



2025 Maryland Blue Ribbon School

2025 National CAPE Blue Ribbon School

2026-2027 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.

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

Administrative Team and Faculty and Staff

Administrative Team	
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 & 2 Administrator, Catholic Identity Chair
Mr. Richard Brotzman	Technology Coordinator
Mrs. Lisa McCarthy	Business Manager
Mrs. Maureen Hurst	Assistant Business Manager
Mrs. Christina Sparacino	Assistant Business Manager
Mrs. Anne Marie Key	Administrative Assistant, Virtus Coordinator
Ms. Suzanne Martin	Administrative Assistant
Faculty	
Mrs. Mary Cabrera	Teacher - Pre-Kindergarten A
Mrs. Maria Melzer	Teacher - Pre-Kindergarten B, PreK Program Director
Mrs. Lauren Tyler	Teacher - Pre-Kindergarten C, 3-year-old program
Mrs. Michele O'Neill	Teacher - Pre-Kindergarten D, 3-year old program
Mrs. Lisa Pulay	Teacher's Assistant - Pre-Kindergarten A
Mrs. Kate Cilia	Teacher's Assistant - Pre-Kindergarten B
Ms. Carolina Magana	Teacher's Assistant - Pre-Kindergarten C PK3
Ms. Lizette Villavicencio	Teacher's Assistant - Pre-Kindergarten D PK3
Mrs. Kelsey Amrhein	Teacher - Kindergarten A
Ms. Tricia Goudreau	Teacher - Kindergarten B
Mrs. Melanie Farace	Teacher - Kindergarten C
Mrs. Tracie DiBernardo	Teacher's Assistant - KA
Ms. Heather McGrady	Teacher's Assistant - KB
Ms. Clare Widitz	Teacher's Assistant - KC
Mrs. Amy Vicendese	Teacher - 1A
Mrs. Kaitlyn Moore	Teacher - 1B
Ms. Abigail Florenzo	Teacher - 1C
Ms. Kelly Vasile	Teacher's Assistant - 1A

Ms. Serena Martin	Teacher's Assistant - 1B
Ms. Dawn White	Teacher's Assistant - 1C
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. Malea Thomas	Teacher's Assistant - 3B
Mr. Joseph Johnston	Teacher - 4A
Ms. Abby Thornton	Teacher - 4B
Ms. Cynthia Hall	Teacher's Assistant - 4A
Mrs. Annmarie Fagan	Teacher's Assistant - 4B
Mrs. Pam Riffin	Teacher - 5A
Ms. Tanya Rossi	Teacher - 5B
Ms. Amanda Brotzman	Teacher - 6A, Language Arts, Spanish PK-1
Ms. Grace Morris	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
Mrs. Christine Schorn	Teacher - Religion and Catholic Identity
Ms. Quanique Taft	Teacher - Math and Science
Specials Teachers	
Ms. Amanda Brotzman	Teacher - Spanish PK-1
Mrs. Kara Brown	Teacher - Louis IX, Illumination
Mrs. Joanna Chiarella	Teacher - Illumination
Mrs. Danielle d'Epagnier	Teacher - Art PK-8
Ms. Sarah Dean	Teacher - Technology 3-8
Ms. Molly Dustin	Library Media Specialist, Middle School Language Arts
Mrs. Elizabeth Friedman	Teacher - Illumination
Ms. Carol Fries	Teacher - Spanish 2-8
Mrs. Amber Osborne	Teacher - Physical Education PK-8
Ms. 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
Support Professionals	
Mrs. Laura Brookman	Counselor - PreK, K-4, Director of Illumination
Mrs. Hannah Boyer	Counselor - 5 - 8
Mrs. Jill Comeaux	Front Desk Receptionist
Mrs. Lori Dittmar	Nurse
Mrs. (June) Thi Thuy Duyen Do	Lunch Coordinator

Mrs. Karin Lawrence	Front Desk Receptionist, Administrative Support
Mr. Mike Kerins	Paraeducator, Louis IX Program
Facilities	
Mr. Bill Steier	Facilities Coordinator
Mr. Larry Bowes	Facilities
Mr. Charlie Coradetti	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, Environmental Health Services
- 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, Managing Director, KPMG Consulting
- Ms. Maureen Ritz, Counselor for Class of 2029, Director of the Counseling Center, DeMatha Catholic High School
- Ms. Emma Williams, City of Frederick Emergency Manager

Dr. Suzy Hill, Board Chair, may be reached at: shill28@verizon.net.

School Calendar 2026 - 2027

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. St. Louis School follows Howard County for any delayed openings, early dismissals and/ or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites.

For the 2026/27 school calendar, there are snow days already built in.

A complete calendar may be found on the school website.

