

***St. Louis Catholic
School
Parent-Student Handbook
2017-18***

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Accredited by

Southern Association of Colleges and Schools Council on Accreditation and
School Improvement (SACS CASI)
Tennessee Department of Education

Members

National Association of Supervision and Curriculum Development

National Catholic Education Association (NCEA)

Parochial Athletic Association

Right to Amend

Every effort has been made to provide you with correct information. The Administration reserves the right to change, amend, add or delete any or all of the policies, procedures, or guidelines contained in this student handbook for just cause. Parents will be notified as these changes occur.

Mission Statements

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

St. Louis Catholic School is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Working in partnership with parents and the community, we are dedicated to preparing our students for the future through faith formation and academic excellence utilizing progressive technology while enhancing students' emotional, physical, and spiritual well-being.

Our vision: *St. Louis Catholic School is committed to developing strong character, high morals, and Christian values within our students. St. Louis Catholic School will continue to improve the achievements of every student, while fostering independent learners, creative thinkers, and academically well-rounded students. This is communicated to our entire faculty, staff, students, and stakeholders through the acronym SLS-Students Learning Successfully.*

BELIEF STATEMENTS:

- 1. We believe that our school's primary focus is to educate through spiritual growth and a commitment to the Catholic faith.***
- 2. We believe that a challenging curriculum encourages students to achieve their optimum learning potential.***
- 3. We believe that all students can learn to the best of their ability given appropriate learning experiences.***
- 4. We believe that students should be encouraged to develop the critical thinking and problem-solving skills they will need for the future.***
- 5. We believe that an awareness of cultural diversity encourages students' understanding and appreciation for all peoples.***

6. *We believe that meaningful community service prepares students to assume an active role in the local and parish community.*
7. *We believe that mutual respect among students and staff promotes an atmosphere that fosters and enhances students' self-esteem and emotional maturity.*
8. *We believe that a close working relationship with parents, teachers, students, and the entire school community is vital to the spiritual, intellectual, and emotional growth of the whole child.*
9. *We believe that students should be provided with a safe and physically comfortable environment that fosters a sense of security and well-being.*

PROFILE OF A ST. LOUIS GRADUATE

St. Louis Catholic School has a rich tradition of educating students dating back to 1957. St. Louis students and graduates are expected to demonstrate a Christian moral and spiritual code of conduct, be generous with their time, talent and treasure, and live a life of faith in God. St. Louis graduates recognize their responsibility to serve their church and community. Once our students graduate, they are encouraged to continue their spiritual formation, through worship, prayer, mission work, and other activities.

When students graduate from St. Louis, they have had many opportunities and are fully trained in the utilization of technology and its application in daily life and academic achievement. They receive a strong academic foundation which incorporates critical thinking, problem solving, conducting research, communicating, working effectively and cooperatively in groups, and also continuing to be independent learners as well. Our graduates are fully prepared to enter a college preparatory high school program.

History

Early in 1952, Bishop William L. Adrian asked Father John Welsh, the pastor of Blessed Sacrament Church to find a suitable piece of property to the northeast of Blessed Sacrament's parish boundaries for the purpose of establishing a new parish that would serve the growing Catholic population in that area. Twenty acres at the northwest corner of Shady Grove Road and White Station was purchased in 1953. The church was named St. Louis in honor of Msgr. Louis Kemphues, Dean Emeritus of the West Tennessee Deanery, and his patron saint, Louis IX, a 13th

century French king. A convent was built to house the Dominican sisters, then the rectory, school, and church. Fr. Francis Pack was the first priest assigned to St. Louis, however due to illness a second pastor was appointed, Fr. Paul W. Clunan. Msgr. Clunan was the lifeblood of the church for 35 years.

Currently

Under the current leadership of Reverend Jolly Sebastian, pastor, the school continues to strive for excellence in faith formation, academics, and extracurricular activities to meet the growing needs of its students.

