



PARENT/STUDENT HANDBOOK  
2011-2012 SCHOOL YEAR



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St. Louis School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, an accreditation division of AdvancED.

<b>PHILOSOPHY .....</b>	<b>1</b>
<b>MISSION STATEMENT .....</b>	<b>2</b>
<b>OBJECTIVES.....</b>	<b>3</b>
<b>SCHOOL HISTORY.....</b>	<b>4</b>
<b>ACCREDITATION.....</b>	<b>5</b>
<b>ST. LOUIS SCHOOL FACULTY AND STAFF 2011-2012 .....</b>	<b>6</b>
<b>ORGANIZATIONS.....</b>	<b>9</b>
SCHOOL BOARD .....	9
HOME-SCHOOL ASSOCIATION .....	9
<i>Executive Committee</i> .....	9
<b>COMMUNITY BUILDING EVENTS.....</b>	<b>10</b>
BINGO .....	10
BAKE SALE AND SOCIAL .....	10
FAMILY FUN NIGHT.....	10
MAY PROCESSION .....	10
SERVICE DAYS .....	10
ST. NICK NIGHT .....	10
SUNSHINE FAMILY EVENTS .....	10
<b>FUNDRAISING AND DEVELOPMENT ACTIVITIES.....</b>	<b>11</b>
ANNUAL FUND .....	11
BOX TOPS FOR EDUCATION .....	11
FALL FUNDRAISER .....	11
GIANT AND SAFEWAY GROCERY STORES.....	11
GOLF TOURNAMENT.....	11
INNISBROOK GIFT WRAP .....	11
LABELS FOR EDUCATION.....	11
LAPS FOR LEARNING .....	11
SCRIP.....	11
<b>EDUCATIONAL PROGRAMS.....</b>	<b>13</b>
COURSE OF STUDY .....	13
PRE-KINDERGARTEN PROGRAM.....	13
KINDERGARTEN PROGRAM.....	13
GRADES ONE THROUGH FIVE .....	13
GRADES SIX THROUGH EIGHT .....	13
RELIGIOUS INSTRUCTION .....	13
THE ILLUMINATION PROGRAM.....	14
ASSEMBLIES .....	14
FIELD TRIPS.....	14
LIBRARY/MEDIA CENTER.....	15
PHYSICAL EDUCATION .....	15
TEXTBOOKS.....	15
SUMMER READING LISTS AND MATH PACKETS.....	17
<b>STUDENT SERVICES .....</b>	<b>18</b>
ART CLUB .....	18
BAND .....	18
BANKING PROGRAM.....	18
BASKETBALL PROGRAM.....	18
BEFORE AND AFTER SCHOOL CARE .....	18
CARNIVAL DAY .....	19
CHORUS.....	19
DRAMA CLUB.....	19

FIELD DAY .....	19
IT'S ACADEMIC .....	19
JOHNS HOPKINS UNIVERSITY GIFTED AND TALENTED PROGRAM (CTY).....	19
LEGO CLUB .....	19
LITERARY MAGAZINE .....	19
LUNCHTIME.....	19
SCRABBLE CLUB .....	20
SPANISH CLUB.....	20
SPORTS CLUB .....	20
SUMMER CAMP .....	20
STUDENT COUNCIL.....	20
YEARBOOK.....	20
<b>ACADEMIC POLICIES.....</b>	<b>21</b>
ACADEMIC EXPECTATIONS.....	21
ACCOMMODATIONS.....	21
ACRE TESTING .....	22
ASSESSMENTS .....	22
CHILD FIND .....	22
HOMEWORK .....	23
INTERIM REPORTS .....	24
MISSED WORK .....	24
PARENT-TEACHER COMMUNICATION.....	25
POWERSCHOOL - PARENT ACCESS .....	25
PROGRESS REPORTS .....	25
RETENTION PROCEDURES.....	25
SCHOLARSHIPS .....	26
STANDARDIZED TESTING PROGRAM.....	26
STUDENT RECORDS .....	26
WORK HABITS.....	26
<b>ADMINISTRATION.....</b>	<b>28</b>
ADMISSION POLICY .....	28
ADMISSION PRIORITIES .....	29
VOLUNTEERS AND FAMILY SERVICE PROGRAM .....	30
WAITING LIST .....	30
WITHDRAWAL.....	30
TUITION AND FEES .....	30
SCHEDULE OF PAYMENT.....	31
ACCEPTABLE USE POLICY FOR COMPUTERS AND TELECOMMUNICATIONS .....	32
<b>SCHOOL UNIFORM.....</b>	<b>34</b>
PRE-KINDERGARTEN STUDENTS .....	34
BOYS – KINDERGARTEN THROUGH GRADE 8.....	34
GIRLS – KINDERGARTEN THROUGH GRADE 5 .....	34
GIRLS – GRADES 6 THROUGH 8.....	35
COLD WEATHER: SWEATERS AND SWEATPANTS .....	35
SUMMER UNIFORM.....	36
PHYSICAL EDUCATION UNIFORM .....	36
JEWELRY AND MAKEUP.....	36
HAIRSTYLES .....	36
OUT OF UNIFORM DAYS .....	37
UNIFORM EXCHANGE PROGRAM .....	37
LOST AND FOUND.....	37
<b>DISCIPLINE.....</b>	<b>38</b>
POSITIVE REINFORCEMENT .....	39
CONDUCT CARD.....	39
AFTER SCHOOL DETENTION .....	41
SATURDAY DETENTION .....	41
SUSPENSION POLICY.....	41

<i>Procedure</i> .....	42
EXPULSION .....	42
<i>Procedure</i> .....	42
SEARCH AND SEIZURE .....	43
<b>POLICIES REGARDING LEGAL MATTERS</b> .....	<b>44</b>
HARASSMENT POLICY .....	44
<i>Policy</i> .....	44
<i>Scope</i> .....	44
<i>Prohibited Conduct</i> .....	44
<i>Procedure</i> .....	44
CHILD CUSTODY ISSUES .....	45
BUCKLEY AMENDMENT .....	45
BLOOD-BORNE PATHOGENS .....	45
AVAILABILITY OF ASBESTOS MANAGEMENT PLAN .....	45
<b>SCHOOL PROCEDURES</b> .....	<b>46</b>
SCHOOL HOURS .....	46
RESPONSIBILITY FOR STUDENTS BEFORE AND AFTER SCHOOL HOURS .....	46
ATTENDANCE POLICIES .....	46
PERFECT ATTENDANCE .....	47
TARDINESS .....	47
ABSENCE .....	47
STUDENTS LEAVING SCHOOL EARLY .....	48
RELEASE OF STUDENTS TO PERSONS OTHER THAN THEIR PARENTS .....	48
HIGH SCHOOL VISITATION POLICY .....	48
PICK-UP OF STUDENTS PRIOR TO THE END OF THE SCHOOL DAY .....	48
EARLY CLOSING .....	48
LATE OPENINGS .....	48
<i>Lunch</i> .....	49
PETS .....	49
<b>COMMUNICATION</b> .....	<b>50</b>
CHANGE IN ADDRESS/CHANGE IN NAME .....	50
CRISIS/EMERGENCY MANAGEMENT PLAN .....	50
EMERGENCY INFORMATION .....	50
EMERGENCY PLANS .....	50
FIRE DRILLS/STUDENT SAFETY .....	50
RESTRICTED AREAS .....	51
SCHOOL VISITS .....	51
TELEPHONE USE, MESSAGES, AND CELL PHONES .....	51
<b>TRANSPORTATION</b> .....	<b>52</b>
BUSES .....	52
CARS .....	52
<b>HEALTH SERVICES</b> .....	<b>54</b>
HAND WASHING POLICY .....	55
ST. LOUIS SCHOOL PEANUT POLICY .....	55
COUNSELOR .....	56
INSURANCE .....	56
<b>SCHOOL BOARD FAMILY SERVICE PROGRAM</b> .....	<b>57</b>
<b>ADMISSION ACKNOWLEDGEMENT</b> .....	<b>60</b>
<b>FAMILY SERVICE PROGRAM ACKNOWLEDGEMENT</b> .....	<b>60</b>
<b>TALENT RELEASE FORM</b> .....	<b>60</b>

St. Louis School reserves the right to amend the Parent/Student Handbook, and parent(s)/legal guardian(s) will be notified if any changes are made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## Philosophy

*The Saint Louis School Community is comprised of dedicated parents, students, faculty, staff members, administrators, and priests. As teachers who minister to this community, we feel called to serve all in our school setting and to lead them to a Christian awareness of the Catholic faith through our example, through our teaching, and through our love. We, the community of Saint Louis, celebrate our faith and learning in a joyous, nurturing, academic setting.*

*We believe that each student, as a gift from God, is created as a unique individual. In cooperation with the family, we strive to lead our students to acknowledge and develop their God-given abilities. The learning environment is enhanced through a variety of teaching methods and strategies to facilitate maximum achievement for each child. A strong academic foundation is provided in a Christian atmosphere to enable each student to develop his or her strengths in leadership, academics, social skills, and social outreach.*

*Saint Louis School follows the Course of Study of the Archdiocese of Baltimore. Each student is guided to attain his or her level of academic potential. As teachers, we endeavor to provide our students with the necessary skills to face future demands. We strive to develop character of mind, Christian witness, and the ability to make reasonable and responsible decisions in today's society.*

*Committed to academic excellence, the staff of Saint Louis School supports one another, works closely with the administration, and shares a love for teaching in a Catholic environment. The welfare of each student is the motivational force of each of us. As a cooperative team of teachers and administrators, we believe that our primary purpose is to enable our students to become active learners, and to provide the means by which they can grow and develop spiritually, socially, physically, and academically.*

*In accord with our professional commitment, we seek parental input and involvement in the school. We perceive parents as the primary educators of their children. Therefore, we adhere to mutual sharing, communicating, caring, and teaching for the benefit of the children entrusted to us. Together, as a faith community, we journey toward the Kingdom of the Risen Christ.*

*The Saint Louis Community is committed to **knowledge, understanding, truth, justice, hope, and love**. To this end, we focus our beliefs to teach as Jesus taught.*

## **Mission Statement**

*Saint Louis School shares in the education apostolate of the parish. The development of intellect includes an environment that nurtures creativity, joy of learning, and spiritual values. Our goal is to teach as Jesus taught. The personal development of each child occurs in a faith filled environment, leading each child toward self-esteem, responsibility, and accountability. Activities are offered to promote a positive self-concept for each child. In this way, students, parents, teachers, and administrators work through Christ to develop integrity, initiative, cooperation, Christian character, and self-direction.*

## **Objectives**

- To develop an atmosphere in which Catholic Christian principles and attitudes are learned and lived
- To foster an understanding of the basic beliefs and traditions of the Catholic Church so as to experience a total living of our faith
- To prepare students to assume leadership roles and to participate responsibly in the Church and community
- To promote an awareness of and concern for bringing about peace and justice in today's world
- To provide an academic environment in which the student acquires basic learning patterns as well as an eagerness for knowledge and learning
- To recognize the learning style of each student in order to channel the academic process and assist him or her to achieve according to potential
- To provide an academic environment that fosters the freedom to learn without fear of judgment or failure
- To provide the skills necessary to enable students to become independent learners and to challenge students to achieve to the best of their abilities

## **School History**

As one of the first parochial schools in rural Howard County, Saint Louis School opened in October 1923. The school is named for the parish patron saint, King Louis IX of France, who reigned from 1226 to 1270.

The Sisters of Divine Providence of Kentucky staffed the school from its inception until 1976. Since then, the Sisters of the Holy Union (S.U.S.C.), the Sisters of Notre Dame de Namur (S.N.D.), and lay teachers have educated the students of Saint Louis School.

The school shares in the education apostolate of the parish. The development of intellect includes an environment that nurtures creativity, joy of learning, and spiritual values. Personal development occurs in an atmosphere of faith, leading each student toward a sense of self-worth and accountability. Activities offered promote a positive self-identity as becomes maturing Christians. The learning experiences enhance the opportunities for students to develop integrity, initiative, cooperation, and self-direction.

## **Accreditation**

St. Louis School has been recognized by the United States Secretary of Education as a 2010 national Blue Ribbon School.

St. Louis School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Founded in 1895, SACS CASI accredits schools and school systems throughout the United States and overseas. SACS CASI is an accreditation division of AdvancED. AdvancED is also the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the National Study of School Evaluation (NSSE).

Through processes such as accreditation, St. Louis School strives to maintain an environment of excellence in which all students are nurtured and thrive.