Highlights:

- First Day of School for students in K-8: August 31, 2026
- First Day of School for PK4: September 4, 2026
- First Day of School for PK3: September 8, 2026
- Thanksgiving Break: November 25, 2026-November 29, 2026
- Christmas Break: Begins Tuesday, December 22, 2026 following early dismissal
- School Resumes: January 4, 2027
- Easter Break: Begins March 23, 2027 following early dismissal
- School Resumes: April 5, 2027
- Eighth Grade Graduation: Wednesday, June 2, 2027
- Last Day of School for Pre-K3, Pre-K4: Wednesday, June 2, 2027
- Last Day of School for K-7: Wednesday, June 10, 2024 following early dismissal

Campus Map and Dismissal Route



Catholic Identity

The official teachings of the Roman Catholic Church taught in 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 receive information about the faith formation program in the school and the expectations for their child(ren) with regard to religion both as an academic discipline and as a lived faith.

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 religion class. Grades K, 2, 4, 6, and 8 perform a Nativity pageant in the church for the school and parent community.

Buddy Program

We have several buddy programs at St. Louis School. Our third graders work with our kindergarten classes on various activities throughout the school year. Our eighth grade students greet our PreK students daily and escort them to their classrooms. These programs foster special bonds between students of various ages.

Catholic Schools Week

An annual national celebration of Catholic Schools is held the last week of January. St. Louis School events begin with school speakers at the parish Masses and continue with parent, student, and teacher appreciation days and service projects. The 8th graders teaching elementary classes and the 7th and 8th grade basketball games are long-standing traditions 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.

Living Rosary

The school joins together in devotion to our Blessed Mother by praying the Rosary on various occasions throughout the school year.

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 wear their special attire.

Pastor's Contact Information and Short Biography

Father Michael DeAscanis - Pastor

Email: 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.

PBIS Framework

St. Louis School emphasizes the Catholic faith and values by implementing the PBIS framework through our Shield card program for students in grades K-8 to recognize behavior that supports the St. Louis School mission. The Shield card enables a student to dress out of uniform on a Friday when church services are not in session.

Prayer Services

St. Louis students in Kindergarten through eighth grade attend weekly Mass as a school, and PreK students participate in Chapel time. The school gathers for prayer services during special seasons.

Religion Curriculum

St. Louis School follows the curriculum developed by the Archdiocese of Baltimore. Printed materials include:

- PreK-K, Allelu!, Our Sunday Visitor
- Grades 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 that 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.

For students in grades 5-8, religious instruction also includes a Gospel study program led by the pastor, associate pastors, and Director of Youth Ministry.

Retreats

The school conducts retreats for 6th – 8th grades, including a multi-day outdoor retreat for 6th and 7th grade students, as well as a separate multi-day outdoor retreat for 8th grade students. Students in 8th grade also participate in two one-day retreats.

Sacraments

Preparation and reception of the Sacraments of First Eucharist, Reconciliation, and Confirmation take place in the parishes in which the student's family is registered. Please contact your parish in early fall to receive details about the above.

School Liturgy Schedule

- Weekly Mass for students, staff, and parents
- Students serve as altar servers, readers, gift bearers, and cantors
- Weekly rotating sacrament of Confession for grades 2-8, including adoration, the Rosary, and Lectio Divina
- PreKindergarten chapel coordinated with priests offering an age-appropriate messaging

Service Projects

The St. Louis School 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

Stations of the Cross

During Lent, teachers lead students the Stations of the Cross. 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.

Academics

Curriculum

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.

[Archdiocese of Baltimore Pre-K - 8 Curriculum](#)

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative Artificial Intelligence to plagiarize).

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

1-5	Literacy Footprints Handwriting	Pioneer Valley Books Zaner Bloser
3 - 4	Fundamentals Unlimited	Schoolwide, Inc.
5	Fundamentals Unlimited Vocabulary Workshop	Schoolwide, Inc. Sadlier
6	SRA-Open Court Reading Vocabulary Workshop Voyages in English Selected Literature	SRA/McGraw-Hill Sadlier Loyola Press
7	Literature and Integrated Studies Vocabulary Workshop Voyages in English Selected Literature	Scott Foresman Sadlier Loyola Press
8	Selected Literature Vocab Workshop Grammar Resources	

Social Studies

K-4	My World Interactive	Savvas
4	The Maryland Adventure	Gibbs-Smith
5-6	My World Interactive World History	Savvas
7-8	My World Interactive American History	Savvas

Science

K-3	Discovery Education Experience	Discovery Education
4-8	Into Science	Houghton Mifflin/Harcourt

Mathematics

K- 4	Eureka Math Squared	Great Minds
5	Progress in Mathematics	Sadlier
6	Mathematics: Applications and Connections - Course 1, 2, 3	Glencoe
7	Pre-Algebra Eureka Math Squared Algebra Structure and Methods	Glencoe McGraw-Hill Great Minds McDougal Littell
8	Reveal Math Course 1 Algebra Structure and Methods Geometry	McGraw Hill McDougal Littell McDougal Littell

Spanish

PreK-1	Age appropriate resources	
2	The Complete Book of Spanish	Carson Dellosa
3-4	Exploring Spanish	Carnegie Learning

Grading Policy

All archdiocesan K-8 schools will follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance.

