



**2025 Maryland Blue Ribbon School**

**2025 National CAPE Blue Ribbon School**

## **2025-2026 PARENT/STUDENT HANDBOOK**

*Dear St. Louis Community:*

*It is my joy to welcome you to St. Louis School, where faith and learning come together in a spirit of partnership and excellence. As a Catholic school, we are dedicated not only to strong academic achievement but also to the spiritual growth and moral formation of every child entrusted to our care. Please, review this handbook carefully and ask your teachers and administrators questions as needed.*

*We believe that the education of children is a shared responsibility between home and school. Together, we form a partnership rooted in faith, respect, and a commitment to nurturing the God-given gifts of each student. Your support and involvement are vital as we strive to build a Christ-centered community where students feel safe, loved, and inspired to do their best.*

*At St. Louis School, we hold ourselves to the highest standards of excellence in Catholic education. Through rigorous academics, service opportunities, prayer, and worship, we prepare our students to become compassionate leaders, lifelong learners, and faithful disciples of Christ.*

*Thank you for choosing St. Louis School and for walking with us in this mission. I look forward to a blessed and successful school year together.*

In Christ,  
Mrs. Deborah Thomas  
Principal

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St.Louis School is a co-ed elementary school for students in Pre-Kindergarten through grade eight. 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. (Policy ADM 6.0)

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## Overview

### Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore (AoB) nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

### Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

### St. Louis School Vision Statement

- 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

### St. Louis School Mission Statement

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

### Philosophy

The St. Louis School community is composed of dedicated parents, students, faculty, staff, administrators, and priests. As Catholic educators, we are called to serve all in our school and to lead others to a deeper awareness of the faith through our example, teaching, and love. Together, we celebrate faith and learning in a joyful, nurturing, and academically rich environment.

We believe each student is a unique gift from God, created with distinct talents and potential. In partnership with families, we guide students to recognize, develop, and share their God-given abilities. Rooted in Catholic values, our strong academic foundation enables each child to grow in leadership, scholarship, social skills, and service to others. Our teaching, enriched by varied methods and strategies, seeks to foster maximum achievement for every learner.

St. Louis School follows the Course of Study of the Archdiocese of Baltimore. We strive to equip students with the knowledge, skills, and habits of mind needed to meet future challenges. We are committed to nurturing moral character, cultivating Catholic witness, and fostering the ability to make thoughtful and responsible decisions in today's society.

Dedicated to academic excellence, our staff collaborates closely with one another and the administration, sharing a love for teaching and a deep concern for each child's growth. The well-being of our students is at the heart of all we do. Our mission is to inspire active learners and to provide opportunities for them to grow and flourish spiritually, academically, socially, and physically.

Recognizing parents as the primary educators of their children, we actively seek their input and involvement. Through mutual sharing, communication, and care, we work together for the good of the children entrusted to us. United in faith, we journey with hope and joy toward the Kingdom of the Risen Christ.

### **History of School**

St. 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 St. 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 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 SACS Council on Accreditation and School Improvement. Additionally, St. Louis School holds Cognia accreditation for the PreSchool Program and for the STEM program.

## National Catholic Educational Association (NCEA)

St. Louis School is a member of the National Catholic Educational Association (NCEA).

### Awards & Accolades

2025 Maryland Blue Ribbon School

2025 CAPE Blue Ribbon School (national recognition)

2017 and 2010 National Blue Ribbon School, recognized by the U.S. Department of Education

### Faculty and Staff

<b>Administrative Team</b>	
Fr. Michael DeAscanis	Pastor
Fr. Daniel Andrades	Associate Pastor
Fr. Robert Katafiasz	Associate Pastor
Mrs. Deborah Thomas	Principal
Ms. Mary Ewachiw	Assistant Principal, Middle School Administrator
Mrs. Lizz Anacker	Director of Admissions and Advancement, Director of Before/After Care
Mrs. Susie Madden	Coordinator of Academic Affairs, K-5 Administrator, Catholic Identity Chair
Mr. Richard Brotzman	Technology Coordinator
Mrs. Lisa McCarthy	Business Manager
Mrs. Anne Marie Key	Administrative Assistant
Ms. Suzanne Martin	Administrative Assistant
<b>Faculty</b>	
Mrs. Christine Bowen-Kreiner, Program Director	Teacher - Pre-Kindergarten A
Mrs. Lauren Tyler	Teacher - Pre-Kindergarten C, 3-year-old program
Ms. Maria Melzer	Teacher - Pre-Kindergarten B
Mrs. Lisa Pulay	Teacher's Assistant - Pre-Kindergarten A
Ms. Carolina Magana	Teacher's Assistant - Pre-Kindergarten C PK3
Mrs. Kate Cilia	Teacher's Assistant - Pre-Kindergarten B
Mrs. Kelsey Amrhein	Teacher - Kindergarten A
Mrs. Melanie Farace	Teacher - Kindergarten B
Mrs. Michele O'Neill	Teacher - Kindergarten C
Mrs. Tracie DiBernardo	Teacher's Assistant - KA
Ms. Clare Widitz	Teacher's Assistant - KB
Mrs. Amy Vicendese	Teacher - 1A
Mrs. Kaitlyn Moore	Teacher - 1B
Ms. Kelly Vasile	Teacher's Assistant -1A
Ms. Cynthia Hall	Teacher's Assistant -1B
Mrs. Kathy Johnson	Teacher - 2A
Mrs. Becky Kenney	Teacher - 2B
Ms. Kathy Schiaffino	Teacher's Assistant - 2A

Mrs. Lisa Lengel	Teacher's Assistant - 2B
Mrs. Darcy Sutton	Teacher - 3A
Ms. Abigail Buckley	Teacher - 3B
Ms. Beth Hoeck	Teacher's Assistant - 3A
Ms. Lorie Jennings	Teacher's Assistant - 3B
Mr. Joseph Johnston	Teacher - 4A
Ms. Abby Thornton	Teacher - 4B
Ms. Serena Martin	Teacher's Assistant - 4A
Mrs. Louise Lawrence	Teacher's Assistant - 4B
Ms. ann Marie Fagan	Teacher's Assistant - 4B
Mrs. Pam Riggan	Teacher – 5A
Ms. Tanya Rossi	Teacher – 5B
Ms. Amanda Brotzman	Teacher - 6A, Language Arts and Technology
Mr. John-Paul LeGare	Teacher - 6B, Language Arts and Social Studies
Ms. Chris Duff	Teacher - 7A, Math and Science
Mr. Patrick Deegan	Teacher – 7B, Language Arts and Social Studies
Mrs. Jane Spera	Teacher – 8A, Math and Religion
Ms. Marguerite Conahan	Teacher - 8B, Math, Science, and Religion
Mrs. Kathy Hawthorne	Teacher - Math
Ms. Christine Johnson	Teacher - Religion and Catholic Identity
Mr. Matthew Lanier	Teacher - Math, Science, and Technology
<b>Specials Teachers</b>	
Mrs. Danielle d'Epagnier	Teacher - Art PK-8
Ms. Mary Cabrera	Teacher - Spanish Pre-K-2
Ms. Molly Dustin	Library Media Specialist, Middle School Language Arts, Technology
Ms. Carol Fries	Teacher - Spanish 3-8, Teacher's Assistant - 1 A&B
Mrs. Amber Osborne	Teacher - Physical Education PK-8
Mrs. Sandra Osborne	Teacher - Music PK-8
Mrs. Luisa Palting	Youth Minister
Mrs. Mary Phelps	Teacher – Technology K-2, Assistant Technology Coordinator
Mrs. Jennifer Weglein	Band Director 4-8
Mrs. Zulma Whiteford	STEM Coordinator
<b>Support Professionals</b>	
Mrs. Laura Brookman	Counselor - PreK, K - 4, Director of Illumination
Mrs. Hannah Boyer	Counselor - 5 - 8
Mrs. Kara Brown	Teacher - Louis IX Program, Illumination
Mrs. Joanna Chiarella	Teacher - Illumination
Mrs. Jill Comeaux	Front Desk
Mrs. Lori Dittmar	Nurse
Ms. Sydney Dixon	Inhouse Substitute, Administrative Support
Mrs. Andrea Faustini	Lunch Coordinator
Mrs. Elizabeth Friedman	Teacher - Illumination
Mrs. Karin Lawrence	Front Desk
Ms. Malea Thomas	Inhouse Substitute, Administrative Support
Mrs. Claire Wooters	Paraeducator, Louis IX Program
<b>Facilities</b>	

