

Parent and Student Handbook 2023-2024



St. Louis School is a co-ed elementary school for children in Pre-Kindergarten through grade eight. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process).

The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Deborah Thomas, Principal, or Mrs. Laura Brookman, Director of Illuminations.

Religion is required each year a student attends St. Louis School. All students enrolled in St. Louis School must attend religion classes, including assessments, and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Louis School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes 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.

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Philosophy

The Saint Louis School Community is composed of dedicated parents, students, faculty, staff, administrators, and priests. As teachers who minister to this community, we serve all in our school setting and lead others to an awareness of the Catholic faith through our example, teaching, and 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 an individual. In cooperation with the family, we 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 Catholic 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. As teachers, we endeavor to provide our students with the necessary skills to successfully face future demands. We strive to develop character of mind, Catholic witness, and the ability to make reasonable and responsible decisions in today's society.

Committed to academic excellence, the staff of Saint Louis School collaborates, works closely with the administration, and shares a love for teaching. The welfare of each student is the motivational force of our efforts. Our mission 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.

Mission Statement

Through our commitment to Catholic values and academic excellence, St. Louis School exists to educate lifelong learners who transform the world through intellect, love, justice, and peace.

Vision

- To develop an atmosphere in which Catholic 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 knowledge as well as an eagerness for 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

Partnership with Parents

By enrolling your child in a Catholic School, you agree to certain important responsibilities.

- To be a partner with the school in the education of your child
- To understand and support the Catholic mission and identity of the school
- To read all communications from the school and to request clarification when necessary
- To know who your child's teachers are and to observe parent-teacher conference dates and any requests for meetings
- To discuss concerns and problems with the person(s) most directly involved
- To be as actively involved in the life of the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To appreciate that Catholic education is a privilege that many persons do not have

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration

reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

School History

Saint Louis School opened in October 1923 as one of the first parochial schools in rural Howard County. 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 students become maturing Catholics. The learning experiences enhance the opportunities for students to develop integrity, initiative, cooperation, and self-direction.

Accreditation

St. Louis School was recognized by the United States Secretary of Education as a National Blue Ribbon School in 2017 and 2010.

St. Louis School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Louis School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

Based on rigorous research-based standards and evidence-based criteria, the Cognia reports that their process probes the whole institution—from policies to learning conditions and cultural context—to determine how well the parts work together to meet the needs of every learner.

Calendar Highlights 2023-2024

[A complete calendar may be found on the school website.](#)

First Day of School for students in PreK-8: Tuesday, September 5, 2023

Thanksgiving Break: Wednesday, November 22, 2023 - Friday, November 24, 2023

Christmas Break: Begins Tuesday, December 19, 2023 following a noon dismissal

School Resumes: Tuesday, January 2, 2024

Easter Break: Begins Wednesday, March 27, 2024 following a noon dismissal

School Resumes: Monday, April 8, 2024

Eighth Grade Graduation: Monday, June 3, 2024

Last Day of School for Pre-K: Friday, May 31, 2024

Last Day of School for K-7th: Thursday, June 6, 2024 following a noon dismissal

St. Louis School Faculty and Staff 2023-2024

Fr. Michael DeAscanis	Pastor
Fr. Ken Lukong	Associate Pastor
Mrs. Deborah Thomas	Principal
Mrs. Mary Ewachiw	Assistant Principal
Mrs. Lizz Anacker	Director of Admissions
Mrs. Susie Madden	Coordinator of Academic Affairs, Catholic Identity Chair
Mr. Richard Brotzman	Technology Coordinator
Mrs. Erin Rummel	Director of Marketing and Development
Mrs. Lisa McCarthy	Business Manager
Mrs. Bridget Lehair	Administrative Assistant
Mrs. Amy Conrad	Office Assistant to the Business Manager
Mrs. Christine Bowen-Kreiner	Teacher - Pre-Kindergarten A
Mrs. Lauren Tyler	Teacher - Pre-Kindergarten B
Ms. Maria Melzer	Teacher -Pre-Kindergarten C
Ms. Malea Thomas	Teacher - Pre-Kindergarten D
Mrs. Jennifer Heffner	Teacher's Assistant - Pre-Kindergarten A
Mrs. Lisa Dillon	Teacher's Assistant - Pre-Kindergarten B
Mrs. Mehran Landis	Teacher's Assistant - Pre-Kindergarten C
Mrs. Stacy Benton	Teacher's Assistant - Pre-Kindergarten D - Middle School Assistant
Mrs. Melanie Farace	Teacher - Kindergarten A
Mrs. Kelsey Amrhein	Teacher - Kindergarten B
Ms. Clare Widitz	Teacher's Assistant - KA
Mrs. Tracie DiBernardo	Teacher's Assistant -KB
Mrs. Amy Vicendese	Teacher - 1A
Mrs. Kathleen Dresner	Teacher - 1B
Mrs. Cristina Sugatan	Teacher's Assistant -1A
Ms. Cynthia Hall	Teacher's Assistant -1B
Mrs. Kathy Johnson	Teacher - 2A
Mrs. Becky Kenney	Teacher - 2B
Ms. Kelly Vasile	Teacher's Assistant - 2A
Mrs. Lisa Lengel	Teacher's Assistant - 2B
Mrs. Darcy Sutton	Teacher - 3A
Mr. Matthew Lanier	Teacher - 3B
Mrs. Frances Thomas	Teacher's Assistant - 3A
Mrs. Cheri Drain	Teacher's Assistant - 3B
Ms. Marguerite Conahan	Teacher - 4A

Ms. Abby Thornton	Teacher - 4B
Ms. Beth Hoeck	Teacher's Assistant - 4A
Mrs. Bernie DeJames	Teacher's Assistant - 4B
Mrs. Pam Riggan	Teacher – 5A
Ms. Tanya Rossi	Teacher – 5B
Mr. Patrick Deegan	Teacher – 6A
Ms. Dottie Peterson	Teacher - 6B
Ms. Chris Duff	Teacher - 7A
Mrs. Ellerbrock /Mrs. Whiteford	Teacher – 7B
Mrs. Jane Spera	Teacher – 8A
Mr. Braden Lynch	Teacher - 8B, Religion and Catholic Identity
Mrs. Kathy Hawthorne	Teacher - MS Math
Mr. William Hurst	Teacher - MS Math/Science
Mrs. Amber Osborne	Teacher - Physical Education PK-8
Mr. Larry Bowes	Facilities
Mrs. Laura Brookman	Counselor - K - 5
Mrs. Kristlyn LeGare	Counselor - PreK and 6 - 8
Mrs. Kara Brown	Teacher - Louis IX Program
Mrs. Cheryl Chafos	Teacher – Spanish PK-2
Mrs. Lori Dittmar	Nurse
Ms. Danielle d'Epagnier	Teacher - Art PK-8, Director of the Before and After School Care Program
Ms. Molly Dustin	Library Media Specialist
Mrs. Elizabeth Friedman	Teacher - Illumination
Ms. Carol Fries	Teacher - Spanish 3-8
Mr. Brad Jones	Facilities Coordinator
Mr. Michael Kerins	Teacher - Illumination
Mrs. Laura Leonard	Nurse
Mrs. Joanna Chiarella	Teacher - Illumination
Mrs. Claire Wooters	Paraeducator, Louis IX Program
Mrs. Sandra Osborne	Teacher - Music PK-8
Mrs. Mary Phelps	Teacher – Computer K-2, Assistant Technology Coordinator
Mrs. Maribeth Riser	Paraeducator, Louis IX Program
Mrs. Louisa Palting	Youth Minister
Mrs. Jennifer Weglein	Band Director 4-8
Mrs. Zulma Whiteford	Teacher – Computer 3-8, STEM Coordinator

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.