Purpose:

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

Overview of Grading and Reporting:

Grades are a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators, about students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Grading by Grade Band:

Grades K-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. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this time (NA).

Assessment Practices

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are 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 mastery of grade-level standards.

Homework

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

Behavior

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

Grades 3-8

Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%)

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%)

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%)

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments provide students with opportunities to practice and review the content discussed in class.
- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

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%.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

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.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below
NA	Not Assessed at this time

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

Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below

Report Cards and Interims

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

Trimesters conclude on the following dates:

Trimester 1 - November 20, 2026

Trimester 2 - February 26, 2027

Trimester 3 - June 10, 2027

Promotion Requirements

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

Retention

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.

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

It is 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. As appropriate for the situation, teachers and administrators will communicate with parents via email, phone call, or meeting. Whenever a situation occurs that causes parent concern, the matter 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 for a conversation.

Other Student Services

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the the Catholic School staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in

which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian

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).

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

Field Trips

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 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 along with any fee.

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 rates we are quoted reflect 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.

Students with emergency medications for emergent health conditions including, but not limited to anaphylactic allergies, asthma, and seizures are not permitted to attend field trips without current unexpired emergency medications available to send on the trip with the student. No exceptions are permitted to this rule. Students under treatment for

orthopedic injury or newly diagnosed medical conditions will be discussed on a case by case basis to evaluate for safety in participating in field trips.

Admissions

Application Process

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, 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.**
- **Families wishing to apply for Religious Exemption to the above immunizations must notify the school nurse and complete an application for exemption required by the Archdiocese of Baltimore within 20 calendar days of the start of the school year.**

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

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.

The High School Placement Test - given at the school each fall is required for all current 8th grade students applying to any Catholic High School in the Archdiocese of Baltimore.

Non-Discrimination Statement

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.

Assessment Program

Standardized Testing

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

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

Elementary Students

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 given feedback about their child's performance at the end of each trimester.

Assessment of Child/Youth Religious Education (ACRE)

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.

Attendance and Student's Records

Absences

Fundamental to academic success is regular attendance at St. Louis School. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.

Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused. School-sponsored activities and trips are recorded as Present-School Sponsored/Field Trips. Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.

Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.

In order to be considered present for a full day of school, students must observe the following:

- Anyone not present by the school's official starting time is considered absent or late. The school day begins at 8:50 a.m. Any student arriving after 8:50 a.m. is considered late and must report to the office 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.
- Arrival after or dismissal before 3.5 hours after or before the end of the official school day is considered a half-day absence.
- Early dismissal is leaving any time before the end of the school day and is documented. 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.
- A note from a provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires the parent/guardian to submit the school's designated electronic form (and email, if desired) prior to the official starting time of the school day on the morning the student will be absent, arrive late, or be dismissed early. A student may

not return to school until he/she is well enough to participate in all school activities including recess.

- All absences become part of the student's permanent record.
- If a student has been absent for 5 or more consecutive days, the student is required to bring a note from his/her doctor to be filed by the nurse in his/her medical file.
- Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.
- Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days and a parent conference may be required.
- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.
- The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year, to make parents and students aware of the possible consequences of not attending school on a consistent basis. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- Child Protective Services (CPS) may be called due to excessive absences.
- St. Louis School students who arrive late on Mass day will be marked late. Mass is an essential element of our faith and curriculum.
- Medical documentation is required for doctor appointments resulting in an absence, late arrival, or early dismissal.

To help ensure compliance with these expectations, we ask families to be intentional when scheduling appointments, travel, and other activities. Whenever possible, please schedule doctor, dental, and other appointments after school, on half days, or during school holidays. Family vacations and travel should be planned during scheduled school breaks.

Additionally, prompt arrival each morning is essential. We encourage families to build extra time into their morning routines and plan to arrive a few minutes early to avoid traffic or other unexpected delays. Beginning this school year, morning arrival will conclude at **8:50 a.m.** Students arriving after that time will be considered late, and parents will be required to park their vehicle and escort their child into the school building.

For early dismissals, parents are to park their vehicle clear of any traffic lanes and walk up to the school building. Parents should have their license ready for the front desk receptionist to scan for your child's sign out. Please note that the LATEST your child may be picked up for early dismissal is 2:45 p.m.

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.

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.

Extended Leave of Absence

Parents/Guardians are encouraged to keep the Health Suite and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.