Mr. Bill Steier	Facilities Coordinator
Mr. Larry Bowes	Facilities

### School Board Members

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
- Dr. Suzy Hill, Board Chair, Vice President, Stifel
- Ms. Mary Ewachiw, Assistant Principal, St. Louis School
- Mrs. Anne Goudreau, St. Louis Parish Council Representative
- Mr. Joseph Johnston, Teacher, St. Louis School Faculty Representative
- Mr. Kevin Key, Machine Learning Engineer, The Johns Hopkins University Applied Physics Laboratory
- Mr. Will Knotek, Head of School, St. John's Catholic Prep High School
- Mr. John Lengel, Vice President, Fannie Mae
- Mrs. Susie Madden, Academic Coordinator and Catholic Identity, St. Louis School
- Mrs. Sandra Malebranche, Project Management Professional, St. Louis Parish Haiti Mission
- Mrs. Patricia Marlatt, Teacher, Mount de Sales Academy
- Dr. Megan Masters, Chair Home School Association, Interim Assistant Vice President, Academic Technology & Innovation, University of Maryland
- Ms. Colleen McGowan, Director, Office of Research Services, National Institutes of Health
- Ms. Margaret McNeill, Chief Financial Officer, Wallace Consulting & Construction, Inc.
- Ms. Maureen Ritz, Counselor for Class of 2029, Director of the Counseling Center, DeMatha Catholic High School

### School Calendar 2025-2026

(Policy ADM 13.1) The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

- Day 1: Closed
- Day 2: Closed
- Day 3: Closed
- Day 4: Asynchronous Learning
- Day 5: Asynchronous Learning
- Day 6 and Beyond: Add a day of instruction to the calendar

St. Louis School has included three (3) inclement weather days in the calendar. If the school does not close due to inclement weather or unforeseen events (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on : March 31, April 1, and April 2.

Please note: For each inclement weather day that is used, one of the above planned days off will be removed, meaning the students and staff will be in school. Please check the school newsletter for details.

Two asynchronous days are scheduled for students during the 2025–2026 school year: Friday, November 14 and Friday, February 27.

Students will be responsible for finishing the required work, and all assignments will be graded. The Archdiocese designated a half day of asynchronous learning, and St. Louis combined this with a half day of professional development to create a full workday.

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

#### Highlights:

- First Day of School for students in K-8: August 25, 2025
- Thanksgiving Break: November 26, 2025 - November 28, 2025
- Christmas Break: Begins Friday, December 19, 2025 following a Noon dismissal
- School Resumes: January 5, 2026
- Easter Break: Begins April 2, 2026 following a Noon dismissal
- School Resumes: April 13, 2026
- Eighth Grade Graduation: Wednesday, May 27, 2026
- Last Day of School for Pre-K: Wednesday, June 3, 2026
- Last Day of School for K-7: Wednesday, June 10, 2024 following a Noon dismissal

## Campus Map and Dismissal Route



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### Catholic Identity

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are the foundation for religious instruction at St. Louis School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accordance with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents are informed of the faith formation program and the expectations for their child(ren) in religious instruction and daily faith practice.

### Advent

All classes display an advent wreath in preparation for the coming of Christ. The meaning of Advent as a time of waiting and expectation is woven into daily morning prayer, weekly Masses, and in religion class. Grades K, 2, 4, 6, and 8 perform a Nativity pageant in the church for the school and parent community.

## **Catholic Schools Week**

An annual national celebration of Catholic Schools is held the last week of January, the St. Louis events start with school speakers at the parish Masses and continue with parent, student, and teacher appreciation days and service projects. The 7th and 8th grade basketball games are a long-standing tradition during Catholic Schools Week.

## **Daily Prayer**

Eighth grade students lead daily morning and afternoon prayer for the school community. Grace is said before meals, and classes begin with prayer.

## **Lent**

During Lent, students deepen their understanding of the season through religion classes focused on its meaning and spiritual significance. Teachers lead students to the chapel to pray the Stations of the Cross, reflecting on Christ's passion and sacrifice.

As a school community, St. Louis participates in a school-wide service project, encouraging students to live out their faith through acts of service and compassion. In addition, grades 1, 3, 5, and 7 present the Living Stations of the Cross for the school and parent community, offering a prayerful re-enactment that invites all to enter more fully into the Lenten journey.

## **May Procession and Crowning**

In May, the school gathers together in celebration of the Blessed Mother for a May Crowning. The 8th and 2nd grades present the flowers and crown Mary. Additionally, the students who received their first Holy Communion receive a special blessing.

## **Pastor's Contact Information and Short Biography**

Father Michael DeAscanis - Pastor

Email: [mdeascanis@archbalt.org](mailto:mdeascanis@archbalt.org)

Parish Office Phone Number: 410-531-6040

Fr. DeAscanis has served as pastor of the St. Louis and St. Francis of Assisi Pastorate since 2021. Ordained to the priesthood on June 26, 2004, he previously worked for four years as a civil engineer before entering seminary. His seminary formation took place at Mount St. Mary's Seminary in Maryland and at the Pontifical North American College in Rome. In addition to his pastoral responsibilities, Fr. DeAscanis also serves as chaplain to the Catholic Medical Association in Baltimore.

## **Religion Curriculum**

(Policy INST 1.4; INST 1.5)

PreK-K, Allelu!, Our Sunday Visitor

1-8, Faith and Life, Ignatius Press

K-8, Growing with God, Loyola Press

Growing with God is an 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 Mrs. Susie Madden, Catholic Identity Chair.

Gospel study program for grades 5 – 8, lead by parish priests and youth ministry

### **Retreats**

The school conducts retreats for 6th – 8th grades, including a multi-day outdoor retreat for 6th and 7th grades.

### **Sacraments**

The second grade class celebrates First Confession and First Holy Communion. All sacramental preparation, including First Reconciliation, First Holy Communion, and Confirmation, is coordinated through St. Louis Parish and the Office of Faith Formation, with CYM overseeing the Confirmation program. These parish ministries oversee the planning, instruction, and administration of each program in collaboration with school administration and faculty. Families will receive communication directly from the Faith Formation Office (and CYM for Confirmation) regarding requirements, schedules, and important dates.

### **School Liturgy Schedule**

- Weekly Mass for students, staff, and parents
- Students serve as altar servers
- Weekly rotating sacrament of confession for grades 2-8, including adoration, the rosary, and Lectio Divina
- Prekindergarten chapel once a week with an age-appropriate messaging

### **Service Projects**

The St. Louis service program is designed to introduce and develop a habit of considering the needs of others and seeking to encourage, inspire, and love those in need.

Following are some past charities supported by St. Louis students and the service club.

- St. Vincent de Paul Beans and Bread: 240 personal care sock bundles, 60 additional travel size containers each of body wash and shampoo, tags made by younger students
- Veterans Day treat bags for members of the military
- Bon Secours Community Support Center: Christmas toy collection
- Kennedy Krieger: decorated trees to be sold during the Festival of Trees
- Archdiocese of Baltimore Seminarians: prayer and cards
- Little Sisters of the Poor Nun Run: monetary support through Out of Uniform Day
- Level the Playing Field: collection of used sports equipment

- Cross Catholic Outreach (families and children in Ukraine): monetary support through Out of Uniform Day
- Catholic Relief Services: monetary support through Out of Uniform Day
- Catholic Relief Services Rice Bowl: sacrificial giving during Lent
- Catholic Negro American Mission Board: monetary support through Out of Uniform Day
- Juvenile Diabetes Research Foundation: monetary support through Out of Uniform Day
- Surfer's Healing (autism support): monetary support through Out of Uniform Day
- Homeless Veterans in Baltimore City: clothing donations
- Little Sisters of the Poor, St. Martin's Home: Christmas cards and letters to residents
- University of Maryland Hospital: pictures and cards thanking health care workers for being heroes
- ICU Nurses at Howard County General Hospital: cards throughout the year
- NICU Nurses at Holy Cross Hospital: cards throughout the year

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## **Academics**

### **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.

### **Curriculum**

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) St. Louis School follows the Archdiocesan Curriculum standards, instructional minutes, and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

### **Pre-Kindergarten**

St. Louis School's early childhood program prepares children for future academic success through a comprehensive curriculum in literacy, math, science, and social studies. All instruction is aligned with Maryland Standards for Learning, ensuring the foundational skills gained in preschool are extended through kindergarten and the primary grades.

