9. Repeated infractions of school rules.
10. Use of profanity or disrespectful language to anyone.
11. Sexual harassment, defined as instances of words (oral or written), gestures or touching directed toward another person, which are sexual in content or connotation and which are uninvited and offensive.
12. Concealing cell phones during the school hours instead of turning them in to the office.

Disciplinary Actions: The decision to implement any of the following actions rests with the principal. The conditions for the implementation of any of these activities will be developed and provided to parents in a manner determined by the principal.

1. **Suspension:** The removal of a student from all classes for a specified period of time.
2. **Probation:** The continued enrollment of a student, but with specified conditions.
3. **Withdrawal for Cause:** The permanent end of enrollment of a student from a school. Ordinarily, a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

Implementation of Disciplinary Actions:

1. Individual behaviors will be addressed using appropriate disciplinary consequences, detention, counseling methods, parent contact and involvement in counseling, probation, suspension or withdrawal for cause. Notice of disciplinary action will be orally conveyed to parents followed by a written statement.
2. A student may be subject to any of the above Disciplinary Actions for participating in any of the above Serious Disciplinary Matters or any of the following:
 - a. Multiple infractions of school rules.
 - b. An individual infraction of a major school rule.
 - c. A single suspension for an infraction of a major school rule.
 - d. Multiple suspensions for infractions of school rules.
 - e. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

The school has the right to discipline a student whose out of school conduct brings scandal to the school or church community or which seriously detracts from the reputation of the school. This is a serious matter which may impact students walking to and from school or attending an event wearing the school uniform or other means of identifying the student from St. Louis the King School.

Fighting on school or Cathedral Basilica parish property may result in a one day suspension for the first offence depending on the seriousness. Subsequent offences will result in harsher consequences such as longer suspension periods, required counseling, or withdrawal for cause.

Each student will be responsible for his or her desk, books and other facilities used. Parents will be notified of any willful or careless damage to school or church property, and the student will be expected to restore or pay for damage.

With good reason, school officials may request that a student empty the contents of pockets, purses or backpacks. If the student refuses, disciplinary action such as suspension could be taken based on that refusal. School officials with sufficient reasons to do so may search a student's locker or desk.

Chewing gum and eating unauthorized snacks is not permitted in school or on school or parish property.

Non-compliance of the uniform code will result in a phone call to a parent to bring the appropriate uniform. Continuous non-compliance will result in school suspension and/or students' staying home until the proper uniform is purchased.

Students who do not follow the dress code for field trips, special performances, etc. may not be allowed to participate in the event.

COPYRIGHT

St. Louis the King School adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet websites and resources.

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect St. Louis the King's philosophy and mission.

No unauthorized copies of copyrighted materials in any form will be made or used on equipment owned by or borrowed or leased from the school. No school staff, students, or others will use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within "fair use" limitations.

DRESS, UNIFORMS, AND GROOMING

St. Louis the King School students are expected to dress and present an appearance consistent with standards of good taste and appropriateness for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

St. Louis the King students are expected to wear the uniform as specified below. If the student is out of uniform, a parent will be called to bring the correct uniform to school.

St. Louis the King students are to be modestly dressed at all times and for events that do not require the students to be in the specified uniform. This policy is for out of uniform days or other school events that a student may be out of uniform. No short shorts, spaghetti straps, bare backs, belly shirts, shirts with advertisements, band or rock groups, clothes worn inappropriately (no sagging or oversized clothing, etc.) Students who fail to dress modestly will not be able to participate in dress out days or events. Their parents will be called to take them home and they will be considered absent.

ST. LOUIS THE KING SCHOOL DRESS, UNIFORM CODE, AND GROOMING

St. Louis the King School students are expected to dress and present an appearance consistent with standards of good taste and appropriateness for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. St. Louis the King students are expected to wear the uniform according to the code. If the student is out of uniform, we will problem-solve in the office and may need to call a parent.

St. Louis the King students are to be modestly dressed at all times and for events that do not require the students to be in uniform. This policy is for out of uniform days or other school events that a student may be out of uniform. No short shorts, spaghetti straps, bare backs, belly shirts, shirts with advertisements, band or rock groups, clothes worn inappropriately (no sagging or oversized clothing, etc.) Students who fail to dress modestly will not be able to participate in dress out days or events. Parents may be called to take them home and they will be considered absent.