Rev. Michael DeAscanis, Pastor, St. Louis and St. Francis Pastorate
Mrs. Deborah Thomas, Principal, St. Louis School

Mr. Michael Kemp, Senior Realty Specialist, U.S. Department of State, School Board Chairperson
Mr. Jason Augustino, CFO, Synergy ECP
Ms. Mary Ewachiw, Assistant Principal, St. Louis School
Ms. Suzy Hill, Vice President, Stifel
Mr. Will Knotek, Head of School, St. John's Catholic Prep High School
Mrs. Samantha Lim, Home and School Association Chairperson
Mrs. Susie Madden, Academic Coordinator, St. Louis School
Mrs. Patricia Marlatt, Teacher, Mt. De Sales Academy
Mrs. Erin Rummel, Director of Marketing and Advancement, St. Louis School

Home and School Association

The Home and School Association encourages parents and teachers to work as partners in fulfilling the mission of St. Louis School. The Home and School Association coordinates volunteer opportunities and promotes fund-raising activities. All volunteers are required to comply with the archdiocesan requirements under the Virtus program. All parents are expected to become actively involved in Home and School Association events. The Home and School Association holds two general meetings during the school year.

President: Samantha Lim
Vice President: Angle Burce
Secretary: Pamela Mellot
Treasurer: Matt Hardesty

Contact the HSA at hsa@stlouisparish.org

Community Building Events

St. Louis School strives to build a strong sense of community among our students and parents. Please read our newsletter, *Knighly News*, for weekly updates.

Annual HSA Events

Trunk or Treat
St. Nick Night
Daddy-Daughter Dance
Mother-Son Movie Night
Parents Night Out
St. Louis Golf Classic

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.

Grocery Stores Card Registration

Parents, relatives, and friends are encouraged to register their Harris Teeter 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.

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 based on the rebate percentage of the gift certificates they have purchased. For every \$100 purchased, a family also earns one-half hour toward volunteer hours. A tuition credit for SCRIP purchases will be made in August following the school year. SCRIP sales are now electronic - no more paper forms. In-person sales will be limited to the parking lot on Fridays.

Shopping for St. Louis School

Help St. Louis School earn free school supplies when you shop at Office Depot by giving the school ID #70046369 to the cashier at checkout.

Educational Programs

Course of Study

St. Louis School follows the Archdiocese of Baltimore Department of Catholic Schools Curriculum Standards as well as the regulations of the Maryland State Department of Education for non-public schools. The archdiocesan curriculum standards are 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, technology, 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

Children who are four years of age are invited to attend our pre-kindergarten. Program options include a full day or part-time session, both offered Monday through Friday. The curriculum encourages children to learn through discovery while introducing them to the school environment.

Kindergarten

This is a wonderful time for students who begin to gain independence, confidence, and a love for learning. Students are provided with a variety of learning tools such as hands on manipulatives, activities, games, books, and technology to reinforce learning. It's during this time that students build a foundation to become independent learners.

Grades One through Five

Classes in grades one through five are primarily self-contained. Instruction includes religion, family life, language arts (reading, spelling/vocabulary, English, writing, handwriting), mathematics, social studies, and science. Curriculum content is developmentally appropriate and spirals as the student progresses. Speciality area teachers instruct students in Spanish, technology, library science, physical education, art, and music.

Grades Six through Eight

In grades six through eight, instruction occurs departmentally; the curriculum includes 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, technology, physical education, art, and music.

Religious Instruction

Religious education is the responsibility of faculty who join with parents to model our Catholic faith. Celebration of the Mass is an integral part of our religious instruction. From September through Memorial Day, students in kindergarten through eighth grade attend weekly mass at 9:15 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. **The students are expected to attend Mass on the weekend with their families.** Daily prayer is a part of the religious activity in the school community. Pre-kindergarten students also visit the chapel for prayer-time. Opportunities are provided for older students to celebrate the Sacrament of Reconciliation during the school year.

Catechesis for Family Life

As part of the faith formation curriculum, students participate in Catechesis for Family Life. This age-appropriate program about Christian living, chastity, character formation, and safe environment training promotes communication between parent and child. Parents are encouraged to review the program materials. After examining the program, parents may refer questions to Ms. Ewachiw, Assistant Principal.

The Illumination Program

The Illumination Program consists of educational specialists who assist and accommodate students of all ability levels in order to optimize the students' learning experience in the school's rigorous curriculum. Utilizing flexible grouping, the Illumination Program adapts to the needs of the students. Participants engage in small group and whole group instruction. Some students may have an educational report on file which may highlight areas of need. A *Student Accommodation Plan* may be drafted for such students to summarize the student's strengths, needs and accommodations. The Illumination team may recommend exempting a student, in grades 4-8, from foreign language based upon results of a current educational assessment that

notes learning challenges that require extended support. 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.

Field Trips

Field trips are considered an integral part of the educational program and a valuable learning experience. In advance of the trip, which may be scheduled throughout the year, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A separate permission slip authorizing payment through FACTS Tuition Management System for the field trip is also sent home. A student will be permitted to attend the field trip **ONLY** if both permission slips are signed by the parent/guardian and returned by the specified date.

If, for some extraordinary reason, a student is unable to participate in the trip, 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, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/guardian(s) are encouraged to participate as chaperones on field trips as the need arises. Due to safety and liability factors, pre-school siblings and other school-age siblings are not permitted to attend. Parents not selected as chaperones may not join the group at the trip destination.

The Louis IX Program

The Louis IX Program is a program through which the school educates children with intellectual and developmental disabilities who are siblings of currently enrolled students or St. Louis graduates. In the case of a single child, parish members may be considered. The program enables families to share a common school experience while providing opportunities for the entire SLS community to honor the giftedness of each individual.

Library/Media Center

The Library/Media Center draws all subjects together in a cross-curricular resource center. Through computers, the Internet, and an extensive book and encyclopedia collection, the Library/Media Center provides resources whereby each child may achieve his/her academic potential by growing as a life-long reader and researcher.

There is a book replacement charge for unreturned library books. If the 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, which include both health and physical education, 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.