## **Kindergarten**

Kindergarten is a time of growing independence, confidence, and love for learning. Students use hands-on manipulatives, activities, games, books, and technology to reinforce lessons and begin building the foundation to become independent learners.

## **Grades 1–5**

Classes are primarily self-contained and include religion, family life, language arts (reading, spelling/vocabulary, English, writing, handwriting), mathematics, social studies, and science. The curriculum is developmentally appropriate and spirals as students progress. Specialist teachers provide instruction in Spanish, technology, library science, physical education, art, and music.

## **Grades 6–8**

Instruction is departmental, with coursework in religion, family life, language arts (reading, English, vocabulary/spelling, writing), mathematics (pre-algebra, algebra, geometry), science (including lab work), social studies, Spanish, technology, physical education, art, and music.

## **Academic Integrity Policy**

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.

St. Louis School is committed to ensuring that artificial intelligence (AI) is used responsibly, ethically, and effectively to support student learning while upholding academic integrity and safety. In grades 5-8, students may use approved AI tools for research, idea generation, learning support, and creative enhancement; however, AI may not be used to replace original work, circumvent critical thinking, or create misleading, harmful, or inappropriate content. All AI use must be transparent, with proper citation when AI-generated content is incorporated into assignments. Teachers will guide students in ethical use, oversee classroom applications, and provide instruction in AI literacy, bias, and responsible digital citizenship. Misuse of AI may result in corrective actions, including reteaching, assignment resubmission, loss of AI privileges, or disciplinary consequences.

## **Educational Resources and Textbooks**

**Pre-K:** Frog Street Curriculum

### **Language Arts**

K-2	Literacy Footprints	Pioneer Valley Books
K-4	Handwriting	Zaner Bloser
3 - 4	Reading Fundamentals	Schoolwide, Inc.
5	Reading Fundamentals	Schoolwide, Inc.
	Vocabulary from Membeane	Membeane
6	SRA-Open Court Reading	SRA/McGraw-Hill
	Vocabulary from Membeane	Membeane
	Voyages in English	Loyola Press

7-8	Selected Literature Literature and Integrated Studies Vocabulary from Membeane Voyages in English Selected Literature	Scott Foresman Membeane Loyola Press
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### **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	Glencoe McGraw-Hill
	Algebra Structure and Methods	McDougal Littell
8	Reveal Math	McGraw Hill
	Algebra Structure and Methods	McDougal Littell
	Geometry	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 Work**

Summer reading lists and math work is available on the school website by the end of June.

## **Grading Policy**

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

### Overview of Grading and Reporting

Grades serve as an objective measure of a student's academic performance and mastery of the curriculum. They provide essential feedback to students, parents, and educators, to identify strengths and areas for growth: and inform instructional decisions. Grades also uphold accountability, support student learning, and promote a culture of excellence and continuous improvement.

### **Kindergarten – Grade 2**

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

### Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

### Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

### Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

### Behavior

Behavior is reported separately and is not factored into academic performance indicators.

## **Grades 3-8**

### Components of Grading

Grades will primarily reflect the student's academic mastery of the subject content.

Content Knowledge (50%) This category will represent the student's mastery of core subject content including classwork, practice activities, and quizzes.

Assessment of Learning (30%) This category includes more formal assessments such as larger tests and projects using applied knowledge that evaluate how well students have mastered the material.

Skills Application and Critical Thinking (25%) This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

Homework and Practice (5%) Homework and in-class activities

### **Homework Policy**

Homework is an extension of classroom learning, assigned to reinforce or expand on lessons. Students are expected to complete all assignments carefully, on time, and record them in their homework journal. As a courtesy, assignments are also posted in Google Classroom by 5:00 p.m. each day.

### **Time Guidelines**

The suggested daily homework time is 10 minutes per grade level (e.g., 10 minutes in kindergarten/first grade; up to 80 minutes in eighth grade). This includes written work, studying, and long-term projects.

### **Student Responsibilities**

- Complete homework by the due date.
- Record assignments in the homework journal.
- Submit work that meets quality expectations.

*Grades 5–8:* Students who fail to complete or submit quality work will complete assignments during lunch/recess in their homeroom group. Missing this session will result in a demerit.

### **Parent/Guardian Responsibilities**

Parents/guardians are expected to support homework completion by:

- Ensuring students fulfill their homework responsibilities.
- Providing a quiet, well-equipped study space.
- Reviewing assignments and offering assistance as needed.
- Helping children plan for long-term assignments.
- Emphasizing the importance of study and returning work to school.

If homework cannot be completed due to serious family circumstances (e.g., illness, bereavement), parents should provide a written explanation to the teacher. Conflicts with vacations, sports, or extracurricular activities are not acceptable excuses.

### **Grading and Effort**

Homework may be considered in evaluating effort and conduct on report cards. Teachers will contact parents if a student consistently misses assignments and will suggest strategies for improvement.

### **School Policy on Forgotten Work (Grades 4–8)**

The school office will not accept or deliver forgotten items such as homework, books, binders, or projects. Homework may not be submitted via email or fax.

### **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%.

### **Behavior**

Behavior is not included in academic grades.

### **Subjects and Activities Requiring Participation**

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

## Report Card Grade Keys

<b>Grade Key, Grades 3-8</b>	
<b>A+</b>	<b>97-100</b>
<b>A</b>	<b>93-96</b>
<b>B+</b>	<b>89-92</b>
<b>B</b>	<b>85-88</b>
<b>C+</b>	<b>80-84</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>E</b>	<b>69 and below</b>

<b>Grade Key, Grades K-2</b>	
<b>Consistently Developing</b>	<b>93-100</b>
<b>Making Progress</b>	<b>75-92</b>
<b>Support Needed</b>	<b>74 and below</b>
<b>NA</b>	<b>Not Assessed at this time</b>

<b>Grade Key, Special 3-8</b>	
<b>Consistently Developing</b>	<b>93-100</b>
<b>Making Progress</b>	<b>75-92</b>
<b>Needs Improvement</b>	<b>74 and below</b>
<b>NA</b>	<b>Not Assessed at this time</b>

## Interim Reports and Report Cards

In the Archdiocese of Baltimore, students in Pre-K through Grade 8 receive report cards three times per year, at the end of each trimester. Grades reflect achievement at the student's instructional level and are based on daily performance, homework, tests, projects, and papers.

For grades 3-8, interims are issued at the midpoint of each trimester. Teachers will contact parents regarding academic or behavioral concerns at that time; if no concerns exist, no contact will be made. Parents can view grades and progress daily in PowerSchool and are encouraged to check regularly. Parent-teacher conferences may be scheduled by either the teacher or parent.

### Pre Kindergarten – Grade 2

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

<b>Grade Key Grades PK-2</b>	
Consistently Demonstrating	The student has mastered the standards and requires no support.
Making Progress	The student is making progress toward mastering the standards, requiring some support.
Support Needed	The student is approaching the standards, still requiring significant support.
Not Assessed	This content has not yet been assessed.

### Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

### Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

## Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

## Behavior

Behavior is reported separately and is not factored into academic performance indicators.

## Grades 3 - 8

In Grades 3 - 8, Religion, Social Studies, Science, Math, and Language Arts are reported using letter grades.

<b>Grade Key Grades 3-8</b>	
<b>A+</b>	<b>97-100</b>
<b>A</b>	<b>93-96</b>
<b>B+</b>	<b>89-92</b>
<b>B</b>	<b>85-88</b>
<b>C+</b>	<b>80-84</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>E</b>	<b>69 and below</b>

Art, Music, Physical Education, Technology, World Language, and Conduct are reported using the Achievement/Conduct Codes.

<b>Achievement/Conduct Key Grade 3-8</b>	
<b>Consistently Demonstrating</b>	<b>93-100</b>
<b>Making Progress</b>	<b>75-92</b>
<b>Needs Improvement</b>	<b>74 and below</b>

To

review the Archdiocese of Baltimore Achievement/Conduct Criteria, click [here](#).

## **Promotion Requirements**

Students are promoted to the next grade upon successful completion of all subjects each year.

## **Retention**

(Policy INST 5.0) Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

All written communications regarding retention are maintained in the 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.

## **Graduation Requirements**

Students in eighth 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 eighth-grade student must be in good academic, financial, and behavior standing to participate in the end of the year graduation activities.

## **Power School Access**

(Policy INST 4.0) It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

## **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.

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.

### **Other Student Services**

#### 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 Illumination Program

The Illumination Program provides specialized support and enrichment to meet the needs of students across all ability levels within the school's rigorous curriculum. Using flexible grouping, students receive small and whole group instruction.