St. Louis the King School Uniform Code

1. General Rules for Girls and Boys

a. Jewelry:

- i. One small watch or bracelet
- ii. One small ring
- iii. Earrings--Small studs (eraser tip size and one per ear only. **Hoop earrings may not be worn.**)

b. Hats: may not be worn in the building.

c. Hair:

- i. Styles may not consist of razed designs and/or drawings.
- ii. Outrageous hair colors or styles may not be worn to school (orange, blue, unnatural blonde, etc.).
- iii. Excessively large hair ornaments may not be worn (extremely large bows, huge headbands, etc.). Ponytail holders and barrettes are fine.

d. Shirts:

- i. **Gr. K-5:** Polo style knit short or long-sleeved shirt in grey or white
- ii. **Gr. 6-8:** Polo style knit short or long-sleeved shirt in navy blue or white
- iii. Shirts worn as undershirts should be plain white.
- iv. Shirts must be tucked into pants or skirts at all times. Pants with loops for belts should be worn with a black, navy, or dark brown non-ornamental belt.

e. Sweatshirts:

- i. Sweatshirts may not be worn unless it is a designated school sweatshirt.

f. Sweaters:

- i. Plain navy, gray, white or black cardigan (**no cable or fancy knit**)

g. Pants:

- i. **Gr. K-5:** navy knee length shorts (April 15-October 15) or pants, no cargo style
- ii. **Gr. 6-8:** khaki knee length shorts (April 15-October 15) or pants, no cargo style
- iii. **No cargo style, Capri pants, skorts, cutoffs, bell bottoms, etc.**
- iv. Sweat pants are not part of the school uniform.

- h. Socks: **Solid colored socks, no mismatched socks allowed. Leggings/tights in solid white, black, gray, or navy may be worn in winter months**
 - i. Tennis/Athletic Shoes: No flashing lights, roller blades, etc. No sandals, open toes or open heels may be worn—tennis/athletic style shoes only. **Boots may not be worn** in the building.
2. Girls Only:
- a. **Gr. K-5: Jumper or skirt:** Rounded neck (not v-neck) knee length, blue plaid jumper--the other colors in the plaid are: black, gray, yellow. Catholic Supply is our supplier.
 - b. **Gr. 6-8: Skirt:** Knee length, blue plaid skirt--the other colors in the plaid are: black, gray, yellow. Can be purchased at Catholic Supply or Fischer.
 - c. No make-up, false eyelashes, fingernail polish, or false nails may be worn.
3. Boys and Girls:
- a. **Boys in Gr. 3-8 will wear pressed white dress shirts, ties, and belts for Mass on Wednesdays and special attire days.**
 - b. **Girls in Gr. 3-8 will wear pressed white dress shirts, with pants or skirt. Ties are optional for Mass on Wednesdays and special attire days.**
4. Gym:
- a. Any color gym shorts.
 - b. Uniform shirt or appropriate T-shirt

Being properly dressed for gym is part of the physical education criteria.

PLEASE BE SURE ALL UNIFORM ITEMS HAVE YOUR CHILD’S NAME WRITTEN ON THE INSIDE WITH A FABRIC PEN.

EXTRACURRICULAR ACTIVITIES

All extracurricular school activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose, and the purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or qualified and responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians’ permission must be obtained for a student to participate in extracurricular activities.

St. Louis the King School should be an exemplary model of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants, parents and other fans.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of, and respect for all persons. Words, actions, or

depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

All electronic devices will be confiscated if found on students, students' property (book bags, etc.), or in the classroom. These items include, but are not limited to cell phones, iPads, iPods, electronic toys, MP3 players, etc. The only exceptions to this are calculators and computers that are used for classroom purposes and that are approved by the classroom teacher. Cell phones should be turned in to the office before school begins and may be picked up after dismissal. Confiscated items will not be given back to students; parents will have to pick them up from the office.

If electronics are confiscated, the student's name will be attached to the item and kept in the office. The parents will be notified that the item is in the office, and it will only be released to the parents of the student.

Phones and other electronic games, etc. are expensive items, and the school cannot be responsible for them if they are lost or stolen.

FIELD TRIPS

Field trips are an integral part of the learning process. They are an exciting extension of the curriculum. Motivation, preparation, and evaluation activities should surround each field trip.

Because of safety and liability concerns, parent drivers are seldom allowed to transport students. There are circumstances for which the principal may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria must be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely
2. The vehicle should have a valid registration and meet state safety requirements
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;

5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults are not permitted to smoke in the vehicle.