## St. Louis School Faculty and Staff 2011-2012

Rev. Monsignor Joseph L. Luca	Pastor
Rev. Gregory Rapisarda	Associate Pastor, School Chaplain
Mrs. Terry Weiss	Principal
Mrs. Mary Ewachiw	Assistant Principal, Coordinator of Mission and Ministry
Mr. Victor Pellechia	Coordinator of Academic Affairs, Admissions Director
Mr. Richard Brotzman	Technology Coordinator
Mrs. Colleen Craig	Development Director
Mrs. Maureen Hurst	Bookkeeper
Mrs. Irene Gadziala	Administrative Assistant
Mrs. Brenda Hossick	Office Assistant
Mrs. Lauren Tyler	Teacher -- Pre-Kindergarten A
Ms. Colleen Farley	Teacher – Pre-Kindergarten B
Mrs. Catherine Oliver	Teachers’ Assistant -- Pre-Kindergarten A
Mrs. Darcy Sutton	Teachers’ Assistant -- Pre-Kindergarten B
Mrs. Margaret Parker	Teacher -- Kindergarten A
Mrs. Linda Wilson	Teacher -- Kindergarten B
Mrs. Coleen Hostutler	Teachers’ Assistant – KA
Mrs. Kaylin Marsden	Teachers’ Assistant – KB
Mrs. Karen Coyle	Teacher -- Grade 1A
Mrs. Kathleen Duckhorn	Teacher -- Grade 1B
Mrs. Deborah Sullivan	Teachers’ Assistant -- 1A
Mrs. Margaret Fritz	Teachers’ Assistant -- 1B
Mrs. Anne Goudreau	Teacher -- Grade 2A
Mrs. Leslie McGowan	Teacher -- Grade 2B
Mrs. Beth Nichelson	Teachers’ Assistant – Grade 2A
Mrs. Kathleen Hrinkevich	Teachers’ Assistant -- Grade 2B
Ms. Michelle Kemp	Teacher -- Grade 3A
Mrs. Amy Vicendese	Teacher -- Grade 3B

Mrs. Frances Thomas	Teachers' Assistant -- Grade 3
Mrs. Barbara Hession	Teacher -- Grade 4A
Ms. Carol Fries	Teacher -- Grade 4B
Mrs. Christa Blake	Teachers' Assistant -- Grade 4
Mrs. Pamela Riggan	Teacher - 5A Homeroom, Language Arts 5A, Math 5, Science 5, Religion 5A
Mrs. Kathleen Dockeray	Teacher -- 5B Homeroom, Lang. Arts 5B, Math 5, Social Studies 5, Religion 5B
Mrs. Janis Rose	Teacher -- 6A Homeroom, Science 6 & 7
Mrs. Marion Conley	Teacher -- 6B Homeroom, Religion 6, Language Arts 8
Ms. Dorothy Peterson	Teacher -- 7A Homeroom, Social Studies 6 & 7, Two Year Algebra 7, Two Year Algebra 8
Mrs. Myrtle Fisher	Teacher -- 7B Homeroom, Religion 7, Language Arts 6
Mrs. Eileen Markert	Teacher -- 8A Homeroom, Science 8, Math 6, One Yr Algebra 7, Geometry 8
Mrs. Maribeth Riser	Teacher -- 8B Homeroom, Math 6, Religion 8, Pre-Alg/Alg 7, Integrated Alg 8
Sister Lois Blessing	Director of the Before School Care Program and the After School Care Program
Mr. Larry Bowes	Facilities
Mrs. Tracey Callens	Teacher -- Computers K-3
Ms. Dani d'Epagnier	Teacher -- Art Pre-Kindergarten-8
Mr. Moises Escobar	Facilities
Mrs. Eileen Gough	Nurse
Mrs. Marie Hatfield	Resource Teacher
Mr. Brad Jones	Facilities Coordinator
Mrs. Raquel Lohmeyer	Resource Teacher, Math 5
Mrs. Lisa McCarthy	Teachers' Assistant -- Grades 5-8
Mrs. Amie Miranda	Nurse
Mrs. Diana Musick	Resource Teacher
Mrs. Maureen Osborne	Counselor
Mrs. Sandra Osborne	Teacher -- Music Pre-Kindergarten-8, Coordinator of the Before School Care Program
Mrs. Kimberly Purvis	Teacher -- Spanish 4-8
Mr. Doug Rhodovi	Facilities
Ms. Debbie Rosenberg	Teacher -- Language Arts 7, Social Studies 8

Mrs. Joan Ryder	Librarian
Mrs. Anne Sanagursky	Lunch Room Coordinator
Mrs. Lori Schenk	Library Assistant
Mr. Patrick Sprankle	Youth Minister
Mrs. Donna Tiffey	Resource Teacher, Math 6
Mrs. Mary Jane Tomasic	Teacher -- Physical Education Pre-Kindergarten-8
Mrs. Jennifer Weglein	Band Director 4-8
Mrs. Deborah Whatley	Teacher – Computers 4-8
Mrs. Zulma Whiteford	Teacher – Spanish Pre Kindergarten-3

## Organizations

### School Board

Subject to regulations from the Archdiocese, the School Board is the advisory body for St. Louis School. The primary responsibility of the School Board is to ensure that the assets and personnel of the school are used to promote and strengthen the school and the parish community. The Board's responsibilities include, but are not limited to, recommending tuition rates each year, acting as a liaison with local/state officials, ensuring implementation of and compliance with policies of the Archdiocese of Baltimore, implementing and/or supporting desirable educational and communication programs, and bolstering the financial strength of the school.

Dr. Joseph Comberiate	Chairperson
TBD	Vice-Chairperson
Mr. Robert Miller	Secretary
Mrs. Sharon Esposito-Mayer	Board Member
Mr. John Lengel	Board Member
Dr. H. Michael Lohmeyer	Board Member
Mr. Barry Fitzpatrick	Board Member
Sr. Peter Marie Chrismer, O.P.	Board Member
Dr. Teresa Colella	Board Member
Mrs. Wanda Kemp	Advisory Member (Ex officio)
Mrs. Denise Garvin	Home-School Association President (Ex officio)
Rev. Msgr. Joseph L. Luca	Pastor
Mrs. Terry Weiss	Principal
Mrs. Mary Ewachiw	Assistant Principal
Mrs. Karen Coyle	Faculty Representative

### Home-School Association

The Home-School Association encourages parents and teachers to work as partners in fulfilling the mission of St. Louis School. The Home-School Association coordinates volunteer opportunities and promotes fund-raising activities. All parents are expected to become actively involved in Home-School Association events. The Home-School Association holds four general meetings during the school year.

### Executive Committee

Mrs. Denise Garvin	President
Mrs. Maureen Jameson	Vice-President
Mrs. Frances Bentley	Secretary
Mrs. Terry Weiss	Principal
Mrs. Mary Ewachiw	Assistant Principal

## **Community Building Events**

### **Bingo**

A few times each year, the Home-School Association hosts family bingo. During this event, children and adults share laughter and light-hearted competition as they play a variety of bingo games.

### **Bake Sale and Social**

Several times each year, the Home-School Association sponsors bake sales after Sunday masses. Held in the parish social hall, these gatherings provide an opportunity for conversation among all members of the St. Louis Parish community.

### **Family Fun Night**

We begin the new school year with an outdoor picnic and movie. Families renew acquaintances and welcome new members of our community.

### **May Procession**

On this wonderful day, our school community honors the Blessed Mother during our May Procession.

### **Service Days**

Students, parents, faculty, and staff members join together on service days to aid the members of our community who are in need of helping hands to perform a variety of tasks such as raking leaves, trimming bushes, picking up trash, cleaning windows, and other miscellaneous chores.

### **St. Nick Night**

St. Nick Night celebrates one of the children's favorite saints. St. Nicholas himself stops by to meet with the children, hear their holiday wishes, and have a photo taken with his young admirers.

### **Sunshine Family Events**

Host ("sunshine") families welcome new members of our community by planning casual get-togethers at local venues.

## **Fundraising and Development Activities**

### **Annual Fund**

Each year, school and parish families are encouraged to participate in the annual fund, the school's primary fundraiser. Families respond generously, and their gifts are used to support and enhance programs that benefit the students.

### **Box Tops for Education**

Saving box tops is a very easy way to raise money for the school. At the beginning of the year, information regarding applicable products is sent home. Families are asked to cut out box tops and send them to school.

### **Fall Fundraiser**

The HSA sponsors a themed event for adults in our parish community to raise funds to support our programming and to foster camaraderie. These fun-filled events are a great way for us to kick-off the school year and usually include wonderful food, music, and dancing.

### **Giant and Safeway Grocery Stores**

Parents, relatives, and friends are encouraged to register their Giant and Safeway bonus cards for the benefit of St. Louis School. Cards need to be re-registered each academic year, and the school receives credit each time a purchase is made.

### **Golf Tournament**

Conducted each spring, the golf tournament is a premier fundraiser that benefits our school by making funds available for technology, scholarship assistance, and improvements. A tremendously enjoyable event, the golf tournament is an opportunity for duffers to display their skills in the verdant setting of a nearby golf course.

### **Innisbrook Gift Wrap**

This sale begins the first full week of school. In addition to gift wrap, Innisbrook also offers stationery, gourmet chocolates, gifts, food, nuts, and ornaments that are available for pick-up prior to Thanksgiving.

### **Labels for Education**

By saving labels from Campbell's, Pepperidge Farm, V8, Swanson, Prego, Pace, and Franco-American products, families and friends enable our school to obtain items such as maps, globes, art supplies, reference materials, and physical education equipment at no cost.

### **Laps for Learning**

Exercise and fun combine to make this event an enjoyable, school-day fundraiser. Students obtain sponsors whose financial support helps to defray the cost of projects, activities, or improvements to the school.

### **Scrip**

The SCRIP program is a year-round fundraiser whose profit reduces tuition for all school families as a line item on the budget, reduces an individual family's tuition, and helps families

earn volunteer hours. The school purchases gift certificates from many stores at a discount and sells the certificates at face value. Once a year, each family receives a credit on their tuition bill for approximately 2% of the gift certificates they have purchased. For every \$100 purchased, a family also earns one-half hour toward volunteer hours. SCRIP is sold after most of the weekend masses, in the morning prior to the start of the school day, and through an envelope that can be sent home with the children.

## **Educational Programs**

### **Course of Study**

St. Louis School follows the Course of Study developed by the Archdiocese of Baltimore. The Course of Study is predicated upon content standards promulgated by national organizations of experts in various disciplines. From this perspective, St. Louis School educates students in reading, English, writing, mathematics, science, social studies, Spanish, computers, physical education, health, fine arts, and library skills. Religious instruction centers on providing the student with opportunities to experience God's love through prayer, scripture, sacraments, and love of neighbor. In addition, the family life program is offered to students in kindergarten through eighth grade, and the students in second grade prepare to celebrate First Reconciliation and First Eucharist.

### **Pre-Kindergarten Program**

Children who are four years of age are invited to attend our pre-kindergarten program. Students attend either a full day or part-time session which is offered Monday through Friday. The program enables children to learn through discovery while introducing them to the school setting.

### **Kindergarten Program**

Our kindergarten program addresses the needs of the whole child. Designed to enable each child to succeed at his or her own ability level, the kindergarten program fosters an eagerness for learning while addressing each child's needs in a positive, loving environment.

### **Grades One through Five**

Classes in grades one through five are primarily self-contained. Areas of instruction include: religion, family life, language arts (reading, phonics, spelling, English, writing, handwriting), mathematics, social studies, and science. Students are instructed in the areas appropriate for each grade level. Subjects such as Spanish, computers, library science, physical education, art, and music are taught by specialty area teachers.

### **Grades Six through Eight**

In grades six through eight, instruction occurs departmentally in the following areas: religion and family life, language arts (reading, English, vocabulary/spelling, writing), mathematics (including pre-algebra, algebra, and geometry), science (including science lab), social studies, Spanish, computers, physical education, art, and music. Students in grade six also receive instruction in library science.

### **Religious Instruction**

Religious education of the students is the responsibility of faculty and staff members who join with parents to model our Catholic faith. Celebration of the Mass is an integral part of our religious instruction. From October through Memorial Day, students in kindergarten through eighth grade participate in a weekly mass at 9:30 a.m. on Tuesdays. Students in fifth grade and above are encouraged to become altar servers. Additional liturgies and prayer opportunities are planned for holy days and other special occasions. Parents are welcomed and encouraged to join us. **The students are expected to attend mass on the weekend with their families.** Daily

prayer is a part of the religious activity in the classroom. Pre-kindergarten students also visit the chapel for prayer-time each week. Opportunities are provided for older students to celebrate the Sacrament of Reconciliation during the school year.

### **The Illumination Program**

The Illumination Program is comprised of a team of specialists who assist and accommodate students of all ability levels in order to optimize the students' learning experience in our school's rigorous curriculum. Utilizing flexible grouping, the Illumination program adapts to the needs of the students. Participants in the program engage in small group and whole group instruction. Some students may have an educational report on file which may highlight specific areas of need. An *Academic Intervention Plan* may be drafted for such students to summarize the student's strengths, needs and accommodations. Our Illumination team may recommend exempting a student, in grades 4-8, from foreign language based upon results of an up-to-date educational assessment that notes deficits in one or more academic areas. Such students will receive extra support in a small group setting. An appropriate comment code will appear on the student's progress report card reflecting exemption from the foreign language course. The Illumination team also partners with core subject teachers to extend the learning of students who would benefit from additional challenges.

### **Assemblies**

Assemblies are an important component of the academic program and of student life at St. Louis School. Assemblies extend and enrich the students' learning, cultural awareness, and appreciation for others. Students are expected to conduct themselves appropriately during assemblies, and students may be denied participation if they fail to meet academic or behavioral requirements.

### **Field Trips**

Field trips are considered an integral part of the educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip **ONLY** if the permission slip is signed by the parent/guardian and returned, along with any fee, to the teacher by the specified date. If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rate quoted reflects total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness or other unforeseen circumstance, a refund is not guaranteed. The teacher must be notified if a child will not participate in a field trip experience. Students who are kept home from the trip will be marked absent. Parents/guardians are encouraged to participate as chaperones on field trips as the need arises; however, due to safety and liability factors, pre-school siblings and other school-age siblings are not permitted on field trips. Adults attending field trips must meet the Archdiocesan STAND requirements. We do not permit parents who are not serving as chaperones to join the group at the trip destination. Due to Archdiocesan regulations, parents are not permitted to transport students to any school sponsored field trips. Students may be denied participation if they fail to meet academic or behavioral requirements.