Educational Resources

Pre-K Frog Street Curriculum

Religion

PreK-K	Allelu!	Our Sunday Visitor
1-8	Faith and Life	Ignatius Press
K-8	Growing with God	Loyola Press

Language Arts

K-2	Literacy Footprints	Pioneer Valley Books
K-4	Handwriting	Zaner Bloser
3 - 4	Reading Fundamentals	Schoolwide, Inc.
5	Reading Fundamentals Vocabulary from Membeane	Schoolwide, Inc. Membeane
6	SRA-Open Court Reading Vocabulary from Membeane Voyages in English Selected Literature	SRA/McGraw-Hill Membeane Loyola Press
7-8	Literature and Integrated Studies Vocabulary from Membeane Voyages in English Selected Literature	Scott Foresman Membeane Loyola Press

Social Studies

K	Social Studies	Houghton Mifflin/Harcourt
1-3, 5	Studies Weekly	
4	The Maryland Adventure	Gibbs-Smith
6	Discovering Our Past, World History	Glencoe McGraw-Hill
7	Discovering World Geography	Glencoe McGraw-Hill

8	American Journey	Glencoe McGraw-Hill
Science		
K	Tray Science	
1 - 3	Studies Weekly	
4-8	Science Fusion	Houghton Mifflin/Harcourt
Mathematics		
K- 4	Eureka Math	Great Minds
5	Progress in Mathematics	Sadlier
6	Mathematics: Application and Connections - Course 1, 2, 3	Glencoe
7	Pre-Algebra Algebra Structure and Methods	Glencoe McGraw-Hill McDougal Littell
8	Reveal Math Algebra Structure and Methods Geometry	McGraw Hill McDougal Littell McDougal Littell
Spanish		
PreK-K	Age appropriate resources	
1	First Steps in Spanish	Julio Esteban
2	Primary Spanish	Julio Esteban
3-4	Exploring Spanish	EMC Publishing
5-7	ComoTeVa	Glencoe McGraw Hill
8	¡Así se dice!	Glencoe McGraw Hill

Summer Reading and Math Lists

Summer reading lists are available on the school website.

Student Services, Clubs, and Activities

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.

Basketball Program

An inter-school basketball league offers instruction and games for students in grades 2-8. Students in grades 7 and 8 may also participate in a C.Y.O. league. Information is conveyed through the school office. Sports teams may 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 8:30 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.) A snack will be provided. The cost for Before Care is \$13 per day, with a cap of \$170 per month per student. Payment is calculated at the end of each month by tallying the number of days each student was in attendance that month and multiplying that number by the daily rate. Payment is made through the FACTS Tuition Management System.

After 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 is \$18 per day, with a cap of \$235 per month, per student. A late fee of \$3 per minute will be assessed for every minute a child is in After Care past 6:00 p.m. On early dismissal days, students attending After Care will be assessed as follows.

- From early dismissal to 3:45 p.m. - \$18
- From 3:45 on, the fee will be an additional \$18

Payment for After Care is calculated at the end of each month by tallying the number of days each student was in attendance that month and multiplying that number by the daily rate. Payment for After Care is made through the FACTS Tuition Management System.

St. Louis School students entering pre-kindergarten through eighth grade are eligible to participate in Before Care and After Care. Half-day pre-kindergarten students may attend Before Care only. Full-day pre-kindergarten students may attend Before Care and/or 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 school office.

Carnival Day

During the spring, the students enjoy a carnival style day of games and activities. This event is coordinated by faculty and staff who are assisted by parent volunteers. Details are

communicated in the weekly *Knightly News* newsletter.

Field Day

Each year in the spring, a day of physical challenges is coordinated by the physical education instructor with assistance from parent volunteers. All students participate in the events. Be on the lookout for updates in the weekly *Knightly News* newsletter.

Lunch and Recess

Students in grades K through eight will eat in the cafeteria. Students in Pre-Kindergarten will eat lunch in their classroom. Weather permitting, a class may eat outside. To ensure standards of cleanliness, students are encouraged to use hand sanitizer before and after eating. Students may order hot lunch through our *Yay Lunch* program. Orders must be placed online and payment is directly submitted to *Yay Lunch*. We are a nut free school, so there are no nut based foods permitted for lunch and or for snacks. Recess is scheduled before and or after lunch. The students will proceed outside (weather permitting) each day for recess. Staff and volunteers will be assigned to monitor and supervise all recess activities.

Special Interest Clubs

Students from various grade levels may join the variety of clubs offered after school. These Clubs may include, but are not limited to, Art Club, Chess, Chorus, Cross Country, CyberStem, Speech and Debate, Design and Build, Drama, and Lego League. Please refer to the school website for more information on club offerings, costs, and registration.

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 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.

Any student service related fees, with the exception of band, must be paid through the FACTS Tuition Management System.

Academic Policies

Academic Expectations

The administration and faculty set forth expectations that each student attending St. Louis School will:

- accept the challenge to work to his/her potential,
- strive to achieve to the best of his/her ability,
- complete homework as a follow-up to daily class activities,
- realize leadership opportunities are a responsibility for everyone,
- honor service to others as part of the spiritual and moral development,
- believe positive self-esteem is a product of responsibility and accountability,
- understand that promotion is determined by academic progress, maturity level, and attendance, and

- uphold the policy that violations of the school conduct code may result in detention or more serious measures.

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.

Cheating and plagiarism are a serious violation. Any student in grades 4-8 who cheats or plagiarizes will earn a failing grade and 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. For the 2023-2024 school year, we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT).

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, to fifth and eighth grade students. This test is written and published by the National Catholic Educational Association.

The NCEA produces a School Report rather than individual student reports. These results help the school and the teachers to assess the students' understanding of basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Church for the purpose of planning instruction.

IEP Process

If a student is not progressing academically, the school may ask a parent/guardian to initiate, or a parent/guardian may initiate on their own, the process to request a professional consultation and/or evaluation through the local public school system or from a private provider. The evaluative process through the local public school system is generally called the IEP Process (Individualized Educational Plan) and begins when a parent/guardian calls "Child Find". Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within thirty days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process. If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to a parent/guardian at the summative meeting following the academic evaluation. If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with a parent/guardian to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

The IEP process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial IEP meeting with the IEP

committee from the child's local public school St. Louis school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Louis School administrators will consult with the parents to determine the most appropriate academic placement for the child.

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 public 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 public school or St. Louis' neighborhood public 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 paperwork, 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 journal. As a convenience for parents who wish to check the accuracy of their child's homework journal, assignments are also posted in Google Classroom 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.

At all grade levels, homework may be included in determining codes for effort and or conduct on the Progress Report. 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.

Students in grades 5-8 who do not complete a homework assignment or submit homework of low quality will be assigned by the teacher to complete the assignment in the homeroom group with Mr. Kerins during lunch/recess. Students who fail to attend the group will be issued a demerit.

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

- Reviewing the assigned work with the child
- Creating a quiet, well equipped place to study
- Allocating 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 emailed or faxed homework.

Missed Work

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. All work will be posted in your child's Google Classroom. A student must submit work within a timely manner.