Parents/Students are urged to contact the appropriate counselor to arrange for assignments when the student will be absent from school for a prolonged period of time due to illness.

An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.

Administrative approval is required for each instance of an Extended Leave of Absence.

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 during dismissal, 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 3.5 hours, the student will be marked as present for a half day. However, if the student is in attendance for less than 3.5 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

Group 1 Pre-K Students & Siblings	Group 2 A-K Buses	Group 3 L-Z
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*.

Group 1 Pre-K Students & Siblings	Group 2 A-K Buses	Group 3 L-Z
11:50 am	12:00 pm	12:10 pm

Location & Access to Student's Records

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)

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

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Deborah Thomas, Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Deborah Thomas, Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- 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, address, 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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.*

Discipline

Statement on Philosophy of Discipline

St. Louis School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The 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 on a Friday when church services are not in session. In all

cases, out of uniform attire should be appropriate for St. Louis School. See the uniform section for expectations on appropriate attire.

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

Conduct and Discipline Policy

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

Listed below are some behaviors that are unacceptable:

Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff

Using the property of others without permission

Dishonesty

Disruptive Behavior

Failure to have necessary supplies for class work

Dangerous Play

Rudeness

Vulgarity

Dress code violations

Gum

Harassment of any kind by word or action including but not limited to digital harassment

Possession, consumption, or under the influence of any drug or look-alike drug while at school or while attending a school function

Possession, consumption, or under the influence of alcohol while at school or while attending a school function

Possession of knives/weapons or look-alike knives/weapons

Possession of pornographic material(s) including distribution of both physical and digital

Smoking/using matches/vaping/gummies

Possession of blades/matches/vape pens/gummies

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Public displays of affection

Threats to Others

Engaging in threatening/dangerous behavior in school or out of school

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

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a disruption, the school can take action to support the school environment.

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.
- The school administration reserves the right to determine conditions for reinstatement.

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. In some cases, 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.

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

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

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 school administration will implement acceptable conflict resolution techniques to work towards a solution.

Bullying Policy

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.

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.

<https://resources.finalsite.net/images/v1669651664/stlouisparishorg/ukhjmy8a5m8fg5uhr8tu/BullyForm.pdf>

Harassment Policy

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

B. Prohibited Conduct

A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, 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.

B. Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

C. Procedure

a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.

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

c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Financial Obligations

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

\$175 per child application fee, \$350 maximum per family, nonrefundable
\$50 per child entrance assessment fee

Other Fees

An eighth grade fee is assessed annually to cover costs of graduation-related activities (recently about \$696, payable in three installments). Parents will receive details each year, and the fee is collected through FACTS.

Payment Schedule

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, 2026. No fee.
- **Two Payments:** Equal installments due May 5, 2026, and October 5, 2026. \$20 annual FACTS fee per family.

- Ten Payments: Equal installments due May 5, 2026, then monthly on the 5th from August 2026 through April 2027. \$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.

2026–2027 Tuition

Kindergarten – Grade 8

Catholic: \$10,439

Non-Catholic: \$13,653

\$500 additional charge for all Kindergarten students

Pre-Kindergarten 4 (Full Day)

Catholic: \$11,650

Non-Catholic: \$14,915

Pre-Kindergarten 4 (Half Day)

Catholic: \$8,158

Non-Catholic: \$10,444

Pre-Kindergarten 3 (Full Day, 5 days/week)

Catholic: \$11,650

Non-Catholic: \$14,915

Pre-Kindergarten 3 (Full Day, 3 days/week)

Catholic: \$6,989

Non-Catholic: \$8,951

Pre-Kindergarten 3 (Half Day, 5 days/week)

Catholic: \$8,158

Non-Catholic: \$10,444

Pre-Kindergarten 3 (Half Day, 3 days/week)

Catholic: \$4,893

Non-Catholic: \$6,273

All families are charged the non-Catholic rate. Practicing Catholic members of St. Louis and St. Francis Pastorate or 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

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*. Applications must be submitted by February 28 each year.

Scholarships

The Marion Burk Knott Scholarship Fund awards scholarships to qualified students in the fourth and eighth grades. Information may be found at <https://www.knottscholar.org>

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

Delinquent Tuition

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. Failure to meet financial obligations may result in students being removed from school until obligations are fulfilled.

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

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.

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

All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record,

get needed doses of vaccine, or get started on the vaccination series. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official.

In the case of immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.

In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.

Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

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. 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 all medications 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, epinephrine spray). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following: Measles (regular or German (Rubella)), tuberculosis, Meningitis, Whooping Cough (Pertussis), Hepatitis, Rocky Mountain Spotted Fever, Food Poisoning, Human Immune Deficiency, Mumps, Virus Infection (AIDS and all other symptomatic infections), Adverse reactions to Pertussis Vaccine, Lyme disease, Animal bites/Rabies, Chicken Pox (varicella), Influenza, and COVID-19.