## Library/Media Center

The Library/Media Center is an integral part of each student's education at St. Louis. It draws all subjects together in a cross-curricular resource center. It is, therefore, an important adjunct to each subject. Through computers, the internet, and an extensive book and encyclopedia collection, the Library/Media Center provides a setting in which each child may achieve his/her maximum academic potential by growing as a life-long reader and researcher.

There is a \$.05 per day late charge for overdue books. If the late charge and/or replacement cost of the book is not paid, the school reserves the right to withhold a student's records.

## Physical Education

Physical education is mandatory for grades K-8 as a departmental subject. Classes are conducted by a qualified instructor. In order to be excused from physical education, a student must present a written note to the instructor from a parent/guardian or doctor.

## Textbooks

### Religion

<u>Grade</u>	<u>Title</u>	<u>Publisher</u>
PreK-6	Faith First	RCL
7	Morality Jesus in the New Testament Mystery of God	RCL
8	Church and Sacraments Church History	RCL
K-8	Family Life Series & Human Sexuality	Benziger

### Language Arts

#### Literature

PreK-4	Scott Foresman Reading	Scott Foresman
5-6	Open Court Reading	SRA/McGraw-Hill
7-8	Literature and Integrated Studies	Scott Foresman

#### English/Spelling/Vocabulary

K	Integrated in Scott Foresman Reading	Scott Foresman
1-3	Grammar Practice Book	Scott Foresman
3-8	Voyages in English	Loyola Press
3-5	Spelling Connections	Zaner Bloser
5-8	Vocabulary Series Blue & A, B, C	Sadlier

#### Phonics

PreK-3	Phonics	Scott Foresman
1	Plaid Phonics	Modern Curriculum Press
<b>Handwriting</b>		
K	Fun with Letters	Zaner Bloser
1-4	Handwriting	Zaner Bloser
<b>Social Studies</b>		
K-4	Social Studies	Houghton Mifflin Harcourt
4	The Maryland Adventure	Gibbs-Smith
5	Horizons United States History	Harcourt
6	Journey Across Time, Early Ages	Glencoe
7	Exploring Our World	Glencoe
8	The American Journey	Glencoe
<b>Science</b>		
PreK	Science	Scott Foresman
K	Thematic Units	Varied Resources
1	Science	Scott Foresman
2-5	Science	Macmillan/McGraw-Hill
6	Earth Science	Holt Rinehart Winston
7	Life Science	Holt Rinehart Winston
8	Physical Science	Holt Rinehart Winston
<b>Health</b>		
5	Health and Wellness	Macmillan/McGraw-Hill
<b>Mathematics</b>		
PreK	Mathematics	Scott Foresman
K-2	Saxon Math	Saxon
3-4	Progress in Mathematics	Sadlier
5	enVision Math	Scott Foresman/ Addison Wesley
6	Mathematics: Application and Connections - Course 1, 2, 3	Glencoe
7	Passport to Algebra and Geometry Pre-Algebra	McDougal Littell Glencoe McGraw-Hill

8	Pre-Algebra Algebra Structures and Methods Geometry	Glencoe McGraw-Hill Houghton Mifflin Houghton Mifflin
<b>Spanish</b>		
PreK-K	Age appropriate resources	
1	First Steps in Spanish	Julio Esteban
2	Primary Spanish	Julio Esteban
3-4	Exploring Spanish	EMC Publishing
5	Viva El Espanol	McGraw-Hill
6-8	ComoTeVa	Glencoe

**Summer Reading Lists and Math Packets**

Summer reading lists and math packets are available on the school website:  
[www.stlouisparish.org/school](http://www.stlouisparish.org/school).

## **Student Services**

### **Art Club**

Art club offers seventh and eighth grade students many opportunities to express and develop their creativity. Students employ a variety of media to design works of art that appear in numerous venues.

### **Band**

Students in grades four through eight may enroll in the Instrumental Music Program. Lessons are held during school hours once a week for one-half hour. It is the responsibility of each student to contact the teacher of his or her academic subject(s) for any missed work. Full band practice is held after school once a week. The school has contracted with the Instrumental Music Program of Columbia, Maryland for this program.

### **Banking Program**

St. Louis has formed a partnership with Sandy Spring National Bank in Clarksville. The bank will open savings accounts for our students with no hidden costs. Once a month during homeroom, middle school tellers accept deposits on behalf of the bank from our students who have established an account. Students may open an account at the beginning of the school year at St. Louis or may go to the branch directly. The school bank will only accept deposits; withdrawals must be made in person at the branch. Deposits must be more than \$.25, and no deposit should exceed \$10 or contain any more than twenty-five pennies.

### **Basketball Program**

An inter-school basketball league offers instruction and games for students in grades one through eight. Students in grades seven and eight may participate in a C.Y.O. league. Information is conveyed through the school office. Sports teams may only represent themselves as St. Louis teams with the permission of the principal and the pastor.

### **Before and After School Care**

Before school care is provided from 7:30 a.m. to 8:45 a.m. The drop-off time is no earlier than 7:30 a.m. If the school day is delayed (e.g. inclement weather), the opening of Before Care is delayed the same length of time. (A two hour delay in the opening of school means that Before Care will begin at 9:30 a.m.) During Before Care, milk and a snack will be provided. The cost for Before Care is \$150 per month for students attending on a full time basis and \$12 per day for students who attend on a part time basis.

After school care is available from dismissal until 6:00 p.m. Students will receive a snack, engage in playtime, and have the opportunity to complete homework. The cost for After Care is \$215 per month for students attending on a full time basis and \$17 per day for students who attend on a part time basis.

St. Louis School students entering pre-kindergarten through eighth grade are eligible to participate in Before Care and After Care. Registration is required to participate in the programs which are licensed by the State of Maryland. To register a student, or for more information, please call the director, Sr. Lois Blessing, at 410-531-6664.

### **Carnival Day**

During the spring, the students enjoy a carnival style day of games and activities. This day is coordinated by faculty and staff members who are assisted by parent volunteers. Proceeds from this day are donated to a cause designated by the school.

### **Chorus**

Students in grades one through four are invited to join the Primary Chorus, and students in grades five through eight are invited to join the Middle School Chorus. The choruses perform at the Christmas program, the Cultural Arts Evening, and selected liturgies and prayer services. Each chorus rehearses once a week.

### **Drama Club**

Drama Club is available to students in grades seven and eight. Interested students select a play, rehearse after school, and stage a dinner theater and a matinee in the spring.

### **Field Day**

Each year in the spring, a day of events is coordinated by the physical education instructor with assistance from parent volunteers. All students participate in the events.

### **It's Academic**

Students in grades six through eight are encouraged to participate in friendly, fun competition through It's Academic. St. Louis students compete against students from other schools in a quiz-bowl style format.

### **Johns Hopkins University Gifted and Talented Program (CTY)**

Each school year, qualifying students are afforded a unique opportunity to identify and develop their talents through participation in the Johns Hopkins University CTY Talent Search. In order to qualify, students must have scored in the 95<sup>th</sup> or above National Percentile bracket in the most recent standardized test administered by our school. This score is limited to certain categories within those covered by the test. Information on the program will be provided to students who qualify.

### **Lego Club**

Students in grades two and three may join the Lego Club. Members of the club design and build objects using a variety of Lego products.

### **Literary Magazine**

Writings and digital drawings produced by the students of SLS are published in an annual publication.

### **Lunchtime**

Students eat in the lunchroom. To ensure standards of cleanliness, students are encouraged to use an anti-bacterial wipe to clean their hands before eating. Students bring their lunch to school. Students who bring peanut butter, almond butter, etc. for their lunch will be directed to eat at the peanut table. **Students may not bring cookies or candy containing nuts.** School lunch is available on Monday through Friday and must be pre-ordered. Milk may also be ordered from the school at the cost designated each year. Students may not use the soda machine during school

hours or after school. Adults are asked not to purchase sodas for students. During recess, students proceed outside (weather permitting) where supervision is provided

**Students are not permitted to bring any electronic toys or devices (including iPod's, hand held games, etc.) to school. Students are strongly discouraged from bringing anything of importance or value in order to prevent loss. Cell phones are prohibited at St. Louis School unless a parent deems a cell phone necessary for off-campus use. Cell phones must be turned off while a student is on school grounds and must remain in the student's backpack. Cell phones may not be used to take photographs at school or on the bus. If a student is attending Before Care, After Care, or a school-sponsored club or activity and needs access to a telephone, the student must ask the permission of the adult on duty who will determine whether the phone call should be made and will assist the student in making the call from a school telephone. Students who violate this policy will receive a Saturday detention, and any cell phone used in violation of this policy will be confiscated and returned to the parent. The student will be prohibited from bringing a cell phone to school. A student's continued violation of this policy may result in suspension or expulsion.**

### **Scrabble Club**

Students in grades four through six may join the Scrabble Club. Students enrich their vocabulary skills while engaging in word building games using both digital and board editions.

### **Spanish Club**

Students in second through fourth grade are invited to participate in the primary Spanish club, while students in fifth and sixth grade are invited to participate in middle school Spanish club. The students enhance their language skills while developing an appreciation for the culture of persons living in Spanish speaking countries.

### **Sports Club**

Students in grades five through eight may join the Sports Club which is held on specific Fridays during the school year. Students participate in a variety of games and practice good sportsmanship.

### **Summer Camp**

Summer camp programs are offered for several weeks during the summer to students enrolled at St. Louis School. Programs such as day camp and sports camp enable students to engage in enjoyable and varied activities. Students are grouped according to age, and programs are offered on a space available basis.

### **Student Council**

Students who participate in Student Council have the opportunity to learn about and participate in the political process, serve others, raise money for the school and for various charities, and have fun. Seventh and eighth grade students are elected to serve as officers, while students in grades five through eight are elected to represent the entire student body.

### **Yearbook**

Eighth grade students are eligible to join the yearbook staff. Students take pictures and work on the design and layout of the yearbook throughout the school year. A hard copy and digital copy of the book are published in June. The yearbook club meets once a week after school.

## **Academic Policies**

### **Academic Expectations**

The administration and faculty set the following academic goals for each student attending St. Louis School:

- that each student will accept the challenge to work to his/her potential
- that each student is encouraged to achieve to the best of his/her ability
- that homework will be completed as a follow-up to daily class activities
- that leadership opportunities be open to all
- that service to others is part of the spiritual and moral development of the student
- that positive self-esteem is a product of responsibility and accountability
- that promotion is determined by academic progress, maturity level, and attendance
- that violations of the school conduct code may result in detention or more serious measures

### **Accommodations**

#### Accommodation Protocol for Archdiocesan Standardized Testing

Stanford 10 Standardized Testing allows for some students to be tested under special conditions if they have received assessments and the reports indicate the need for accommodations. The following statements will help to define the documentation that is required for students to be tested under those specific accommodations.

#### Rationale

By taking the Stanford 10 under special testing conditions, students who have been diagnosed with a learning difference and/or medical necessity are able to participate in the standardized testing program more effectively. Although the individual student's results on the Stanford 10 will not be able to be directly compared to the normative sample and the student's data will not be combined with the overall school data, the testing will provide information on how well a student can perform on the Stanford 10 during optimal testing conditions. Administering the Stanford 10 with the accommodations will provide the opportunity to encourage a student's best performance on the standardized tests.

#### Documentation

In order for a student to be tested under special accommodations, the following criteria must be met:

- A current IEP or
- A current 504 plan or
- An assessment report from a psychologist, psychiatrist, neuropsychologist, or medical specialist within the last three years that indicates a diagnosed learning disability and/or medical disability. This report must include the names of the test administered, explanation of scores and how they impact the functioning of a student, recommendations and suggestions for educational interventions. Recommendations for extended time, scribing, verbatim reading accommodations or oral response must be specified for testing. The report must state what accommodations are necessary for the student to be successful.
- The following indicates what is not acceptable documentation for requesting accommodations on the Stanford 10:

- A letter from a medical doctor diagnosing a learning, behavioral or medical disability that will impact a student's academic success, but does not include an educational assessment, for example, a student is diagnosed with ADHD by the family doctor, but no educational and/or psychological testing has been completed.
- The student has been given special accommodations within the classroom setting as determined by the teacher in conjunction with the principal and parent/guardian, but there has been no assessment supporting accommodations.
- Alternative Intervention Strategies, (AIS Plan) do not qualify students for special testing accommodations unless the plans are supported by formal assessments and reports that indicate which accommodations are necessary.

**This accommodation protocol also applies to the High School Placement Test as well as all other academic assessments.**

### **ACRE Testing**

Each year in compliance with the requirements of the Archdiocese of Baltimore, St. Louis School administers the ACRE, the Assessment of Catholic Religious Education Test. This test is written and published by the National Catholic Educational Association. The assessment is administered to the fifth and eighth grade students.

The NCEA returns to the school a School Report rather than individual student reports. The results highlight the areas of strength and areas for improvement in our religion program and instruction.

These results help the school and the teachers to assess the students' understanding of some basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Church. Results from the ACRE test are valuable for the planning and instruction of religion.

### **Assessments**

Students are assessed in all subject areas, and upon the discretion of the teacher, matters of interest or concern are sent home for a parent's/guardian's signature.

**Midyear and end of year assessments are administered to students in grades 4-8 as follows: Grade 4 – math; Grade 5 – math and language arts; Grade 6 – math and language arts; Grade 7 – math, language arts, science, and social studies(mid-term only); Grade 8 – math, language arts, science, and social studies.**

Cheating and plagiarism are taken very seriously. Any student in grades 4-8 who cheats or plagiarizes will be re-assessed. The administration and the child's parents will be notified. Cheating or plagiarism may also immediately result in after school detention, Saturday detention, suspension or expulsion.

### **Child Find**

If a student is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from private providers or from their local public school system.