For students with documented learning needs, a Student Accommodation Plan may be created to outline strengths, needs, and accommodations. Based on current educational assessments, the Illumination team may recommend exemption from foreign language (grades 4–8); this exemption will be noted on report cards.

The team also collaborates with classroom teachers to provide enrichment opportunities for students requiring additional challenges.

### **Learning Support and the Student Advocacy Team (SAT) Process**

If a child is not making adequate academic progress, either the school or the parents/guardians may initiate a professional consultation or evaluation through the local public school system ("Child Find") or a private provider.

The process typically begins with an initial IEP (Individualized Education Program) meeting through the local public school, where parents/guardians, school staff, and teachers share concerns and determine if an evaluation is warranted. If assessments are recommended, the IEP team reviews results and decides whether the student qualifies for special education services. Federal law requires IEP implementation only in public schools; however, St. Louis School staff will collaborate with parents to identify appropriate accommodations, resources, or placements.

When appropriate, a Student Accommodation Plan may be developed at St. Louis School to outline a student's strengths, needs, and accommodations. The Illumination team and Student Advocacy Team play a vital role in this process, working closely with parents and teachers to support the student's learning.

Parents are encouraged to notify school administration before initiating the Child Find process or before working with a private provider so that the school can provide

records, complete required paperwork, and participate fully in meetings to support the child's needs.

## Field Trips

(Policy ADM 26.0) Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department 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 trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the fee we quote 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, we cannot promise a refund. Parents must notify the teacher 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. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

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## Admissions

### Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

### Application Process

- Submit an online application (SchoolAdmin) with a **non-refundable fee**: \$175 per child, maximum \$350 per family.
- Required documentation:
  - **Pre-K applicants**: Birth certificate, Baptismal certificate, current IEP/504 plan (encouraged if applicable).
  - **K-8 applicants**: Birth certificate, Baptismal certificate, most recent report card/progress report, standardized test scores (encouraged if applicable),

current IEP/504 plan (encouraged if applicable).

### **Admissions Timeline**

- **Nov. 1 – Dec. 31:** Application window.
- **Jan. 1 – Jan. 31:** Applications reviewed; entrance assessments, and shadow days scheduled.
- **Feb. 1:** Families notified of admission decision.
- **Mar. 1:** Enrollment contracts due.

### **Age & Readiness Requirements**

- Pre-K: Age **4 by Sept. 1**, toilet trained.
- Kindergarten: Age **5 by Sept. 1** (early admission possible at principal's discretion under Archdiocesan policy).
- First Grade: Age **6 by Sept. 1**.

### **Assessments**

- **Kindergarten** applicants assessed before admission.
- **Grades 1–8:** Reading, math, grammar, and writing assessments administered. Admission is based on assessment results, academic/attendance records, and student interest.

### **Health Requirements**

**Immunization and health records** required for all students (must be on an official, certified record).

- Maryland state-mandated immunizations include:
  - DTP/DtaP (4 doses if <7 years old)
  - Tetanus/Diphtheria (3 doses if age 7+)
  - Polio (3 doses)
  - Measles (2), Rubella (2), Mumps (2 – required for Pre-K)
  - Varicella (1 dose for Pre-K; 2 doses for K entry, or proof of disease)
  - Hepatitis B (3 doses)
  - Haemophilus Influenzae type b and Pneumococcal (Pre-K only)
  - Tdap (1 dose, Grade 7)
  - Meningococcal (1 dose, Grade 7)
- **Medical exemptions require physician's documentation.**

### **Admission Priorities**

Admission depends on available openings and is granted in this order:

1. Siblings of currently enrolled students
2. Families registered in St. Louis & St. Francis Pastorate (length of registration and

- parish involvement considered)
3. Newly registered families moving into the Pastorate from another parochial school  
Newly registered families moving into the Pastorate
  4. Catholic non-parishioners
  5. Non-Catholic families (must agree to full participation in religion curriculum, liturgies, and activities, except sacraments)

### **Acceptance & Probation**

- Pre-K students have priority for kindergarten, but acceptance is not guaranteed.
- All new students are admitted on a three-month probationary basis. If academic, emotional, or social needs cannot be met, the school will recommend alternate placement after consultation with parents.

### **Average Class Size (Note: Instructional Assistants in Every Class, Grades Prekindergarten - 4th)**

Preschool: 17  
Kindergarten: 20  
1st - 8th grade: 27

### **Waiting List**

This statement is shared with prospective families during the admission process. "I authorize the St. Louis School to share my information with other Catholic Schools in the Archdiocese of Baltimore if my child is denied admission or waitlisted due to space/capacity limits and authorize other Archdiocesan schools to contact me."

### **Placement**

(Policy INST 3.0) Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

### **High School Admissions and Visitation Policy**

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

### **Non-Discrimination Statement**

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

*“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. Deborah Thomas, Principal, or Mrs. Laura Brookman, Director of the Illuminations Program.

Religion is required for each year a student attends St. Louis School. All students enrolled in St. Louis School must attend religion classes and services. Teachers always teach and act consistent with the tenets of the Catholic Church.

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## **Assessment Program**

### **Standardized Testing**

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

### **Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students**

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth and guide instruction. Grades 3, 5 and 7 also take the Science Assessment each Spring. Parents are typically given feedback about their child's performance at the end of the year.

### **Assessment of Child/Youth Religious Education (ACRE)**

(Policy INST 3.3) All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

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## **Attendance and Student's Records**

### **Absences**

(Policy ADM 1.0) Regular attendance is considered essential for learning at St. Louis School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, parents must submit a Google form by 9:00 AM. The form is found on the website under Current Parents, forms.

There are regularly 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 check these ahead of time when scheduling trips or doctor's appointments. 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. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher 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.

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.

Per the AOB policy, a student marked absent for more than 20 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 the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

## **Truancy**

(Policy SS 1.0; SS 1.1) Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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.

## **Lateness & Assignments**

Students may enter their homerooms at 8:30 am. The school day begins at 9:00 am. Any student arriving after 9:00 am is considered late and must report to the front desk for a late slip. Tardiness is entered on a student's permanent record. It is the

responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### **Early Departure & Late Arrivals**

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.

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.

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

St. Louis School admits students at 8:30 a.m. and dismisses students beginning at 3:20 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 and 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.

If a student arrives after 12:15 p.m., he or she will be marked absent for the entire day. Similarly, if a student leaves school before 12:15 p.m. but has been present for at least 3.25 hours, the student will be marked as present for a half day. However, if the student is in attendance for less than 3.25 hours, he or she will be considered absent for the full day. Attendance records will be adjusted after dismissal to ensure that staff are aware of each student's actual time present in the building.

## Regular Dismissal

<b>Group 1 Pre-K Students &amp; Siblings</b>	<b>Group 2 N-Z Buses</b>	<b>Group 3 A-M</b>
3:20 pm	3:30 pm	3:40 pm

## Early Dismissal Days

Early dismissal days are noted on the school calendar and in the weekly newsletter, *The Knightly News*.

<b>Group 1 Pre-K Students &amp; Siblings</b>	<b>Group 2 N-Z Buses</b>	<b>Group 3 A-M</b>
11:50 am	12:00 pm	12:10 pm

## Location & Access to Student's Records

(Policy ADM 5.1) Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

## Records Policy (Family Educational Rights and Privacy Act)

(Policy ADM 5.0) 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 [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] 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.*
- *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

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

A log will 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 will 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:*

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## **Discipline**

### **Statement on Philosophy of Discipline**

St. Louis School strives to develop responsible, courteous, self-disciplined students 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 ultimate purpose is to develop true Christian 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.

### **Positive Behavior Intervention and Support (PBIS)**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. 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.

### **Conduct and Discipline Policy**

At St. Louis School, it is essential that students exhibit responsibility and respect for themselves and others in keeping with our Christian philosophy. The following discipline system is in place to support a safe and positive learning environment.

### **Conduct Cards and Demerits**

Students in grades 3–8 receive an electronic conduct card. Any faculty or staff member who observes a behavioral infraction will inform the student that he/she is receiving a

demerit, enter the demerit(s) on the conduct card, and an email notification will be sent to parents. This system also collects data for the PBIS program.

- Severity of the incident determines the number of demerits issued.
- A new conduct card is issued each trimester; all students begin with a “clean slate.”
- Four demerits in one trimester = one after-school detention.
- Three detentions in one trimester = Saturday detention or suspension (at the administration’s discretion, in consultation with the issuing staff member).
- When a student receives a detention, the parent must sign the notice.