St. Louis Catholic School is located in East Memphis. Our 22 acre campus includes St. Louis Catholic Church and Clunan Center, Main School Building, Orians Center/Early Childhood Center and St. John Paul II Youth Ministry Center. The school is composed of twenty classrooms. Co-curricular classrooms include a makerspace/robotics lab, library media center, four Learning Labs, science lab, enrichment classroom, foreign language rooms, Distance Learning Center, music classroom, and art studio. Five baseball/softball fields, a soccer field, a football field, two gymnasiums, and two playgrounds are located on the property.

Presently there are two homerooms for grades Pre K through six and three homerooms for seventh and eighth grade. In addition to the core curriculum, physical education, music, Spanish, art, religious studies, and computer/library skills are offered to all students in kindergarten through eighth grades. Computer access is provided throughout the campus.

The 7th and 8th grades follow a junior high format, changing classes for each subject area. Supplemental programs to enhance the traditional classroom instruction are provided through Learning Lab and SOARing. Using a multi-sensory approach within a small group setting, Learning Lab provides individualized and small group instruction in the areas of math and language arts as a means of additional assistance in learning. Enrichment for those qualifying is offered through the SOARing program. This program for qualified students in grades 2-6, challenges students to use critical thinking skills and incorporate presentation, research, technology, and writing into the assignments.

Leadership

The school operates under the jurisdiction of the Diocese of Memphis and the Pastor of St. Louis Catholic Church. The Diocese of Memphis ensures compliance with applicable local, state and federal laws. The ultimate governing authority is the Bishop of the Diocese of Memphis. The principal of St. Louis School assumes responsibility for maintaining the school-wide focus on student learning. She

monitors and evaluates curriculum implementation and instructional effectiveness through classroom observations, monitored lesson plans, stakeholder feedback, students' work samples, and a variety of academic and non-academic data. Our principal ensures that all staff attend diocesan professional development sessions as well as encourages teachers to attend seminars and conferences pertaining to his/her core areas.

The Clunan Endowment Fund

In 1957, when St. Louis Parish was established, Monsignor Paul W. Clunan recognized that providing a quality Catholic education to the children of our parish would ensure the vitality of the parish. St. Louis Catholic School remains committed to providing quality education in the spirit of Christ in accordance with the teaching of the Roman Catholic Church.

Gifts to the Clunan Fund benefit St. Louis Catholic School in keeping up with the latest technology and to also make it possible to assist families who are unable to pay the full tuition fee of the school, enabling them to secure a Catholic education for their children. Donations can also be made through our school website.

Faith Formation and Sacraments

St. Louis Catholic School is dedicated to the following purpose as stated by the United States Conference of Catholic Bishops:

To provide an atmosphere in which

- The Gospel message is proclaimed
- The community of Christ is experienced
- Service to our sisters and brothers is the norm
- The thanksgiving and worship of our God is cultivated

Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

According to the guidelines of the Catholic Diocese of Memphis, all sacraments are received through the child's parish and attendance at Sacramental retreats and parent meetings is required.

In second grade, students and their parents participate in the preparation for and reception of the Sacraments of Reconciliation and First Eucharist. Eighth grade students and their parents participate in the preparation and reception of the Sacrament of Confirmation.

Holy Days of Obligation

School is not in session on Holy Days of Obligation so that Catholic students may fulfill their obligation to attend Mass with their families.

Parents Role in Education

At St. Louis Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. During these formative years your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural, and physical endowment. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and relationships. When concerns arise, please contact your teacher or an administrator. Parents are expected to support the policies of the school as a condition of enrollment. Just as the parent has the right to withdraw a child if desired, the school administration, in consultation with the Pastor, reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

As partners in the educational process we ask parents:

- To set rules, times, and limits so that your child: gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the school day; completes class assignments on time; has lunch money on their account, or a sack lunch everyday
- To ensure the student is dressed according to the school uniform dress code throughout the entire school year
- To actively participate in school activities such as open house; parent-teacher conferences and fundraising activities
- To notify the school office by 9:00 AM when a student is absent and the nature of the absence. The phone system is available 24 hours a day
- To notify the school office, in writing, of any changes of address, email address, or important phone numbers
- To inform the school office of any special situation regarding the student's well-being, safety, and health
- To promptly complete and return to school any requested information
- To read school notes and newsletters and to show interest in the student's total education
- To inform the administration of concerns which may call for administrative action
- To meet all financial obligations to the school, including tuition, fees, fines for damage to textbooks or school property, and balances on cafeteria account