School age children who attend a private or religiously affiliated school may be referred for identification by calling the Child Find Program at the Howard County Diagnostic Center (410-313-7046). When a student in a private or religiously affiliated school is referred, the parents are asked to complete a Parent Referral form, Parent/Guardian Questionnaire, and Educational Report form. Written permission is obtained for Howard County Public School System staff to review the student's records, reports from any specialists who have worked with the student, and Educational Reports completed by the student's current teachers. Parents are asked to send the requested information to the principal of the student's neighborhood school where the identification process will be completed.

The process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. A student who is suspected of having a disability is referred to the Individualized Education Program (IEP) team at the child's neighborhood school or St. Louis' neighborhood school. The IEP team meets to receive the referral and to review existing data, information from the parent, instructional interventions and strategies, current classroom-based assessments, and observations by teachers and related service providers. Based on this information the IEP team shall determine the need for assessment.

If assessments are recommended because a disability is suspected, the IEP team obtains written permission from the parent and completes an educational assessment and other assessments as needed.

After the assessments are completed, the IEP team reviews the student's records and results of the assessments, and completes the Evaluation Report to determine eligibility for special education and related services. If appropriate, the IEP team verifies the existence of a disability and identifies staff members who shall participate in the development of the Individualized Education Program (IEP). Copies of the assessment reports, the Evaluation Report, and a written record of the recommendations made by the IEP team are provided to the parent. If the child is determined to be a child with a disability, an IEP is developed.

Federal law requires implementation of an IEP only in the public sector; however, if there is a need for implementation of an IEP, St. Louis School administrators and/or teachers will consult with the parents to determine the most appropriate academic placement for the child.

Every effort will be made by the St. Louis School staff to complete the required paper work, to attend the IEP meetings, and to support the parents. In order to facilitate this process, parents should inform the school administration prior to initiating the Child Find process on their own.

## **Homework**

Homework is a follow-up to class work. It is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner. Some long-term work or projects may be due several weeks from the date assigned.

Students are expected to record their assignments in their homework book. As a convenience for parents who wish to check the accuracy of their child's homework book, assignments are also posted on the school homework website by 5:00 p.m. each day.

Suggested time allotments for homework per day are ten minutes per grade level (e.g. ten minutes per day for students in kindergarten and first grade, and eighty minutes per day for students in eighth grade). This allotment includes time for written work, study, and long-range projects or papers.

Parents/guardians are expected to see that their children fulfill their homework responsibilities. If assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the prescribed work, but a written explanation from a parent/guardian should be provided to the teacher in order to obtain this permission. Conflicts with vacation, sports, or other extra-curricular activities are not a legitimate excuse for failing to complete homework. **Students will be directed to complete the assignment at home and return it to the teacher. Students in grades 4 through 8 will lose points for missing or incomplete assignments.**

At all grade levels, homework may be included in determining the mark on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place to study
- Providing the time required
- Providing assistance to the child as needed
- Emphasizing the need for study
- Assuring the return of the homework to school
- Helping children plan their time so as to complete long term-assignments by the due date

**For students in grades 4-8, forgotten items such as homework, books, binders, projects, etc. will not be accepted at the school office nor may these items be delivered to students. The school office will not accept faxed homework.**

Parents may bring a student's forgotten band instrument or lunch to the school office. Parents may not deliver such items to the classrooms.

### **Interim Reports**

In light of the information available through Parent Access, interim reports will be sent home only for students in first and second grade. These forms must be signed and returned to the homeroom teacher within a week. The interim report, which is distributed at the midpoint of the trimester, affords parents or guardians ample time to help their child improve his/her performance prior to report cards. Parents of pre-kindergarten and kindergarten students will receive frequent communication regarding their child's progress. A parent-teacher conference will be scheduled by the teacher, as needed. Parents are also encouraged to request a conference if they have any questions or concerns.

### **Missed Work**

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed

work. If a child is absent and a parent/guardian would like to pick up the child's work, the parent/guardian should **call the office with the request no later than 9:00 a.m. Requests should not be emailed, as teachers or office personnel may not be able to check email prior to the start of the academic day.** Assignments will be available for pick up after the conclusion of the school day.

### **Parent-Teacher Communication**

A parent-teacher conference will be held at the end of the first trimester for students in pre-kindergarten through fifth grade. Parent-teacher conferences will be offered for students in grades six through eight. Conferences will be scheduled through the school office and notification will be sent home with the students.

Whenever a situation occurs that causes concern, the concern should be addressed at the level where the issue arose. Therefore, the parents should first contact the teacher involved and then, if necessary, contact the principal. **PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS. TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY.** If a conference with the principal or teacher is needed, please call the office or send a note at least a few days in advance of the requested conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time (48 hours), the parents are requested to call the office and leave a message. The principal or assistant principal will then facilitate communication. In the best interest of students, the school welcomes and encourages communication between parents and teachers.

### **PowerSchool - Parent Access**

Through the Archdiocese of Baltimore, St. Louis School subscribes to PowerSchool, a web-based information system. After attending an orientation program, parents of children in grades three through eight may create an account on the PowerSchool website that grants them access to information about their child's school performance. Information such as test scores and completion of homework assignments is available for parents to view on a continuing basis. Parent Access enables parents to remain apprised of and monitor their child's progress.

### **Progress Reports**

Progress reports are distributed three times a year (November, March, and June). The parent/guardian retains the progress reports issued in November and March, signs the report card envelope, and returns the report card envelope within a week to the homeroom teacher.

### **Retention Procedures**

If a student does not complete the required educational programs successfully, the principal may recommend that the student be retained.

- If retention appears to be a possibility, then by the end of January, the teacher, principal, parents, (and student, if appropriate) review the student's work performance to date and discuss the possibilities of his/her academic success for the remainder of the year. This meeting is followed by a written communication to the parents summarizing the meeting.
- No later than March of the school year, the school informs the parent in writing of the possibility of the student being retained in the same grade during the next academic year.
- If for any reason parents/guardians wish their child to be retained in the same grade, the

school principal must be notified in writing by the parents/guardians, no later than March 15<sup>th</sup>.

- The teacher continues to provide all assistance possible and regularly discusses the student's progress with the parents.
- By April, the school informs the parent in writing of its decision regarding retention.

All written communications regarding retention are maintained in the particular student's confidential file. If a student fails one subject for the year (final average E or U), that student must be tutored prior to the new school year.

### **Scholarships**

The Marion Burk Knott Scholarship Fund awards scholarships to qualified students in the fourth and eighth grades whose most recent nationally standardized test scores are in the 95th percentile or above in specified areas. Applications for the Knott Scholarships are available in the school office.

Eighth graders have the opportunity to apply for various high school scholarships offered by certain organizations and the high schools themselves.

### **Standardized Testing Program**

During the spring of the school year, in compliance with the Archdiocesan policy, the Stanford 10 is administered to all students in grades three through eight. Parents will receive a report explaining their child's results. It is very important that all students are present for this testing, and parents/guardians are asked to avoid scheduling out-of-school appointments for their child. **See the accommodations section above.**

### **Student Records**

Student records will be maintained in the school office. Records will be handled with utmost confidentiality and professional ethics. Teachers and other school officials, who have legitimate educational interests, have access to student educational records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed. **These records consist of:**

- Registration form
- Cumulative record of each student's scholastic achievement
- Record of daily attendance (required by law for a period covering five (5) years)
- Individual progress sheets
- Standardized test scores
- Health records
- Eighth grade evaluation form for high school
- Copies of Letters of Recommendation

### **Work Habits**

- Written assignments must be neat, legible, and complete.
- All papers for students in grades three through eight must be headed as follows:

**Student's Name**  
**St. Louis School**

**Subject**

**Date**  
**Grade**

- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- Students in kindergarten through 8<sup>th</sup> grade are required to do homework.
- Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility.
- Requirements for homework are determined by the staff annually and communicated to the parents.

## Administration

### Admission Policy

St. Louis School adheres to the Archdiocesan policy of admission that students who desire an educational experience founded on the Christian philosophy of education and who fulfill the age, health, and academic requirements as stated subsequently, are eligible for admission to Catholic schools in the Archdiocese of Baltimore without discrimination.

Further, it is the policy of St. Louis School not to discriminate on the basis of religion, race, color, and/or national or ethnic origin in the administration of its educational policies and admission policies.

It is the policy of St. Louis School not to discriminate against any applicant because of gender in any educational program and activity. Additionally, students seeking admission to the Catholic schools as a refuge or haven or for reasons that violate the Christian principles upon which the schools are founded are not to be admitted.

The following conditions are required for acceptance:

**Children must be at least four years of age by September 1 and must be able to attend to their toileting needs independently in order to enter the St. Louis School pre-kindergarten program.**

**Under a plan approved by the Maryland State Board of Education, children must be at least five years of age by September 1 for admission to kindergarten. The principal may exercise discretion, in accordance with archdiocesan policy, to grant early admission to kindergarten.**

**A child must be at least six years of age by September 1 in order to enroll in first grade.**

- The birth certificate and baptismal certificate must be presented with the application.
- Children applying for kindergarten will be assessed prior to admission.
- Tests in reading, math, English grammar, and writing will be administered to all applicants for grades one through eight.
- The results of testing, the child's academic records, the child's attendance records, and the child's interest in attending St. Louis School will determine whether the child will benefit from the overall program at St. Louis.
- Pre-kindergarten applications, kindergarten applications, and applications for new students in grades one through eight will be accepted on dates and times announced in the school and in the parish Sunday bulletin. Applications for students entering eighth grade are accepted from students who are transferring from a Catholic school.
- All applications must be accompanied by a non-refundable fee of \$100 per student, with a maximum of \$200 per family. These applications will be accepted in compliance with the Admission Priorities.
- A new student is admitted for a three month probationary period. If, during that time, the school is unable to meet the student's academic, emotional, or social needs, proper placement and evaluation will be recommended by the school administration. Such a recommendation

would occur only after conferences with the parents.

It is the policy of St. Louis School that preference will be given to parishioners of St. Louis Church as long as all other requirements are met.

Immunization records and general health examination reports are required of all students.

All students entering school must have the following minimum immunizations:

- Four (4) doses of DTP/DtaP, if less than 7 years
- Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DTaP, DT, or Td) for children 7 years or older
- Three (3) Polio
- Two (2) Measles
- One (1) Rubella – two (2) are required for students entering pre-kindergarten
- One (1) Mumps -- two (2) are required for students entering pre-kindergarten
- Proof of vaccination against Varicella (Chickenpox) or a doctor's documentation that the student had the disease (month and year the student had the disease is required)
- Vaccination against Hepatitis B (a series of 3 vaccinations) -- A student who has begun the series may attend school while in the process of completing the hepatitis B vaccination series; however, the parent or guardian must present documentation of appointment(s) to receive the remainder of the required doses(s).
- Pre-kindergarten students must also have received vaccinations for Haemophilus influenzae type b and pneumococcal diseases.

To be acceptable, the evidence of immunization furnished for admission to school must be received on an official immunization record and certified by a physician or health officer.

These regulations do not apply to a pupil who presents a written statement from a licensed physician or a health officer indicating that immunizations against any of the above mentioned diseases are considered medically contraindicated, detrimental to, or not in the best interest of the child's health.

### **Admission Priorities**

Applications for new students will be accepted on dates to be announced. Admission is dependent upon the availability of openings and is based upon the following priorities:

- Children of registered St. Louis Parish families who have brothers and/or sisters in the school
- Length of time registered at St. Louis Parish and participation in parish life
- Children of newly registered families moving into St. Louis Parish, transferring from another parochial school
- Children of newly registered families moving into St. Louis Parish
- Children of Catholic non-parishioners
- Non-Catholics

The religion of non-Catholic students will be respected; however, the parents of such students will agree prior to admission that the non-Catholic student will fully participate in the St. Louis School religion curriculum, prayer, liturgies, and activities, with the exception of those activities

not permitted by the Catholic Church, such as receiving sacraments.

### **Volunteers and Family Service Program**

Parents and guardians of the students in St. Louis School are encouraged to become actively involved in the school by volunteering. The School Board established the Family Service Program to promote parent involvement in the school, to help provide the best possible Christian education for the children of St. Louis School, and to defray the cost of tuition by having families perform service hours in support of the school’s administration, faculty, and fundraising activities. Pursuant to the Family Service Program, each family is required to complete service hours. Please read the St. Louis School Family Service Program at the end of this handbook.

All volunteers are required to comply with Archdiocesan policies and procedures for the protection of youth and children.

### **Waiting List**

Students remain on the waiting list until open registration of the next calendar year.

### **Withdrawal**

Parents are required to notify the principal, in writing, as soon as the decision is made to withdraw their child/children. This allows us to accept new students.

### **Tuition and Fees**

Each year, tuition rates are recommended by the School Board and approved by the pastor. The School Board meets with the families in March to present the tuition rates for the following year. The tuition for each child is “at cost.”

When calculating tuition, the school applies funds received through the Maryland Nonpublic Student Textbook Program to help offset the expenses for student books, thereby reducing the total amount charged to parents/guardians. For the 2011-2012 school year, St. Louis School received \$41.29 per child from the Maryland Nonpublic Student Textbook Program.

### **Tuition for the 2011-2012 school year is as follows:**

#### **Full Day Pre-Kindergarten through Grade Eight**

Parishioner - per child	\$6590/year	\$659/monthly
Non-parishioner – per child	\$8590/year	\$859/monthly

#### **Half Day Pre-Kindergarten**

Parishioner – per child	\$4390/year	\$439/monthly
Non-parishioner – per child	\$5,690/year	\$569/monthly

Members of St. Louis Parish or any Archdiocese of Baltimore parish are afforded the parishioner rate.

