

St. Louis the King



Catholic School

PARENT/STUDENT HANDBOOK

2023-2024

Saint Louis the King Catholic School and Parish

4331 West Maryland Avenue

Glendale, AZ 85301

www.saintlouistheking.org

Parish Pastor: Reverend Joseph Bui 623-930-1127

School Principal: Joe Zielinski 623-939-4260

SCHOOL MISSION STATEMENT

St. Louis the King Catholic School provides a high-quality education in a caring, Gospel-centered environment.

SCHOOL PHILOSOPHY

St. Louis the King Catholic School provides a Gospel-centered environment where students can grow in their faith and be challenged intellectually. While recognizing parents as their child's primary educator, the faculty are committed to preparing students for the demands of an ever-changing world. We strive to develop student self-discipline skills and recognize the unique talents God has given each child. We model and teach Catholic doctrine and values by providing students opportunities for prayer, worship, and service to others in our Church and society.

ST. LOUIS THE KING CATHOLIC SCHOOL FACULTY & STAFF

Pastor	Fr. Joseph Bui	frjosephbui@yahoo.com
Parochial Vicar		
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Music	Lisa Tanner	lisatanner@slkschool.com
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ST. LOUIS THE KING CATHOLIC SCHOOL

This handbook answers questions you may have about St. Louis the King Catholic School and informs you of our procedures and expectations for student behaviors and parent involvement. It is the responsibility of each member of our school family – staff, students, and parents – to contribute to a positive school environment. Please review this handbook with your child and family members. If you have further questions, please contact the school office at 623-939-4260 or visit our website at www.slkschool.com.

SCHOOL SCHEDULE

School Hours:

Monday – Thursday 7:45 AM – 3:00 PM

Friday 7:45 AM – 1:00 PM

Office Hours:

Monday – Thursday 7:30 AM – 3:30 PM

Friday 7:30 AM – 1:30 PM

Day Care:

Before School Care is available starting at 6:30 AM (\$4.00/hour)

After School Care is available until 6:00 PM (\$4.00/hour)

SCHOOL HISTORY

In the spring of 1962, Bishop Francis Green, then Bishop of Tucson, changed the boundaries of SS. Simon and Jude, St. Gregory and Most Holy Trinity parishes in Phoenix and established a new parish in Glendale to serve the growing population in the Northwest valley. Bishop Green placed the parish under the patronage of St. Louis, King of France to honor the early French missionaries of Arizona. Under the founding pastor, Father James McFadden, the Church and school buildings were completed and dedicated in 1964. Father McFadden served the parish for twenty years, building a spirit of community and lay participation in the areas of worship, community, service to others, and support. This spirit was fostered by succeeding pastors: Fathers Patrick Ratchford, Robert Kelly, Chuck Kiefer (Admin.), Richard Felt, and John Slobig. In July of 2004, Father Slobig was reassigned and Bishop Thomas Olmsted appointed a Canonical Pastor to serve the parish. Fathers Robert Skagen, Robert Clements, and Michael Diskin served the parishioners in this capacity. In July, 2012, Father Joseph Bui was appointed Parochial Administrator and became Pastor of St. Louis the King in July 2013.

St. Louis the King has been blessed with its parish organizations, its Religious Education program and a Catholic Elementary School which opened in 1965 staffed by the Sisters of Humility of Mary and dedicated lay teachers. When the Sisters left the parish and Bourgade Catholic High School in the early 1970's, the convent building was converted to parish offices, religious education classrooms, and meeting rooms. A used portable building was installed at the school and converted to a library in 1994. In 2002 a new multi-purpose room and computer lab were constructed for the school, the first new building in forty years. A pre-school opened in 2006.

Because of changing demographics of the parish boundaries, a Mass in Spanish, ministry to Hispanics, and deacons to serve this growing population were added in 2005.

St. Louis the King parishioners continue to embrace their mission as a Eucharistic community, committed to growth in holiness and furthering the mission of Jesus Christ through worship, evangelization, formation and works of charity and social justice.

STUDENT LEARNING EXPECTATIONS

A graduate of St. Louis the King Catholic School strives to be a(n):

Christian Witness who:

- Has basic knowledge of Scripture, liturgy, and teachings of the Church.
- Shows reverence and participates during liturgies, prayers, and Sacraments.
- Serves others.

Active Learner who:

- Strives for academic excellence.
- Applies problem-solving and critical thinking strategies.
- Is self-motivated to do their personal best.
- Uses resources effectively.

Responsible Leader/Citizen who:

- Respects self, others, and things.
- Makes good moral choices.
- Demonstrates concern for others and our world.
- Is aware of social justice issues.

Effective Communicator who:

- Uses written and oral communication skills effectively.
- Utilizes appropriate social skills.
- Works cooperatively with others

GOALS

As Catholic educators entrusted with the growth and development of each child,

We strive:

- To recognize the primary responsibility parents have for the education of their child and the necessary involvement of home and school.
- To teach and reinforce values based on Sacred Scripture and principles of social justice.
- To emphasize a Catholic community and foster experiences of prayer and worship.
- To create an environment that encourages excitement for learning.
- To implement Diocesan Curriculum Standards that makes it possible for each student to accept increased responsibility for his/her own learning and achievement.
- To encourage interaction and cooperation in curricular and extra-curricular activities.
- To provide educational experiences appreciating fine arts and diverse cultures.
- To model and teach self-discipline skills.
- To develop strategies for children to meet the Student Learning Expectations.

RESPONSIBILITIES

St. Louis the King Catholic School believes strongly in promoting a relationship between parents, students, and the school. Below are responsibilities for each shareholder that help facilitate a positive learning environment:

Student Responsibilities

- To do all they can to help themselves learn.
- To respect the God-given dignity of their fellow man.
- To respect the teacher's right to teach.
- To follow classroom and school rules and procedures.
- To communicate their academic progress to their parents.
- To be honest, self-disciplined, and dependable.
- To behave in a safe and orderly way.

Parent Responsibilities

- To nourish their child's faith life.
- To help their child succeed in school.
- To make sure their child is at school by 7:45 am and stays until school dismissal.
- To promote personal responsibility in their child.
- To support and respect administration, faculty, and staff, and the guidelines set forth in the Handbook.
- To become involved in their child's education. For example, check assignment book and homework, monitor progress, attend conferences, and volunteer at school.
- To be supportive of decisions made by the administration, child study team, and teachers concerning student's behavior and academic performance.
- To monitor their child's Internet and social media (Snapchat, Instagram, Facebook, etc.) usage.

Administration, Teacher, and Staff Responsibilities

- To uphold the school's mission statement in all things.
- To lead by example in Christian principles and Gospel action.
- To be an advocate for students, parents, and the ministry of Catholic education.
- To create and maintain a safe, orderly, and respectful campus-wide learning environment.

ACCREDITATION

St. Louis the King Catholic School is accredited by the Western Catholic Education Association. Certificates are displayed in the front office.

ADMISSION

St. Louis the King Catholic School, in adherence to diocesan policy, accepts students who sincerely seek a Catholic-based education. Students will not be denied admission on the basis of race, sex, or national origin. St. Louis the King will exercise admissions preference in the following order:

1. First, siblings of present students and Catholic students of families registered in St. Louis the King Parish;
2. Second, to Catholic students in other parishes;
3. Third, to inactive Catholics or students of other faiths.

Successful candidates must be proficient in English. Accommodations for students with special academic or physical needs can be made only within the limits of our resources. If a student develops an academic or physical need while enrolled at St. Louis the King Catholic School and the need cannot be addressed within our limited resources, the administration will assist the family in finding an appropriate learning environment that can address the need.

New Students

Students entering kindergarten must be five by September 1 and developmentally 5-5 ½ at the time of entry. Those entering Grade 1 must be six by September 1 and developmentally 6-6 ½ at the time of entry.

All applications are evaluated for academic readiness. Students entering kindergarten will be administered the Gesell School Readiness Screening Test to best determine grade placement. For a child to find success in kindergarten, and the following years of school, he or she should ideally be developmentally five at the time of entry. Developmental age may or may not be consistent with chronological age. The Gesell School Readiness Screening Test, performed by a trained professional, offers information related to a child's general level of maturity – separate from academic and intellectual ability.

Admission decisions for students in grades 1 through 8 are based on the student's academic record, standardized testing results, and a grade level placement test administered by St. Louis the King Catholic School. A grade level placement test is given to all new students in grades 1 through 8. This is to determine whether the school can provide an appropriate educational program for the child and proper grade level placement. New students entering grades 2 through 8 must provide copies of standardized testing results and any existing Individual Education Plans (IEP's) if applicable. All new school families are required to be interviewed by the principal prior to acceptance.

New families sign a release form authorizing the release of achievement scores and report cards to St. Louis the King Catholic School in addition to authorizing the school to contact former teachers and administrators for references.

New students transferring to St. Louis the King Catholic School from another Catholic school must be in good financial standing with their previous school before enrolling.

Returning Students

Online re-registration begins in February of each year. Registration can be completed using SchoolSpeak. A kiosk computer in the school office is available for parent use if needed for re-registration. Payment of the re-enrollment fee may be paid online or directly to the school office

FINANCIAL OBLIGATIONS

At St. Louis the King, we believe that tuition payments are an investment in your child's education and religious formation. It is the responsibility of the School Advisory Board, in concert with the principal and pastor, that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. Tuition is charged on a per-student basis and is dependent upon the family's parishioner status as approved by the pastor.

Tuition Rates

As part of the registration/re-registration process, families need to complete a Parish Verification Form confirming their status as active, participating members of St. Louis the King Parish or another parish within the Diocese of Phoenix. Once completed, the Parish Verification Form should be submitted to the school office on or before October 30th. Where it will be provided to the Pastor or Pastor's representative for review and approval.

In-Parish: It is the school's desire that all St. Louis the King Catholic School families be active, participating members of St. Louis the King Parish as this helps create a sense of community and further enriches the spiritual life of our students, families, and the parish community. The In-Parish tuition rate is reserved for families who regularly attend liturgy, actively participate in parish ministries, and participate in the parish offertory program at St. Louis the King Parish. The In-Parish Tuition Rate is as follows:

Pre-K	\$6,400/year
K-7 th	\$5,900/year
8 th .Grade	\$6,000/ year

Out of Parish: Although we would prefer that families be registered members of St. Louis the King Parish, we recognize that many families have ties to other parishes; therefore, to be eligible for a reduced tuition rate, a family must be registered, active members of a parish within the Diocese of Phoenix for five full months. If a family has recently registered at their parish, they will qualify for the reduced parish tuition rate pending review at the end of the school's 2nd trimester (five months). To receive this tuition rate without the five-month waiting period, parents must show documentation of full parish participation from their previous parish. Families who attend another parish should attach a letter from their parish verifying the family's parishioner status. A mid-year review will take place at the end of the second trimester to ensure continued parish participation and a family's tuition rate will be adjusted accordingly if they are deemed no longer active. A new Parish Verification Form must be completed before registration every school year.