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. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

Varicella (Chicken Pox)

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

Health Records

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 has DISCONTINUED offering Voluntary Student Accident Insurance.

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 or epinephrine spray 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

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

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

This testing is usually done for:

- 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 or 9;
- 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 and Epinephrine Spray

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)

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 and [Pages - Home \(maryland.gov\)](https://www.maryland.gov).

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.
- all communications with faculty and staff should be done via school sanctioned communication tools.

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 the best interest of students, the school welcomes and encourages communication between parents and teachers. If a concern arises, it should be addressed first at the level at which the situation arose. Teachers are available by appointment; please contact them via email or phone to arrange a mutually convenient meeting time. Due to instructional time with their students, teachers may respond to emails and call up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend. All communications with faculty and staff should be done via school sanctioned communication tools.

Parents whose phone numbers are unlisted must provide the school with either the unlisted number or a number where the parents can be reached. 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 immediately.

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

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.

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

Change in Name, Family Status, and Custody

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

When there is a change in address, phone number or email address, parents need to update school admin 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 October 19, 2026.

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

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.

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.

HSA Leadership

President: Megan Masters

Vice Presidents: Scott and Liz Rossbach

Secretary: Pam Mellot

Treasurer: Becky Titus

Contact: 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 May Include:

Trunk or Treat
St. Nick Night
Daddy-Daughter Dance
Mother-Son Event
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.

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.

Safety

Emergency Plan

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

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.

St. Louis School conducts Fire and Safety drills required by the State of Maryland to include: fire, short distance evacuation, lockdown, reverse evacuation, and drop, cover, and hold.

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

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)

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

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

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

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). 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 as part of their re-registration required documents.
- Hours do not carry over year to year.
- Unfulfilled hours are automatically billed via FACTS on/after August 1, at a rate of \$15 per unfulfilled hour, following notice through FACTS, 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.

Threat Assessment

Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.

A *threat* is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The *threat* may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The *threat* may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. *Threats* may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).

The threat assessment team shall develop, implement, and monitor a plan to address the *threat*. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.

A written *Return to School Safety plan* may be implemented to address the immediate steps taken to prevent the *threat* from being carried out and a plan for further support before the student is permitted to return to school.

Tobacco and Drugs

St. Louis School is a tobacco 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.

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 two 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. Please note that locations and times are subject to change.

The projected cost per student for this private bus service is \$1,280 for the 2026/2027 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

Group 1 Pre-K Students & Siblings	Group 2 A-K	Group 3 L-Z
8:30 am	8:35 am	8:40 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 A-K (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 L-Z (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.
 - Please note that our scheduled dismissal procedures will conclude with the third dismissal group. Parents who arrive at the conclusion of group 3 will be required to park their vehicle and come into the school to retrieve their child. Any students not immediately picked up will be sent to After Care and a fee will be charged to parents.

Afternoon Dismissal Schedule

Group 1	Group 2 A-K	Group 3 L-Z
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Pre-K Students & Siblings	Buses	
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.

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 \$17 per day, with a cap of \$221 per month per student. Charges are 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 \$22.50 per day, with a cap of \$292.50 per month, per student. A late fee of \$5.50 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. - \$22.50
- From 3:45 on, the fee will be an additional \$22.50

Charges for After Care are 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.

Before Care and After Care have a \$35 registration fee per family (after September 1, 2026 the fee is \$50) and a \$35 security fee per family. These fees are deducted from your FACTS account on August 15, 2026 or two weeks after registration, whichever is later. The registration fee is non-refundable as it is used to provide supplies, snacks and staffing.

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 regulated by the Maryland Office of Child Care. 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.

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
Middle School Counselor - Mrs. Hannah Boyer 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.

Technology

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including artificial intelligence, software tools, web-based applications and services, computer equipment, iPads, 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)

- 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 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

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 COPPA-compliant *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.

Student Use (Grades 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the **Children’s Online Privacy Protection Act (COPPA)**, which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.

Web-based Services

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

Uniforms

Student Uniforms

Students wear uniform clothing in the elementary and middle school.

The uniform at St. Louis School reflects our Catholic identity and promotes an environment of respect, self-worth, school pride, and academic excellence. We believe that every student is created in the image and likeness of God and that true confidence comes from one's faith and character rather than outward appearance. By wearing the uniform properly, students demonstrate respect for themselves and our school community. Additionally, uniforms reduce distractions and foster equality among students. Parents are our partners in helping students uphold these expectations by ensuring they arrive at school each day in compliance with the Uniform and Grooming Policy.