An assignment that is missing, **NOT** due to illness, will be reduced by 10% each day it is late. Once the grade reaches a 69%, the work will no longer be accepted, and the grade will be entered as a 69%.

Interim Reports

At the midpoint of all three trimesters, teachers will reach out to parents regarding any academic or behavioral concerns. This communication affords parents/guardians ample time to help their child improve his/her performance prior to progress reports. Note, if a teacher has no concerns, he or she will not reach out to the parents with an interim report. Grades and progress can be viewed daily by accessing PowerSchool for students in grades 3-8. We encourage parents to be mindful and regularly check PowerSchool throughout each trimester. A parent-teacher conference may be scheduled by the teacher or parents.

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 will be seen by appointment only. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

If a conference with the principal or an administrator is needed, please call the office or send an email at least two 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 teacher.

PowerSchool Parent Access

Through the Archdiocese of Baltimore, St. Louis School subscribes to PowerSchool, a web-based student information system. 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.

Progress Reports

Progress reports are distributed three times a year: December, March, and June.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in graduation activities.

Retention Procedures

Students who do not successfully complete required educational programs may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

- 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 a parent/guardian, no later than March 15th.
- The teacher continues to provide appropriate assistance 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. Information may be found at knottscholar.info.

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 fall, winter, and spring of the school year, in compliance with the Archdiocesan policy, standardized testing is administered to all students in grades one through eight. Parents will receive a report at the end of the school year explaining their child's results with the final progress report. A teacher may also share results throughout the school year while discussing academic progress.

It is very important that all students are present for this testing; parents/guardians are asked to avoid scheduling out-of-school appointments for their child.

- All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

- Elementary school students in grades 1-8 are administered the MAP Assessment three times a year to measure growth.
- Grades 3, 5 and 7 also take the Science Assessment each Spring.
- PreK and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy below.

Records Policy (Family Educational Rights and Privacy Act)

St. Louis School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Louis School are as follows.

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Deborah Thomas, Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School,
 - To other schools to which a student is transferring,
 - In connection with financial aid under certain circumstances,
 - To specified officials for audit or evaluation purposes,
 - To organizations conducting certain studies for or on behalf of the school,
 - To accrediting organizations,
 - In order to comply with a judicial order or lawfully issued subpoena, and

- To appropriate officials in cases of health and safety emergencies.

The school also may disclose appropriately designated “directory information” without written consent, unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Honors and awards received
- Grade level
- Homeroom
- Family name
- Parent name, email address, and telephone number

Requests for school records will be sent directly to the designated educational institution.

Recommendations are confidential. They are not part of the student’s permanent file and are sent directly to the receiving institution.

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Lisa McCarthy, in writing, by September 30.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Louis School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

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

Date
Grade

Subject

- 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 book to read.
- Students in kindergarten through 8th grade are required to complete 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. All applications, enrollment documents, and requirements are available online through SchoolAdmin. Further, it is the policy of St. Louis School not to discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in the administration of its educational policies and admission policies.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

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.

As required 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.
- Assessments in reading, math, 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.
- PreK applications, kindergarten applications, and applications for new students in grades one through eight will be accepted on dates and times announced by the 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.

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
- Two (2) Rubella – two (2) are required for students entering pre-kindergarten
- Two (2) 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)
 - One (1) dose of Varicella for pre-kindergarten
 - Two (2) doses of Varicella required for entry into kindergarten
- Three (3) Hepatitis B
- Pre-kindergarten students must also have received vaccinations for Haemophilus Influenzae type b and pneumococcal diseases.
- One (1) T-dap for entry into grade 7
- One (1) Meningococcal for entry into grade 7

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.

1. Siblings of currently enrolled St. Louis students
2. Families registered in the St. Louis and St. Francis Pastorate (Length of time registered and participation in parish life are considered.)
3. Newly registered families moving into St. Louis and St. Francis Pastorate, transferring from another parochial school
4. Newly registered families moving into St. Louis and St. Francis Pastorate
5. Catholic non-parishioners

6. Non-Catholic families

The religion of students and families who are not Catholic 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.

Acceptance into Kindergarten Program

Although priority is given to enrolled Pre-K students, acceptance is not guaranteed. We will follow the published admission priorities.

Withdrawal

Families considering withdrawing children from the school are asked to contact the admission director, Mrs. Lizz Anacker (lanacker@stlouisparish.org) as soon as possible. Records will be transferred upon the receipt of a signed Release of Records form. Parents requesting transcript information to be sent to another school will be charged \$50 per school for this service. There is no charge for records and recommendations sent to high schools.

The St. Louis School budget is based primarily on tuition income. As such, parent commitment to enrollment is essential to ensure St. Louis can fulfill its financial obligations including payroll and benefits for faculty and staff. The partnership between parents and the school regarding enrollment is a binding agreement.

- After March 1, any family enrolled for the following academic year who withdraws from St. Louis School is violating the tuition agreement and is responsible for paying the first trimester tuition for the following academic year for each withdrawn child.
- After May 1, the family withdrawing is responsible for half of the full tuition with the same provisions.
- After June 1, the family withdrawing is responsible for the full tuition, again with the same provisions.

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.

Tuition for the 2023-2024 school year is as follows.

Full Day Kindergarten through Grade Eight

Catholic - per child	\$9,373/year
Non - Catholic per child	\$12,257/year

Full Day Pre-Kindergarten

Catholic - per child	\$10,465/year
Non - Catholic - per child	\$13,390/year

Half Day Pre-Kindergarten

Catholic - per child	\$7,323/year
Non - Catholic - per child	\$9,383/year

Tuition payments are made through the FACTS Tuition Management System. The first month's tuition is non-refundable.

Catholic members of the St. Louis and St. Francis Pastorate or any Archdiocese of Baltimore parish are afforded the parishioner rate. Please note that parishioners of any parish other than St. Louis and St. Francis will be asked to provide the school with a letter of good standing signed by their pastor.

Grant and Aid

Families may apply for grants and aid (formerly called tuition assistance) on an annual basis. Grant and aid applications are submitted through FACTS. A limited amount of tuition assistance is available and is apportioned among families who demonstrate financial need. Grant and aid is not available to first year SLS students. Families may also apply for grants and aid through the Archdiocese of Baltimore.

Schedule of Payment

Tuition payments are made through the FACTS Tuition Management System. The tuition is to be paid by one of three installment plans. The payment plan options are as follows.

- Pay the full balance of your 2023-2024 tuition in full via FACTS on May 5, 2023. There is no charge for this option.
- Pay your tuition in two (2) equal installments on May 5, 2023 and October 5, 2023 via FACTS. There is a \$15 annual fee per family for this option.
- Pay your tuition in ten (10) equal installments, beginning on May 5, 2023 and then continuing monthly on the 5th of the month from August 5, 2024 through April 5, 2025 via FACTS. There is a \$47 annual FACTS fee per family for this option.

The initial tuition deposit each year, or 1/10th of the total year's tuition, is non-refundable.