### **Conferences and Behavior Contracts**

At any time, a student, parent, teacher, or administrator may request a conference to discuss a student’s behavior. Faculty may develop a behavior contract to support the student in improving conduct.

### **Serious Infractions**

Certain actions may result in immediate detention, Saturday detention, suspension, or expulsion depending on severity. These include, but are not limited to:

- Disrespect for administration, faculty, staff, volunteers, or peers
  - Bullying, harassment, cyber, verbal, or physical intimidation/menacing behavior
  - Use of obscene, profane, or abusive language or gestures
  - Disruptive behavior or repeated minor offenses without improvement
  - Inappropriate conduct on a school bus
  - Forgery, stealing, cheating, lying, copying, or plagiarism
  - Fighting, threats, or acts of violence
  - Truancy or leaving school grounds without permission
  - Vandalism or willful destruction of property
  - Possession of matches, lighters, knives, needles, or other dangerous objects
  - Possession, use, or distribution of alcohol or drugs
  - Possession of weapons, tobacco, or vaping products
  - Bringing inappropriate books, magazines, CDs, pornographic or digital material
  - Bomb threats
  - Violations of cell phone or social media policy (see below)
- Any other behavior deemed by administration to be disruptive or dangerous

Detentions are to be served on the assigned day and time as scheduled by the school. Families are expected to honor the assigned date, as detentions are part of the school’s disciplinary process and commitment to student growth and accountability. If unforeseen circumstances prevent a student from serving detention at the assigned time, the school must be notified in advance. In such cases, the student will serve an in-office lunch and recess in addition to attending the next available detention date. The added lunch and recess does not replace the original detention but serves as an interim consequence until the assigned detention can be completed. Parents and students may not select or request alternative dates outside of this process.

### **Social Media Policy**

Whether made during school hours or outside of them, and whether on or off school property, any social media post that causes or is reasonably expected to cause a substantial disruption to the St. Louis School community will result in disciplinary action. Possible consequences include detention, Saturday detention, suspension, or expulsion. The principal will thoroughly evaluate all circumstances and determine the appropriate disciplinary response and its severity.

### **After-School Detention**

- Held Tuesdays from 3:45–4:45 p.m.
- Parent/guardian is notified by email; the notice must be signed and returned.
- If rescheduled by the school, parents will be informed.

### **Saturday Detention**

- Issued for serious infractions.
- Monitored by two faculty/staff members.
- Students must attend; rescheduling is allowed only at the principal's discretion.
- During detention, students complete service activities and/or write an essay.
- Students arriving more than 15 minutes late must serve an additional hour at the next session.

### **Suspension**

- Administrators may suspend a student for serious infractions, not exceeding three consecutive school days (unless extended in consultation with the Superintendent).
- Parents are notified immediately, and a conference is held with all parties.
- Suspended students may not attend school functions or extracurricular activities and remain responsible for missed work.
- Upon return, the student must report to the principal's office for reinstatement. A reinstatement conference with parents and administration will occur.

### **Expulsion**

- Grounds include repeated suspensions, possession of weapons, alcohol, or drugs, serious harassment or bullying, fighting, vandalism, bomb threats, or any other behavior deemed seriously disruptive or dangerous.
- Expelled students lose all privileges as St. Louis students and may not be re-admitted.
- Parents are notified immediately, and a conference is held. Parents may be given the option to withdraw the student in lieu of expulsion.
- Expelled students are entitled to a prompt review procedure through the Department of Catholic Schools. Written request for review must be submitted to the Superintendent within 10 working days of the notice of intent to expel.

### **General Student Expectations**

The following behaviors are unacceptable:

- Disrespect in manner or language toward peers, teachers, or staff
- Rowdiness, rudeness, or vulgarity
- Dishonesty, theft, or extortion
- Dangerous play or disruptive behavior
- Dress code violations or gum chewing
- Failure to bring necessary supplies to class
- Harassment in any form, including digital harassment
- Possession or use of drugs, alcohol, tobacco, vaping products, or look-alike substances
- Possession of knives, weapons, or look-alikes
- Possession or distribution of pornographic material (physical or digital)
- Fighting, threats of violence, or public displays of affection
- Smoking, matches, or lighters
- Leaving school property without permission
- Destruction of school property

These standards apply to all school activities, including after-school programs, travel on buses, sports, and parish-sponsored events, whether on or off campus.

### **Search and Seizure**

(Policy ADM 18.1) St. Louis School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **Conflict Situations**

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

### **Bullying Policy**

(Policy ADM 2.0; SS 6.0) 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:

- 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
- Is sexual in nature; or
- 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, gaming device, tablet, 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school's website. (Please make sure that a link to the bullying form is posted both here and on your school website). Refer to the bullying policy here.

## **Harassment Policy**

(Policy ADM 2.0) It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.

### **A. 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/expulsion from

school, depending on the nature and severity of the offense and the individual's disciplinary record.

## **B. Prohibited Conduct**

### **Definition of Harassment**

"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, sexual orientation, or protected activity, and that:

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

### **Examples of Harassing Conduct**

Harassing conduct includes, but is not limited to:

- Epithets, slurs, or negative stereotyping
- Threatening, intimidating, or hostile acts relating to a protected category

### **Sexual Harassment**

"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
- Such conduct has the purpose or effect of unreasonably interfering with academic performance or creating an intimidating, hostile, or offensive environment.

## **C. Procedure**

### 1. Reporting

- Anyone who believes a student is being harassed should immediately report the concern to one or more of the following: the student's teacher, the principal, or the Superintendent of Catholic Schools.
- A bullying/harassment form should be completed.

### 2. Timeliness & Confidentiality

- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action may be taken.

- All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

### 3. Retaliation

- Any retaliation, reprisals, or intimidation—whether by the alleged harasser or another party—against the complainant or anyone involved in the investigation is a serious violation of this policy and must be reported immediately.

### 4. Corrective Action

- Upon completion of the investigation, the school will take immediate and appropriate corrective action if a violation has occurred.
- Both the complainant and the accused will be informed of the findings and conclusions.
- A report of the findings will also be forwarded to the Department of Catholic Schools.

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## Financial Obligations

### 104.10 Financial: Release of Tuition Obligation/Tuition Refund

In accordance with Archdiocesan policy, St. Louis has a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

#### Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

#### Elementary School release or refunds

- **After March 1:** First trimester tuition for each withdrawn child.
- **After May 1:** Half of full tuition.
- **After June 1:** Full tuition.

Refunds are calculated on the **tuition billed**, not the amount already paid. This ensures fairness, as families withdrawing on the same date assume the same financial obligation regardless of payment schedule.

After March 1, the first trimester (33%) of the entire tuition is retained to cover textbooks, supplies, and administrative costs incurred at registration. This policy also

reflects the difficulty of filling vacated seats after the admission season is complete. By that time, most admissions cycles at other schools have closed and families are already committed to binding agreements, making it unlikely another student can take the place. The later the withdrawal, the less likely the seat will be filled.

Once school closes in June, tuition becomes a 100% fixed cost. Teacher salaries and classroom expenses are committed for the upcoming year, and these obligations remain even if a student withdraws early.

### **Registration Fees**

(Policy FIN 1.0) \$175 per child, \$350 maximum per family, nonrefundable

### **Other Fees**

(Policy FIN 1.0) An eighth grade fee is assessed annually to cover costs of graduation-related activities (recently about \$675, payable in three installments). Parents will receive details each year, and the fee is collected through FACTS.

### **Payment Schedule**

(Policy FIN 1.0) All tuition is paid through the FACTS Tuition Management System using one of three installment plans (dates may shift slightly under FACTS policies):

- Full Payment: Entire balance due May 5, 2025. No fee.
- Two Payments: Equal installments due May 5, 2025, and October 5, 2025. \$20 annual FACTS fee per family.
- Ten Payments: Equal installments due May 5, 2025, then monthly on the 5th from August 2025 through April 2026. \$50 annual FACTS fee per family. The initial tuition deposit (1/10 of annual tuition) is non-refundable.

### **Tuition and Fees**

Tuition rates are recommended by the School Board and approved by the pastor each year. Rates for the following year are presented to families in March.