St. Louis Catholic School
Faculty & Staff

Pastor
Principal
Assistant Principal

Rev. Jolly Sebastian
Mrs. Teddi Niedzwiedz
Mrs. Vickie Shaw

Preschool Director

Mrs. Kendall Lucchesi

PK- teachers

Claire Thompson, Christina Ayres

JK- teachers

Tracy Price, Rachael Yearwood

Assistants

PK- Virginia Tavoletti,

JK- Ashley Chism, Jodi Jones

Kindergarten Teachers

Beth Spencer, Wendy Madden,
Sister Yosefa (Religion)

Kindergarten Co-Teachers

Jeanice Spencer, Ellen Brasfield

Grade 1 Teachers

Margaret Reynolds, Shannon McCrary

Grade 2 Teachers

Shelly Skinner, Lauren Hayden

Grade 3 Teachers

Misty Williams, Dena Soefker

Grade 4 Teachers

Allison Seaton, Stephanie Hubbard

Grades 5 and 6

Language Arts

Jill Mullen

Social Studies/Religion

Megan Scherson

Math

Kathryn Mosteller

Science

Shelly Carter

Teaching Assistants

Connie Pierotti, Sue Wynne,
Sister Yosefa(4th Grade, 1st Grade)

Grades 7 and 8

Literature

Alice Zdancewicz

English/Writing

Karen Wallis

Math

Denise Choate

Religion

Paul Walker

Social Studies

Devin Troy

Science

James Hayslip

Spanish

Marta King

Specials Teachers

Art

Robin Durden

Music

Ray Mullins

Computer

Beth Carson 7th/8th

Spanish PK-6

Annie Cervetti

Librarian

Chris Payne

Physical Education

Margaret Schauwecker

School Counselor 5th-8th

Yesenia Ragghianti

School Counselor PreK-4th

Lauren Mitchell

Learning Lab

Susan Holliday, Melissa Brownlee,

Karie Ticer, Erin Brick,

Erin Van Epps

Enrichment (SOARing)

Nancy Gordon, Erin Van Epps

Tech support

Beth Carson, Dave Myers

Administrative Support

Accounts Payable

Anna Shelton

School Secretary

Amy Newsom

Admissions/Secretary

Kim Pesce

Athletic Director

Michael Bennett

Email for all Faculty/Staff is [firstinitiallastname@stlouismemphis.org](mailto:firstname.lastname@stlouismemphis.org)