FACTS Information

St. Louis School uses the FACTS Tuition Management System to collect all tuition, Before Care and After Care fees, club registrations, field trip fees, etc. Parents designate either a savings, checking, or a credit card account to process the collection of charges through FACTS. Depending upon the payment plan chosen, tuition will be deducted on the 5th of the month. Before Care and After Care fees will be deducted on the 20th of the month.

Each family is assigned a 4-digit Family FACTS ID number. The Student FACTS ID numbers are sub-accounts of the Family FACTS ID numbers. For example, if a Family FACTS ID number is 6000, the Student ID will be 6000-1, 6000-2, etc., depending upon the number of children in the family and are specific to each child. These ID numbers do not change from year to year. ID numbers are used when submitting charges for field trips, Before Care and After Care, club registrations, etc., and when recording volunteer hours.

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. In recent years, the fee

has amounted to approximately \$400. 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. The eighth grade fee is collected through FACTS Tuition Management System.

Parents are financially responsible for any lost or damaged books.

There is no re-registration fee for children continuing in the school.

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.

Volunteers and Family Service Program

The School Board established the Family Service Program to promote parent involvement in the school, to help provide the best possible Catholic 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. The Family Service Program requires that parents provide 30 hours (15 hours for single parent households, active duty military families, and at the discretion of the principal, those families with special circumstances) of service time per school year; all families are responsible for recording their hours through this link. At the end of each trimester families are automatically credited with service time for SCRIP purchases. **St. Louis School does not record volunteer hours in any other way.** Unpaid service hours will be deducted from FACTS after appropriate notice has been given by St. Louis School, as per the Family Service Program Acknowledgement signed during the enrollment/re-enrollment process. Please read the St Louis School Board Family Service Program at the end of this handbook. All volunteers are required to comply with Archdiocesan policies and procedures, including Virtus certification, for the protection of youth and children.

Archdiocese of Baltimore Acceptable Use Policy for Computers and Telecommunications

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, view instruction and record notes, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information,

unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and

- Respect the privacy and property rights of others and the well-being of the School,
- Are consistent with Roman Catholic values and morals, and
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to

- Violating the rights or privacy of others, including by photographing or filming an individual without consent,
- Posting or distributing videos or photographs without consent of the persons depicted and the School,
- Using technology to send profanity, obscenity, or other offensive or harmful language,
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music),
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym),
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols,
- Revealing personal information beyond what is required for login while using Internet or web-based resources,
- Responding to inappropriate messages from others (which should be reported to the School),
- Downloading or copying information onto disks or hard drives without prior teacher approval,
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images),
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently),
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established),
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.,
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.,

- Accessing or searching files, directories, or folders for which the user does not have authorization,
- Intentionally erasing, renaming, or disabling of anyone else's files or programs,
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor, and
- Violating School conduct rules or the law.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.

Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement,
- Partnering with the School in monitoring their child's technology use,
- Modeling appropriate Internet behaviors for their child, and
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

School Uniform

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

Online Ordering: www.flynnohara.com

Phone Orders: 1-800-441-4122

Store Locations:

1. Burwood Village Center, 1608 W. Furnace Branch Road, Glen Burnie, MD 21061
410-684-2816
2. 5210 Randolph Road, Rockville, MD 20852

Note: The Flynn & O'Hara website has a store locator.

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

Note: It is recommended that the polo shirts be monogrammed with the School logo this year. Next year, this identity on the polo shirts will be required.

Pre-Kindergarten Students

- St. Louis School physical education uniform which consists of navy shorts, a St. Louis School t-shirt, a St. Louis sweatshirt, blue sweatpants, white ankle/crew socks (without logos), and tennis shoes (without lights or wheels, plain shoe laces)
The physical education t-shirt, shorts, and sweatshirt are monogrammed and must be purchased through Flynn & O'Hara.

Winter Uniform

Boys

Kindergarten through Grade 8

- Navy slacks (corduroy is permitted during the winter)
Belts required for students in grades 3-8, black, blue or brown.
- 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 decorations or logos)
All socks must be visible above the shoe.
- Brown, black, or saddle shoes as specified on the flier distributed to parents (plain shoe laces)
- Monogrammed, St. Louis sweater purchased through Flynn and O'Hara if needed
Eighth grade students may wear a red SLS sweatshirt ordered through the school.
- Sweatshirt purchased through Flynn and O'Hara only, if needed
No other sweatshirts are to be worn in school, including CYO basketball or spirit wear sweatshirts. The exception is the 8th grade red sweatshirt.

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 decorations or 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) or leggings may be worn with the uniform, alone or with navy socks but not with white socks. Black tights are not part of the school uniform.*
- Brown, black, or saddle shoes as specified on the flier distributed to parents (plain shoe laces).
- Monogrammed, St. Louis sweaters purchased through Flynn and O'Hara if needed *CYO basketball sweatshirts, phys. ed. sweatshirts, or other sweatshirts may not be substituted for sweater.*
- Sweatshirt purchased through Flynn and O'Hara only, if needed *No other sweatshirts are to be worn in school, including CYO basketball or spirit wear sweatshirts.*
- Hair accessories in matching uniform plaid, navy, or white

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) or leggings may be worn with the uniform and navy socks 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 flier distributed to parents (plain shoe laces)
- Monogrammed, St. Louis sweater purchased through Flynn and O'Hara if needed *Eighth grade students may wear a red sweatshirt ordered through the school.*
- Sweatshirt purchased through Flynn and O'Hara only, if needed *No other sweatshirts are to be worn in school, including CYO basketball or spirit wear sweatshirts. The only exception is the 8th grade red sweatshirt.*
- Hair accessories in matching uniform plaid, navy, or white

Girls, Cold Weather Traveling: Sweatpants

Girls may 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 girl enters the building. Pajama-style, lounge-wear pants are **not** permitted.

Summer Uniform, Boys and Girls

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

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 physical education uniform on days when the student has physical education and winter uniforms all other days.

Physical Education Uniform

St. Louis navy shorts, a St. Louis t-shirt, a St. Louis sweatshirt, blue sweatpants, white ankle/crew socks (without logos), and tennis shoes (without lights or wheels, plain shoe laces) *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 traditional watch. Fitbits, Apple watches, Smart watches, Angel watches, Smart bands, or other Smart jewelry are not allowed. 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 at any school related functions (e.g.: Cultural Arts Night, Christmas program, band concerts, May Procession, Science Fair, Social Studies Fair, etc.) Students wearing make-up or nail polish will receive a demerit and will be asked to remove the makeup or nail polish.

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. 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 their 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.

- Jeggings, navy blue stockings, black tights
- T-shirts/undershirts with logos or in colors other than white
- Bracelets of any kind, including Silly Bands, Spirit wristbands, ankle bracelets, hoop earrings of any size; necklaces
- Headbands in colors other than uniform plaid, navy, or white
- Hair wraps, hair extensions
- 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 SHIELD card redemption day (**Fridays only** - If there happens to be a Mass, prayer service, Reconciliation, etc. on a Friday, SHIELD cards may not be redeemed on that day.) 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 deems that the clothing is inappropriate. Students may not wear skirts/dresses/skortis 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, leggings except under the uniform, jeggings, 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 lobby desk. At the end of each month, unclaimed items are donated to a charity.