#### **2025–2026 Tuition**

Kindergarten – Grade 8

Catholic: \$10,135

Non-Catholic: \$13,255

Pre-Kindergarten 4 (Full Day)

Catholic: \$11,310

Non-Catholic: \$14,480

Pre-Kindergarten 4 (Half Day)

Catholic: \$7,920

Non-Catholic: \$10,140

Pre-Kindergarten 3 (Full Day, 5 days/week)  
Catholic: \$11,310  
Non-Catholic: \$14,480

Pre-Kindergarten 3 (Full Day, 3 days/week)  
Catholic: \$6,785  
Non-Catholic: \$8,690

Pre-Kindergarten 3 (Half Day, 5 days/week)  
Catholic: \$7,920  
Non-Catholic: \$10,140

Pre-Kindergarten 3 (Half Day, 3 days/week)  
Catholic: \$4,750  
Non-Catholic: \$6,090

All families are charged the non-Catholic rate. Practicing Catholic members of St. Louis and St. Francis Pastorate, or of any Archdiocese of Baltimore parish, must apply for the Catholic Scholarship, which entitles the family to the Catholic tuition rate. Contact the admissions office for the application for this scholarship.

### **FACTS - Payment Collection System**

St. Louis School uses the FACTS Tuition Management System to collect all tuition, Before/After Care fees, club registrations, field trip fees, and other charges. Parents designate a savings, checking, or credit card account for payment. Tuition is deducted on the 5th of the month according to the chosen plan, and Before/After Care fees are deducted on the 20th of the month.

Each family is assigned a permanent 4-digit Family FACTS ID number; individual student IDs are sub-accounts (e.g., Family ID 6000, students 6000-1, 6000-2). These IDs are used for field trips, Before/After Care, club registrations, and volunteer hour recording.

Parents are financially responsible for lost or damaged books and broken computers owned by the school. There is no re-registration fee for returning students.

### **Tuition Assistance, Tuition Grants, BOOST**

(Policy FIN 2.0) St. Louis School does not currently participate in the BOOST program.

### **Grant and Aid**

Families may apply annually for grants and aid through the FACTS system. A limited amount of aid provided by the parish and school is available and distributed annually based on demonstrated financial need. Assistance is not available for first-year SLS students. Families may also apply for additional aid through the Archdiocese of Baltimore. Application information is published in the weekly parent newsletter, *The Knightly News*.

## 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](http://knottscholar.info).

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

## Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

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.

## Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Families considering withdrawal must contact the Admissions Director as early as possible. Student records will be transferred upon receipt of a signed Release of Records form. Transcript requests to other schools incur a \$50 fee per school, except for high school applications, which are processed at no charge.

Because the school budget depends primarily on tuition, enrollment is considered a binding agreement. Families who withdraw after the following dates are responsible for tuition as follows:

- **After March 1:** First trimester tuition for each withdrawn child.
- **After May 1:** Half of full tuition.
- **After June 1:** Full tuition.

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## Health

The St. Louis Health Room is staffed by a pediatric registered nurse dedicated to promoting the health and well-being of students and staff. In addition to treating illness and injuries, the nurse provides health education and supports students with special medical needs.

## Sick Child Mandatory Policies

Parents must keep students home if they show any of the following: fever of 99.5°F or higher, nausea or vomiting, diarrhea, sore throat with swollen glands or pus,

red/discharging eyes, abdominal pain, earache, persistent cough, runny nose with yellow/green discharge, undiagnosed rash, shortness of breath, or wheezing. Students must remain home for at least **24 hours after symptoms resolve**, and if sent home from school, may not return the following day. Children beginning antibiotics must stay home for 24 hours after the first dose.

Students should not attend school if ill in the morning or if they have a fever, and must be well enough to participate fully in outdoor play. Students too sick for recess should remain home until they can follow the full school schedule. A doctor's signed note is required to excuse a student from physical education.

### **Health Room Procedures**

All student visits to the Health Room are recorded in a computerized health system to track medical histories and trends. The school nurse evaluates injuries and illnesses and contacts parents/guardians as needed for follow-up. Students who become ill or injured at school must be picked up by a parent or designated adult within 30 minutes. Parents are responsible for keeping emergency contact information up to date. For questions, contact the school nurse at 410-531-7936.

### **Maryland School Immunization Requirements**

Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland State Law. A child may not enter school unless an official immunization record, listing the month, day, and year of each vaccination and signed by a physician or health department official, has been submitted. In the case of religious objection or medical contraindication, form DHMH 89 must be submitted, approved by the school, and kept on file. Exempted students will be excluded from school if there is an outbreak of the disease for which they are not immunized.

St. Louis School follows Maryland Department of Health regulations. All new students must provide a Maryland Immunization Certificate. Proof of immunization is required at admission; students without documentation will be excluded. In addition, all new students and all sixth graders must submit a Health Inventory (Part I completed by parents, Part II by a health care provider) by October (exact date to be provided). Students entering kindergarten from St. Louis Pre-K must also provide updated forms. A physical exam must be completed within nine months prior to school entry. If a physical cannot be scheduled before school begins, parents must contact the Health Room at [Nurses@stlouisparish.org](mailto:Nurses@stlouisparish.org)

### **Dispensing of Medication**

(Policy HE 5.0) The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. 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.slsmd.org](http://www.slsmd.org). 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.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. 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.

### **Communicable Diseases**

Parents must notify the school immediately if their child is diagnosed with a communicable disease. The school is required to report such cases to the county Health Department; all reports are kept confidential. Reportable diseases include, but are not limited to: measles (regular or German/Rubella), tuberculosis, meningitis, whooping cough (pertussis), hepatitis, Rocky Mountain spotted fever, food poisoning, HIV/AIDS and related infections, mumps, adverse reactions to pertussis vaccine, Lyme disease, rabies/animal bites, chickenpox (varicella), influenza, and COVID-19.

St. Louis School follows Howard County Health Department protocols for COVID-19.

### **Head Lice**

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.

### **Conjunctivitis (Pink Eye)**

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.

### **Varicella (Chicken Pox)**

Students who have chicken pox are excluded from school until all lesions are scabbed over.

### **Health Records**

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

## 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.

## 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 [www.archbalt.org/risk](http://www.archbalt.org/risk).

## 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.

St. Louis School has students with severe, life-threatening food allergies, most commonly to peanuts and tree nuts, and in some cases to milk, eggs, or other foods. Even trace amounts or physical contact with these allergens can cause a serious reaction. To ensure the safety of all students, **nut products are not permitted at school**. In addition, a strict **NO SHARE policy** is in place: students may not share or trade any food items. The cooperation of the entire school community is essential to protect the health and well-being of our students.

## 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.

## Bloodborne Pathogens

(Policy ADM 16.0) A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

## **Vision & Hearing Screening**

(Policy HE 4.0) The school follows the directives of the Howard County Health Department and responds to parent's requests for individual testing.

This testing is typically performed for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8;
- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

## **Birthdays**

To protect students with life-threatening food allergies, especially peanut and tree nut allergies, all classroom celebration snacks will be supplied by the school. Students may not bring food items for birthday treats; if desired, non-food items such as stickers or pencils may be shared. Birthday treats are optional. To respect all students, invitations distributed at school must include either the entire class or all students of the same gender. Education and cooperation are key to keeping students safe. The school nurse provides allergy education to primary students and is available to support teachers and parents with allergy management.

## **General Use Epi Pens**

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.

## **Brochodilators**

As of November 2025, St. Louis School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

## **Naloxone (Narcan)**

(Policy HE 9.0) As of November 2025, St. Louis School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start

Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

[https://youtu.be/p9hYzykHs\\_o](https://youtu.be/p9hYzykHs_o) and [Pages - Home \(maryland.gov\)](http://Pages - Home (maryland.gov)).

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## **Partnership and Communication with Parents**

### **Responsibilities**

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- 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 special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be 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 include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

### **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 a child(ren) 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.

## **Communication**

In support of student success, the school encourages open communication between parents and teachers. If a concern arises, it should be addressed directly with the teacher first. Teachers are available by appointment; please contact them via email or phone to arrange a mutually convenient meeting time.

Parents with unlisted phone numbers must provide either the unlisted number or an alternative reliable contact number. This information is essential for emergency situations and will be kept confidential. Any changes to phone numbers or home addresses must be submitted in writing to both the school office and the homeroom teacher within one week of the change.

A yearly school calendar is sent to families each summer and is also available on the school website. This calendar is updated throughout the year to reflect important dates, including early dismissals, events, and meetings. Families also receive a weekly email newsletter with current school information. A Family Directory is published annually.

## **Non-Custodial Parent**

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information 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.