Pre-K	\$6,700/year
K-7 th	\$6,200/year
8 th .Grade	\$6,300/year

Non-Participating/Non-Catholic: Families who are not Catholic or who are not registered, active and participating members of St. Louis the King or other Diocese of Phoenix parishes.

Pre-K	\$7,000/year
K-7 th	\$6,500/year
8 th Grade	\$6,600/year

Tuition is for each academic school year. Should a circumstance occur which causes a student to withdraw from St. Louis the King Catholic School before the end of the second trimester, tuition will be pro-rated by month of attendance. Tuition for students leaving after the end of the second trimester will not be pro- rated and no refunds will be issued.

Families who enroll students mid-month are responsible for the full month of tuition. Tuition for new students enrolled after the August start of school is pro-rated by the number of months that the student will be attending St. Louis the King Catholic School. A new family is required to pay the family registration fee at the time of registration.

Registration Fees

Registration fees are due at the time of registration or re-enrollment. The registration fee is not refundable. Registration fees are as follows:

New Family	\$100
Returning Family	\$50

Payment Procedures

Financial obligations to the school consist primarily of the family registration fee and the yearly tuition fee based on the number of students attending St. Louis the King Catholic School and the family's parishioner status. Additional fees may be charged, including but not limited to, field trip fees, sports fees per season, sacrament fees, lost or damaged book fees, late fees, and returned check fees.

All school families, except those who pay their tuition balance in full prior to the start of the school year, are required to sign up for automatic payments through FACTS Tuition Management.

Prompt payment of financial obligations is expected from all families and failure to pay tuition on time may result in automatic withdrawal from school. Families must be current of all financial obligations by March 31 of the current school year in order to register for the following school year. Students will not be admitted into class at the start of the following school year if the family has any unpaid financial obligations from the previous year. Additionally, student records will be held until all financial obligations have been met should a family with an outstanding balance choose to move child(ren) to another school.

Late Charges/Returned Check Fees

Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution. The school office may call families with past due tuition accounts as well. A \$25 NSF fee will be assessed to any family who writes a check which is returned to the school. This fee is in addition to any fees that might be charged by FACTS or the family's financial institution.

Financial Assistance

Tuition Tax Credit Scholarships

Thanks to the State of Arizona's Tuition Tax Credit, there are several sources of tuition assistance available to families who have children enrolled at St. Louis the King Catholic School. These School Tuition Organizations (STOs) include, but are not limited to:

Catholic Education Arizona (CEA) – www.catholiceducationarizona.org
Institute for Better Education (IBE) – www.ibescholarships.org
The Brophy Foundation – www.brophyfoundation.org
Arizona School Choice Trust (ASCT) – www.asct.org
Tuition Organization for Private Schools (TOPS) www.topsforkids.com
Arizona Leadership Foundation – www.arizonaleader.org
Academic Achievements Accessible (AAA) - www.aaascholarships.org
School Choice Arizona – www.schoolchoicearizona.org
Pappas Kids – www.pappaskidssf.org
Arizona Community Foundation – www.azfoundations.org
AZ Educational Scholarships – www.az4education.org
Empowerment Scholarships Account – www.azed.gov

Application procedures and requirements differ depending on the School Tuition Organization. Please refer to each organization's website for application procedures or contact the school office for assistance.

Statement Notice Regarding Tuition Funding Programs
(Created 12/05/2022)

For school handbooks and student enrollment application forms

NOTICE REGARDING TUITION FUNDING PROGRAMS

The State of Arizona provides several options to assist families in paying for your child's Catholic education, including the Empowerment Scholarship Account (ESA) Program and through State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the School.

Therefore, you are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empowerment Scholarship Account, you may not utilize STO funds (or vice versa). The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs.

Furthermore, please be aware that payment of your child's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain your responsibility.

Students must be registered and enrolled in order to be eligible for a scholarship from these organizations.

Empowerment Scholarships are NOT eligible for Parish subsidy or discount.

Copies of a family's most recent federal tax returns, including appropriate schedules, must be submitted with the application. A family that is unable to produce the required tax documentation must submit an Income Verification Form to the school office. The school office will fax this form or a letter from the principal to the School Tuition Organization on the family's behalf. Income Verification Forms are available in the school office.

Benefit App: The Benefit App is an online tool to save money for tuition expenses. Information is on SchoolSpeak.

ATTENDANCE POLICY

Arrival Time

School begins each day at 7:45 AM. For the safety of the student, no playing of any kind is allowed on any playground or school courtyard before school. Students are expected to line up at their classroom door and wait patiently until asked to enter the classroom.

Students should not arrive on campus before 7:30 AM. However, for the parent/guardian who must bring his/her child to school before 7:30 a.m., that child is required to report to the St. Agnes Center to be placed under adult supervision in our Extended Care Program.

In accordance with state law, compulsory school attendance is required of all children between the ages of six and sixteen. All children are expected to attend school every day that school is in session unless extreme circumstances prohibit attendance. According to statute 15-803, "attendance may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days" (this includes excused or unexcused absences). Excessive would be absences exceeding 10% of those total days. According to state law, excessive absences, excused or unexcused, may result in failure, retention or grade placement.

Absences

Excessive absences affect student performance. In an academic setting like St. Louis the King Catholic School, it is necessary that students remain current in their studies. This can only be accomplished by their attending all class sessions; therefore, removing students from school for vacations, etc. is contrary to school policy.

If a student is absent more than ten days in a school year, parents may need to meet with the principal to discuss ways in which attendance may be improved. Students who are absent 18 or more days, may not be promoted to the next grade.

In case of illness, these procedures should be followed:

A call to the School office to inform of the child's illness (623-939-4260) before 7:45 a.m.
A detailed message may be left on the voicemail system.

A student shall be in class at least two hours to be considered in attendance for one-half day. A student shall be in class at least four hours (PK-8) for a full day.

When a child returns to school after being absent, a written excuse must be brought to the school office the day the student returns. It is not enough to have called in an absence to the school office, though this should be done also. A written note is state mandated.

A visit to the doctor or dentist constitutes an "excused" absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the school office. Parents must sign out the child at the office. When a child is absent more than a week from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.

Families leaving for an extended period must notify the school office in writing in advance of the dates of an absence.

A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. (Exception: Accelerated Reader points and long-term projects are due on the due date.) It is the responsibility of the student to obtain the assignments from the teacher.

A student who misses a test must make arrangements for make-up the day of his/her return. The student may be required to take the test the day of his/her return.

Parents who are leaving and placing their children in the care of another adult must inform the school office in writing of this temporary assignment of guardianship. This would include a business trip or vacation days away from their children.

Tardies

Being on time is a Discipline with Purpose time management skill. It is the responsibility of each parent and student to arrive punctually at school. Those who arrive after the 7:45 AM bell are considered tardy. Tardy student must be accompanied by their parent to the school office. Excused tardies requires a note from the child's doctor or dentist.

Tardiness is a serious matter, since it affects not only the tardy student, but also other students. Tardiness reflects an attitude inconsistent with St. Louis the King Catholic School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

It is imperative that all students be present for Morning Prayer and Pledge as this is the time where common patriotism and our Catholic identity are reinforced. It is also the time when important announcements are made including sports and extracurricular activities. It is the time for prayer and special intentions making it an inherent, key part of a Catholic student's day.

A student is marked absent for a half day if he/she arrives after 11:00 am.

Parents must walk their child(ren) into the school office to sign them in if they arrive after 7:45 am. (Diocesan Attendance Policy 4.03A.1-2 requires that a written explanation of tardiness be retained on file for one year.) Unexcused tardy students arriving during or after morning prayer & pledge may be detained in the school office until an appropriate time so as not to interrupt the learning for the whole class.

Child(ren) must not be on the school grounds outside of regular school hours, unless they are involved in a school sponsored activity or are participating in the Extended Care Program.

EXTENDED CARE PROGRAM

Students arriving prior to 7:30 AM or remaining after school must sign into the Extended Care Program unless they are participating in a sport or other school approved activity. Parents who utilize the Extended Care Program are billed \$4.00 per hour per child. Students can be dropped off at the St. Agnes Center as early as 6:30 AM and will be released to go to their classrooms at 7:30 AM.

DAILY SCHOOL PROCEDURES

Morning Drop-Off Procedures

Parents are to use the drop off lane located in front of the school office and McFadden Hall. Drivers are asked to pull forward so as not to create a backup of traffic onto Maryland Avenue.

Supervision begins in St. Agnes Center at 6:30 AM. For the safety of all children, students cannot be dropped off before 6:30 AM. Any student on campus prior to 7:30 AM will be automatically placed in the Extended Care Program and billed at the hourly rate of \$4.00. Students arriving after 7:30 AM should enter the school campus through the gate by the school office and report directly to their classroom.

Afternoon Dismissal Procedures

Teachers will escort their students to the covered parking area located on the east side of the church. Parents are asked to enter the school property from Maryland Avenue, drive along the front of McFadden Hall and around to the east side of the church to pick up their child(ren). Please do not cut around or pass other cars in line as this creates an unsafe environment for the children. Once you have picked up your child(ren), please exit through the gates onto 43rd Avenue or use the turning circle outlined on the parking lot to turn around and exit out onto Maryland Avenue. Under no circumstances should children be encouraged to leave their teacher and to meet parents in the parking lot.

****Drivers should refrain from texting or using their cell phone while driving on campus and should drive in a slow and safe manner. The City of Glendale has issued a Hand-Held Phone Use law, and fines of up to \$250 can be issued.**

Dismissal Protocol

Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities. Any unsupervised student remaining on campus will be placed in Extended Care and families will be billed accordingly for this service. Parents are asked to supervise their own children and to take them promptly to their cars.

Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent.

All parents must complete a form detailing how your child will be getting home and give it to the teacher the first week of school. Whenever your child is deviating from their normal pick-up procedure, for example, going home with a friend, a note must be sent to the front office.

Parents are asked not to interrupt classes once the 7:45 a.m. bell has rung and until dismissal at the end of the school day by the teacher – parents may drop off forgotten books, lunches, sports bags, etc. in the School Office. Students who must leave the school premises before regular dismissal time will only be released to person(s) authorized by a parent/guardian. Parents picking up a student for an early dismissal must come to the school office.

- The student will be dismissed from the class only when the parent arrives to the office and the child is called out of class. Students will not be released to parents/guardians who are perceived to be intoxicated or otherwise impaired.