Discipline

St. Louis School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The purpose is to develop true Catholic character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored

events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

Our discipline structure empowers 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. The St. Louis School community maintains a welcoming, peaceful environment of mutual trust and respect in which everyone feels he or she belongs. Such a community atmosphere provides 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.

To maintain a positive learning environment that is consistent with our philosophy, students are to exhibit a sense of responsibility and respect for themselves as well as others.

The following are school-wide policies. Teachers may have additional classroom regulations not listed here.

- Arrive on time for school.
- Display respect for teachers and fellow students, quiet will be maintained in the corridors.
- Arrive at each class on time and sit in assigned seats.
- Remain in the classroom unless explicit permission to leave is given.
- Have all the necessary materials for class.
- Comply with the uniform requirements.
- Be attentive to the teachers and participate actively in all class activities assigned by the teachers. Do not work on another class or read materials other than those assigned, unless given explicit permission to do so. Materials for another class or for non-class activities should not be on a student's desk.
- Refrain from calling out and from talking to others while instruction is ongoing, during study periods, or when tests are underway.
- Avoid any action that is distracting to others.
- Be responsible for the cleanliness around your chair and desk, dispose of any trash around the desk.
- 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 discipline during class, but rather, they should see the teacher when it is convenient to resolve such difficulties.
- Maintain the location of desks, the condition of windows, blinds and lights, etc. as these are the teacher's responsibility.
- Enter and leave a classroom quietly.
- Eat in the cafeteria only, with exceptions as noted by the faculty and staff.
- Recognize that chewing gum is prohibited on school property.
- Access the Internet under the direction and supervision of a faculty or staff member.
- Keep electronic toys or devices (including iPod's) at home. Students are strongly discouraged from bringing anything of importance or value in order to prevent loss.
- Comply with the policy that cell phone use is prohibited during the school day, while attending Before Care or After Care, and while participating in extracurricular activities.

- Use Fitbits, smart watches, smart bands, or other smart jewelry only at home, not in school.

Generally, the teacher will address infractions. Should circumstances warrant, the parent and/or the administration will be consulted.

Positive Reinforcement

The Archdiocese of Baltimore maintains an evidence and research-based Anti-bullying Program titled Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings to create nurturing, safe, positive, and supportive learning environments. The program helps students to grow as persons of admirable character. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

St. Louis School utilizes a Shield card program for students in grades K-8 to recognize behavior that supports the St. Louis mission. The Shield card enables a student to come to school out of uniform. Shield card redemption day is only on Friday and 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. See the uniform section for expectations on appropriate attire.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The administration will implement acceptable conflict resolution techniques to work toward a solution.

Conduct Card

Each student in grades three through eight will receive an electronic 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 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, faculty may develop a behavior contract to support the student in his/her effort to modify behavior.

Other important aspects of the conduct card.

- The severity of the incident will determine the number of demerits issued.

- New conduct cards will be issued each trimester. Accordingly, students begin every trimester with a “clean slate.”
- 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.
- 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.
- When a student accumulates four demerits, he or she must have a parent sign the detention notice.
- 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 intimidation or menacing behavior (Examples include 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.)
- Bullying
- 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, in both the school and pastoral center, 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.

After school activities, while riding on buses to sports games or other such activities, are included in the definition of on-campus conduct.

Social media policy: whether posted during school hours, on school property, or outside of

the school property and hours, if the post creates a substantial disruption in the St. Louis School community, the school can and will take action to support the school environment.

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

When a student receives after-school detention, a notice will be emailed to the parent/guardian stating the date and time the detention will be served. This notice is to be signed by the parent/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/guardian will be notified.

If the student's behavior does not improve, the teacher will notify the parent/guardian to arrange a conference. The conference will include the principal or assistant principal (if necessity warrants), the parent/guardian, the student, and the teacher.

Saturday Detention

Saturday detention will be held in order to address serious infractions. The administration will determine if an infraction warrants a Saturday detention.

- Two faculty/staff members will monitor Saturday detention which will be served 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/or will write an essay about the behavior that caused him/her to serve detention.
- If a student is more than 15 minutes late for Saturday detention, he/she must serve an hour of Saturday detention at the next scheduled session.

Suspension

The administrators reserve the right to suspend a student from school for any serious infraction of school rules and regulations. While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and a parent/guardian will meet with the administration for reinstatement. The administration reserves the right to determine the conditions for reinstatement.

Procedure

- Parent/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.
- When the student returns to school following a suspension, he/she must report to the principal's office prior to entering the classroom.
- 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.

- Until readmitted to school, a student serving a suspension may not attend school functions or participate in extracurricular activities.

Expulsion

The school reserves the right to expel any student at any time when his/her conduct warrants expulsion. An 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 the following.

- 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
- 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/guardian is notified and a conference is held immediately. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within ten working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Louis School reserves the right to search school property (e.g., crates, desks, ect.), a student's belongings, and areas under the student's control in order to enforce school policies or

otherwise to preserve a safe and orderly learning environment.

Policies Regarding Legal Matters

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in St. Louis School and will result in disciplinary action up to and including suspension/expulsion.

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in 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 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

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, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "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

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.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

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.

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 Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school's website.

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.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Louis School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

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

A complete Blood Borne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the school office.

Asbestos Hazard Emergency Response Act

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. 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. The plan is kept in the school and may be viewed upon request during normal business hours.

Non-Discrimination Statement

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Laura Brookman, illuminations director, and Mrs. Deborah Thomas, principal.

All students enrolled in St. Louis School must participate in religion classes, Mass, worship, retreats, service projects, ACRE assessment, and any other faith-based instruction or activity. According to church policy, some students may not be able to participate in sacramental activities, but will attend. St. Louis staff will always teach and act consistent with the tenets of the Catholic Church.

School Procedures

School Hours

School office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Calls outside of these times will be directed to voicemail.

Students in pre-kindergarten attend either the full day session from 9:05 a.m. to 3:30 p.m. or the half-day session from 9:05 a.m. to 1:05 p.m. Pre-kindergarten sessions are held Monday through Friday.

The school day for students in kindergarten through eighth grade begins at 9:00 a.m. and ends at 3:30 p.m. Students may enter their homerooms at 8:30 a.m. Students arriving after 9:00 a.m. are tardy and must report to the receptionist's desk in the lobby for a late slip.

Responsibility for Students, Before and After School Hours

St. Louis School admits students in kindergarten through eighth grade at 8:30 a.m. and dismisses students at 3:30 p.m. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. 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 times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

If students are not picked up by 4:00 pm, students will be sent to After Care and a fee will be assessed.