St. Louis Catholic Church and School Staff

Pastor

Rev. Jolly Sebastian

Associate Pastors

Rev. Herbert Ene
Rev. William Burke
Rev. Ruben Villalon-Rivera

Deacons

Deacon Jeff Drzycimski
Deacon Mike D'Addabbo

Pastor's Administrative Assistant/

Accounts Payable Administrator

Mrs. Jan O'Donnell

Business Manager

Mr. Ronald Pierotti

Accounts Receivable Administrator

Mrs. Anna Shelton

Receptionists

Mrs. Pat Ellis

Mr. Andrew Clark

Mr. Jim Clark

Youth Director

Mr. Paul Walker

Assistant Youth Director

Ms. Hannah Hill

Mothers' Day Out Director

Mrs. Jana Soefker

Director of Music

Mr. Albert Burk

Choir Director

Mr. Ray Mullins

Facilities Manager

Mr. Michael Bennett

Maintenance Supervisor

Mr. Scott Caitlin

Maintenance Technician

Mr. Lester Kincaid

Mr. Kellan Moten

Lunch Room Supervisor

Mrs. Carla Burke

Lunch Room Assistant/Maintenance

Mr. Maurice Parsons

After Care Director

Mrs. Lori Tucker

2016-2017 Home and School Officers

Office	Name
President	Benolyn Craig
Vice President	Marjo Labonte
Treasurer	Stephanie Novarese
Recording Secretary	Michelle Grimes
Corresponding Secretary	TBD
Chaplain	Tera Simmons
Live Auction	
Acquisitions	TBD
Decorations	Victoria Disalvo
Food	Stacey Brown
Chick Fil A Night	Laci Jackson
Cafeteria Staffing	Rebecca Miller
Cardinal 5K	Rebecca Miller Tammy Evangelisti Julie Kate Webster
Community Fundraising	Suzanne Gossett Dana Webb Amy Wildman
Cardinal Cares	Carrie Ybos
Cardinal Connect	Melissa Brownlee Kim Pesce
Concession Management	Shepherd Simmons
Concession Staffing	Katie Abart
Fall Fundraiser	Virginia Williams
Hospitality	Bonnie Pendergrass Rebecca Neves
Library Volunteer	Katherine Baricos

Library Fundraising	Virginia Williams
Receptions	Marissa Nowlin
Registration	Vail Gates
Room Mother Coordinator	Natalie Cummings
School Supplies Committee	Christine McBee
	Chrissy Edwards
Sportswear	Tiffany Kee
	Tracy Berry
Uniform Resale	Tina Kovacs
	Jane Hood
Cardinal Crops	Eric Wildman
Teacher Appreciation	Stacey Brown
	Linda Winchester

ADMISSIONS

Age Requirements

Children entering PK must be 3 years old on or before August 15. Children entering JK must be 4 years old on or before August 15. Children entering Kindergarten must be 5 years old on or before August 15.

Admissions Process

Admission applications are available in the school office. Call or email Kim Pesce (255-1900) kpesce@stlouismemphis.org. Registration takes place in the month of February for all returning students. To be considered for enrollment, applicants must submit a birth certificate, proof of up-to-date immunizations, transcript from prior school, if any and registration fee.

Entrance Testing

Students applying to St. Louis Catholic School may be tested using the WRAT 4 and may be asked to provide a writing sample.

Registration Policy for New Students:

Due to limited class size, available openings for admission are prioritized in the following sequence:

- Currently enrolled students advancing to the next year.
- Siblings of currently enrolled students that are registered and consistently contributing St. Louis Parishioners.
- Children of St. Louis families that are registered and consistently contributing Parishioners.
- Children of Catholic families registered and contributing to another Catholic Parish.
- Children of all other Faith Traditions, based on the application date.

Should there be more applicants than seats available at any grade level, a waiting list will be developed.

Re-Registration Policy for Currently Enrolled Students: Once a child has been admitted that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment. There will be a well-publicized re-registration day early in the second semester of each school year.

Non-Discrimination Policy

The schools in the Diocese of Memphis do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, athletic or other administered programs.

Non-Residents

All students attending SLS must live with parents or legal guardian(s), or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances. The principal and pastor in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

SCHOOL OFFICE

Office Hours

- **7:30 am – 3:30pm Monday – Friday when school is in session**
- **Summer office hours are 9:00am – 2:00pm Monday – Friday**

Tuition Payments and Fees

There will be a \$150.00 registration fee for all new students. All families must sign a tuition contract to finalize registration. All fees are required and must be paid prior to registration day. Tuition is payable in ten monthly installments beginning July 1st and ending April 1st. An increase in tuition is anticipated annually. All book fees are to be paid on registration day. Textbooks being used at St. Louis School are adopted from a suggested list of books from the Diocesan School Office. Textbooks will be inventoried at the end of the school year. Students will be responsible for any damage to textbooks.

Contract Cancellation Fee

Contracts are sent with registration paperwork in February and must be signed for final registration. If a contract is cancelled after March 1st there is a cancellation fee equal to three months tuition that must be paid in full thirty days after the date the school receives notice of the cancellation(s).

Payment options:

- SLS accepts checks, and money orders
- A weekly or monthly electronic draft from your bank account is available. Please stop by the business office to fill out the appropriate forms.

Tuition Rates

To receive the Catholic tuition rate one must be registered in a Catholic parish, regularly attend Mass, and contribute consistently to their parish using church envelopes, checks, or ACH. Attending Mass on Sundays and Holydays of Obligation and contributing to the support of the Church are two of the precepts of the Catholic

Church. Catholic parents of St. Louis School children who are registered in another church will be required to present to the school a letter from their pastor stating that they are attending, contributing Catholics to that parish. If one is registered at St. Louis parish, but attends and contributes to another parish, it is suggested strongly to change membership or to contribute to St. Louis on a consistent basis. It is only fair and just that the Catholic rate be given to Catholics who are active, participating, and contributing to the parish in which they are registered.