All parents and visitors to the school must enter through the main gate, check in at the school office and obtain a Visitor Pass before entering the classrooms, library, cafeteria, gymnasium, etc. For the safety and protection of the child, we cannot allow him or her to be taken from the room before our regular dismissal time without the parent/legal guardian first going to the school office and signing the child out. Early dismissal before the regular dismissal time should be used only when necessary for appointments or other valid reasons. Office personnel will call the student from class.

Any adult volunteer working in the classroom or chaperone attending a field trip must have completed the Diocesan Safe Environment Training. These workshops are offered online at www.phoenix.setanet.org

Students are not allowed to use the basketball courts, playground, or fields after school unless supervised by an adult.

Students who will be walking home or taking public transportation must provide a letter signed by the custodial parent.

Parents are urged to follow all seatbelt and safety-seat laws.

No pets are allowed on school campus unless prior approval from the school office is granted.

STUDENT HEALTH

St. Louis the King Catholic School does not have a school nurse. Although we try to provide the best care for every child on our campus, the office personnel can only provide medical care that is within the limits of our resources. If a student develops an illness or physical need while enrolled at St. Louis the King Catholic School and the need cannot be addressed within our limited resources, the administration will assist the family in finding an appropriate environment that can address the need.

The control of communicable disease during the school year is a real challenge. Please keep your child at home if he/she shows any of the following signs of illness:

- restlessness during night
- fever
- runny nose/discolored nasal drainage
- sneezing and coughing
- sore throat
- rash
- nausea/vomiting/diarrhea
- red, watery eyes
- flushed face
- headache
- swelling of facial glands

A child who has diarrhea, vomiting, fever, rash, deep cough or a communicable disease (chicken pox, strep throat, pink-eye, etc.) should not be sent to school. If you have any questions regarding the symptoms mentioned, please call your doctor. A child should be free of a fever without medication for twenty-four hours before returning to school.

Student Accident Insurance

Any student enrolled in a Diocese of Phoenix nursery, pre-school, kindergarten, elementary, or secondary school, will be provided accident insurance worldwide, while:

- on school grounds when school is in session
- while taking part in a school-sponsored and supervised activity
- attending school-sponsored and supervised religious services or instruction

If a student suffers a covered “accidental injury,” he/she will be eligible for benefits by completing the proper claim documentation which will be available in the school office. The program acts as a secondary insurance to cover what the family’s primary insurance does not pay. Student injuries must be reported immediately to the school office and the appropriate forms completed.

This description is for informational purposes only; please refer to the policy in the office for actual coverage, conditions and restrictions that may apply.

Wellness Policy

St. Louis the King Catholic School is committed to providing an environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The connection between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

For this reason, St. Louis the King follows guidelines for healthy eating. This applies to school parties, where only healthy foods will be allowed. Two exemptions to this policy will occur each year as determined by the school faculty. Suggested healthy food items are available on SchoolSpeak.

Bathroom Accidents

Students at Saint Louis the King are required to be fully potty trained in Pre-K – 8th grade. After three accidents, students are required to see a doctor to eliminate any medical issue that could cause such bathroom accidents. After the third incident, without a doctor's written clearance, the student will not be permitted to return to school.

Injury or Illness

In case of an injury or illness during the school day, the student will be sent to the school office. The school office personnel will then determine if the child should be sent home or return to class. Parents will be notified by phone to pick up sick or injured children. Parents are required to keep all emergency information current by updating SchoolSpeak and by calling the school office to let us know about changes in telephone numbers.

Medication

Prescription medications will be administered when necessary. Medication must be in the original prescription bottle. If a student needs to take a medication at school, ask the pharmacist for a second labeled bottle and send only the tablets/liquid needed to be taken at school.

The Arizona State Blue Emergency Form must be filled out in order for the school to administer any medication, including, but not limited to rescue inhalers and epi-pens:

- A child will not be admitted to St. Louis the King unless an AZ State Blue Emergency form is on file. Parents are asked to call the school office immediately if an address or telephone number on the AZ State Blue Emergency form changes. This form must be on file for each student and kept in the school office and the Extended Care Program.
- We require parents to complete a medication form if medication is to be administered. These forms are available in the school office.
- Students are to turn in all medications to the school office first thing in the morning.
- Time-release tablets should not be divided to provide a lesser dose. Students may not dispense medication to each other.
- Parents must pick up unused medications by the last day of school, or the medication will be thrown away (this includes inhalers and epi-pens).
- It is not the role of school personnel to diagnose a chronic condition. A sick child should not be sent to school for diagnosis and treatment.
- Upon receiving a call from school to pick up a sick child, parents should report to the school office to sign out their child. Sick children should be picked up promptly.

If under certain unusual circumstances it is necessary for a student to take non-prescription medication during school hours, the following requirements must be met:

- The law (A.R.S. 15-344) requires medication must be delivered to the school office in the original container as packaged by the manufacturer and labeled with the student's name.
- Dosage must be in keeping with manufacturer's recommendations as printed on the label.
- There must be written permission from the parent or guardian to administer the medication. Parental consent forms are available in the Clinic.
- School personnel may request a medical evaluation and may require a physician's order giving permission to administer non-prescription medication.

Long Distance Field Trips

For all long-distance field trips, parents are required to provide medication for their child one week in advance of their trip. All medical forms should be completely filled out and returned to the school health aide, along with the medication, in a zip lock bag labeled with the child's name. All medication to be distributed to students MUST be provided to the school by the parent.

Immunizations and Additional Health Information

All schools shall comply with Arizona law AAC Title 9, Chapter 6, Article 7 (R9-6-701) on Vaccine Preventable Diseases regarding immunizations. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law. All needed immunization records must be on file prior to the child attending school classes.



Arizona School Immunization Requirements: Kindergarten - 12th Grade

- Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>. Homeless students are allowed a 5-day grace period to submit proof of immunization records.
- The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.
- The statutes and rules governing school immunization requirements are:
 - Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701-708

Please check requirements for each child's age and grade level in the chart below.

Age →	Under age 7	7 – 10 years	11 years and older
Grade →	Kindergarten and above	Kindergarten-5 th grade	6 th through 12 th grade
Vaccine ↓			
DTaP (Proof of DTP or DT counts toward DTaP requirement)	4-5* doses At least 1 dose at 4 years of age or older is required. *A 6 th dose is required if 5 doses have been given before 4 years of age.	3 DTaP and/or Td doses are required if all doses were given <u>after</u> 12 months of age. Or 4 DTaP and/or Td doses are required if any of the doses were received <u>before</u> 12 months of age.	<u>1 Tdap dose is required for students 11 years and older.</u> Students who completed the primary series of tetanus/diphtheria doses must receive a Tdap when 5 years have passed since the student's last tetanus/diphtheria dose. Students who did not complete the primary series of tetanus/diphtheria doses before age 11 are required to receive a total of 3 doses, including 1 Tdap and 2 Td doses. Tdap doses given prior to age 11 meet the requirement. A Td booster is required 10 years after the Tdap dose.
Td		Tdap may be counted to meet the requirements above. Tdap is <u>not required</u> for 11 year olds until they enter 6 th grade.	
Tdap			
Meningococcal		<u>Not required</u> but may be counted as valid when given at this age.	1 dose is required.
Polio	3-4 doses 4 doses meet the requirement. 3 doses meet requirements if dose #3 was given at 4+ years of age. (Not required for students 18+ years of age.)		
MMR	2 doses A 3 rd dose will be required if dose #1 was given before more than 4 days before the 1 st birthday.		
Hepatitis B	3 doses A 4 th dose will be required if the third dose was given before 24 weeks of age.		
Varicella	1 dose is required if the 1 st dose was given before 13 years of age. 2 doses are required if the 1 st dose was given at 13 years of age or later. Students attending school or preschool in Arizona prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 09/01/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs.		

Note: ADHS observes a 4-day grace period for vaccine ages and intervals, except for the space between two live vaccines such as Varicella and MMR, which must be given at least 28 days apart if they are not administered on the same day.

Childcare and preschool immunization requirements are posted at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>.
Arizona Immunization Program Office • 150 North 18th Avenue, Suite 120 • Phoenix, AZ 85007 • (602) 364-3630 • Toll-free (866) 222-2329 • August, 2014

EMERGENCY RESPONSE PLAN

Our school has an emergency plan to respond to unforeseen events. The plan includes responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, our plan is updated annually by the school emergency response team and followed up with training for faculty and staff members. The general content of the school's emergency plan is available for review upon request to the school administration.

To enhance communication in the event of an emergency or crisis situation, parents are requested to keep their profile on SchoolSpeak updated with home, work, and cell phone numbers, as well as home and work (when permissible) email addresses. Be sure to check the box on your parent profile that you want to receive emergency text messages on your mobile phone. You **MUST** identify your cell phone carrier in order to receive an emergency text message from our school.

FAITH LIFE

Religious instruction at St. Louis the King Catholic School is considered a sacred trust. Through prayerful reflection on Scripture, Church and National Catechetical documents, teachers strive to be faithful to their call to be Catholic educators. With this in mind, students are led to a deeper understanding of their own faith and are provided opportunities for experiencing this faith in prayer and action.

Community is at the heart of Christian education. St. Louis the King Catholic School fosters Christian friendships, trust and love and awareness in students that they are children of God.

As an essential part of the religion program at St. Louis the King Catholic School, students have the privilege to attend the Eucharistic liturgy weekly and on special occasions during the liturgical season. Various classes will have opportunities to help with the readings, petitions, and gifts. Parents are encouraged to join in these weekly celebrations. Catholic students are expected to attend Sunday Mass with their families.

Formal religion classes are taught in the classroom each day, except on days when children participate in the Eucharistic liturgy. In addition, as part of our religious education, students will be prepared to receive the sacraments. The sacramental program at St. Louis the King Catholic School recognizes the child is not only catechized and formed in faith within the classroom but is also nurtured in faith within the family and parish. Thus parent, school, and parish participation are important for the child's growth in the faith community. St. Louis the King Parish policy regarding the preparation and reception of sacraments is as follows:

- Parents and children are involved in a two-year preparation program for the reception of the sacraments of Reconciliation, First Holy Communion, and Confirmation. Parents are required to attend the adult classes and a retreat on the sacraments if they wish their child to receive the sacrament.
 - Children in 2nd grade are prepared for the Sacrament of Reconciliation. Children in 3rd grade are prepared for the Sacraments of First Holy Communion and Confirmation. Parents may request their children in grades 4 – 8 who have not been baptized or have received the sacraments of Reconciliation, Holy Eucharist, and Confirmation to be prepared for these sacraments.