Before school care is available from 7:30 a.m. to 8:30 a.m. If school is delayed due to inclement weather, the opening of Before Care is also delayed the same amount of time. If school is delayed 1 hour, Before Care will begin at 8:30 a.m. If school is delayed 2 hours, Before Care will begin at 9:30 a.m. After school care is available from dismissal to 6:00 p.m. To receive information about either of these programs, please refer to the school website.

Attendance Policies

Regular attendance is considered essential for learning at St Louis School. Students need to develop successful work habits and responsibilities for life. 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.

There are scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please consult the calendar when scheduling trips or doctor's appointments. Prolonged unauthorized absences can and do affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences.

Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments

may only be obtained upon return; note that missed work assignments may not be available for all absences depending on the nature of the assignment. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Vacations and sports are not considered legitimate reasons for missing school. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays.

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.
- Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc. on the same day or weekend following a Friday absence.
- When he/she returns to school, an electronic note is to be signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities, including recess. Since there is no indoor monitor, a student must be well enough to participate fully in outdoor play.
- If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.
- Assignments will be available for pick up at the receptionist's desk after the conclusion of the school day.
- If a student attends school fewer than three hours and forty five minutes, he/she will be considered absent for the day.
- When a student has been absent ten (10) days, either consecutively or non-consecutively, the parent/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.

Per the AOB policy, a student marked absent for more than 25 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Due to our effort to go paperless this 2023-2024 school year we have created a Google form for parents to complete for when your child will be absent. We will not be accepting notes from home. When your child will be absent, please complete the absent form and submit by **9:00 AM**. The form is found on the website under Current Parents, forms.

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 8:30 a.m. The school day begins at 9:00 a.m. Any student arriving after 9:00 a.m. is considered tardy and must report to the receptionist in the lobby or the assistant principal in the middle school for a late slip. Teachers will not admit students to their homerooms without this pass. Parents are to accompany their child to the patio outside the front lobby. The receptionist will then let your child inside. Parents are not permitted to enter the building, but please wait outside until she/he has safely entered the building.

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 five tardy arrivals, an administrator will contact the student's parents. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

Due to our effort to go paperless this 2023-2024 school year we have created a Google form for parents to complete for when your child will be absent. We will not be accepting paper notes from home regarding dismissal changes this school year. When your child will be **TARDY** please complete and submit this form by **9:00 AM** the day of the late arrival. The form is found on the website under Current Parents, forms.

[Tardy Form](#)

Early Dismissal

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. Early departures will be entered in PowerSchool as tardy, just as students arriving late in the morning are marked tardy.

Procedure:

- Parents are to park by the church, clear of any drop off lanes, and walk up to the school building. Children are outside throughout the day and this is why no parent may pull up by the school building.
- Please have your license ready to hand to the front desk receptionist to scan for your child's sign out.
- Please note that the LATEST your student can be picked up for early dismissal is 2:45.

Due to our effort to go paperless this 2023-2024 school year we have created a Google form for parents to complete for when your child will be dismissed early. We will not be accepting the notes from home regarding dismissal changes this school year. When your child has an **EARLY DISMISSAL** please complete and submit the form by **10:00 AM** the day of the early dismissal. The form is found on the website under Current Parents, forms.

[Early Dismissal Form](#)

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

Release of Students to Persons Other than their Parents

Students are only to be released to custodial parents or those adults listed on emergency contact forms. 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.

Students are never allowed to leave school in an UBER, Lift, or any private transportation company.

High School Visitation Policy

Students in the eighth grade are permitted two days which will be recorded 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.

Emergency and Weather Related Closings/Delayed Openings

Changes in the normal school starting or ending times 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, early closing, or cancellation of Howard County public schools. Notifications will also be sent via email and text. **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 email and text notifications.

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. Please make sure your child has safely gained entry to the building prior to departing.

Pets

As children may be allergic to or fearful of certain animals, as well as the risk of diseases, bites, or injuries, no animals are allowed on the St. Louis campus.

Communication

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed with the teacher first. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

Communication to Parents

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, a weekly email newsletter with school information is sent to families. A Family Directory is published each year.

Change in Family Status/Name

If there is a change in the family status or the change of a child's name, inform the school promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Change in Contact Information

If there is a change in the family address, phone number, or email address, it is essential that the school office be notified promptly. To convey these changes, email stlouisschool@stlouisparrish.org.

Emergency Information

Each year parents must complete a Health/Emergency Form, on the SchoolAdmin website, 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 and tornado 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 and classroom doors remain 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.

Flocknote

St. Louis School utilizes Flocknote to convey important school information in a timely manner in the event of an urgent situation, as well as for routine announcements and reminders.

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.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

School Visits

In order to ensure a safe environment for your child, all school doors will remain locked. All visitors and volunteers, including parents, must report to the main lobby and receive an identification badge before visiting any part of the school building. A visitor's badge must be worn at all times, while in the building. This will help teachers and staff to be aware of unauthorized persons in the building. Visits to the classroom are not permitted during school hours. Parents must schedule an appointment in order to conference with a faculty or staff member.

Cell Phone Policy

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 an automatic 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.

Telephone Use, Messages

The telephone in the school office is for official or emergency use only. Students may not use the office phone without permission from an administrator. 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 with a message for a student.

Transportation

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

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.

Special drop-off and pick-up arrangements have been made for pre-kindergarten students. Parents of pre-kindergarten students will receive detailed information about these procedures.

Buses

The St. Louis School has a private bus program that consists of three separate routes, each with one bus. These routes were created based on the responses from the parent interest survey that was sent to all SLS families in early March. Detailed bus route information is distributed by Mrs. Bridget Lehair in the school office. Please note that locations and times are subject to change.

The projected cost per student for this private bus service is \$1,150 for the 2023/2024 school year. Once registered, parents are responsible for the full payment. This fee is non-refundable. Please note that this fee will not increase, but may decrease based on the number of students who register for the private bus program. This bus program is completely nonprofit and is funded by parent participation. Each bus route can accommodate a total of 44 students. Registration for the St. Louis School private bus program is first come first served.

Morning Drop-Off Procedures

- All vehicles must enter the campus, at their assigned times, using only the Clarksville Pike (108) entrance. (See schedule below)
- Drivers should display Group card # and last name in their windshield.
- Traffic control will direct drivers.
- Parents should stay in their cars. Only students will exit the vehicle and move safely onto the sidewalk.
- Students will move from their car to the main entrance.
- Parents may exit the via the Ten Oaks exit or the light at Rt. 108
- In order to adhere to all safety guidelines, please make sure that you arrive at your designated time according to the schedule below.

Morning Drop-Off Schedule

Group 1 P - Z	Group 2 A - G	Group 3 H - O
8:30 am	8:40 am	8:50 am

Afternoon Dismissal Procedures

- All vehicles must enter the campus at their assigned time, using only the Clarksville Pike (108) entrance. (See schedule below)
- Drivers should display their Group card # in their windshield.
- Each car will park in the upper lot with cars facing the field. Cars will park bumper- to – bumper, with stadium style parking.
- Drivers will turn off their car and stay in their vehicle.
- Each student will walk to their car.
- The cars will be dismissed when all students are safely in their vehicles.
- Each row will be directed when they may exit the lot.
- Cars may use either the Rt. 108 or Ten Oaks Road exit.
- This process will repeat for each group of students.