The school's field trip permission slips must be turned in the day the permission slip states. Students who do not return the permission slip on the required date will not be allowed to attend the field trip.

Verbal, hand written, or other than the official form for permission is not acceptable and the student will not be allowed to go on the field trip.

A teacher may refuse to take a student on a field trip as a consequence of any inappropriate behavior. A field trip is a privilege.

FINANCIAL ASSISTANCE

All requests for financial tuition assistance are made through the school office and are held in strictest confidence. Information regarding financial assistance can be obtained from the school secretary or finance manager.

For such financial assistance, a copy of the parents' recent Federal Income Tax return, pay stubs, and other pertinent information must be enclosed.

Notification of either acceptance or rejection for financial assistance will be made as soon as possible. In order for a family to receive and/or continue to receive financial tuition assistance:

1. The student must be cooperative and show effort in academics and behavior.
2. The parents must be cooperative with the school faculty and administration and must be active in the school as a volunteer.
3. The parents must have a record of paying tuition in a timely manner.
(Chronically late tuition is grounds for denying financial assistance.)

FUNDRAISING AND VOLUNTEERING

Fundraising: Tuition alone does not cover the cost of the each child's education. Because of this, it is necessary for all parents to volunteer in fund raising events and other activities to help achieve the necessary income needed to operate the school.

HARASSMENT

St. Louis the King School maintains a learning environment free from all forms of harassment. No student in the school shall be subject to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

St. Louis the King School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action will be taken, up to and including suspension and withdrawal for cause.

MEDICATION/MEDICAL POLICY/HEALTH

St. Louis the King School follows recommendations of the Archdiocesan School policies and cooperates fully with the Department of Health in the City of St. Louis.

As part of the enrollment policy emergency information must be included in the registration form indicating special needs, as well as the mandated immunizations records are required.

Ideally, all medication should be given at home. If a student requires medication during the school day, whether prescribed or over-the-counter including cough drops, the following must be in place:

1. For prescription medication, the direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
2. Written consent of the parent for school personnel to administer the medication.
3. The medication in the original container.
4. Proper training of staff personnel on medication administration.

All medication sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

The school discourages the use of non-prescription medicine in school, especially in cases where the medicine only masks symptoms that indicate the need for rest and confinement.

A student enrolled in St. Louis the King School who has a significant or potentially life threatening medical condition may require special consideration. St. Louis the King School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

School Policy for Head Lice:

1. The head louse is a parasitic insect that lays eggs in the human hair and scalp. Head lice infestations can be endemic in the school population. While lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice cases occur in a school it takes a significant amount of time away from the educational program. If children are not properly treated, including complete removal of nits, reinfestation may occur. This results in repeated exposure to the pesticidal shampoo/cream rinse and a great deal of anger and frustration. In order to protect our classroom time, we are adopting the following “no nit” policy.
2. All students found to have evidence of a head lice infestation (lice or nits) will be excluded from school attendance until treated and all nits have been removed. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice. As long as children are treated and return to school without evidence of nits, they will not be required to see a physician. There are some head lice treatments that require a physician’s prescription but that will be the parent’s choice. The child will be examined on return to school. Any evidence of nits will require exclusion. A log will be kept and those children who have been excluded and returned to school will be re-examined in ten days to ensure that they remain free of infestation.

Physical Exams are required upon entrance to kindergarten, third grade, and sixth grade and new enrollments.

PARENTS AS PARTNERS IN EDUCATION

St. Louis the King School’s priorities are to further our student’s knowledge and practice of their Catholic faith and to offer a challenging curriculum where all students can reach their full potential.

Our philosophy statement says that we recognize the integral role of the parent as primary educator in partnership with the school. Our expectations for our parents are that they have an appropriate, respectful and cooperative relationship with the principal, faculty, and staff. If this doesn’t happen, a family may be asked to consider an alternative educational setting for their children.

We expect our parents to be our partners in making sure that each child can reach his or her full potential while meeting the needs of the individual. This may require that the parents agree to counseling, educational testing or evaluation and/or other special requests.