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.

## **Change in Name, Family Status, and Custody**

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, it is important that the school be informed 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. The parent also needs to notify the principal.

## **Change in Address, Telephone Number, and Email Address**

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately.

## **Emergency Information**

Each year parents must complete a Health/Emergency Form, on the School Admin website, for each child enrolled in school. If any information changes during the course

of the school year, the office should be notified immediately.

## **Bright Arrow**

BrightArrow is the school's primary messaging system for sending important announcements to parents and guardians. It is used to deliver timely updates via voice calls, text messages, and emails, including school closures, emergencies, event reminders, and other essential information. To ensure effective communication, parents are encouraged to keep their contact information up to date with the school office.

## **Parent Teacher Conferences**

Parent-teacher conferences will be held on Monday, November 24, 2025 and Tuesday, November 25, 2025.

Conferences are held at the end of the first trimester for students in Pre-K through grade five and are offered for students in grades six through eight. Scheduling is managed through the school office, with notifications sent home. Parents are encouraged to address concerns directly with the teacher first, and then, if necessary, with the principal. Teachers may not be interrupted before school or during class and can be seen by appointment only; please contact them by email or phone to arrange a convenient meeting time. Requests to meet with the principal or an administrator should be made at least two days in advance by phone or email. If a written request to a teacher goes unanswered after 48 hours, parents should call the office so the principal or assistant principal can assist. In the best interest of students, the school encourages open, respectful communication between home and school.

## **Home & School Association**

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

[https://drive.google.com/file/d/1ULei\\_pUjFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing](https://drive.google.com/file/d/1ULei_pUjFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing)

The Home and School Association (HSA) fosters a strong partnership between parents and teachers in support of the mission of St. Louis School. HSA coordinates volunteer opportunities, organizes community-building events, and leads fundraising efforts that benefit the school.

All parents are expected to actively participate in HSA activities, and all volunteers must meet Archdiocesan compliance requirements under the Virtus program. The HSA holds two general meetings each school year.

## **HSA Leadership**

**President:** Megan Masters

**Vice Presidents:** Scott and Liz Rossbach

**Secretary:** Pam Mellot

**Treasurer:** Becky Titus

**Contact:** [hsa@stlouisparish.org](mailto:hsa@stlouisparish.org)

## Community Building Events

St. Louis School is committed to creating a vibrant, welcoming school community. Please refer to our weekly newsletter, *Knightly News*, for updates on upcoming events and opportunities to get involved.

### Annual HSA Events Include:

Trunk or Treat  
St. Nick Night  
Daddy-Daughter Dance  
Mother-Son Dance  
Parents' Night Out  
Food Truck Events  
...and more!

## Fundraising and Development

Fundraising plays a vital role in supporting school programs, enhancing student experiences, and keeping tuition affordable. Below are key initiatives led by HSA.

**Annual Fund:** The Annual Fund is St. Louis School's primary fundraiser. Each year, school and parish families are encouraged to contribute. Funds raised directly support educational programs, facilities projects, technology enhancements, and student resources.

**Golf Tournament and Tennis/Pickleball Tournament:** The fall Tennis/Pickleball tournament and spring Golf Tournament are major fundraisers supporting school needs. These events are fun and meaningful ways for parents and community members to support the school.

**SCRIP Program:** The year-round SCRIP program reduces tuition costs and helps families earn volunteer hours. The school purchases gift cards from popular retailers at a discount and sells them at face value.

- For every \$100 purchased, families earn a ½-hour of volunteer credit.
- Tuition credits are applied in August following the school year based on the rebate percentage of total purchases.
- SCRIP has moved to an electronic format, eliminating the need for paper forms. Limited in-person sales continue on Fridays in the parking lot.

**Shopping for St. Louis School:** Support the school when you shop at Office Depot: simply provide the St. Louis School ID #70046369 at checkout to earn free school supplies for our classrooms.

**Grocery Store Card Registration:** Families are encouraged to link their Harris Teeter VIC cards to St. Louis School. Cards must be re-registered each school year, and the school earns credit with each qualifying purchase.

## **Homeroom Parents**

Any interested parent may submit their name for consideration, with opportunities announced in the school newsletter. Teachers and administration collaborate to select room parents, rotating participants when possible. Room parents support the Home School Association and its events, assist with classroom parties, and help fulfill teacher requests.

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## **Safety**

### **Emergency Plan**

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41) The safety of our students is our highest priority. St. Louis School maintains a comprehensive safety plan supported by a standing emergency committee, a command team, and a reunification plan. The administration works in partnership with the Maryland Center for School Safety to review facility safety and implement best practices on an ongoing basis. Emergency plans and campus maps are shared with the Howard County Police and Fire Departments to ensure coordinated response and student safety. All staff have been trained in traumatic first aid and supplies are kept in each classroom.

### **Fire and Safety Drills and Policies**

(Policy ADM 12.2) Regular practice ensures students and staff know how to respond quickly and calmly. St. Louis School follows the “I Love You Guys” Standard Response Protocol, which provides clear, simple actions for emergencies including Hold, to keep hallways clear; Secure, to get people inside and lock the outside doors; lockdown, to secure individual rooms; evacuate, move from one location to another; shelter, to take cover from a hazard. This is used for situations like severe weather, and the specific safety strategy is announced. Additionally, bus safety policies are reviewed with parents and students taking the bus, including disciplinary actions for unsafe behavior.

### **Building Security**

- All exterior and classroom doors remain locked during the school day.
- Visitors must enter through the main entrance and follow sign-in procedures which include a background screen using our Raptor security system.

### **Parking & Traffic Safety**

- Parents must park in the church parking lot at all times and follow drop off and dismissal procedures.
- Fire lanes—including the circular driveway in front of the chapel and the driveway in front of the school—must remain clear.
- The front school driveway is pedestrian-only and may not be used for parking.

### **Transportation Policy**

- Transportation of students by anyone other than a parent/guardian is strictly voluntary and not the school's responsibility.
- Under Archdiocesan policy and Maryland law, faculty and staff are prohibited from transporting students to and from school.

### **Emergency and Weather-related Closings and Delayed Openings**

(Policy ADM 12.4; ADM 13.1) The school will follow Howard County, for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing.

Changes to school start or dismissal times due to weather or emergencies follow the Howard County Public Schools schedule. Announcements are made via local radio/television and through school email and text notifications. Please do not call the school or parish office.

- If Howard County schools are closed for a scheduled holiday, St. Louis School will send its own notification.
- If school opening is delayed, lunch will still be served.
- Two-hour delay for Pre-K: The Pre-K program will be open. Before Care opens at 9:30 a.m. Parents must ensure children safely enter the building before leaving.

### **Asbestos Hazard Emergency Response Act (AHERA)**

(Policy ADM 17.0) AHERA – 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 facilities manager's office and may be viewed upon request during normal business hours.

### **Child and Youth Protection**

(Policy ADM 26.0) St. Louis School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

### **Child Abuse and Neglect Reporting Policy Procedures**

(Policy ADM 1.0) 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. The

Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

### **Student's Cell Phones**

Cell phones are prohibited unless a parent deems one necessary for off-campus use. If brought to school, cell phones must be turned off on school grounds and kept in backpacks. They may not be used to take photos at school or on the bus. Students needing to make a call during Before Care, After Care, or a school activity must ask the supervising adult, who will determine if a call is necessary and assist using a school phone.

Violations result in an automatic Saturday detention and confiscation of the phone (returned to the parent). Continued violations may lead to suspension or expulsion.

The school office phone is for official or emergency use only. Students may not use it without administrator permission and may not use any other phones in the building. Students will not be called to the phone; urgent messages will be delivered through the office. Except in emergencies, parents should not call the office with student messages.

### **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts 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.

### **Pets**

Because 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.

### **Volunteers**

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

### **Volunteers & Family Service Program**

#### **Purpose & Administration**

The Family Service Program promotes parent involvement, supports a high-quality Catholic education, and helps offset costs through family service. It is administered by the School Board and Home School Association (HSA). The school administration,

School Board, and HSA authorize eligible activities; a School Board representative and the business manager track reported hours and prepare reports.

### **Family Requirement**

Every enrolled family participates: 30 hours per year (or 15 hours for single-parent households, active-duty military families, or others at the principal's discretion). Faculty/staff with children at SLS also fulfill this obligation. Hours may be earned via approved activities and through SCRIP at ½ hour per \$100 in purchases.