Uniform Company

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

Online Ordering: www.flynnohara.com

Phone Orders: 1-800-441-4122

Store Locations:

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

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

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

Photos of uniform items are available on the Flynn & O'Hara website

www.flynnohara.com

Uniform Description

Pre-Kindergarten Students

Students in Pre-Kindergarten wear the St. Louis School Physical Education uniform, which consists of:

- Navy shorts
- St. Louis School T-shirt
- St. Louis School sweatshirt
- Blue sweatpants
- White ankle or crew socks (without logos)
- Tennis shoes (without lights or wheels and with plain shoelaces)

The physical education T-shirt, shorts, and sweatshirt are monogrammed and must be purchased through Flynn & O'Hara.

Winter Uniform

Boys

Kindergarten through Grade 5

- Navy slacks (corduroy is permitted during the winter months)
- Belts required for students in grades 3-5. Belts must be black, brown, or navy.
- White short- or long-sleeve polo shirt or white short- or long-sleeve dress shirt. Shirts must remain tucked in at all times.
- During cold weather, a white turtleneck may be worn in place of the polo or dress shirt.

- White ankle or crew socks, or navy crew socks, without logos or decorations. All socks must be visible above the shoe.
- Brown or black uniform shoes, as shown on the Van Dyke & Bacon shoe flyer, with plain shoelaces.
- Monogrammed St. Louis sweater or quarter-zip purchased through Flynn & O'Hara, if needed.
- Flynn & O'Hara sweatshirt, if needed.

No other sweatshirts may be worn during the school day, including CYO basketball or spirit wear sweatshirts. Exceptions may be made for designated Spirit Wear Days.

Grades 6-8

- Khaki or navy slacks. Khaki slacks will become the required uniform beginning with the 2027-2028 school year. The 2026-2027 school year is the final year navy slacks will be permitted.
- Belts are required for grades 6-8.
- White long- or short-sleeve Oxford shirt (required)
- Navy tie (required)
- White long- or short-sleeve polo shirt may be worn without a tie on Fridays only.
- Navy blazer (optional for 2026–2027; required for all middle school students beginning in 2027–2028)
- White ankle or crew socks or navy crew socks without logos or decorations. All socks must be visible above the shoe.
- Brown or black uniform shoes, as shown on the Van Dyke & Bacon shoe flyer, with plain shoelaces.
- Monogrammed St. Louis sweater or quarter-zip purchased through Flynn & O'Hara, if needed.
- Flynn & O'Hara sweatshirt, if needed.

No other sweatshirts may be worn during the school day, including CYO basketball or spirit wear sweatshirts. These may also be worn to and from school. The only exception is the Grade 8 red sweatshirt, which may be worn on Fridays. Beginning with the 2027–2028 school year, the St. Louis sweater, quarter-zip, and sweatshirt may only be worn on Fridays and designated Spirit Wear Days.

Girls

Kindergarten through Grade 5

Students wear:

- St. Louis plaid jumper, no shorter than two inches above the knee when kneeling
- Uniform plaid slacks (jumper and slacks purchased through Flynn & O'Hara)
- Solid navy slacks

Students also wear:

- White short or long sleeve blouse with a plain Peter Pan collar (no trim) or
- White banded-bottom polo shirt.
- White turtleneck may be worn in place of either shirt during cold weather.

The banded-bottom polo shirt must be purchased through Flynn & O'Hara and may be worn only with the slacks. Blouses must remain tucked in at all times. The banded-bottom polo shirt does not need to be tucked in.

Additional Requirements

- White ankle/crew socks or navy knee highs without logos or decorations.
- White socks must be visible above the shoe. Navy knee-high socks may not be rolled down.

- During cold weather, navy tights (not stockings/pantyhose) or navy leggings may be worn with the uniform. Leggings may be worn 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 shown on the Van Dyke & Bacon shoe flyer, with plain shoe laces.
- Monogrammed, St. Louis sweater or quarter zip purchased through Flynn & O'Hara, if needed.
- Sweatshirt purchased through Flynn and O'Hara, if needed.

No other sweatshirts may be worn during the school day, including CYO basketball or spirit wear sweatshirts. Exceptions may be made for designated Spirit Wear Days.

Hair accessories must coordinate with the school uniform and be plaid, navy, or white.

Grades 6 through 8

Students may wear:

- St. Louis plaid kilt (skirt), no shorter than two inches above the knee when kneeling
- Uniform plaid slacks (both purchased through Flynn & O'Hara)
- Navy slacks

Beginning with the 2027–2028 school year, khaki slacks will become the required uniform slacks, for girls who wear slacks. The 2026–2027 school year is the final year navy slacks will be permitted.

Students also wear:

- Navy leggings under the kilt (optional)
- White short- or long-sleeve blouse
- White short- or long-sleeve polo shirt
- White banded-bottom polo shirt
- White turtleneck may be worn in place of the blouse or polo shirt during cold weather

The banded-bottom polo shirt must be purchased through Flynn & O'Hara. Blouses and polo shirts must remain tucked in. The banded-bottom polo shirt does not need to be tucked in.