Traditional religious practices and celebrations are taught and experienced throughout the liturgical year - Advent, Lent, Easter, and Pentecost. Students also participate in devotions to Mary, saints, and Stations of the Cross.

At St. Louis the King Catholic School, teachers strive to give each child a positive attitude toward prayer. Children are expected to learn the common prayers of the Church, as well as participate in other forms of prayer during the school day. Parents are strongly encouraged to pray with their children daily.

The parish is the primary Eucharist worshipping community. Ordinary school sponsored activities will not be held that conflict with Sunday parish liturgies. School athletic or social events should be avoided during the Easter Triduum.

Community Service

As a school committed to teaching Gospel values of Jesus Christ, St. Louis the King Catholic School holds the principle of service to others in the utmost regard. All St. Louis the King students participate in Christian service opportunities either at the voluntary or mandatory level.

- Students in grades 6th – 8th are required to complete 5 hours of community service per trimester (totaling 15 hours for the year). This Christian Service and Stewardship Record requirement counts as part of a student's trimester religion Grade. There are many opportunities within the community to acquire community service hours.
- It is the responsibility of the student to obtain and submit completed "Christian Service and Stewardship Records" each trimester. These forms are available on the school's website and on SchoolSpeak. Students cannot be paid for community service (i.e. babysitting).

As partners in their child's education, parents are encouraged to help their child select service opportunities and/or participate in service as a family.

VOLUNTEER OPPORTUNITIES

In order to ensure the well-being of students and enhance the educational opportunities available to children at St. Louis the King Catholic School, volunteer assistance is welcomed and encouraged. All volunteers who wish to be involved at the school or parish must take the Diocesan Safe Environment Training. The program is updated annually, and parents will be informed throughout the school year about specific requirements and seminar dates. Parents should go to www.cmgconnect.org to sign up for classes.

School Advisory Board

The School Advisory Board assists the pastor and principal in promoting the mission of the school. Board members exhibit a clear understanding of and communicate the mutual educational responsibility of parents, teachers and administration, recognizing parents as the primary educators of their children. The Advisory Board assists the school in achieving its goals to provide quality Catholic education by transmitting and integrating Gospel teaching in an educational process which, within an excellent program of academics, directs students toward a conscious choice of living a responsible Catholic life. St. Louis the King Catholic School Advisory Board has a written constitution defining membership, function, and authority. Please find additional information about the Advisory Board on SchoolSpeak, including members, meeting dates, and open positions.

The following are other areas in which parent volunteers may wish to help:

Homeroom Planner

Under the direction of the teacher, the homeroom planner helps to plan parties, field trips, and special activities appropriate to the grade level. All activities are designed to further the development of the child within the educational program, and therefore require the approval and supervision of the teacher or principal. Available Homeroom Planner positions can be found in SchoolSpeak.

Coaching

Parents and alumni are invited to participate as coaches for the after-school athletic teams. All coaches must take the Diocesan Safe Environment Training and be approved by the administration.

Cafeteria Helper

The cafeteria helper assists the cafeteria staff during lunchtime by supervising children, cleaning tables, replenishing silverware supplies, filling dispensers and performing other tasks as needed. Anyone assisting in the kitchen must acquire a Food Handler's License.

Library Worker

A library volunteer assists the librarian by helping students check out books, re-shelving books, reading stories to primary grade classes, helping with the annual A.R. promotion, and performing other tasks as needed.

Playground Supervisor

Playground Supervisors help school staff monitor the safety of students during lunch recess.

- Younger children are not allowed to accompany the adult when doing playground supervision.
- Parents must refrain from using cell phones while doing playground supervision.

Art Masterpiece Guide

The Art Masterpiece program introduces children to the works of great masters and gives them the opportunity to develop a knowledge of art history. Art Masterpiece guides do not need to have prior experience in art or art history; training is provided for prospective guides at the Phoenix Art Museum during the fall, and presentations to classes take place every other week, beginning in January.

Maintenance Volunteers

From time to time, help is needed in the upkeep of school facilities through routine tasks such as washing windows, painting classrooms, and the execution of other basic maintenance requirements. Parents who are willing to donate time and/or supplies should contact the office.

Short-Term Projects

Various short-term projects also arise during the year that rely heavily on parent volunteer assistance: the annual Fall Festival, Jog-A-Thon and other special events are all dependent upon the organizational and leadership skills of parent volunteers. Parents who are interested in donating their time and talents to such special events should contact the school office.

Chaperones

Parent chaperones are needed for field trips, dances, etc. Sign-up for chaperones can be done for each event through the teacher or on SchoolSpeak.

UNIFORM REGULATIONS

Only uniforms obtained from official school vendors may be worn at school. Any child not in proper uniform will be sent to the office and the parent will be called. Uniforms are to be laundered, maintained, and worn as they are designed to be worn: skirts and shorts may not be rolled up, shirts must be tucked in and not folded under, shirt sleeves may not be rolled up or under. The uniform should reflect a positive attitude of pride in self and school.

Students must be in proper uniform from the time they arrive on campus until they leave. Any hairstyle, hair color, mode of dress or ornamentation that is deemed inappropriate in the judgment of the school administration/faculty will be prohibited. After three uniform violations a student will receive an in-school suspension.

- Uniforms and shoes should be in good shape, free from holes, stains or fading.
- Students at St. Louis the King are expected to practice good hygiene. This includes brushing their teeth, washing their clothes, and wearing deodorant/anti-perspirant beginning in the fifth grade.

BOYS

Pants: **Required on all mass days but may be worn on all other days besides PE days**

- Navy blue, flat-front uniform slacks from Target (Cherokee or French Toast brands) or Dennis Uniform. No oversized, baggy, tight-fitting or low riding pants allowed. No cargo pants or pants with cell-phone pockets are allowed.
- Pants may be worn year-round but must be worn on Mass days for grades Pre-k through 8th grade
- Boys in third through eighth grade are required to wear a plain, brown, or black belt with a small, plain buckle.
- Elastic-waist pants are allowed only in Pre-K and Kindergarten.

Oxford dress shirt **Required on all mass days** (3rd -8th grade boys only)

- SLK School oxford shirt is required to be worn for Mass and other special events. The oxford shirt must be clean, not wrinkled, and tucked in at all times. The SLK School oxford shirt can be **purchased only at the school office.**

School Tie **Required on all mass days** (3rd -8th grade boys only)

- SLK School tie is required to be worn for Mass and other special events. The tie must be worn with the oxford shirt. Tie must be free from tears, rips, and stains. The SLK School tie can be **purchased only at the school office.**

Dress Shoes (3rd -8th grade boys only)

- Dress shoes are required to be worn for Mass and other special events. Dress shoes may be black or dark brown and must be in good condition. Dress shoes may be a slip-on or tied (must have back on heel).

Dress Socks (3rd -8th grade boys only)

- Dress socks are required to be worn with dress shoes for Mass and other special events. Dress socks may be black, brown, or navy blue. Dress socks need to be in good condition and free from holes.

Polo Shirts:

- Royal blue SLK polo shirt or long-sleeved gold SLK polo shirt must be **purchased only at school.** Shirts must be tucked in at all times. No turtle necks or visible t-shirts may be worn under the uniform shirt.

Socks

- **Solid** white, navy blue, gray, or black only. Socks may not extend up on the knee. Socks must be clearly visible above the shoe.

Shorts

- Navy blue, flat-front uniform shorts from Target (Cherokee or French Toast brands) or Dennis Uniform. No oversized, baggy, tight-fitting or low riding shorts allowed. No cargo shorts or shorts with cell-phone pockets are allowed.

Jackets/Sweatshirts/Hoodies/Sweaters/Sweat Pants

- Only school logo outerwear that is ***purchased in the school office*** may be worn. **No other jackets, sweatshirts, hoodies, Sweat Pants or sweaters are allowed on campus.**
 - For mass, only SLK logo sweaters or the zippered fleece jacket may be worn for grades 3rd-8th. Students will be asked to remove all other outerwear, including hoodies and sweatshirts, before attending mass.

Shoes

- Athletic shoes with laces and socks must be worn. Athletic shoes must be at least **80%** white, blue, or black.
 - Shoes can have Velcro straps instead of laces in Pre-K through 1st grade.
 - No slip-on or sneakers with wheels are allowed.
 - No shoes that light up are allowed.
 - No sandals or boots.
 - Shoe laces must be tied tightly with the knot on the outside of the shoe. Shoes need to be in good condition.
 - For Pre- K through 4th Grades, dress shoes may be worn only on Mass Days.
 - For grades 5-8, dress shoes are required on Mass Day.

Grooming

Hair must be conservative in style, short, above the eyes and the collar of the shirt. Excessive hairstyles (Mohawks, faux-hawks, No lines or Designs.) will not be allowed. Hair must be neat and clean and conservatively styled as determined by school personnel. Hair coloring, bleaching, highlighting, and tinting are not allowed.

No facial hair is allowed unless approved by the principal. Students who do not come to school clean-shaven will be given a warning and parents will be asked to assist their student in shaving.

Boys may not wear earrings or bracelets. Necklaces with a cross or religious medal on a fine linked chain may be worn. Medical necklace, medical bracelet, and/or watch are permitted.

Students may not wear cologne including any type of body sprays.

GIRLS

Jumper (Pre-Kindergarten– 2nd grade. Must be worn on mass days but optional on all other days besides PE days)

- Students entering Pre-Kindergarten through 2nd Grade, must wear the uniform plaid jumper which is available at Dennis Uniform Co. Girls are required to wear shorts underneath.

Skirt (3rd – 8th grade only) Except on P.E Days

- The uniform skirt needs to be purchased at Dennis Uniform Co. Skirts may not be rolled at the waist. Skirts may not hang more than one inch above the knee when kneeling. Skirts may be worn all year but must be worn on Mass days and special occasions starting at the beginning of the school year.
 - Girls are required to wear shorts underneath.
 - Warm-ups or pajama pants MAY NOT be worn underneath a uniform skirt.
- Black or navy-blue tights may be worn underneath a uniform.

Tights MUST cover the entire feet and legs.

- skirt. Oxford shirt (3rd -8th grade only)
- SLK School oxford shirt is required to be worn for Mass and other special events. The oxford shirt must be clean, not wrinkled, and tucked in at all times. The SLK School oxford shirt can **be purchased only at the school office.**

School Tie (3rd -8th grade only)

- SLK School tie is required to be worn for Mass and other special events. The tie must be worn with the oxford shirt. Tie must be free from tears, rips, and stains. The SLK School tie can be **purchased only at the school office.**

Dress Shoes (3rd -8th grade only)

- Dress shoes are required to be worn for Mass and other special events. Dress shoes may be black, dark brown, or navy blue and must be in good condition. Dress shoes may be a slip-on or tied (must have back on heel). No high heels or open toed shoes.