After attending St. Louis School for one year, families may apply for tuition assistance on an annual basis. A limited amount of tuition assistance is available and is apportioned among families who demonstrate financial need.

A fee is assessed for eighth grade students. The amount of the fee is determined annually in light

of the cost of special events and activities associated with eighth grade, but recently, the fee has amounted to approximately \$300. The fee is payable in two installments, and parents of eighth grade students will receive additional information about the amount of the fee and the payment schedule.

### **Schedule of Payment**

The tuition is to be paid in ten (10) equal installments due as follows: April 30, June 30, August 31, September 30, October 31, November 30, December 31, January 31, February 28, and March 31. The initial tuition deposit due April 30 is non-refundable.

A late fee, to be determined annually by the school administration (\$25 per month for 2011-2012), will be incurred for any tuition installment **received** after its due date. The late fee will be automatically assessed on the next tuition statement. **Payments will be first applied to late fees, with the remainder applied to tuition.**

If an initial tuition deposit is not received by the due date of April 30, school administration has the right immediately to fill student vacancies with new applicants beginning on May 1 of each year.

Advance payments are encouraged and are accepted at any time.

Parents are responsible for any lost books or books damaged by the student currently using them.

There is no re-registration fee for children returning to the school.

**Any returned checks will carry a fee of \$20 and will necessitate payment by money order or cashier's check. We cannot accept cash as payment for tuition or registration.**

**The school is able to accept automatic payment of tuition from a checking or savings account. Please contact the school bookkeeper for an Authorization Agreement in order to participate in this program.**

**Since tuition income is used to meet the teachers' salaries, it is necessary that the payment schedule be met with regularity and promptness.** Failure to make a payment during the month due will cause the account to be considered delinquent. A delinquent status of an account is not removed until payment is made or until the proper arrangements have been made with the principal or the pastor.

**St. Louis School reserves the right to refuse to provide any official school record, including interims, report cards, and diplomas, to a parent(s) or other educational institution until all tuition, fees, and other financial obligations to the school are satisfied in full. Also, if tuition is in arrears, re-registration for the following school year will not be accepted.**

Anyone who is unable to fulfill the tuition obligation because of personal financial difficulties should discuss his/her situation with the principal. The principal and pastor will reach an agreement that is in the best interest of all concerned.

## **Acceptable Use Policy for Computers and Telecommunications**

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources.

With these opportunities come responsibilities and restrictions. St. Louis School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *CyberSitter*, for their protection. Students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action including suspension or expulsion.

**All users of the network, within the boundaries of St. Louis School, are responsible for adhering to the following guidelines. Acceptable uses of the Internet are activities that support learning and teaching. Unacceptable uses of the network include, but are not limited to:**

- Violating the rights of privacy of others
- Using profanity, obscenity, or other offensive language
- Unauthorized copying of materials or installation of software
- Revealing home phone numbers, addresses, or other personal information while using Internet resources
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that may be offensive to others
- Sharing of passwords, if provided, or attempting to discover another's password
- The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs

St. Louis School, in accordance with the Technology Committee of the Archdiocese of Baltimore, will be responsible for teaching students about these guidelines and supervising and guiding student access to the Internet.

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to develop community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

## School Uniform

The school uniform is purchased through **Flynn & O'Hara School Uniforms:**

**Online Ordering:** [www.fando.net](http://www.fando.net)

**Phone Orders:** 1-800-441-4122

**Web:** [www.flynnohara.com](http://www.flynnohara.com)

**Store Location:** Burwood Village Center, 1608 W. Furnace Branch Road, Glen Burnie, MD 21061 410-684-2816

### **ONLY SPECIFIED ITEMS MUST BE PURCHASED THROUGH FLYNN & O'HARA.**

#### **Pre-Kindergarten Students**

- Pre-K students wear the St. Louis School physical education uniform which consists of: St. Louis navy shorts, a St. Louis School t-shirt, a St. Louis sweatshirt or St. Louis spirit wear sweatshirt, blue sweatpants, white ankle/crew socks (without logos), and tennis shoes (**without lights or wheels**, plain shoe laces).
- Students wear the St. Louis t-shirt and shorts from September-October 14<sup>th</sup> and from April 1-the end of the school year.
- From October 15<sup>th</sup> through March 31<sup>st</sup>, students wear blue sweatpants and the St. Louis sweatshirt or St. Louis spirit wear sweatshirt over their St. Louis t-shirt and shorts.
- The physical education t-shirt, shorts, and sweatshirt are monogrammed and must be purchased through Flynn & O'Hara.  
The St. Louis spirit wear sweatshirt is sold at school.

#### **Boys – Kindergarten through Grade 8**

- **Navy slacks** (corduroy is permitted during the winter)  
Belts must be worn by students in grades 3-8.
- **White short/long sleeve polo shirt or white short/long sleeve dress shirt**  
Shirts must be tucked in at all times.  
During cold weather, a white turtleneck may be worn in lieu of the polo shirt or dress shirt.  
Eighth grade students may wear a red polo shirt ordered through the school.
- **White ankle/crew socks or navy crew socks (socks must be without logos)**  
All socks must be visible above the shoe.
- **Brown, black, or saddle shoes as specified on the flyer distributed to parents (plain shoe laces)**
- **If a student in kindergarten through seventh grade needs a sweater during the school day, the monogrammed, St. Louis sweater purchased through Flynn and O'Hara must be worn. Eighth grade students may wear a red sweatshirt ordered through the school.**
- CYO basketball sweatshirt, phys. ed. sweatshirts, or other sweatshirts may not be substituted for sweaters.

#### **Girls – Kindergarten through Grade 5**

- **St. Louis plaid jumper or uniform plaid slacks** (both purchased from Flynn & O'Hara) or **solid navy slacks**
- **White short/long sleeve blouse with a plain Peter Pan collar (no trim) or white banded-bottom polo shirt**  
The banded-bottom polo shirt is purchased from Flynn & O'Hara and may be worn only with the slacks.  
The blouse must be tucked in at all times. The banded-bottom shirt need not be tucked

in.

During cold weather, a white turtleneck may be worn in lieu of the blouse or banded-bottom polo shirt.

- **White ankle/crew socks or navy knee highs (socks must be without logos)**  
White socks must be visible above the shoe; navy knee highs may not be rolled down.  
During cold weather, navy blue tights, not stockings/pantyhose, may be worn alone or with navy knee highs but not with white socks. Black tights are not part of the school uniform.
- **Brown, black, or saddle shoes as specified on the flyer distributed to parents (plain shoe laces)**
- **If students in kindergarten through fifth grade need a sweater during the school day, the monogrammed, St. Louis sweater purchased through Flynn and O'Hara must be worn.**
- Phys. ed sweatshirts or other sweatshirts may not be substituted for sweaters.
- Hair accessories are limited to the following colors: matching uniform plaid, navy, green, white, yellow, or red.

#### **Girls – Grades 6 through 8**

- **St. Louis plaid kilt (no higher than two inches above the knee when kneeling down) or uniform plaid slacks** (both purchased from Flynn & O'Hara) or **navy slacks**.
- **White short/long sleeve blouse, white short/long sleeve polo shirt, or white banded-bottom polo shirt**
- The banded-bottom polo shirt is purchased from Flynn & O'Hara.  
During cold weather, a white turtleneck may be worn in lieu of the blouse, polo shirt, or banded-bottom shirt.  
The polo shirt or blouse must be tucked in at all times. The banded-bottom shirt need not be tucked in.  
Eighth grade students may wear a red polo shirt ordered through the school.
- **White ankle/crew socks or navy knee highs (socks must be without logos)**
- White socks must be visible above the shoe; knee highs may not be rolled down.  
Eighth grade girls may wear red knee highs (not rolled down) or red tights.  
During cold weather, navy blue tights, not stockings/pantyhose, may be worn alone or with navy knee highs but not with white socks or red knee highs. Black tights are not part of the school uniform.
- **Brown, black, or saddle shoes as specified on the flyer distributed to parents (plain shoe laces)**
- **If students in sixth or seventh grade need a sweater during the school day, the monogrammed, St. Louis sweater purchased through Flynn and O'Hara must be worn. Eighth grade students may wear a red sweatshirt ordered through the school.**
- CYO basketball sweatshirts, phys. ed. sweatshirts, or other sweatshirts may not be substituted for sweaters.
- Hair accessories are limited to the following colors: uniform plaid, navy, green, white, yellow, or red.

#### **Cold Weather: Sweaters and Sweatpants**

If a student needs a sweater during cold weather, only the monogrammed sweaters purchased

through Flynn & O'Hara may be worn. Three styles are available in cotton or acrylic: V-neck cardigan; crew neck pullover; V-neck pullover. In lieu of wearing a sweater, eighth grade students may opt to wear a red sweatshirt ordered through the school. CYO basketball sweatshirts, phys. ed. sweatshirts, or other sweatshirts may not be substituted for sweaters. During cold weather months, girls may wear navy blue tights (**not** stockings/pantyhose) alone or with navy knee highs but not with white socks. Black tights are not part of the school uniform. Girls may also wear navy blue sweatpants or spirit wear pants under their skirts or jumpers while traveling to and from school and during outdoor recess. The sweatpants/spirit wear pants are to be removed when the girls enter the building. Pajama-style, lounge-wear pants are **not** permitted.

### **Summer Uniform**

The summer uniform consists of khaki shorts (girls in grades 6-8 may wear khaki shorts or khaki skorts), white short sleeve polo shirt, white ankle/crew socks (without logos) that are visible above the shoe, and uniform school shoes. Athletic shoes may not be worn with the summer uniform. Belts must be worn by students in grades 3-8. The summer uniform may be worn from August until October 14th and from April 1st through June. The khaki shorts and skorts must be purchased through Flynn & O'Hara. **The summer uniform is not mandatory; in lieu of the summer uniform, students are to wear their regular uniform. The physical education uniform may not be substituted for the summer uniform.**

### **Physical Education Uniform**

The physical education uniform consists of St. Louis navy shorts, a St. Louis t-shirt, a St. Louis sweatshirt or St. Louis spirit-wear sweatshirt (sold at school), blue sweatpants, white ankle/crew socks (without logos), and tennis shoes (without lights or wheels, plain shoe laces). From October 15<sup>th</sup> through March 31<sup>st</sup>, blue sweatpants and the St. Louis sweatshirt or St. Louis spirit wear sweatshirt must be worn over the St. Louis t-shirt and shorts. The physical education t-shirt, shorts, and sweatshirt are monogrammed and must be purchased through Flynn & O'Hara. The CYO basketball sweatshirts are not part of the uniform.

### **Jewelry and Makeup**

Girls and boys may wear a watch. Girls may wear one pair of post earrings (one earring in the lobe of each ear). Boys may not wear earrings. A cross or religious medal may be worn around the neck. If a cross or religious medal is worn, it must be attached to a **thin** chain, not to a neckband, etc. One ring may be worn. No other jewelry is permitted. No make-up, nail tips, or nail polish (including clear polish) may be worn. Make-up is not to be worn at any school related functions (e.g.: Cultural Arts Night, Christmas program, band concerts, May Procession, Science Fair, Social Studies Fair, etc.).

### **Hairstyles**

Haircuts for boys and girls should be simple. Fad hairstyles are not permitted; this includes but is not limited to dying, bleaching, coloring, or highlighting one's hair. Determination as to what constitutes fad hairstyles will be made by the administration. Beads may not be worn in the hair. Hair wraps and hair extensions are not permitted. Bangs must be above the eyebrows for boys and girls. Boys' hair must be above the ear and above the top of the collar. Girls' hair must be out of the eyes. Hats may not be worn in the school building, including out of uniform days.

## **Attire for School Functions**

During school-sponsored functions (e.g. Science and Social Studies Fairs, band trips, field trips, retreats, performances, etc.), students represent the school and are expected to adhere to the school's standards regarding appropriate attire, decorum (e.g. no chewing gum), and conduct. The school administration may preclude a student who does not comply with the school's standards from participating in the event or future events and may issue other appropriate consequences.

### **The following are unacceptable with regard to the school and/or physical education uniform:**

- Leggings, navy blue stockings, black tights
- Socks not visible above the shoe; white socks with logos
- T-shirts/undershirts with logos or in colors other than white
- Bracelets of any kind, including Silly Bands, Live Strong type wrist bands, ankle bracelets; hoop earrings of any size; necklaces
- Make-up, nail polish, or nail tips
- Hats worn in the building
- Hair wraps, hair extensions, hair beads
- Dyed, bleached, colored, or highlighted hair
- Pajama-style pants

## **Out of Uniform Days**

Occasionally, students are given the privilege of attending school out of uniform. This may occur on specified out of uniform days or on designated NUT/PEANUT card redemption days (Thursdays and Fridays). (NUT/PEANUT cards may not be redeemed on days when the students will attend church for mass, prayer services, Reconciliation, etc.) In all cases, out of uniform attire must be appropriate for St. Louis School. Students will be asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate. Students may not wear explicit or offensive clothing, skirts/dresses/skorts shorter than 2" above the knee, torn clothing, excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, flip flops, or sandals. **Shorts are permitted if they are the required length (no more than 2 inches above the knee).**

## **Uniform Exchange Program**

St. Louis has a Uniform Exchange Program. Several times a year, parents are given the opportunity to obtain gently used uniforms that have been donated by parents whose children have outgrown the items. This service is free, and uniform donations are accepted year-round.

## **Lost and Found**

Each item of clothing and all lunch boxes should be labeled with the owner's name. If a child loses a piece of his/her uniform, a lunch box, or other item, he/she should check Lost and Found. At the end of each month, unclaimed items are donated to a charity.