Additional requirements:

- Navy blazer (optional during 2026–2027; required beginning in 2027–2028)
- White ankle or crew socks or navy knee-high socks without logos or decorations.
- White socks must be visible above the shoe. Navy knee-high socks may not be rolled down.
- Black tights are not part of the school uniform.
- Brown, black, or saddle shoes, as shown on the Van Dyke & Bacon shoe flyer, with plain shoelaces.
- Monogrammed St. Louis sweater or quarter-zip purchased through Flynn & O'Hara, if needed.
- Flynn & O'Hara sweatshirt, if needed.

No other sweatshirts may be worn during the school day, including CYO basketball or spirit wear sweatshirts. These may also be worn to and from school. The only exception is the Grade 8 red sweatshirt, which may be worn on Fridays. Beginning with

the 2027–2028 school year, the St. Louis sweater, quarter-zip, and sweatshirt may only be worn on Fridays and designated Spirit Wear Days.

Hair accessories must coordinate with the school uniform and be plaid, navy, or white.

Girls Cold Weather Traveling

Girls may wear navy blue sweatpants or approved Spirit Wear pants under their skirts or jumpers while traveling to and from school and during outdoor recess. These pants must be removed upon entering the school building. Pajama-style, lounge-wear pants are not permitted.

Summer Uniform

Students may wear the summer uniform from August through October 14 and April 1 through the end of the school year. The summer uniform is optional. Students who do not wear the summer uniform should wear their Physical Education uniform on days they have Physical Education class and the winter uniform on all other school days.

Belts are required for boys in Grades 3-8.

Boys

- Khaki shorts purchased through Flynn & O'Hara
- White short-sleeve polo shirt
- White ankle or crew socks without logos that are visible above the shoe
- Approved school shoes (not tennis shoes)

Girls

- Khaki shorts (all grades), no shorter than two inches above the knee when kneeling
- Grades 6–8 may also wear approved khaki skorts during the 2026–2027 school year, no shorter than two inches above the knee when kneeling
Beginning in 2027–2028, skorts will no longer be part of the summer uniform.
- Shorts and skorts must be no shorter than two inches above the knee.
- White short-sleeve polo shirt OR white banded-bottom polo shirt
- White ankle or crew socks without logos that are visible above the shoe
- Approved school shoes (not tennis shoes)

Grade 8 students may wear the red Grade 8 T-shirt on Fridays in place of the white polo shirt.

Physical Education Uniform

Preschool through Grade 8

Students wear:

- St. Louis navy shorts
- St. Louis Physical Education T-shirt
- St. Louis sweatshirt (crewneck or hoodie)

- Blue sweatpants
- White ankle or crew socks without logos
- Athletic shoes without lights or wheels and with plain shoelaces

The Physical Education T-shirt, shorts, and sweatshirt are monogrammed and must be purchased through Flynn & O'Hara. CYO basketball sweatshirts are not considered part of the Physical Education uniform.

Girls, Grades 6–8

Looking ahead, girls will be given the option of a navy athletic tennis skirt in place of navy shorts. Parents will purchase the approved tennis skirt directly through the designated vendor. Additional purchasing information will be provided by the school when it is available. These skirts are not available at this time. Sweatpants may be worn in place of the tennis skirt during Physical Education when permitted by the teacher.

Socks, Shoes, Jewelry & Hair Accessories

Socks

- Socks must be clean, in good repair, and worn properly.
- White socks must remain visible above the shoe.
- Knee-high socks may not be rolled down.
- Socks may not contain logos, decorations, or patterns.

Jewelry

Students may wear:

- One traditional wristwatch (non-smart watch)
- One religious medal or cross worn on a thin chain around the neck

Girls may wear:

- One pair of small post earrings (one earring per earlobe)
- One simple ring may be worn

The following are not permitted:

- Apple Watches
- Smart watches
- Fitness trackers
- Smart bands
- Smart jewelry
- Hoop earrings
- Multiple earrings
- Neckbands
- Bracelets
- Anklets
- Body piercing jewelry
- Necklaces other than a religious medal or cross

Makeup

Makeup is not permitted. This includes:

- Nail polish
- Gel polish
- Artificial nails

- Nail tips
- False eyelashes
- Cosmetics of any kind

Students participating in school-sponsored performances (Christmas Program, Living Stations, concerts, May Procession, or other school sponsored events outside the regular school day) may not wear makeup unless specifically approved by the administration. Students asked to remove makeup or nail polish must do so immediately and may receive disciplinary consequences.

Hair Accessories

Hair accessories, including bows, headbands, ribbons, clips, and scrunchies, should coordinate with the school uniform and be limited to plaid, navy, or white.