### **Term, Billing & Fees**

- Program year: July 1–June 30.
- Families complete the Admission Acknowledgement and Family Service Program Acknowledgement in SchoolAdmin at re-registration.
- Families not participating pay \$450 by Nov. 15 (may be deducted via FACTS).
- Hours do not carry over year to year.
- Unpaid/unfulfilled hours are deducted via FACTS on/after Aug. 1 following notice, per the signed Acknowledgement.

### **Reporting**

- Families must report hours via the volunteer-hours link via the app *Helper, Helper*. SLS does not track hours by any other method, except SCRIP, which the school credits to your account; a tuition credit for SCRIP is applied in August after the school year.
- Credit is posted in ½-hour increments (round anything under 30 minutes up to ½ hour).

### **Credit & Eligibility**

- Any family member 18+ may earn hours; SLS students may not receive credit for working program activities.
- Families who withdraw during the year must complete a prorated number of hours or pay a prorated fee.
- Chaperoning field trips, assisting at class parties, classroom projects, and class fundraisers earns credit; merely attending events does not.
- Attendance at HSA meetings or other parent meetings (including Coffee with the Principal) earns credit per attending family member.
- Committee chairs, HSA officers, weekly lunchroom parents, car-duty parents, outdoor education chaperones, and all room parents automatically fulfill the annual obligation; please still record this on the volunteer-hours website.
- Eligible parish events that count for hours will be announced.

### **Compliance (VIRTUS/Helper Helper)**

All volunteers must comply with Archdiocesan VIRTUS requirements. For questions about VIRTUS or Helper Helper, contact Mrs. Anne Marie Key (akey@stlouisparish.org).

## **Playground & School Supervision and Provisions**

Outdoor play during recess is supervised by a designated Recess Coordinator, who oversees safety and discipline with the support of staff and volunteers. The main playground is scheduled by grade level on a rotating basis to prevent overcrowding and ensure safe use of equipment. Preschool students use their own fenced playground with age-appropriate equipment and, when on the main playground, are not permitted to climb high or swing from bars. Classes are also scheduled for the GaGa pit to promote fair access and safe play.

### **Supervision Responsibilities (Before and After the School Day)**

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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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.

### **Tobacco and Drugs**

(Policy ADM 15.0; ADM 41.0) St. Louis School is a tobacco-free and drug-free workplace.

### **Transportation Procedures**

Students are only to be released to custodial parents, legal guardians, 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 may NOT ever leave school in an UBER, Lift, or any private transportation company.

(Policy ADM 13.0) 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. Ann Marie Key who may be reached by email: [akey@stlouisparish.org](mailto:akey@stlouisparish.org). Please note that locations and times are subject to change.

The projected cost per student for this private bus service is \$1,380 for the 2025/2026 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 #.
- 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

<b>Group 1 Pre-K Students &amp; Siblings</b>	<b>Group 2 N -Z</b>	<b>Group 3 A -M</b>
8:30 am	8:40 am	8:50 am

## Afternoon Dismissal Procedures

Group 1: All PreK and PreK with Siblings

- Put your "Group 1" visor tag on your car.
- Beginning no earlier than 3:10, enter St. Louis campus from Clarksville Pike entrance.
- Drive straight ahead toward the pond; at dead end turn right onto the driveway leading to Ten Oaks Road (the field will be on your left).
- Drive all the way to the top of the driveway; stop at cones at the top of the drive parallel to the playground.
- Pull all the way to the right shoulder of the driveway, in case we need to form a second lane of cars; staff will assist.
- At 3:20, PreK students are dismissed. Parents may exit their car to help their child find them. Teachers will also assist PreK students in finding their parents.

- At 3:25, all PreK siblings will be dismissed. Teachers will assist students in finding their cars.
- Cars will be dismissed to Ten Oaks Road when all students are safely in the cars.

Group 2: All Families with last name starting with N-Z (that DO NOT have a PreK student)

- Put your "Group 2" visor tag on your car
- Beginning at 3:20, enter St. Louis campus from the Clarksville Pike entrance.
- Make an immediate right at the pastoral center.
- Fill up lanes directly in front of school as directed by staff. (Same format as last year.)
- For safety reasons, follow all directions of staff.
- At 3:29, cones go up to close off the lot. At 3:30, Group 2 students are dismissed. Teachers will assist students in finding their cars.
- Cars will dismiss via the Ten Oaks Road or Clarksville Pike exits, when all students are safely in the cars.

Group 3: All Families with last name starting with A - M (that DO NOT have a PreK student)

- Put your "Group 3" visor tag on your car.
- Beginning at 3:30, enter St. Louis campus from Clarksville Pike entrance.
- Drive straight until the dead end of the parking lot; turn right.
- Begin filling up lanes. (Same format as last year.)
- Note: there are TWO car lines per lane.
- Once the first lane is filled, proceed to the next lane.
- Staff will be directing cars.
- For safety reasons, follow all directions of staff.
- At 3:39, cones go up to close off the lot. At 3:40, Group 3 students are dismissed. Teachers will assist students in finding their cars.
- Cars will dismiss via the Ten Oaks Road or Clarksville Pike exits, when all students are safely in the cars.

Afternoon Dismissal Schedule

<b>Group 1 Pre-K Students &amp; Siblings</b>	<b>Group 2 N-Z Buses</b>	<b>Group 3 A-M</b>
3:20 pm	3:30 pm	3:40 pm

**Driver Do's**

- Be kind, patient, and courteous
- Follow staff/volunteer directions
- Put away cell phones
- Stay inside your car until vehicles are parked
- Turn off engine when parked (no idling)
- Pull through the pickup line for your child
- Wait for the signal before children move to cars

**Driver Do Not's**

Do not park on the lower-lot and signal your child to walk over  
Do not call children to your car before the signal  
Do not stand in the lot waiting for dismissal

### **Use of School Grounds**

Use of school grounds is reserved for school and parish use only.

### **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.

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## **Student Services**

### **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. Mrs. Lizz Anacker oversees the administration of the before and after care program.

## **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. Water bottles brought to school are to be used for **water only**. To help maintain a healthy environment and a clean cafeteria, students may not bring flavor packets, liquid enhancers, or similar additives to mix into their water during the school day. In addition, soda and other carbonated beverages are not permitted at lunch. Juice boxes and similar beverages are permitted **during lunch only and should not be consumed in classrooms**. Students may order hot lunch through our *My Hot Lunchbox* program. Orders must be placed online and payment is directly submitted to *My Hot Lunchbox*. 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.

## **School Activities and Organizations**

### 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.

### 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. Coaches are parent volunteers. Parents interested in coaching should reach out to Mrs. Amber Osborne, physical education teacher, [aosborne@stlouisparish.org](mailto:aosborne@stlouisparish.org) .

### 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.

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

### **Counselors**

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

Elementary School Counselor - Mrs. Laura Brookman [lbrookman@stlouisparish.org](mailto:lbrookman@stlouisparish.org)

Middle School Counselor - Hannah Boyer [hboyer@stlouisparish.org](mailto:hboyer@stlouisparish.org)

### **Leadership Programs**

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. Additionally, the school offers leadership opportunities through the service club, numerous other clubs, and through student faith ambassadors.

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## **Technology**

### **Acceptable Use Policy for the Internet and Technology Tools**

(Policy ADM 29.0) Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, 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
- 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
- Violating School conduct rules or the law.

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
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

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.

## **Artificial Intelligence**

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

### **Purpose**

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

### **Introduction and Definitions**

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility,

personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.

- Generative AI is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

### Student Use

- PreK–Grade 4 are not permitted to use generative artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use generative artificial intelligence (AI) for academic purposes under specific authorization and guidance provided by the teacher.

### Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

### Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

### Resources

[Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

### **Web-based Services**

(Policy ADM 29.0) 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.

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## Uniforms

### Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and middle school.

### Uniform Company

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

Online Ordering: [www.flynnohara.com](http://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.

### Uniform Description

#### 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 t-shirt and 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 sweaters.*
- 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

##### Add photos

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.*

#### Socks, Shoes, Jewelry & Hair Accessories

##### 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. STEM 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

### Labeling Clothes and Belongings

Place student names in all articles of clothing so that found items may be returned to the owner.

### **Out-of-Uniform Days**

On occasion, out-of-uniforms days will be scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

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/skorts shorter than 2" above the knee, torn clothing, excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, 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).

## **Used Uniform Exchange**

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.

## **Grooming and Hair**

- Clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. St. Louis School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. Louis School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

## **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.

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