The children of St. Louis the King are our priority. Our aim is to work together so that each child can “grow in wisdom and age and grace before God and man.” (Luke 3:52)

PARTIES

Classroom parties are scheduled by the school for holidays such as Christmas and St. Valentine's Day. Volunteer parents plan the party with the classroom teacher. **The school is not responsible for hosting students' individual birthday parties and class time will not be interrupted for the delivery of balloons, cakes, etc.** Each classroom will have a designated monthly birthday celebration time when students having birthdays in that month will be acknowledged. The classroom teacher will contact the parents of the birthday students and request that an item be sent to school. Birthday party snacks will be limited (cupcakes, juice, etc.).

All food at parties and other functions must be commercially prepared and individually wrapped. The distribution and handling of the food should be limited to the teachers and staff.

Private party invitations for individual students may not be distributed at school unless the whole class is invited.

PHYSICAL PLANT

Plant operation and maintenance is the primary responsibility of the school administrator. Cooperation from every staff member is necessary if the school building, its furnishings, and equipment are to be maintained in good condition. St. Louis the King School addresses long range and short range planning for the building and grounds, especially preventive maintenance. Maintenance needs are placed in priority according to safety.

POLITICAL PROCESS AND ST. LOUIS THE KING SCHOOL FACILITIES

St. Louis the King School facilities, materials, equipment, mailing lists, or personnel cannot be used for partisan political activity.

St. Louis the King School will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school publications or activities or on websites.

St. Louis the King School will not allow school representatives or employees to endorse or oppose candidates during official school duties, activities or functions.

St. Louis the King School cannot allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access or e-mail.

PROTECTING GOD'S CHILDREN

"Protecting God's Children" is an educational child sexual abuse prevention program initiated by the Archdiocese of St. Louis. All Cathedral School employees and all parent volunteers are mandated to attend this program. All volunteers must be screened for

child abuse and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*.

RELIGIOUS INSTRUCTION

A Catholic atmosphere and religious instruction are the primary reasons for St. Louis the King School.

The sacraments of Reconciliation and First Communion are received in the second grade.

Confirmation is scheduled through the Archdiocese on alternate years for the seventh and eighth grades.

Parents are expected to prepare their children for reception of the sacraments with the help of sacramental preparation meetings prior to each initial sacrament. Parents whose children are receiving the sacraments are required to attend these sacramental meetings.

All students will actively participate in Catholic liturgy and religious instruction.

STUDENT PROGRESS

Promotion: Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

Promotion of a Student by More Than One Grade is possible in elementary schools in the Archdiocese at any grade level. Such promotion is also possible in a certain subject area only. The decision to promote students in this fashion is made by the school. This decision, however, always involves the mutual agreement among the school, parents and student. This recommendation is based on standardized tests and classroom testing data, teacher observation, evaluation of the student's work samples, and the student's social and emotional readiness.

Retention: Students may be retained in the current grade if they have not mastered the concepts and skills sufficiently to be successful at the next grade. The following process will be followed:

1. Thorough consultation with all appropriate members of the faculty.
2. Extensive communication with the parents. Parents will be notified by March (mid third quarter) of the school year if their child is in danger of failing for the year.
3. A conference with the teacher, parents, student and principal will be scheduled.
4. Parent conferences regarding the student's possible retention should begin no later than the close of the 3rd quarter,
5. In some cases, alternatives to retention such as tutorial programs, summer programs, after school programs, looping, and multi-age classroom groupings may be used to increase struggling students' achievement to satisfactory levels,

6. Consideration will be given to the findings and recommendations about retention reported in the current educational literature. These include:
 - a. Neither retention nor promotion alone is sufficient to address the needs of students who have serious learning problems. Additional assistance with the concepts and skills necessary for future academic success is essential.
 - b. Retention is rarely successful if students encounter the same content taught with the same methodology with which they were not successful. Merely repeating what was done the first time will not be effective and will likely be harmful.
 - c. Retained students rarely achieve at greater levels than promoted students with similar past achievement records especially in subsequent years beyond the year of retention,
 - d. Retention is rarely successful past the primary grades.
 - e. Retention is most successful when academic difficulty has resulted from lack of opportunity for consistent instructions (e.g. attendance or health problems, frequent family moves, unfamiliarity with the English language, etc.).
 - f. Retention decisions should consider the following factors: achievement; self-concept; age; physical size and health; maturity; attitudes of the school, family, and student toward retention; and availability of the assistance the student needs to improve achievement.
 - g. The most important factor in making the retention decision is the best interest of the student. The best placement is the one where the student's learning needs will best be met.