Dress Socks (3rd-8th grade only)

- Dress socks are required to be worn with dress shoes for Mass and other special events. Dress socks may be black, brown, or navy blue. Dress socks need to be in good condition and free from holes.

Shirt

- Royal blue SLK polo shirt or long-sleeved gold SLK polo shirt purchased only at the school office. Shirts must be tucked in at all times. No turtle neck or visible t-shirts may be worn under the uniform shirt

Shorts (Pre-K through 2nd grade only)

- Navy blue, flat-front, regular fit uniform shorts from Target (Cherokee or French Toast brands) or Dennis Uniform. No oversized, baggy, tight-fitting, or low riding shorts allowed. No cargo shorts or shorts with cell-phone pockets are allowed.

Slacks (Pre-K through 2nd Grade only)

- Girls may choose to wear navy blue, flat-front, uniform slacks from Target (Cherokee or French Toast brands) or Dennis Uniform. No oversized, baggy, tight-fitting or low riding pants allowed. No cargo pants or pants with cell phone pockets are allowed.

Jackets/Sweatshirts/Hoodies/Sweaters/Sweat Pants

- School logo outerwear must be ***purchased in the school office***. **No other jackets, sweatshirts, sweat pants or sweaters are allowed on campus.**
 - For mass, only SLK logo sweaters or the zippered fleece jacket may be worn for grades 3rd-8th. Students will be asked to remove all other outerwear, including hoodies and sweatshirts, before attending mass.

Socks

- **Solid** white, gray, navy blue, or black ankle, crew, or knee-high socks. Tights may be worn with no ornamentation (***no yoga pants***). Socks must go over the leggings (**No skin showing**)

Shoes

- Athletic shoes with laces and socks must be worn. Athletic shoes must be at least **80%** white, blue, or black.
 - Shoes can have Velcro straps instead of laces in Pre-K through 1st grade.
 - No slip-on or sneakers with wheels are allowed.
 - No shoes that light up are allowed.
 - No sandals or boots.
 - Shoe laces must be tied tightly with the knot on the outside of the shoe.
 - Shoes need to be in good condition.
 - For Pre- K through 4th Grades, dress shoes may be worn only on Mass Days.
 - For grades 5-8, dress shoes are required on Mass Day. These regulations will be enforced for both uniform and non-uniform days.

Grooming

- No makeup is allowed.
- Hair must be neat and clean and conservatively styled. Headbands/hair accessories are limited to SLK uniform plaid or uniform colors. These colors are navy, royal blue, white, and gold. There should be no excessive ornamentation (flowers, beads, etc.).
- No nail polish or artificial nails.
- Hair coloring, bleaching, highlighting, tinting, or excessive ornamentation is not allowed.
- Only non-color Chapstick is allowed. No shiny or colored lip-gloss may be worn.
- Only one necklace with a cross or religious medal on a fine chain may be worn. Watches may be worn.
- Medical bracelets or medical necklaces may be worn.
- Only one pair of single post earrings (no larger than 4 mm and one solid color) are allowed.
- Dangling earrings or hoops can be a hazard; therefore, they are not allowed.
- Students may not wear perfume including any type of body sprays.

Physical Education Uniform

Students are required to wear the St. Louis the King Catholic School P.E. uniform shorts/royal blue sweatpants and shirt.

- Pre-Kindergarten – 5th grade students must wear the P.E. uniform to school on P.E. days.
- 6th – 8th grade will be given time to change before and after class.
 - Not dressing in P.E. uniform will be reflected in the P.E. grade.
 - **P.E. uniforms may only be purchased in the school office.**

Free Dress (Non-Uniform Days)

On days when the students do not have to wear their uniform to school, the following guidelines for appropriate free dress must be followed:

- No sleeveless or strap style shirts or blouses.
- No low-cut necklines.
- No tight-fitting clothing (leggings, spandex).
- No excessively bagging clothing.
- No low-slung pants or short tops that expose the midriff.
- No short skirts or shorts. (maximum of 3 inches above the back of the knee when kneeling)
- No ripped or torn clothing.
- No inappropriate logos, slogans, or advertising on clothing.
- Only sport or athletic shoes with socks may be worn.
- No make-up or jewelry.

****Same uniform regulations apply for free dress to boys and girl**

ACADEMICS

Parent/School Communication

SchoolSpeak is the main conduit for Parent/School communications. You are required to update your profile on SchoolSpeak regularly in order to receive communications from St. Louis the King Catholic School. Each family will have a user name and password to log in to access information regarding their child(ren)'s progress. SchoolSpeak is used to inform parents in the following ways:

- progress reports
- report cards
- class newsletters
- school newsletter
- announcements
- other pertinent information.

It is the parent's responsibility to update their contact information with their latest cell phone number and cell phone carrier to ensure they receive all text messages sent by the school, including those regarding important or emergency information.

News alerts and emergency notifications will be posted on SchoolSpeak and sent to parents via text message and email.

Important information from the principal and other school events will be highlighted in the newsletter.

St. Louis the King Catholic School's website will also be updated with information. The school's website address is www.slkschool.com.

Communication beyond these formal means is done via phone, e-mail, and conferences upon request.

St. Louis the King Catholic School seeks to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility.

These traits are nurtured early on with students when they can perform the following tasks without parent intervention:

- walking themselves to their classrooms
- bringing homework to school
- submitting assignments on-time
- making up assignments when they are absent
- accepting consequences for their behavior
- asking teachers for help when needed.

Students are encouraged to discuss their progress directly with their teachers. Parents are encouraged to intervene only when their child is finding difficulty practicing skills.

When the student experiences academic or social difficulty, the first intervention taken by the parent should be to redirect the student back to the teacher.

Follow-up action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning.

Parent-Teacher Conferences

The teacher workday is from 7:30 a.m. to 3:30 p.m. Teachers are available for meetings with parents by appointment only. Teachers attend required faculty meetings and professional development opportunities after dismissal on Fridays, so meetings with parents cannot be scheduled on Friday afternoons.

Regular parent/teacher conferences are held in November.

An additional optional conference is held at the end of the 2nd trimester.

Appointments for conferences with teachers may be made before and after school hours.

Teachers are not to be interrupted during class hours.

Arrangement for a conference may be made through the school office or by sending an email or note to the teacher.

If there is a question concerning a child's progress or behavior, the procedure used at St. Louis the King Catholic School is as follows:

1. Consult with the teacher.
2. If the problem or concern continues, the parent may bring the matter to the attention of the principal.
3. The pastor is the final recourse for unresolved problems.

Homework

The purpose of homework assignments is to develop initiative, responsibility, and self-direction in the student, and to provide further opportunity to master skills taught in the classroom.

Homework may consist of:

- Assignments not completed in school.
- Long or short-range projects.
- Memorization of certain prayers, prose, poetry, math facts, words, etc.
- Handwriting practice.
- Reading of assigned materials or studying - Not all homework has to be written.

When children are ill, HOMEWORK REQUESTS can be made by calling the school office before 9:00 am and picked up at the end of the day.

Assignment Book

Students in grades 1-8 utilize an assignment book. The purpose of the assignment book is to teach students organizational and time management skills. At the beginning of the year, teachers instruct students in the use of the assignment book.

In keeping with the school's philosophy of student responsibility, students are responsible for logging announcements, homework assignments, tests, long-term projects, and communications from school in their assignment book.

- Parents are responsible for reviewing the assignment book each day with their child and checking to see that work is complete.
- If students are not fulfilling their responsibility to fill in the assignment book, parents are encouraged to have a consequence at home.
- Students are to keep assignments books in good condition.
- Students are not to deface the assignment book in any manner, or they will be required to purchase another one.

Weekly Folders

Teachers will send home the SLK School communication folder (yellow folder) every day which may contain important information such as student work, class and/or school newsletters, notes from the teacher/office, flyers, fundraising information, behavior logs, and other important items.

Standardized Testing

St. Louis the King Catholic School follows the Diocesan Testing Program.

- The Iowa Test of Basic Skills is given to students in Grades 2-8 in the spring.
- The Cognitive Abilities Test is given to students in grades 4 and 7.

Results are distributed to the parents during the November parent/teacher conference. Special testing through the public-school districts may be requested either by parents or the school to identify special instructional needs or placement.

Core Academic/Special Area/Enrichment Classes

St. Louis the King Catholic School's curriculum encompasses core academic, special area, and enrichment classes. Some of these classes are only offered at specific grade levels. The classes are defined as:

- Core Academic Subjects – Math, Language Arts (reading, grammar, spelling, writing), Social Studies, Science, Religion
- Special Area Subjects – Physical Education (Pre-K through 8th), Spanish (4th-8th), Computers (Pre-K through 8th), Handwriting (1st through 3rd)
- Enrichment Subjects – Music (Pre-K through 5th)

Grades

A report card will be sent home every trimester (approximately every 12 to 13 weeks).

The following is the grade system for grades 1-8 in core academic and special area subjects

A	90% - 100%	Excellent
B	80% - 89%	Above Average
C	70% - 79%	Average
D	60% - 69%	Below Average
F	Below 59%	Failing

The following is the grade system for grades Pre-K through 8th grade in enrichment subjects:

E	Excellent
G	Good
N	Needs Growth
U	Unsatisfactory

The following is the grade system for grades Pre-K-Kindergarten in core academic and special area subjects:

E	Excellent
G	Good
N	Needs Growth
U	Unsatisfactory

The following is the grade system for Conduct Grades in PreK-8th grade

E	Excellent
G	Good
N	Needs Growth
U	Unsatisfactory

Honor Roll and Awards

Students in Grades 3 through 8 are eligible for Honor Roll. Students must merit a “G” or higher conduct grade to be placed on the Honor Roll.

- First Honors: A’s in all core academic classes (94-100), A’s or B’s in all special area classes (85-100), and E’s or G’s in enrichment classes.
- Second honors: A's or B's in all core academic and special area classes (85-100), and E’s or G’s in enrichment classes.
- Third honors: A's and B's in all core academic and special area classes (85-100) - but may have ONLY one C (75-84), and E’s or G’s in enrichment classes.

Perfect Attendance Award: also includes no tardies.

Accelerated Reading Award: 1st-8th students who have met all of their AR goals for the trimester.

Student of the Month Awards: Given out each month to honor students who:

- Exhibit the Discipline with Purpose Skills inside and outside of the classroom.
- Show respect towards themselves, others, and things.
- Contribute to the learning environment.
- Follow school rules and classroom procedures (no detentions/suspensions).
- Are punctual for school (no excessive tardies (3 or more))

Academic Probation

Student achievement will be reviewed at the end of each quarter. Upon receiving a grade of “D” in two courses or a grade of “F” in one course, the student will be placed on academic probation.