## Discipline

One of the primary goals of Catholic School education is to assist parents with the religious formation of their children. We aim to accomplish this by endeavoring to keep Jesus Christ at the center of the education process. Jesus, who is the perfect image of God the Father, is indeed the reason for our existence, the unseen teacher in every classroom, and the ultimate model of behavior within the school community.

With this in mind, our discipline structure is geared toward empowering the young people entrusted to our care with the ability to make good choices and to recognize themselves and others as created in God's image. In this spirit, it is the responsibility of the St. Louis School community to create a welcoming environment in which everyone feels he/she belongs. Students and teachers thrive in an atmosphere of mutual trust and respect. Therefore, we have adopted a policy of zero tolerance for the mistreatment of anyone in our school community: student, volunteer, teacher, bus driver, administrator, parent, maintenance staff, and visitors. This policy is an expression of our desire to make St. Louis a community of peace by reminding us that peaceful behavior is the only acceptable behavior in our school.

It is our hope that this philosophy of discipline will enable all members of the St. Louis School community to participate in the promotion and development of a peaceful environment that actively respects the dignity of all. Such a community atmosphere will provide the parameters within which all members of the school community, especially our students, will have the freedom to grow in their love for God as well as in their love and respect for themselves and one another.

The following are school-wide policies. Teachers may have other regulations not listed here. Students are bound by the following rules and by the teacher's rules.

1. Students are to be on time for school.
2. To show respect for teachers and fellow students, quiet will be maintained in the corridors.
3. Students are to be on time for each class and in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
4. Each student is to have all the necessary materials for class.
5. Each student is to comply with the uniform requirements.
6. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read materials other than those assigned, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
7. Each student is to refrain from calling out and from talking to others while instruction is ongoing, during study periods, or when tests are underway.
8. Students are to avoid any action that is distracting to others.
9. Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks.
10. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. Students are not to raise issues about their tests, grades, and/or punishments during class, but rather, they should

- see the teacher when it is convenient in order to resolve such difficulties.
11. The location of desks, the condition of windows, blinds and lights, etc. are the teacher's responsibility; students are not to regulate these unless directed to do so.
  12. Students should always enter and leave a classroom quietly.
  13. Eating or drinking must take place in the cafeteria only, with exceptions as noted by the faculty and staff.
  14. Chewing gum is prohibited on school property.
  15. Students are not permitted to use the soda machine in the kitchen.
  16. Electronic toys or devices (including iPod's) may not be brought to school. Students are strongly discouraged from bringing anything of importance or value in order to prevent loss.
  17. Cell phone use is prohibited during the school day, while attending Before Care or After Care, and while participating in extra-curricular activities.

### **Positive Reinforcement**

Positive reinforcement is an important tool that helps students to grow as persons of strong, admirable character. Among other positive reinforcement techniques, St. Louis School utilizes a N.U.T. (No Uniform Today) program for students in grades 4-8. All faculty and staff members receive N.U.T. cards each month to distribute to students who display awesome effort, show kindness to others, and follow our Golden Graces. The NUT card enables a student to come to school out of uniform.

This program extends to our students in grades K-3 who may receive PEANUT cards as a reward for their awesome effort, kindness to others, and adherence to the Golden Graces. In addition to acknowledging individuals through the use of PEANUT cards, the students in Kindergarten through third grade may earn rewards as a class.

**NUT/Peanut Card redemption days are Thursdays and Fridays. (NUT/Peanut cards may not be redeemed on days when the students will attend church for mass, prayer services, reconciliation, etc.)** In all cases, out of uniform attire should be appropriate for St. Louis School. Students will be asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate. Students may not wear explicit or offensive clothing, skirts/dresses/skorts shorter than 2" above the knee, torn clothing, excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, flip flops, or sandals. **Shorts are not permitted unless they are the school uniform shorts or the school physical education shorts.**

### **Conduct Card**

Each student in grades four through eight will receive an electronic and paper conduct card. Any faculty or staff member who observes a behavioral infraction will inform the student that he/she will receive a demerit(s). The faculty or staff member will then enter the demerit(s) on the student's electronic and paper conduct cards and send an email to the parents notifying them of the demerit(s). If a student accumulates four demerits in one trimester, the student will serve an after-school detention. If a student accumulates three after-school detentions in one trimester, the student will, at the discretion of the administration, serve Saturday detention or may be

suspended; the administration together with the faculty or staff member who issued the demerit(s) will determine whether Saturday detention or suspension is warranted.

At any time, a student, parent, teacher, or administrator may request a conference to discuss the student's behavior. Through communication, the student, parent, and school can aid the student in improving his/her behavior. To this end, the student, parent, and school may develop a behavior contract to support the student in his/her effort to modify behavior.

Other important aspects of the conduct card:

1. The severity of the incident will determine the number of demerits issued.
2. New conduct cards will be issued each trimester. Accordingly, students begin every trimester with a "clean slate."
3. Misbehavior in band, drama, chorus, sports club, or other after-school activities will be addressed by the moderator of the activity and is not reflected on the conduct card. (Please note: At the discretion of the school administration or the moderator of the activity, consequences will be issued for any misbehavior occurring during a school related event, whether the event is held on or off the St. Louis campus.)
4. Certain infractions such as forgery, stealing, copying, cheating, vandalism, fighting, or other serious matters may immediately result in an after school detention, Saturday detention, suspension, or expulsion.
5. When a student accumulates four demerits, he or she must have a parent sign the detention notice.
6. After school detentions will be held on Tuesdays from 3:45 p.m. to 4:45 p.m.

**The following infractions are deemed to be serious and may warrant an automatic after-school detention, Saturday detention, or suspension:**

- Disrespect for administration, faculty, staff, adult volunteers, or other students
- Cyber, verbal, and/or physical bullying ("Bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission and the education of any student.)
- Use of obscene, profane, or abusive language or gestures
- Inappropriate conduct on a school bus
- Disruptive behavior
- Repetition of minor offenses with no sign of improvement
- Stealing, cheating, lying, forgery, copying, or plagiarism
- Leaving school grounds without permission
- Entering the kitchen or pantry without an adult present
- Refusal to obey school rules or regulations
- Threatening, intimidating, or inflicting physical harm upon another person
- Fighting and other acts of violent behavior
- Willful destruction of personal, school, or church property
- Truancy
- Possession of matches, a lighter, a knife, a needle or any other dangerous object

- Possession of alcohol or drugs
- Harassment of any kind by word or manner
- Bringing to school inappropriate books, magazines, CD's, etc.
- Violations of the cell phone policy
- Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive or dangerous behavior.

The severity of the infraction will determine whether the student receives an after-school detention, Saturday detention, or suspension. The principal will evaluate the severity of the situation.

### **After School Detention**

The disciplinary procedures for an **after-school detention** are as follows:

When a student receives after-school detention, a notice will be emailed to the parent(s) or guardian stating the date and time the detention will be served. This notice is to be signed by the parent(s)/guardian and returned to the teacher who issued the detention. The detention will be held from 3:45-4:45 p.m. the Tuesday following the date the detention was received. In the event that the school needs to reschedule the day on which after-school detention will be served, the parent(s) or guardian will be notified.

The parent(s) or guardian will be responsible for making the appropriate arrangements for transportation of the child on the day the detention will be served. **Lunch detention will NOT be permitted in lieu of after-school detention.** If the student's behavior does not improve, the teacher will notify the parent(s) or guardian to arrange a conference. The conference will include the principal or assistant principal (if necessary warrants), the parent(s) or guardian, the student, and the teacher.

### **Saturday Detention**

Saturday detention will be held in order to address serious infractions. The administration along with the teacher will determine if an infraction warrants attendance at Saturday detention.

- A teacher will monitor Saturday detention which will be served from 8:00 a.m. to 10:00 a.m. on scheduled Saturdays throughout the school year.
- A student's attendance is mandatory. At the principal's discretion and only for limited reasons may a student be permitted to reschedule the date on which the detention is served.
- During Saturday detention, a student will perform service activities and will write an essay about the behavior that caused him/her to serve detention.
- When parents are late for pick-up, the childcare cost will be \$1 per minute to be paid at the time of pick-up.
- If a student is more than half an hour late for Saturday detention, he/she must serve an hour of Saturday detention at the next scheduled session.
- In the event that Saturday detention will be rescheduled due to inclement weather, the teacher monitoring the session will contact the parents of the students who are scheduled to attend.

### **Suspension Policy**

The administrators reserve the right to suspend a student from school for any serious infraction of school rules and regulations.

### **Procedure**

- 1) Parent or guardian is notified immediately after the infraction has occurred, and a conference is held with all parties involved. The parent/guardian must then keep the student out of school for the number of days determined by the administration.
- 2) When the student returns to school following a suspension, he/she must report to the principal's office prior to entering the classroom.
- 3) Within a week after returning to school, a student who has served a suspension is responsible for obtaining and completing all schoolwork that was missed during the suspension.
- 4) Until readmitted to school, a student serving a suspension may not attend school functions or participate in extra-curricular activities.

### **Expulsion**

The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the St. Louis School student. The administration reserves the right not to re-admit an expelled student at a later date. Grounds for expulsion may include, but are not limited to:

- Use or possession of weapons, tobacco, or other potentially harmful substances on school grounds
- Physical assault on any member of the administration, faculty, or staff
- Receiving repeated suspensions
- Disrespect for administration, faculty, staff, adult volunteers, or other students
- Cyber, verbal and/or physical bullying (Bullying includes persistent teasing, poking, hitting, or extorting money, food, or other possession from another student. It can also include physical and verbal aggression as well as social alienation.)
- Use of obscene, profane, or abusive language or gestures
- Inappropriate conduct on a school bus
- Disruptive behavior
- Repetition of minor offenses with no sign of improvement
- Stealing, cheating, lying, forgery, copying, or plagiarism
- Leaving school grounds without permission
- Refusal to obey school rules or regulations
- Threatening, intimidating, or inflicting physical harm upon another person
- Fighting or other acts of violence
- Willful destruction of personal, school, or church property
- Truancy
- Possession of matches, lighters, knives, needles, or any other dangerous object
- Possession, use, sale, or distribution of alcohol or drugs
- Harassment of any kind by word or manner
- Possession of inappropriate books, magazines, CD's, etc.
- Bomb threats
- Any other types of behavior, not specifically stated in this handbook, that the administration considers disruptive or dangerous acts.

### **Procedure**

The parent(s) or guardian is notified, and a conference is held immediately. If the principal decides to proceed with expulsion procedures, Archdiocesan guidelines are followed.

**Search and Seizure**

Desks are the property of St. Louis School and may be searched at any time. The principal, or the principal's designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

## **Policies Regarding Legal Matters**

### **Harassment Policy**

#### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability, handicap, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

#### **Scope**

This policy applies to all students in the Archdiocesan elementary, middle, and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any other school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

#### **Prohibited Conduct**

- A. For purposes of this policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, handicap, disability, or protected activity, that:
  - (i) Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, religion, age, handicap, or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

#### **Procedure**

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment without delay, before it becomes severe or pervasive, so that proper action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Division of Catholic Schools.

### **Child Custody Issues**

Parents should provide the school with any information and documentation regarding child custody, if applicable. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school. Non-custodial parents should provide the school with all essential information such as home address, email address, emergency phone numbers, etc.

### **Buckley Amendment**

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children--unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

### **Blood-borne Pathogens**

St. Louis School complies with all blood-borne pathogen requirements. To review the blood-borne pathogen exposure control plan or for questions regarding the plan, please contact the school nurse.

### **Availability of Asbestos Management Plan**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress.

This plan may be reviewed during normal business hours without cost or restriction.

Please call the school office at 410-531-6664 with any questions about reviewing the school's management plan.

## **School Procedures**

### **School Hours**

Students in pre-kindergarten attend either the full day session from 9:00 a.m. to 3:35 p.m. or the half-day session from 9:00 a.m. to 1:00 p.m. Pre-kindergarten sessions are held Monday through Friday.

The school day for students in kindergarten through eighth grade begins at 9:05 a.m. and ends at 3:40 p.m. Students may enter their homerooms at 8:45 a.m. Students arriving after 9:05 a.m. are tardy and must report to the office for a late slip.

### **Responsibility for Students Before and After School Hours**

St. Louis School admits students in kindergarten through eighth grade at 8:45 a.m. and dismisses students at 3:40 p.m. The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents that may occur. Parents are advised, therefore, for the safety of their children, to follow the times stipulated when dropping off or picking up students.

**During the first week of school only, parents may accompany their child/children to the classroom. After this time, when a child reaches the school building, he/she must proceed to class independently.**

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated time.

Before school care is available from 7:30 a.m. to 8:45 a.m. If school is delayed due to inclement weather, the opening of before care is also delayed the same amount of time. After school care is available from dismissal to 6:00 p.m. To receive information about either of these programs, please call the director, Sister Lois Blessing.

### **Attendance Policies**

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year. Students are expected to be in their classrooms by 9:05 a.m. Students arriving after 9:05 a.m. are tardy and must report to the office for a late slip. If a student incurs two tardy arrivals, an administrator will contact the student's parents. For each subsequent tardy arrival, students in grades five through eight will receive a demerit.

When possible, appointments that cannot be considered emergencies should be scheduled before or after school, on weekends, holidays, or early dismissal days.

Parents are required to enter the school office and sign-out their child if the child leaves school prior to dismissal.