Graduation:

1. To graduate, a student must have successfully completed the minimum academic and religious requirements, maintained a satisfactory attendance record as defined by the school, demonstrated satisfactory conduct, and completed all financial obligations (before the day of graduation) toward St. Louis the King School.
2. St. Louis the King School does not confer diplomas, but instead presents students with Certificates of Completion.
3. Graduation activities and events will be scheduled as close as possible to the official ending of the school year.
4. The principal must approve all activities and events. Guidelines call for a simple and modest reception following graduation. All graduation events and activities are family oriented.

Homework:

1. Homework is assigned within the following time allotments (this does not include nightly reading):
 - a. Kindergarten 10 to 30 minutes
 - b. Grades 1 & 2 10 to 30 minutes
 - c. Grades 3 & 4 30 to 45 minutes
 - d. Grade 5 45 to 90 minutes
 - e. Grades 6- 8 90 to 180 minutes

2. Parents should check the homework assignment book (grades 2-8) each evening.

Grading:

1. Grades 1-8

Grading Scale:

a. 100 - 98	A+	Outstanding: Consistently does outstanding work
b. 97 - 95	A	
c. 94 - 93	A-	
d. 92 - 90	B+	Very Good: Consistently does above average work
e. 89 - 87	B	
f. 86 - 85	B-	
g. 84 - 82	C+	Satisfactory: Consistently does average work
h. 81 - 80	C	
i. 79 - 78	C-	
j. 77 - 75	D+	Unsatisfactory: Consistently does below average work
k. 74 - 73	D	
l. 72 - 70	D-	
m. 69 & below	F	Consistently does unsatisfactory work

The school may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled.

STUDENT RECORDS

Parents have the right to inspect and review the official active file of their children.

St. Louis the King School will not release student records to other schools, institutions, agencies or individuals without the prior written consent of a parent or of former students eighteen years old or older seeking their own records. **Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.**

Furthermore, failure to meet the tuition obligation will negatively affect one or more of the following: completion of the school term, preregistration for the following school term, a student's graduation, and access to student records.

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent

and the student, if eighteen years old or older. This applies to providing both written and oral information.

STUDENTS WITH SPECIAL NEEDS

St. Louis the King School attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. The school will fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs is successful mastery of the regular curriculum in the regular classroom setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school can provide that student with an appropriate education. In the event that we are unable to meet a particular student's special learning needs with **minor** adjustments (changes made to instruction, curriculum, and/or assessment), the school will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

SUPERVISION

St. Louis the King School opens at 6:00 A.M. and supervision is provided by Before School Care staff in the cafeteria. At 8:00, after prayer and announcements, teachers will escort the students from the gym to the classrooms.

Students may come to school as early as 6:00 A.M. Students in After Care will be escorted to the After Care area at 3:00 P.M. All other students will be escorted to the parking lot by the homeroom teacher at 3:00 where they wait for their parents' vehicles to pull to the specific parking area for pick up. At 3:10, they will be escorted to After Care if they are still here.

No student or classroom will be left unsupervised on school property. Students participating in activities other than After School Care Programs may wait in the classroom only if a teacher is present. Teachers will be given a list of those students. Students may not return to the classroom after dismissal to retrieve forgotten items.

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Members of the media should be on school property only as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Names, addresses, and e-mail addresses of students and their parents will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. We will not provide lists of names, addresses, and e-mail

addresses of students and their parents to other schools, including Catholic high schools.

St. Louis the King School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Past Due Tuition

Families with tuition arrears will experience a loss of enrollment status. If alternate arrangements are not made by the 30th of the month, the child/children will not be admitted to school until the tuition account is current. Families need to contact **the Business Manager, at (314) 373-8254** to discuss such situations and arrangements.

Withdrawing from School

Families who transfer from St. Louis the King School before the conclusion of the school year are responsible for tuition payments for all full months attended (enrollment for at least five school days in a month will count as a full month).

Families who have paid in full at the start of the school year will be refunded for all full months not attended. All other fees are neither refundable nor prorated.

Special Note:

Parents/Guardians should be aware of the expense in operating a school and in providing their children with a quality, Catholic education. Families need to accept the financial responsibility that education involves.

ENDING HANDBOOK STATEMENT

This School Policies and Procedures Handbook contains established policies and procedures for St. Louis the King School. Since it is not possible for a handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. St. Louis the King School maintains the right to implement or waive consequences.

Although the word “Parent” was used throughout this handbook, this term may also apply to a student’s “legal guardian.”