Tuition in Arrears

A student's tuition is considered in arrears on the **60th** day after the due date. At that time a student's grades will be blocked from view by both the parent and student. At that time a student may also be asked to withdraw from the school. The Business Office will notify Administration prior to the 60th day. If there are extenuating circumstances that prevent a family from following the tuition schedule, **these circumstances must be discussed with the Business Office Manager or Principal before the scheduled due date of the tuition payment.**

Releasing final report cards, transferring records or registering for the following school year will not be allowed until all accounts with the school are settled.

Tuition Assistance

The goal of the school is to one day be able to offer assistance to all families, however at this time only families that are parishioners of St. Louis may apply for Tuition Assistance. To apply for assistance, the FACTS application found on the homepage of the school website must be completed.

Tuition Refund Policy

- Registration Fees are non-refundable.
- Tuition payments are pro-rated for the time the student attended school. Full monthly tuition must be paid for any partial month in which the student attended school. If a student withdraws before the third month of the school year, the contract cancellation fee goes into effect and the first three months of tuition must be paid.

Tuition Returned Check Policy

After an occurrence of two (2) returned tuition checks from the bank, a family will be asked to remit all future tuition payments by cash or cashier's check. A charge of \$20 per returned check will be charged to your tuition statement.

Office Records

Parents/Guardians are requested to notify the school through email to anewsom@stlouismemphis.org or in writing to the school office of any change of

home telephone numbers and/or address, email address, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

Transfer of Students

The parent/legal guardian, in writing, should make notice of withdrawal of a student to the school office in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded until Business Office accounts have been settled.

General Policies & Procedures

A

Academics

Student Records

A parent or guardian may request an appointment to meet with the administration to observe and or discuss his/her student’s permanent records. St. Louis Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The Buckley Amendment requires that non-custodial parents be given information about the student’s progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student’s education records.

Report Card Grading Codes & Policies

The following marking codes indicate the progress of the student according to his/her own performance. Space is provided for comments from teachers as well as parents. Report cards will be emailed at the end of each of the nine- week grading periods.

Kindergarten

- VG** Very Good Progress
- G** Good Progress
- S** Satisfactory Progress
- N** Needs Improvement / Needs More Time
- +** Performs at Grade Level or Above
- Needs Assistance to Perform at Grade Level

The Kindergarten report cards also provide a listing of social development and personal development skills. The same marking code is used to evaluate these areas of a student’s personal and social growth.

Grades 1 & 2

E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement (Needs More Time)
U	Unsatisfactory Progress

Grades 3 -8:

Academic Course

Grading Scale:

A	93-100
B	86-92
C	76-85
D	70-75
U	Below 70

Conduct Codes:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Honor Roll (Grades 4-8)

Highest Honors

A student who has all A's with nothing less than a "G" in conduct.

Honors

All "A's" and "B's" with nothing less than "S" in conduct.

Honors Math and Language Arts

Qualified students in grades 7 and 8 are offered an opportunity to move at a faster pace with additional academic challenge in selected math and language arts classes.

Criteria for selection in these classes are:

- Iowa Scores – Math scores for math classes, Language Arts scores for English and literature..
- Teacher Recommendation
- Conduct
- Language Arts and math yearly average

Each criterion is considered equally. Students must re-qualify each year to be included in an honors class.

Lists of qualified students are generated through our guidance department and our Assistant Principal and approved by the Principal. An advanced Algebra I class designed for those students who are highly motivated in the discipline of math and wish to possibly test out of Algebra I at the High School level will also meet Monday-Thursday from 7:10-7:50. Students who qualify for this opportunity must have a commitment letter signed by their parents that they will attend faithfully, only

missing due to illness. This class will be closely aligned with the class that is offered for the boys at CBHS.