In these cases, the parent, teacher, and principal will meet to discuss strategies that will promote the academic success of the student.

Students placed on ACADEMIC PROBATION for two or more quarters may be asked to find alternative placement for the remainder of the year and may not be eligible to attend school the next school year.

Graduating students may not be eligible to participate in graduation activities if they do not have a “C” average in all subject areas.

New students are automatically placed on academic probation for 90 days at which time their status will be reviewed.

Students who carry an “F” average in one or more core subjects for the year may not be promoted to the next grade.

Placed/Promotion

A student can be placed or promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, moral, as well as, academic development of the student.

Acceleration

The principal is empowered to grant or deny permission to accelerate a student.

Elementary School Graduation

Graduation is a school-sponsored ceremony. The function of the graduation ceremony is to recognize the scholarly endeavors of the students. Participation in graduation exercises is a privilege, not a right. Students may not participate in graduation activities until their educational, financial, and disciplinary obligations to the school are met.

All participants in the graduation ceremony will wear a royal blue cap and gown. No decorations, pins, corsages, stoles, etc. may be worn on the gown.

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence as deemed by the principal. Repeated and/or serious violations of the rules and spirit of St. Louis the King Catholic School handbook, frequent absences and tardiest, uncompleted coursework, and unpaid tuition and/or fees are causes for exclusion from the graduation ceremony or activities, school-sponsored field trips, and Pre-K and Kindergarten advancement celebrations.

Child Study Team

The Child Study Team is a committee of faculty, administration, and district personnel which meets to identify, assess, and review interventions and special needs of students - academically, socially, and behaviorally. Students not making academic progress are referred to the Child Study Team either by a parent, teacher, or principal. Necessary modifications to the curriculum, assessment, learning environment, and other support services will be provided upon review of the Child Study Team.

Physical Education Program

P.E. classes are a part of the regular curriculum. Students are expected to attend P.E. classes as other classes in the curriculum.

A student may be excused from P.E. for the following reasons:

- As a result of a temporary illness if a note is sent by a parent. This note should explain the nature of the illness. If more than three classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. because of PAR (Physical Activity Restriction) may not participate in after school sports or recess on that day.
- As a result of illness or physical impairment. A note from a doctor must be on file in the School office before a child can be excused, and the duration of nonparticipation must be clearly stated.
- From a particular exercise or activity because of illness or physical impairment. A parent's note is required for a temporary impairment stating the nature and duration of the impairment. A doctor's note is required for a long-term absence from P.E. (long term is more than three classes).

Students are required to dress for P.E. regardless of participation.

LUNCH PROGRAM

Hot lunch, including milk, is available from an outside vendor for \$3.50/meal.

Milk is available for purchase at \$ 0.50.

For planning purposes, a menu and ordering instructions will be sent home each month. Parents are required to order hot lunch through SchoolSpeak and to pay for lunch through SchoolSpeak. It is not the responsibility of the school staff to order lunch for your student.

- Students who have not ordered hot lunch through SchoolSpeak will be given peanut butter sandwich at a cost of \$3.50/meal.

****Because our catering company requires lunch orders in advance, students who do not order through SchoolSpeak cannot be given a hot lunch.**

Students not wishing to purchase a hot lunch may bring a sack lunch to school. It is the parents' responsibility to see that their children have a nutritional lunch each day. Lunches are stored in the classroom so items that do not require refrigeration should be packed. Lunches from home should be sent in with the student. If a parent must drop off a lunch, it must be done before 11:00 A.M. so that it can be delivered to the classroom in a timely manner.

Grades K-3 have a morning recess. If parents send a snack for this time, only **healthy** snacks are permitted. "Free language assistance, auxiliary aids, and/or accommodations are available upon request."

EXTRACURRICULAR ACTIVITIES

Standards for Extracurricular Participation

The Arizona State Board of Education Rule R7-208 as mandated by the Arizona State legislature requires that schools must have in place a "No Pass No Play" policy. Saint Louis the King Catholic School strictly observes the "No Pass, No Play" policy for participation in school athletics, student council, student ambassadors, performances, or any other extracurricular activity.

- **Grades**
 - Students in grades 5 through 8 must have at least a "C" or better in all subject areas for participation in all extracurricular activities, including sports, Student Council, Student Ambassadors, and clubs.
 - Eligibility will be determined every two weeks beginning the fourth week of school.
 - Students who have not met the above stated requirement will be suspended from attending or participating in all club activities for a two-week period so that they may better prepare their academic work.
 - Those who continue to struggle academically may be permanently removed from the club or team.
 - Once a student has been deemed ineligible, his/her participation will be reevaluated after two weeks. If a student is still ineligible at that time, he/she will be off the team or activity.
- **Conduct**
 - Participation in a school sports team or activity is a privilege. Students are expected to follow the behavior code in order to participate in the school's sports program and extracurricular activities.
 - Upon receipt of a Behavior Report documenting a behavior infraction with a consequence, the student will be suspended from participation in the next scheduled activity (club activity and sporting event.)
 - Upon receipt of the 3rd Behavior Report documenting a behavior infraction with a consequence, in the same sporting season, the student will be off the team or activity for the remainder of the season or trimester.

Absences

Due to health and safety concerns, students must attend a full day of school the day of a sporting or extracurricular event to participate in the event. Students who are absent more than half a day due to illness may neither participate in nor attend a sports or extracurricular activity the day of the illness. Arrival at school after 11:00 a.m. constitutes a half-day absence.

Foundational and Competitive Sports

The following sports programs are available to students at Saint Louis the King:

- Soccer for Pre-K through 8th grade
- Foundational Team Sports for 5th and 6th grade Boys – Flag Football, Basketball, & Baseball
- Competitive Team Sports for 7th–8th grade Boys – Flag Football, Basketball, & Baseball
- Foundational Team Sports for 5th-6th grade Girls – Volleyball, Basketball, & Softball
- Competitive Team Sports for 7th-8th grade Girls – Volleyball, Basketball, & Softball
- Philosophy
 - The athletic program at St. Louis the King Catholic School follows the C.Y.A.A. philosophy of providing a program of developing leadership and sportsmanship. The program promotes a Christian atmosphere in which athletes grow in respect and concern for others in their own environment as well as in society as a whole.
 - Emphasis is placed on the development of game fundamentals and encouraging athletes to give their best while competing. The ultimate objective of the program is for the athletes to improve their skills while learning sportsmanship and having fun.
- Sports Physical
 - Students need a current sports medical authorization to play. Documentation of a physical examination taken after June 1st must be on file in the School office.
- Sports Fees
 - \$70 per sport per season. Does not include tournament fees. Teams that make the decision to go to tournament will be assessed an additional fee prior to the start of the tournament.
- Students who participate in the athletic program must have parents sign a SPORTS PARTICIPATION PERMIT.
- Students in C.Y.A.A. sports are covered by the Student Accident Insurance as provided in the policy agreement.
- Rules of the C.Y.A.A. apply in all aspects of the Sports Program.

Student Council

- Students in the last trimester of grade 6 and 7 may run for the following positions on the executive board:
 - President, Vice President, Treasurer, Secretary, Officer of Stewardship, Officer of Religion, Officer of Sports, and Officer of Spirit.
- Eligibility to run for office is determined by the Jr. High faculty and the Principal based upon the following standards:
 - Written application. An acceptable written application as approved by junior high faculty.
 - One written teacher recommendation.
 - Modeling of all DWP skills.
 - No more than 2 behavior infractions for the year as documented on a behavior report. Students with a suspension from school during the current school year may not be eligible to run for executive office.
 - “C” or better in all subjects for all 2 previous trimesters and at time of application.
 - Approval of qualification for candidacy by junior high teachers at time of application.

Failure to follow established campaign procedures will lead to immediate disqualification. All elected officers and representatives are expected to maintain these high standards throughout their tenure.

- Removal of Officers
 - Officers who fail to maintain the academic qualifications for office at posted school-wide grade check dates will be ineligible for two weeks. If grades have not improved at the end of the two-week period, the officer will be permanently removed from office. If an officer becomes ineligible for a second time in a trimester, the officer will be permanently removed from office.
 - An officer who receives a behavior report will be ineligible to conduct the duties of office for a period of two weeks. An officer who receives a second behavior report will be permanently removed from office.
 - Vacancies created by removal of an officer will be filled by a special election process determined by administration to meet the needs of the particular situation.

Drama Club

Students in 3rd – 8th grade who enjoy acting are invited to join the Royals Drama Club. The club will meet twice a week after school.

Junior Legion of Mary

Students are invited to join the Junior Legion of Mary which meets Fridays at 1:00 p.m. in McFadden Hall.

Book Buddies Literacy Program

Students in 1st through 3rd grades may participate in this after school literacy program. Eligibility is determined by the classroom teacher.

Math Maniacs

Students in 1st and 2nd grades may participate in this after school math program. Eligibility is determined by the classroom teacher.

STREAM Team

Students in 1st thru 6th grade may participate in this after school program. Eligibility is determined by the classroom teacher.

STUDENT BEHAVIOR AND CONDUCT

Discipline with Purpose (DWP)

Philosophy

- In order to maintain an atmosphere that is both conducive to learning and faithful to the religious and moral values of Catholicism, a school discipline program must develop the student's sense of responsibility for action. The focus and ultimate goal of the discipline program at St. Louis the King Catholic School is the student's growth as a self-disciplined individual, mindful of the inherent dignity of each human being and respectful of both self and others.
- The Discipline with Purpose Program, an approach to self-discipline, is based on four Student Learning Expectations (SLE's), three school rules, and evidence of student growth in 15 self-discipline skills. Discipline with Purpose. Teachers formally teach, model, and reinforce 15 self-directing skills that promote an objective standard of personal behavior. The DWP program emphasizes the following fifteen skill.

The school rules adopted by St. Louis the King Catholic School reflect the self-discipline skills and protect the rights of individuals while limiting destructive behavior.

- Student Learning Expectations: We CARE by being a(n)

Christian Witness
Active Learner
Responsible Leader and Citizen
Effective Communicator

- School Rules

Respect yourself, others, and things
Contribute to the learning environment
Follow all school rules and classroom procedures

- 15 DWP skills (presented developmentally)

1) Listening	6) Cooperation	11) Setting Time Limits
2) Following Instructions	7) Reasons for Rules	12) Resolving Problems
3) Asking Questions	8) Completing a Task	13) Initiating Solutions
4) Sharing	9) Leadership	14) Fact from Feeling
5) Social Skills	10) Communication	15) Service

In order to maintain an atmosphere that is both conducive to learning and faithful to Catholic values, a school discipline program must develop the student's sense of responsibility.