Vacations and sports are not considered legitimate reasons for missing school. Absences for

such reasons are strongly discouraged. We recommend that the parents consult the school calendar for scheduled holidays when planning vacations. Accordingly:

- Assignments will not be given to a student in advance of his/her absence.
- Teachers will give work assignments only to accommodate legitimate absences from school.
- Any make-up work is the sole responsibility of the student. The students in grades four through eight should ask another student to obtain worksheets, class work, and homework assignments. Make-up work will be due promptly upon returning to school.

### **Perfect Attendance**

In order to qualify for perfect attendance, a child must be on time for school each day and must remain in school throughout the day until dismissal.

### **Tardiness**

Students may enter their homerooms at 8:45 a.m. The school day begins at 9:05. Any student arriving after 9:05 a.m. is considered late and must report to the office for a late slip. Teachers will not admit students to their homerooms without this pass. Parents should either accompany their child to the office or write a note explaining the reason for the tardiness. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with his/her teacher to receive the necessary communication or work that may have been missed due to lateness. If a student incurs two tardy arrivals, an administrator will contact the student's parents. For each subsequent tardy arrival, students in grades five through eight will receive a demerit. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

### **Absence**

- When a student is absent from school, a parent/legal guardian **MUST** telephone the school by 9:05 a.m. to report the reason for absence; otherwise, the child will be considered truant. If a child is absent and a parent/guardian would like to pick up the child's work, please **call the office with the request no later than 9:00 a.m. Requests should not be emailed, as teachers or office personnel may not be able to check email prior to the start of the academic day.** Assignments will be available for pick up after the conclusion of the school day.
- **If a student attends school fewer than four hours, he/she will be considered absent for the day.**
- **When the student returns to school he/she must bring a written note to his/her homeroom teacher, signed by a parent/legal guardian, stating the reason for the absence.** Maryland state law requires that students absent for five consecutive days must obtain a doctor's release and present it to their teacher. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess. Since there is no indoor monitor, a student must be well enough to participate fully in outdoor play.
- As soon as a student has been absent ten (10) days, either consecutively or non-consecutively, a parent or guardian will be contacted. A conference may be scheduled by an administrator with the student and/or the parent/guardian to discuss the effects of absence on the student's academic performance. A student may be denied promotion if absences are in

excess of twenty-five (25) days unless homebound tutoring by a certified teacher has been received.

- **Ordinarily, students who are absent from school may not participate in any after school or evening school-sponsored activities on the same day or weekend following a Friday absence.**

### **Students Leaving School Early**

Children should not leave school early without a good cause. Early departures will be entered in PowerSchool as leaving early, just as tardiness is entered for students arriving late in the morning. Early departures will either be noted on the report card as leaving early or a note will be attached to the child's report card stating the number of times the student has left school early in a particular trimester. This policy has been approved by the Archdiocesan office.

### **Release of Students to Persons Other than their Parents**

Parents shall notify the school in writing if their child is to be picked up by anyone other than the child's parent. A phone call to this effect is not sufficient, and the school will not release the child without written permission from the parent.

### **High School Visitation Policy**

Students in the eighth grade are permitted two days (marked as excused absences) to visit particular high schools. Every attempt should be made to schedule high school visits on days when St. Louis School is not in session.

### **Pick-up of Students Prior to the End of the School Day**

If parents need to pick up their child/children prior to 3:40 p.m. due to a doctor's appointment or other emergency, parents must send a note to the office first thing in the morning. **A phone call will not suffice.** The note must be signed by the parent, contain the reason for early dismissal, time of dismissal, and the name of the person who will pick up the student. The student must be picked up, **at the school office**, by the person named in the note, at the time specified. The person picking up the student must enter the school office to sign out the child and must be known to the child or the student will not be released. Please discuss the situation with your child and be sure he/she knows when to report to the office for dismissal. **Students will not be called for early dismissal between 2:45-3:40 p.m. as this interrupts instructional time.**

### **Early Closing**

Closing due to emergencies or inclement weather normally will be announced on radio (WBAL 1090 AM) or television (WBAL-TV) in accordance with the cancellation of Howard County public schools. AlertNow notification will also be transmitted. **Please do not call the school office or the parish office.**

### **Late Openings and Cancellations**

- Changes in the normal school starting time and bus schedules due to emergencies or inclement weather will be announced by radio (WBAL 1090 AM) or television (WBAL-TV) in accordance with the delayed opening or cancellation of Howard County public schools. An announcement will also be made through AlertNow. **Please do not call the school office or the parish office.**
- If the Howard County public schools are already closed due to a scheduled holiday, an

announcement for St. Louis School will be made through AlertNow.

- If the opening of school is delayed on a day when the school lunch is scheduled, the school lunch will be served.
- If Howard County schools are delayed two hours, our morning Pre-K students will come to school from 11:05 a.m. until 1:00 p.m. Before Care is available to Pre-K students beginning at 9:30 a.m. if there is a two hour delay.
- If Howard County schools are delayed one hour, our morning Pre-K students will come to school from 10:05 a.m. until 1:00 p.m. Before Care is available to Pre-K students beginning at 8:30 a.m. if there is a one hour delay.

### **Lunch**

If there is a one hour delay, lunch shifts will be at the normal time, and lunch/recess volunteers are asked to report at their normal time. If there is a two hour delay, all students will eat in their classrooms from 12:25-1:00 p.m.; lunch/recess volunteers are asked to report at 12:20 p.m.

### **Pets**

As children may be allergic to or fearful of certain animals, families are asked to refrain from bringing their pets onto the St. Louis campus.

## Communication

A yearly calendar is sent to each family during the summer and is available on the school website. Throughout the school year, the calendar is updated to inform parents or guardians of timely information, such as early dismissals, activities, meetings, etc. Additionally, e-mail bulletins with school information are sent to families. Hard copies of other pertinent materials are sent home through the Wednesday envelope carried by the youngest child in the family. A parent/guardian needs to sign the envelope indicating receipt of the information and send it back with the child the next day. Families without internet access may obtain hard copies of all e-mail bulletins from the school office.

### AlertNow

St. Louis School utilizes AlertNow, a rapid communication service, to deliver important school information in a timely manner via email and telephone. AlertNow conveys information in the event of an urgent situation as well as routine announcements and reminders.

### Change in Address/Change in Name

If there is a change in the family status or a change of a child's name, it is essential that the school be informed promptly.

### Crisis/Emergency Management Plan

St. Louis School has developed a Crisis/Emergency Management Plan specifying policies and procedures for various emergency situations. These policies and procedures are reviewed annually by the St. Louis School Crisis/Emergency Management Team which is comprised of faculty and staff members. Drills for various emergency situations are conducted throughout the year.

### Emergency Information

Each year parents must complete and return to school a **Health/Emergency Form** for each child enrolled in school. If any information changes during the course of the school year, the office should be notified immediately.

### Emergency Plans

Staff members are informed of procedures for emergency situations including injuries, fire, and tornadoes. Fire drills conducted during the school day follow Howard County Fire Regulations. Fire exit notices are posted in every room. Students and adults exit the building quickly and silently proceed to a pre-designated area.

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds, into the church, or to a nearby location until the school building is once again safe.

### Fire Drills/Student Safety

- Fire drills are conducted monthly.
- Safety in the school halls, classrooms, school grounds, and on the bus is of utmost

concern to the school community. Therefore, all exterior school doors will be locked.

- Parents must park in the church parking lot at all times.
- It is illegal to park for any amount of time in a fire lane. The circular driveway in front of the chapel is a fire lane as is the driveway in front of the school. The driveway in front of the school is zoned for pedestrian traffic only.
- Transportation of students to and from school by anyone other than a parent or guardian is strictly voluntary. Under the provisions of Maryland law, significant liability is incurred in the transportation of students to and from school. Archdiocesan policies prohibit faculty and staff members from transporting students to and from school.

### **Restricted Areas**

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty or staff member. The faculty rooms are restricted areas for students. Empty classrooms are restricted areas. Corridors are to be clear of traffic except for movement at the change of class.

### **School Visits**

All visitors and volunteers, including parents, must report to the school office and sign-in before proceeding anywhere in the school building. A visitor's pass must be worn while in the building. This will help teachers and staff to be aware of unauthorized persons in the school. Visits to the classrooms are not permitted during school hours since this is disruptive to the students and teachers. An open house is held once a year so that parents may have the opportunity to visit the classrooms. Parents must schedule an appointment in order to conference with a faculty or staff member.

### **Telephone Use, Messages, and Cell Phones**

The telephone in the school office is for official or emergency use only. Students may not use the office phone without permission from the principal. Students are not to use any other phone in the school building. **Students will not be called to the telephone, but they may have important messages delivered to them through the school office. Except in the event of an emergency, please do not call the office after noon with a message for a student.**

**Cell phones are prohibited at St. Louis School unless a parent deems a cell phone necessary for off-campus use. Cell phones must be turned off while a student is on school grounds and must remain in the student's backpack. Cell phones may not be used to take photographs at school or on the bus. If a student is attending Before Care, After Care, or a school-sponsored club or activity and needs access to a telephone, the student must ask the permission of the adult on duty who will determine whether the phone call should be made and will assist the student in making the call from a school telephone. Students who violate this policy will receive a Saturday detention, and any cell phone used in violation of this policy will be confiscated and returned to the parent. The student will be prohibited from bringing a cell phone to school. A student's continued violation of this policy may result in suspension or expulsion.**

# Transportation

## Buses

Transportation for many of the students attending St. Louis School is provided by the Howard County School Transportation System. Bus numbers and schedules are available in the narthex of the church beginning in mid-August.

The use of Howard County School Transportation requires that parents, guardians, and students insure that all Howard County Pupil Transportation regulations are followed strictly. The regulations are as follows:

- Students are not to ride with heads or arms extended from the bus windows.
- Students must not participate in loud talk, rough play, profanity, or vulgarity on the bus.
- Students must stand at least 3 feet from moving buses, and there must be no pushing in a line of students.
- Students must respectfully obey the driver's directions concerning methods of boarding or discharging, seating assignments, and such other regulations intended to insure the safety of all.
- Students must not play in the roadway while awaiting the bus.
- Students must not eat on the bus and/or leave candy wrappers, lunch papers, and other litter in the buses.
- Students must not throw any objects on the bus or out the bus windows.
- Students must go directly home after being discharged at their bus stops.
- Students who fail to cooperate may be denied the privilege of riding the bus. They may continue to attend school; however, they must obtain other means of transportation.
- Students will be held responsible for defacing or damaging the interior or exterior of the bus.
- Students are forbidden to talk to the driver while the bus is in motion.
- Students must ride to and from school on the bus assigned. Any exception for riding the bus other than the one assigned will be with the approval of the Supervisor of Transportation, and this is only in an extreme circumstance.
- Students may only be discharged from their assigned bus at the stop where they normally board and disembark from their bus.

**Parents and guardians who may offer to transport students are reminded of the significant legal liability that is incurred under Maryland law in the transportation of children to and from school. Archdiocesan policies prohibit faculty and staff members from transporting students to and from school.**

## Cars

1. **Cars may not access the driveway in front of the school or the loop in front of the chapel. These areas are designated fire lanes. In addition, the driveway in front of the school has been zoned for pedestrian use only. During the school day and when After Care is in session, cars may not park in the upper portion of the main parking lot; these areas are used for physical education classes and outdoor play.**
2. Special drop-off and pick-up arrangements have been made for pre-kindergarten students. Half-day pre-kindergarten students may be picked up in the loop in front of the chapel;

parents of pre-kindergarten students will receive detailed information about these procedures. Parents of pre-kindergarten students may not park in the chapel loop or in the parking spaces near the chapel.

3. Buses will be dropping off and picking up in the upper portion of the main parking lot, the same area where car riders are dropped off.
4. In the morning, cars may enter the parking lot by way of the traffic light on Route 108 near the church or may enter the parking lot from Ten Oaks Road. Cars should follow the flow of traffic toward the upper portion of the parking lot and should proceed toward the end of the sidewalk near the play set. Drivers will be directed to **drop off children at the sidewalk**. Cars then continue around the loop and may exit onto Ten Oaks Road or may exit at the traffic light near the church.
5. For afternoon pickup of car riders, drivers should park in the lower parking lot and should walk to the sidewalk in front of the church to meet their child. **Drivers are asked not to walk up to the school building to meet their child. Drivers should wait on the sidewalk in front of church, and the children will be walked to that area. Please note that the children will be asked to stay on the sidewalk until an adult has come to meet them. Children will not be permitted to walk to the car unless escorted by an adult.**
6. On afternoons when there is no bus transportation, faculty and staff members will bring the children to a pedestrian area in the parking lot. Drivers are asked to meet their children in the pedestrian area. **Children will be asked to stay in the pedestrian area until an adult has come to meet them. Children will not be permitted to walk to the car unless escorted by an adult.**

## Health Services

The St. Louis Health Room is staffed by a pediatric registered nurses. The primary goal of the school nurses is to promote the health and well-being of the St. Louis School community which includes students, faculty, and staff. In addition to treating sick and injured children at school, the school nurses provide education on health related topics and support for students with special health needs.

St. Louis School adheres to the policies and procedures of the Maryland Department of Health. All new students must provide a Maryland Department of Health and Mental Hygiene Immunization Certificate. In accordance with state regulations, students will be excluded from school if proof of immunization is not provided within the first 20 school days. St. Louis also requires all new students have a completed Health Inventory which includes, Part I (completed by parents) and Part II (completed by health care provider) submitted to the Health Room by October 17<sup>th</sup>, 2011. Students entering kindergarten from St. Louis Pre-K must submit an updated Health Inventory and Immunization form. A physical exam must be completed within 9 months prior to entering school. If for some reason a physical exam cannot be completed prior to entering school, please contact the Health Room at [Nurses@stlouisparish.org](mailto:Nurses@stlouisparish.org) or 410-531-7936. This will ensure that the school office is apprised of special medical circumstances such as diabetes, allergies, epilepsy, or other health factors of which the nurse should be aware. Students without an updated immunization record will be given twenty calendar days to provide information. After that time, students will be excluded from school. Any time a student's health condition changes, an update should be provided to the school nurse.