Grooming and Hairstyles

Students are expected to be neat, clean, and well groomed at all times. Hairstyles should reflect the educational environment of St. Louis School and should not distract from learning.

Hair Length

Boys

- Hair must be above the eyebrows.
- Hair must be above the ears.
- Hair may not extend below the top of the shirt collar.
- Sideburns may not extend below the bottom of the ear.
- Boys must be clean shaven.

Girls

- Hair must be kept out of the eyes.
- Hair should be neat and appropriately maintained for school activities.

Hairstyles

Hairstyles should be simple, natural, and neatly groomed. The following are not permitted:

- Dyed, bleached, colored, or highlighted hair (coloring of any kind)
- Head shaving
- Shaved lines or designs
- Faux-hawks
- Mohawks
- Mulletts
- Spikes
- Extreme or distracting hairstyles
- Hair wraps
- Hair extensions

Hats, caps, and hoods may not be worn inside the school building, including on out-of-uniform days, unless approved by the administration.

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. Reasonable accommodations will be made consistent with those traditions. Families requesting an accommodation should contact the Principal before the beginning of the school year or prior to making a significant hairstyle change. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.

The Principal reserves the right to determine whether a student's hairstyle or grooming is consistent with the school's standards and may require modifications when necessary.

Attire for School Functions

Unless otherwise communicated, students are expected to wear the appropriate school uniform when attending school-sponsored events outside the regular school day, including but not limited to:

- School Masses
- Concerts and performances
- Academic competitions
- Awards ceremonies
- Open House
- Special assemblies
- Other school-sponsored activities

Specific dress requirements for athletic events, field trips, or other special occasions will be communicated in advance.

Out-of-Uniform (Dress Down) Days

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

On designated Out-of-Uniform or Dress Down Days, students are expected to dress modestly, neatly, and appropriately for a Catholic school environment.

The following clothing is not permitted:

- Clothing with inappropriate language, graphics, or messages
- Clothing promoting alcohol, tobacco, drugs, violence, or other inappropriate themes
- Crop tops or shirts exposing the midriff
- Sleeveless shirts or tank tops
- Low-cut or revealing tops
- Pajamas or slippers
- Leggings worn as pants
- Ripped, torn, or excessively distressed clothing
- Clothing that is excessively tight or oversized
- Hats or hoods worn inside the building unless approved by the administration

Shorts, skirts, dresses, and skorts must be no shorter than two inches above the knee.

Administration reserves the right to determine whether attire is appropriate. Students who are not dressed appropriately may be required to change into school-approved clothing or have a parent bring appropriate attire before returning to class.

Uniform Violations

Students are expected to report to school in complete uniform each day. Uniform compliance includes, but is not limited to:

- Correct uniform items
- Proper fit
- Approved shoes
- Appropriate socks
- Grooming standards
- Jewelry guidelines
- Hairstyle expectations

Grades Kindergarten–4

Teachers will communicate uniform concerns directly with parents and work collaboratively to ensure compliance. Repeated violations may result in administrative intervention.

Grades 5–8

Students are expected to assume increasing responsibility for complying with the uniform policy. Uniform violations are cumulative throughout each trimester. The following progressive consequences will apply:

First Violation

- Reminder and documentation

Second Violation

- Demerit, parent notification

Third Violation

- Demerit, parent notification

Fourth Violation

- After school detention

Fifth and Subsequent Violations

- Saturday detention

Students may also be required to correct the violation before returning to class whenever possible. The administration reserves the right to address serious or repeated violations outside of this progression when circumstances warrant. For middle school female students, four violations of skirt length will result in the loss of the privilege to wear the skirt. The student in violation will be required to wear pants.

Body Piercings and Tattoos

Body piercings other than one traditional earring in each earlobe for girls are not permitted.

Visible tattoos are not permitted. Any existing tattoo must remain completely covered during the school day and at all school-sponsored activities, including athletic events, performances, field trips, and extracurricular activities.

Used Uniform Exchange

St. Louis School maintains a Used Uniform Exchange to assist families. Families wishing to donate gently used uniforms may bring clean items to the school office. Available inventory may be purchased or obtained according to school procedures. Information regarding Used Uniform Exchange dates and availability will be communicated throughout the school year.

Administrative Authority

The administration reserves the right to make final determinations regarding the interpretation and enforcement of all uniform and grooming standards. The final decision as to what constitutes acceptable dress and grooming rests with the principal. Because it is impossible to anticipate every fashion trend or circumstance, situations not specifically addressed in this handbook will be evaluated individually and in a manner consistent with the mission and values of St. Louis School. Students who are determined to be out of compliance may be required to change clothing, remove prohibited items, or otherwise correct the violation before returning to class or participating in school activities. 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.