Student discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Louis the King Catholic School.

St. Louis the King faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off campus. The rules of St. Louis the King Catholic School apply to all students when on school grounds or on the St. Louis the King Church property.

Consequences result when the rules are not followed. The classroom teacher generally handles discipline. Teachers in grades Pre-K through 3 may employ a variety of techniques, i.e. stamps, sticker cards, green lights, charts, etc. All teachers develop discipline cycles that reflect the consequences of student behavior that detracts from the learning environments and that may be harmful to the student or others.

Teachers post the school rules, the 15 self-discipline skills, and their classroom cycle in their classrooms.

Attendance at St. Louis the King Catholic School is contingent upon parent(s)/guardian support of teachers and principal and recognizing that disciplinary action entails the exercise of judgment, often under pressing circumstances. If this support is not evident, the parent(s)/guardian will be asked to find an alternative education source for their child.

Code of Conduct

St. Louis the King Catholic School students will:

- Be courteous and show respect to one another and to all school personnel.
- Use appropriate language in speech and writing.
- Behave in a safe and orderly manner in the church, classroom, cafeteria, playground, Extended Care and on field trips.
- Respect church and school property and property of others.
- Be honest at all times.
- Come prepared for class.
- Follow directions as they are given.
- Remain on supervised areas of school grounds during school hours.
- Be responsible for having parents sign all teacher/parent communications, including behavior and progress reports, and return them to school the following school day.
- Participate respectfully in Mass and Paraliturgies.
- Clean up after themselves at all times.
- Not remove any item from a classroom without the teacher's expressed permission.
- Not engage in inappropriate physical contact of any kind.
- Not engage in harassment or bullying of any kind against students or teachers.
- Not make threats in speech or writing.
- Follow the guidelines set forth in the pre-teaching checklists.

St. Louis the King Catholic School 24/7 Policy

Students of St. Louis the King represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student or staff member while in school. (Please see below in regard to electronic media).

School Identity Policy

Students are not allowed to identify the school including through the use of the school logo or school uniform, for any purpose outside the school without written consent from the school principal including photos posted electronically on FaceBook, Twitter, SnapChat, etc. Violation of this policy may result in suspension or expulsion.

Procedures of St. Louis the King Catholic School

- Roller skates/blades, skateboards, and motorized scooters are not permitted on school grounds.
- The library is used for quiet study, activities, and/or reading.
- It is necessary to be on time for class.
- Gum is not permitted on school grounds.
- Food and beverages (other than water) are to be consumed in McFadden Hall, St. Agnes, or other assigned areas at assigned times.
- Only designated areas may be used during recess, lunch recess, and before school in the morning.
- No glass bottles or containers are allowed on campus.
- Playground equipment may be used only during recess in designated areas.
- Rough play and throwing objects at each other are not permitted.
- Running in the classroom, sidewalks, or multi-purpose rooms is not permitted.
- Proper dress code is to be followed on all school days.
- Students must get permission before leaving supervised areas.
- Academic dishonesty will not be tolerated including: cheating, forgery, copying homework, and plagiarism.
- Physical, sexual, emotional bullying or harassment will not be tolerated
- The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
- Students are not to enter an unoccupied classroom. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten backpacks.
- In the instance when a teacher leaves a room for an emergency, students are required to follow the posted directions in the classroom. Students are to stay seated, remain quiet, and work on the assignment.

Electronic Devices/Cell Phones

Students should not bring their cell phone or any electronic device to school. If he/she does so, then it must be kept in his/her backpack at all times and be turned off. Talking on a cell phone or text messaging during school hours or while in Extended Care is not permissible. If the student removes the cell phone from his/her backpack at any time while on school campus, the school faculty, staff, or administration may confiscate the phone and place it in the school office. The student's parent will then be responsible for picking up the cell phone from the school office. Other electronic devices such as I-Pods are not permitted anywhere on campus including

afterschool sports, Extended Care, recess, etc. St. Louis the King Catholic School is not responsible for any lost, damaged, or stolen cell phone or electronic device.

In all cases of confiscation, the principal reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed.

Playground Rules

Teachers and aides supervise the school and playground areas during recess and the lunch period.

There is NO SUPERVISION after school hours except in our Extended Care program.

Misbehavior

Behavior unbecoming to a young Christian boy or girl will not be tolerated.

Disciplinary action will be at the discretion of the administration.

Students must realize that they, whether in uniform or not, represent St. Louis the King Catholic School when they are off campus. One reason for dismissal from St. Louis the King Catholic School is any conduct, on or off campus, marring the name of the St. Louis the King Catholic School & Parish Community. This rule will be enforced when it pertains to student behavior in the school's residential and commercial neighborhood and on city buses.

Of course, this rule applies to all behavior, no matter where it occurs, which is contrary to St. Louis the King Catholic School's principles.

As a partner with parents in the education of children, the principal will notify parents when it has cause to be concerned about a student's activities or behavior, whether it is on or off campus and/or through electronic means.

Academic Dishonesty

Submitting work that is not one's own, is a serious offense.

Academic dishonesty with homework includes, but is not limited to, giving one's work to another student, copying homework, submitting assignments of substantially the same nature under different student names or submitting material which is not the student's personal work.

Academic dishonesty with regards to tests includes, but is not limited to, communicating with another student during a test, having other students take an AR test or taking an AR test far below one's reading level, copying from another student, and lending or receiving materials.

According to the 1994 edition of Writing Research Papers, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student's] own. If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism" (39-40).

The consequences for Academic Dishonesty – for all parties involved are as follows:

- 1st offense - Behavior report, zero credit, detention.
- 2nd offense - One day suspension
- 3rd offense - Re-evaluation of the student's continuance at St. Louis the King Catholic School.

**These consequences are subject to change based on the severity of the infraction.

Harassment Policy

St. Louis the King Catholic School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

Bullying/Harassment Prevention and Intervention Incident Forms are located in the school office.

The aim and goal of the school's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well communicated and clear policy.
- To inform students, parents, faculty, and staff of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

Bullying/Harassment Prevention and Intervention Incident Forms (A.4) are located in the School office. Diocese of Phoenix Harassment Policy and Procedures (A.3) are followed.

Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of appearance, race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim of equality. Demeaning behavior, if reoccurring, is a form of harassment.

Harassment can occur any time during school or during school-related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- Verbal Harassment: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations, or comments.
- Visual Harassment: Visual contact such as derogatory and/or sexually orientated posters, photography, cartoons, drawings, or gestures.
- Physical Harassment: Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play.
- Sexual Harassment: Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Saint Louis the King Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, appearance, ancestry, and disability), whether verbal, physical, or environmental.

Any person who violates this policy will be subject to disciplinary action up to and including required withdrawal for students.

Anti-Bullying Policy

Bullying behavior is repeated and systematic harassment of a victim or victims by individuals or groups of individuals. Bullying can be demonstrated through physical or verbal behaviors such as pushing, shoving, kicking, hitting, name-calling, teasing, or insults.

Relational and reactive bullying includes behaviors such as exclusion and retaliation. In a classroom, bullying can disrupt the learning environment.

St. Louis the King Catholic School strives to establish and maintain a school culture that fosters student safety and well-being by:

- Creating a social climate in the school that is warm and accepting of all students.
- Setting high standards for behavior between students and teachers.
- Providing adequate adult supervision.
- Providing consistent and immediate consequences for aggressive behaviors.

Parents are required to monitor their students' online and cell phone habits.

Cyber bullying will not be tolerated at St. Louis the King Catholic School. Any person who participates in cyber bullying will be subject to disciplinary action up to and including student expulsion.

Students are encouraged to report bullying behaviors. Reporting forms are in the school office and will be followed up on by the teacher and principal.

Students demonstrating bullying behaviors will be processed through the St. Louis the King Catholic School Discipline Cycle.

Arizona's Child Abuse Reporting Statute

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even "incidents in which children injure each other while on school grounds), abuse as defined in SS8-201, child abuse as defined in SS 13-3623, and a reportable offense as defined and listed in SS13-3620(P)(4), neglect as defined in SS8-20.

Abuse of Teacher

Under Arizona law, "Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." (AZ SS 15-507)

Violence

St. Louis the King Catholic School has zero tolerance for threatened or actual violence. Disciplinary action will result in either case.

Weapons

According to diocesan policy, any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. (Reference A.R.S. 15-515)

Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school.

Crimes and Threats

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to Law Enforcement (Reference A.R.S. 15-341).

The suspected student will be placed on suspension until the investigation is completed by policy. The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to self or others.

Damage or Theft of Property

Damage or theft of property, either real or personal, by a student, whether malicious or accidental at St. Louis the King Catholic School, will be paid by the parents or guardian. This includes damage to or theft of textbooks and educational materials, computers, athletic equipment as well as damage to structures on or the grounds of the campus.

Tobacco, Alcohol, and other Drugs

According to diocesan policy any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a peace officer (Reference A.R.S. 13-3411).

Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs will result in required withdrawal from the school.

Prescription and over the counter medications must be given to the school office.

DISCIPLINARY ACTION

Discipline Cycle

Teachers use infractions of school rules and policy as an opportunity to teach student(s) about the necessary DWP skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken. The Discipline Cycle represents the school's due process afforded to all students.

Step 1	Verbal Reminder, DWP Action Plan, and Consequence
Step 2	Communication with parents from either teacher and/or principal (action plan, behavior log, telephone call, behavior report, e-mail, etc.).
Step 3	Detention (recess & afterschool)
Step 4	Involvement with principal after three (3) documented incidents or after serious incident of bullying or other serious behavior infraction as defined by the principal.
Step 5	Suspension (out of school or in-school)
Step 6	Probation from extracurricular activities (Student Council, Student Ambassadors, sports, band, etc.)
Step 7	Expulsion

****Serious infractions as defined by the principal could result in immediate action such as: detention, probation, suspension, or expulsion.**

Recess/Lunch Detention

The purpose of recess/lunch detention is to provide an immediate consequence to the student for a minor infraction. Habitual assignments to lunch detention may result in suspension. Detentions are given at the discretion of the teacher/principal.

In/Out of School Suspension

A suspension is invoked when a student demonstrates a serious disregard for St. Louis the King Catholic School guidelines. The student's parents will be informed that their child has been suspended.

Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. The suspension will be served in-school and will take place during the school day with the student completing Discipline with Purpose curriculum directly related to the behavioral issues leading up to the student's suspension. The principal will make arrangements for the student work and assign supervision for the length of the suspension. Parents will review the student's in-school suspension work and sign off on the completed work in acknowledgment of their support of the Discipline with Purpose skills the student will put into practice. A suspended student will not be allowed to attend or participate in any school sponsored or athletic activities during the period of suspension.