Conditions that must be reported to the school office immediately include the flu, Strep throat, Fifth Disease, Chicken Pox, infectious Mononucleosis, head lice, and other infectious diseases. In these cases, the school will notify parents of children in the affected grade. If a child has been infected with head lice, the student must report to the health room prior to returning to class. Proof of treatment may be required before the child will be permitted to return to school.

In order to minimize the spread of infectious diseases, the school has implemented a Hand Washing Policy, and parents are to keep students home if the following signs and symptoms are present:

- Temperature of 99.5 degrees or higher
- Nausea or vomiting
- Loose, runny stools/diarrhea
- Sore throat with tender, swollen glands, patches or pus in back of throat
- Reddened eyes with discharge
- Abdominal pain
- Earache
- Productive cough accompanied by fever
- Persistent runny nose with yellow/green discharge, accompanied by fever
- Undiagnosed rash
- Shortness of breath or wheezing

The student must stay home for twenty-four hours following the cessation of these symptoms.

Additionally, if a child has begun a course of antibiotics, he/she should not return to school until twenty-four hours after initiating treatment.

Parents should not send a student to school if the child is ill in the morning or has a fever. A student must be well enough to participate fully in outdoor play. Children who are ill enough to be kept indoors during recess periods should be kept at home until they can follow the regular school schedule. A doctor's written and signed request is needed for a student to be excused from physical education classes.

If a student needs an epipen or if a physician recommends that the student receive prescription or over the counter medication during the school day, the required epipen form, Howard County Medication Prescription Form, or Over the Counter Medication Consent form must be completed and signed by the physician in order to administer medication in school. The required forms are available on the school website: [www.stlouisparish.org/school](http://www.stlouisparish.org/school). **All medication, including non-prescription drugs, must be kept in the health room along with a signed note from the parents or guardians and a signed physician's order indicating the name of the medication, expiration date as stated by the pharmacist, strength of the medication/dosage, student's name, and a start and stop date. The original medication container or box for inhalers must be brought to school. No student may transport medication to or from school. Students may not possess, dispense, or distribute medication on their own.**

Vision and hearing screening will be performed for students in pre-kindergarten, kindergarten, first grade, eighth grade and students new to SLS. Vision screening will be performed for fourth grade students. Any student referred by parents or teachers will also be screened.

At St. Louis School, all student visits to the Health Room are recorded using a computerized health record system. This allows monitoring of health and injury histories and health related trends. The school nurse evaluates students with injuries or complaints of illness in the Health Room and notifies parents/guardians for appropriate follow up.

Students who become ill or injured during school will be sent home. These students must be picked up by parents or a designated adult **within one hour**. Please ensure that the emergency contact numbers on the student's Emergency Form are accurate and promptly inform the school of any changes. Please contact the school nurse at 410-531-7936 with any questions or concerns.

### **Hand Washing Policy**

St. Louis School has implemented an aggressive hand washing policy in order to minimize the spread of infectious diseases in the school environment and to promote the health of our students. The school nurse will provide education for students regarding the importance of hand washing and the appropriate techniques and times for hand washing. Students will be expected to wash their hands before eating and drinking, before and after using the bathroom, and any time hands become soiled with bodily fluids such as nasal secretions or blood.

### **St. Louis School Peanut Policy**

There are students enrolled at St. Louis who have a **severe, life-threatening** allergy to peanuts and all foods containing peanut/nut products. These students are in danger of experiencing a

life-threatening reaction if they ingest a minute amount of food containing peanuts or if they come into physical contact with peanut/nut products. The incidence of peanut allergies is on the rise in children across the nation and is a serious threat to their lives. The safety of these children and the well-being of all students at St. Louis are the goals of this peanut policy and will require the cooperation and understanding of the entire St. Louis community.

The most effective way to protect a student with a peanut allergy from the possibility of a life-threatening reaction is to eliminate the threat. Realizing that we cannot completely eliminate peanuts from St. Louis School, we will eliminate nuts from the environment of the students who have nut allergies. We can accomplish this only with the cooperation of the entire St. Louis community. We ask that parents avoid packing lunches with peanut butter or foods that contain peanuts, peanut butter, or nuts so that we can minimize the possibility of exposure for the children with nut allergies.

Students who bring peanut butter, almond butter, etc. for their lunch will be directed to eat at the peanut table. Parents of students in kindergarten through fourth grade should write a note to alert the teacher and lunchroom monitor that a student's lunch contains peanut butter. This will help the lunchroom monitor and lunch volunteers direct students to the appropriate tables. Students at the peanut table will be expected to wipe their hands thoroughly before leaving the table to minimize the possibility that they will contaminate community equipment with nut oils. The rest of the lunchroom will be nut free. **Students may not bring cookies or candy containing nuts.**

Students may not bring items containing nuts or peanut butter as a snack, for birthday treats, for other special celebrations, or for bake sale items. We have also implemented and enforce a **NO SHARE** policy for lunches and snacks. This means that students will not be permitted to share or trade items from their lunches and snacks with other students.

Education and cooperation will be the keys to successful implementation of this policy. The school nurse will teach the students in the primary grades about allergies and consideration for classmates with allergies. The school nurse is also available to provide education for teachers and parents regarding the management of food allergies in the school setting.

### **Counselor**

A licensed social worker provides guidance services. Services include routine classroom guidance, crisis intervention, individual and group communication, and collaboration and consultation with families and faculty/staff members. "Rainbows for All God's Children" has also been implemented under the direction of the counselor to offer support to children who experience a significant loss.

### **Insurance**

Information regarding a student accident insurance plan is made available through the Archdiocese of Baltimore each year.

## **School Board Family Service Program**

- I. **Purpose:** The purpose of the Family Service Program is to help provide the best possible Christian education for the children of St. Louis School and to defray the cost of tuition by having families perform service hours in support of the school's administration, faculty, and fundraising activities.
- II. **Administration:** The Family Service Program is administered by the St. Louis School Board and the Home School Association. The St. Louis School Board along with the Home School Association (HSA) is responsible for authorizing specific Family Service Program activities and for supervising the administration of the program. A School Board representative working with the school bookkeeper is responsible for keeping track of the hours reported and for preparing reports as needed by the School Board.
- III. **Policy:**
  - A. Family Requirement
    1. Every family who wishes to enroll their child/children in St. Louis School shall be required to participate in the Family Service Program.
    2. Each family must perform 30 hours of service (or 15 hours per family with a single or disabled parent) from a list of activities approved and occasionally modified by the St. Louis School Board.
    3. Failure to complete the full 30 (or 15) hours of service by June 15<sup>th</sup>, or to pay the appropriate fee on time, will result in a meeting with School Board members and may result in the loss of your child/children's placement for the upcoming school year.
    4. St. Louis faculty and staff who have children enrolled in the school are required to fulfill the Family Service Program obligation.
    5. In the event that a family cannot participate in the Family Service Program for good reason that they determine, they may opt to pay \$450 by November 15<sup>th</sup> of the applicable school year in lieu of their participation. (30 hours of service at \$15/hour = \$450)
  - B. Family Service Program Specifications
    1. Annual Term and Billing
      - a. The Family Service Program year will begin June 16<sup>th</sup> and run through June 15<sup>th</sup> of the following calendar year.
      - b. Families need to sign and return the Admission Acknowledgement and the Family Service Program Acknowledgement in the Parent/Student Handbook by September 15<sup>th</sup> and their completed Activity/Committee Sign-Up Sheet by September 15<sup>th</sup> each year.
      - c. A payment of \$450 shall be paid on or before November 15<sup>th</sup> each year by families not participating in the Family Service Program. Make checks payable to St. Louis School.
      - d. A notice will be sent via school mail at the end of March to all parents who have reported fewer than 20 hours of service worked as of March 15<sup>th</sup> of the school year. This update is to remind parents of their reported hours and provide ample opportunities for them to fulfill their service obligation for the school year.
      - e. Phone calls will be made by the School Board representative and his/her committee members at the end of May to parents who have not fulfilled their service hours obligation to explain the billing process.

- f. Bills will be sent home by June 15<sup>th</sup> to all families who participated in the Family Service Program but did not fulfill their service obligation. The billing rate is \$15 per service hour not fulfilled or reported. This bill will be sent via certified letter and shall be paid on or before June 30<sup>th</sup>. Checks should be made payable to St. Louis School.
  - g. Failure to complete the full service hours by June 15<sup>th</sup> or to pay the appropriate fee on time may result in a meeting with members from the School Board and may result in the loss of your child/children's placement for the upcoming school year. St. Louis School reserves the right to withhold student records for nonpayment of this obligation.
2. Reporting
- a. Families shall be required to report and sign their hours on their monthly tuition bills in the space provided.
  - b. Hours worked during a period when a tuition bill is not sent home may be included on the next tuition bill.
  - c. Family service hours will be credited in ½ hour increments. Anything less than ½ hour should simply be listed as ½ hour worked.
3. Credit and Eligibility
- a. Any individual family member who is at least 18 years of age may perform service hours. St. Louis School students working at service program activities may not receive credit hours.
  - b. Parents of students enrolled during the course of the school year are required to perform a prorated number of hours or pay a prorated fee.  

$$\left[ \frac{\text{month enrolled}}{9 \text{ months}} \times 30 \text{ hours} \right]$$

$$\left[ \frac{\text{month enrolled}}{9 \text{ months}} \times 30 \text{ hours} \right] \times \$15$$
  - c. Field trip chaperones, class party parent helpers, and parents working in the classrooms and on class fundraisers may receive service program credit hours; however, parents simply attending these functions do not receive credit hours.
  - d. Attending sports events or school/parish functions do not count toward program credit hours, with the exception of attending HSA meetings and other parent meetings held throughout the year. Families may receive one hour of credit per meeting per family attending the HSA meetings.
  - e. Any committee chairperson, School Board member, HSA officer, weekly lunch duty parent, car duty parent, and all room parents automatically fulfill his/her Family Service Program obligation and should note this on their tuition statement.
  - f. Purchasing SCRIP through the school is another way to earn volunteer hours. For each \$100 in SCRIP, ½ hour of volunteer time can be earned.
  - g. While service to the parish is considered a vital part of our community, hours worked that do not directly involve the school do not apply.

Additional Notes:

1. **All volunteers are required to comply with the Archdiocesan requirements under STAND for the Protection of Children.**
2. Committee assignments will be made using the information provided on the Activity/Committee Sign-Up Sheet that is sent home by the HSA during the summer. Every attempt will be made to match persons to their preferred selections. Assignments will be posted at the first HSA meeting of the school year.

3. Each committee chairperson is responsible for calling his/her committee members about their assignments; however, it is the responsibility of each family to meet its minimum hours. If you do not receive a call to work, call your committee chairperson and offer your services.
4. \$10 of the \$15 per hour that is collected in connection with this program will be deposited in the Sister Mary Catherine Endowment Fund. \$5 of the \$15 per hour that is collected in connection with this program will be deposited into the H.S.A. budget for events like Grandparents' Day, etc. Checks should be made payable to St. Louis School.
5. Questions concerning your family's hours should be directed to the St. Louis School Board Family Service Program Coordinator.

## Admission Acknowledgement

I/we have received a copy of the St. Louis School Parent-Student Handbook and have carefully read and understand the policies, procedures, and regulations of this school, including tuition charges, parent responsibilities, student responsibilities, and dress and disciplinary regulations, and I/we hereby expressly acknowledge these policies, procedures, and regulations, and accept them as conditions for the enrollment of our child/children in this school.

St. Louis School reserves the right to amend the Parent-Student Handbook, and parent (s)/legal guardian(s) will be notified if any changes are made. This Parent-Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

In cases where a parent's views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parent's child/children withdraw from the school.

**Parent Name (Print):** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Family Service Program Acknowledgement

As a parent/guardian, I recognize my obligation as a member of the St. Louis School Community to share the responsibility of offering services and educational enrichment programs to my child/children as well as to all the children in the school. Therefore, as a requirement for my child/children to attend St. Louis School, I agree to participate in the Family Service Program, and I understand that this commitment continues as long as my child/children attend St. Louis School.

Please check one:    \_\_\_\_\_ single parent household    \_\_\_\_\_ two parent household

\_\_\_\_\_ I agree to give 30 (or 15, if single parent household) hours of service during the period of June 16, 2011 - June 15, 2012.

\_\_\_\_\_ In lieu of service hours, I agree to pay \$450 (\$15 per hour) to St. Louis School no later than November 15, 2011. Checks should be made payable to St. Louis School.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Talent Release Form

I consent to the use of my child's photographic image/voice for use in any marketing/advertising materials or programs created by the Archdiocese of Baltimore Department of Catholic Schools and/or Office of Communications or associated Catholic Schools. Mediums used include but are not limited to: publications, brochures, posters, fliers, any advertising campaign featuring broadcast (TV or radio), web pages, outdoor billboards and/or print ads in various publications throughout the Archdiocese of Baltimore Catholic schools geographic area. I also consent to the use of my child's physical image and/or vocal talents in the case of broadcast (TV, video or radio) interviews or filming. I release any claim to or control over the photographs/vocal or visual talents regarding their production, use or placement in said marketing campaigns/materials.

**Parent Name (Print):** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name(s) of Child(ren):** \_\_\_\_\_

\_\_\_\_\_