Afternoon Drop-Off Schedule

Group 1 P-Z	Group 2 A-G	Group 3 H-O
3:30 pm	3:40 pm	3:50 pm

Health Services

The St. Louis Health Room is staffed by pediatric registered nurses. The goal of the school nurses is to promote the health and well-being of the St. Louis School community which includes students 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.

Maryland School Immunization Requirements

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 upon admission. St. Louis also requires all new students and all sixth grade students to 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 2021. Students entering kindergarten from St. Louis Pre-K must submit an updated Health Inventory and Immunization form. A physical exam must be completed within nine 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 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. 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.

In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Health Records

Parents are required to complete a Health Emergency Form listing any allergies including food allergies, serious medical conditions, medications, and emergency contact information, every year. The school must be notified of any changes that occur during the school year.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

- Influenza
- Covid19
- Strep Throat
- Fifth Disease
- Chicken Pox (varicella)
- Infectious Mononucleosis
- Head lice
- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Mumps
- Lyme Disease
- Rocky Mountain Spotted Fever
- Food Poisoning

- Adverse reactions to Pertussis Vaccine
- Human Immunodeficiency Virus Infection (AIDS and all other symptomatic infections)
- Animal bites/Rabies

St. Louis School will administer COVID 19 protocols according to the Howard County Health Departments.

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.

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
- Persistent cough
- Persistent runny nose with yellow/green discharge
- Undiagnosed rash
- Shortness of breath or wheezing

The student must stay home for twenty-four hours following the cessation of these symptoms. If a child is sent home from school with these symptoms they must not attend school, on campus, the following day. Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

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.

Dispensing of Medication

The administration of medication in school is discouraged; however, if a student's physician recommends that a student receive prescription or over-the-counter medication during the school day, the required Medication Prescription Form must be completed and signed by the physician in order to administer medication in school. All over-the-counter medication must be delivered in its original container. If a student requires an EpiPen at school the EpiPen order form and

medication must be submitted to the Health room on or before the first day of school. The child will be excluded without these required items. The required forms are available on the school website: www.stlouisparish.org/school. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

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 30 minutes**. 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.

Vision/Hearing Screening

The school follows the directives of the Howard County Health Department and responds to parent's requests for individual testing. This testing is usually done for:

- All new students who have not provided documentation for screening in the past year;
- All students the year they enter the school in Grades PreK, Kindergarten, 1, and 8;
- Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

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.

Allergies

Parents must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician, and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

There are students enrolled at St. Louis School who have **severe, life-threatening** food allergies. Most anaphylactic allergies at St. Louis School are related to peanut/tree nuts. There are also a small number of children with anaphylactic allergies to milk, eggs, or other foods. These students are in danger of experiencing a life-threatening reaction if they ingest a minute amount of food containing peanuts/tree nuts or other allergens; or if they come into physical contact with peanut/tree 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 allergy policy and will require the cooperation and understanding of the entire St. Louis community.

At St. Louis School, students may not bring nut products to school.

We have also implemented and enforced 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.

As of 11/12/2014, St. Louis School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Birthday Treats and Classroom Celebrations

Life threatening food allergies, particularly peanut and tree nut allergy, are on the rise. In an effort to minimize students' exposure to these allergens, and in response to numerous parent concerns about maintaining a healthy environment, snacks for classroom celebrations will be supplied. Similarly, students may NOT bring food items to distribute as birthday treats. Parents are reminded that birthday treats are **OPTIONAL**, and may consist of only items such as stickers, pencils, etc.

Thank you in advance for your adherence to this policy; we greatly appreciate your help in keeping our students healthy and safe.

Please be mindful of the feelings of all students when sending invitations to be distributed at school. Invitations may only be distributed in school to all students of the same gender or all students in the class.

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 the 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.

Counselors

A primary and middle counselor provide guidance services. Services include routine classroom guidance, crisis intervention, individual and group communication, and collaboration and consultation with families and faculty/staff members.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit [AoB Risk Management](#).

Family Service Program

Purpose: The purpose of the Family Service Program is to help provide the best possible Christian Education for the children at St. Louis School, to promote community, and to defray the cost of tuition by having families perform service hours in support of the school's administration, faculty, and fund raising activities.

Administration: The family Service Program is administered by the St. Louis School Board and Home School Association (HSA). The St. Louis School and Home School Association 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 business manager is responsible for keeping track of the hours reported and for preparing reports as needed by the School Board.

Policy

Family Requirement

- Every family who enrolls their child/children in St. Louis School is required to participate in the Family Service Program.
- Each family must perform 30 hours of service (15 hours for single parent households, active military families, or at the discretion of the principal for those families with special circumstances) from a list of activities approved and occasionally modified by the St. Louis School Board. Hours may also be fulfilled by purchasing SCRIP (½ hour of service for every \$100 in SCRIP purchases).
- St. Louis faculty and staff who have children enrolled in the school are required to fulfill the Family Service Program obligation.

Family Service Program Specifications

Annual Term and Billing

- The family Service Program for the upcoming year will begin July 1st for the upcoming school year and will run through June 30th of the following calendar year.
- Families need to complete the Admission Acknowledgement and the Family Service Program Acknowledgement on the SchoolAdmin website at the time of re-registration.
- A payment of \$450 shall be paid on or before November 15 each year by families not participating in the Family Service Program. Payment may be deducted through FACTS.
- Service hours do not carry over from one year to the next.
- Charges for unpaid and unfulfilled service hours will be deducted through FACTS, on or after August 1st, after appropriate notice has been given by St. Louis School, as per the Family Service Program Acknowledgement.

Reporting

- **Families are required to report their volunteer hours on the link found on the SLS website**
- St. Louis School does not record or keep track of service hours. The exception is SCRIP purchases. Volunteer time earned through SCRIP purchases will be credited to your account, by the school. A tuition credit for SCRIP purchases will be made in August following the school year.
- Family service hours will be credited in ½ hour increments. Anything less than ½ hour should simply be listed as ½ hour worked.

Credit and Eligibility

- Any individual family member who is at least 18 years of age may perform service hours. St Louis students working at service program activities may NOT receive service hours.
- Parents of students withdrawn during the course of the school year are required to perform a prorated number of hours or pay a prorated fee.
- 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.
- 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, including Coffee with the Principal, throughout the year. Families may receive credit per family member for time spent attending HSA meetings.
- Any committee chairperson, School Board member, HSA officer, weekly lunchroom parent, car duty parent, and all room parents automatically fulfill his/her Family Service Program obligation and should record this on the volunteer hours website.
- Parish events that can be used for Volunteer Hours will be announced.

All volunteers are required to comply with the Archdiocesan requirements under the VIRTUS program.