In as much as the student will not participate in class, he/she will be considered absent and will be responsible for completing the class work provided by the teacher and all homework assignments. It is the student and parent's responsibility to pick up all assignments each morning for the days of suspension.

All assignments are due immediately upon the student's return to his/her classroom.

Immediate Suspension from School

The principal at his/her discretion, has the authority to place any student on immediate suspension for any reasonable suspicion of the following:

- Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
- Possession of drugs, alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material.
- Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student and/or disrupting the orderly process of learning.
- Harassment/Bullying
- Failure of past disciplinary actions to effect improved conduct.
- Falsification or misinterpretation of notes sent to/from parents or guardians.
- Serious violation of the school's technology user's agreement.
- Failure to report to detention.
- Second offense of academic dishonesty.
- Violation of the St. Louis the King Catholic School 24/7 Policy or School Identity Policy.
- Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

Probation

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation.

A student who violates the conditions of his/her probation is liable for expulsion.

Expulsion

There are three general guidelines for consideration for expulsion:

When the moral or physical well-being of individual students, staff or the student body is endangered.

When there is prolonged and/or open disregard for school authority and/or the student violates probation.

When a student is on academic probation for more than two trimesters.

Reasons for Expulsion

- Conduct of any kind that is in conflict with the values for which our Catholic community stands is grounds for expulsion from St. Louis the King Catholic School. Reasons for immediate expulsion include, but are not limited to the following:
- Possessing, using or being under the influence of tobacco, alcohol, or illicit drugs, on school premises or at any school-sponsored activities.
- Flagrant insubordination.
- Further misconduct after being placed on probation.
- Violating civil law of the reasonable rights and dignity of others.
- Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school sponsored activities.
- Theft of or malicious damage to parish property or the personal property of teachers or students.
- Third incident of academic dishonesty.
- Harassment or Bullying.

Disciplinary Review

In the case of a student's required withdrawal from a school, a parent of the student may appeal the decision of the administrator to the pastor. The appeal must be made in writing within 5 calendar days. (Diocese of Phoenix School Policies 1.15 B)

****The Pastor of St. Louis the King Parish has the final decision on the expulsion of any student from the school.**

Required Drug Testing

The school reserves the right to require drug testing of any student suspected of using illicit drugs.

Grievance Procedures

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed: In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved. If the 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 school administrator. If the administrator is believed to be acting contrary to diocesan or local school policy, then a parent may have recourse to the pastor.

The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

Student Appeal Process

When a parent or a student (18 years of age) wishes to appeal the decision of the principal, the person will submit the appeal in writing to the pastor and include:

- The subject of the appeal.
- Any factual data, other than hearsay, the person considers appropriate.
- The efforts that have been made to resolve the issue.

An appeal is to be made within 10 working days of the communication of the decision.

The pastor may designate another person to hear the appeal.

The pastor's decision is final and binding and concludes the appeal process.

Principal's and Pastor's Discretion

The Pastor and Principal of St. Louis the King Catholic School may waive any and all regulations for just cause at their own discretion.

Right to Search

St. Louis the King Catholic School reserves the right to search and inspect desks, backpacks, lunch boxes, bags, electronic equipment (cell phone, flash drives,) etc. when those in authority deem it necessary to do so.

GENERAL INFORMATION

Student Records

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the school office.

Both parents, custodial and non-custodial, have access to information about the student's progress as mandated by law. As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of St. Louis the King Catholic School will permit the release of student information to parents and/or legal guardians in accordance with the following procedure:

- The presentation of a written statement of your request to review student records.
- Legal proof of your relationship to the child.
- An appointment to meet with appropriate school personnel at a time mutually convenient for the purpose of the record review

Birthday Policy

Students may celebrate their birthday at school by having free dress for the day. Free dress guidelines must be followed. Because of the Wellness Policy, students/parents are not allowed to bring class unhealthy (candy, cupcakes, etc.) treats to school. Healthy treats are allowed (fruits, vegetables, etc.) No party invitations may be distributed to students at school unless invitations include all students or all the girls or all boys in the class. All other invitations must be sent by mail or by telephone to the child's home.

Field Trips

Throughout the school year, teachers schedule field trips. Field trips in junior high may be overnight and out of town such as:

- Tonto Creek STEM Camp in Payson (6th grade),
- Catalina Island Marine Institute (CIMI) in California (7th grade), and
- Knott's Berry Farm Physics Day in California (8th grade).

The purpose of a field trip is to provide experiences for children that directly relate to academic development or experiences that enrich their knowledge. Field trips are for class group activities not parent-child bonding. Teachers may contact parents to help supervise children on some field trips. The preferred modes of transportation are bus, walking, or public transportation. Private automobiles may also be used.

The school is responsible for having two chaperones per car. In all cases, written permission is required before a child can participate. The school will provide forms for this purpose. At St. Louis the King Catholic School permission slip signed by the parent must be returned to the teacher before the child can go. The school cannot accept a note or phone call.

Field trips are a privilege.

A student may be denied a field trip for failure to do work assigned or lack of proper behavior, and students will not be permitted to attend school-sponsored field trips if they have unpaid tuition balances or other unpaid bills, including day care.

Transportation Policy for Field Trips

It is MANDATORY that chaperones:

- Are not taking medication that would affect their supervision of students.
- Supervise students that are under their care and report misconduct, etc., to the teacher as soon as possible.
- Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.
- Not leave the site of the field trip without the approval of the teacher.
- Not bring other children and adults on a field trip.
- Enforce school rules.
- Consult teacher prior to giving student use of a cell phone.
- Have participated in the Diocesan "Called to Protect" Workshop.

Parent volunteers should not smoke while chaperoning a field trip.

St. Louis the King Catholic School does not provide transportation for its extracurricular sports programs. Parents are responsible for transporting their own children. School volunteer coaches may not transport students to games or practices unless accompanied by another adult.

Visitor Regulations

Parents and other adults should never go directly to the classroom when coming to the school. Pursuant to State Law ARS 13-1502-A1, All parents or other visitors to the school must sign in at the school office and receive a visitor's badge before entering the school grounds. All visitors to a classroom must have permission from that teacher. If parents are helping a teacher or accompanying a class on a field trip, they must sign in at the school office.

Telephone Use

Each classroom is equipped with a telephone that is to be used by the teacher to contact parents, the office, and fellow teachers. Students may utilize the phone only for emergency situations and only with expressed permission of the homeroom teacher. Teachers may allow students to answer the phone if they are not in close proximity to the phone. When answering the phone, students should identify themselves as students and identify their classroom teacher. Students should always be polite and respectful while using the phone. Students are not allowed to use the school phone to call home for forgotten items.

Students may not receive outside calls in the classrooms. Parents who need to get an urgent message to students during the school day must go through the school office, and a message will be delivered appropriately. Parents should call the school office to leave a message for the teacher to call back. It is our policy not to give out teachers' home telephone numbers. If a teacher's number is listed in the school roster, please do not call it unless you have been given specific permission from that teacher.

Fundraising Events and Activities

Fundraising engages the students/school community in positive, creative, and active events that promote socialization and a sense of community. Fundraising activities are initiated from within the school community. Funds raised will primarily go to support the school. Student involvement in fundraising is voluntary but strongly encouraged.

All fundraising activities that take place on campus and or benefit St. Louis the King Catholic School must receive pre-approval from the principal. Several school sponsored organizations hold additional fundraisers throughout the year to help supplement their budgets. In an effort to avoid overlap of events and requests for donations, any school class, organization or club must obtain prior approval to holding a fundraiser, on or off campus that benefits St. Louis the King Catholic School in any way.

A fundraiser, held on the St. Louis the King Catholic School campus, to benefit an outside cause must also receive pre- approval. A form must be filled out and submitted to the development director for the activity or event before it is put on the calendar or publicity created. Forms are available in the school office.

Parent Volunteers

- Parents wishing to serve as volunteers must do the following:
- Participate in the Diocesan mandated Safe Environment Training - Called to Protect - to be eligible to serve parent hours. Failure to attend will preclude parents from volunteering parent hours at any event or activity in which they would have direct contact with students.
- Report to the school office upon entering and exiting the campus to sign in and out. Volunteers must pick up and wear a volunteer identification badge.

Parents who volunteer on campus should never discuss student information (i.e. academic performance, behavior) with anyone besides the school staff.

As school volunteers, parents are acting as agents of the school. Behavior while performing volunteer duties should comply with school rules and policies and should uphold the dignity of the person.

Diocese of Phoenix Code of Ethics

For clergy and Diocesan personnel including volunteers in their ministerial relationships with children, youth and vulnerable adults.

Diocesan Policy requires that they:

- Participate in training programs for a Safe Environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.
- Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program and parish.

Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child protective Service as well as cooperate fully in any police investigation.

After notifying the police as described, the school will report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.

Advise an adult who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult that he or she has the responsibility to report this allegation to appropriate law enforcement and social agencies.

Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

Diocesan Policy prohibits:

- Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
- Any breach of professional trust, which has as its intent sexual contact or activity with minors.
- Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
- Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, and dormitory, apartment, rectory or private living quarters of priests without another adult present.
- Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
- Field trips or other outings involving minors or vulnerable adults in places and situations where no other adults are present.
- Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.
- Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults (wrestling, tickling and other physical "horseplay").
- Giving out to minors or vulnerable adults one's personal phone number, pager and personal e- mail address.
- Taking vulnerable adults or minors to a restaurant for a meal without another adult present.
- Giving alcohol and or drugs to minors or vulnerable adults.

Asbestos

St. Louis the King Catholic School has an inspection and management plan regarding asbestos in the buildings. Our plan meets the requirements of the Environmental Protection Agency (EPA). Periodic required inspections are conducted, and reports indicate that the friable asbestos has been removed or encapsulated. The management plan and inspection reports are available at the school office.

About this Handbook

This handbook contains the bulk of St. Louis the King Catholic School's policies and procedures. Students and parent(s)/ guardian(s) need to read and understand all that is contained herein. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth and successful operation. The school understands that parents/guardians and students may question certain specifics of the handbook. Therefore, parents/guardians and students are encouraged to contact the principal if they have any questions about school policies or procedures. The principal will attempt either to explain the school policy or right the wrong the parent/guardian or student has challenged. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the principal and faculty may indicate serious philosophical disagreement between the school and the parent/guardian or student. In such a case, withdrawal of the student from the school may be necessary.

Right to Amend

St. Louis the King Catholic School retains the right to amend this handbook at any time. Updated versions of the Student/Parent handbook will be published through SchoolSpeak.