Standardized Testing

Students at St. Louis participate in a standardized testing program in April of each year. Parents receive a report of their child's test results for the April testing. The school is under no obligation to provide make-up time to administer the test or portions of the test that were missed due to student's absence.

Elementary Standard Aptitude and Achievement Tests:

- ITBS administered in the Spring-Grades K-8
- CogAT administered in the Spring-Grades 2,4,7
- High School Placement Test-(HSPT)-administered in winter
- ACRE administered in the Winter-Grades 5,8
- Benchmark Testing given 3 times during the school year

Standardized Testing Accommodations

Accommodations will be made on standardized testing for students with diagnosed learning differences and will be implemented as determined by the Learning Lab team. To qualify for standardized testing accommodations, a student must have a diagnosis and a current evaluation report on file with the school (within three years). In addition the appropriate testing accommodations must be documented within the child's psychological report, a minimum of 30 days prior to testing. If you have questions regarding accommodations or evaluations please contact the school counselor.

Promotion/Retention

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. religion, language arts, math, social studies and science. If a student receives two F's in the core curriculum, summer school or tutoring is required for promotion. If a student receives three F's in these classes, he/she is subject to retention.

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

Announcements

- General information for the day, and notices of club meetings, athletic and special events, are announced over the PA System at 8:05am.
- Posters and flyers advertising events must be approved by Administration
- Nothing should be posted on the campus without permission.
- No flyers may be added to the Wednesday Wire without permission by the Administration.

Appearance

Students should always be well-groomed and take pride in their personal appearance. No student should dye or bleach his/her hair. Boys' hair should be neatly trimmed (traditional cuts) and not extend below the eyebrows, or fall below the top of the ear or collar. Uniforms will be properly worn at all times (boys should have shirt tails tucked in and belts worn at all times) while on school grounds.

Arrival and Dismissal

Parents and Guardians: For the safety of our students, please refrain from using cell phones in the parking lot car line during the arrival and dismissal of students.

School Hours

School hours for most grades are from 8:00 to 3:00. We have staggered dismissal times. Preschool will dismiss at 2:40, Kindergarten will dismiss at 2:50. Parents may walk up to the outside doors or drive up and the teachers will put your child in the car. Grades 1-8 will dismiss at 3:00. Every Tuesday dismissal will be at 2:30 in order for teachers to have time weekly for professional development. Dismissal will be staggered on Tuesdays with kindergarten dismissal at 2:20 and 11:20 on half days. Specific dismissal rules and parking lot guidelines will be announced.

No children are to go into the church, cafeteria, or gym after school unless they are involved in a particular activity. **THERE ARE TO BE NO CHILDREN ON THE SCHOOL GROUNDS BEFORE 7:30 OR AFTER 3:15 PM UNLESS INVOLVED IN A SCHOOL-SPONSORED ACTIVITY AND SUPERVISED BY AN ADULT.**

Students left unattended on the grounds after 3:15 pm will be sent to the school office.

Arriving on Campus

The main school building will be locked until 7:30 a.m. At 7:30 a.m. the cafeteria will be open for arrival by all students. Children are to use the north entrance to the

school, located by the covered walkway, and should proceed immediately to the cafeteria. It is recommended that children are dropped off at the covered walkway. Teachers will walk the children to the classrooms at 7:50a.m. No child will be allowed in the halls before 7:50 a.m. Students must be in their classrooms at 8:00 a.m. In an effort to keep our students safe at drop off we ask that you do not drop off on White Station due to heavy traffic.

Preschool students are not allowed to be dropped off early before school. The preschool doors open at 7:50 a.m.

Late Arrivals/Tardy

Tardiness is disruptive to the learning environment and should not occur absent exceptional circumstances. When a student arrives at school after the tardy bell (8:00 a.m.) has rung, a parent must sign the child in at the main office. PK, JK and Kindergarten students will be escorted to their class by a staff member. Students in grades 1 – 8 will go to class themselves. Parents are asked not to escort their child to the classroom during school hours as this is disruptive to the class. Students are responsible for immediately turning in work missed due to tardiness.

Afternoon Dismissal

All students gather under the breezeway in their designated area for dismissal. Parents have the option of driving through the carpool line or parents may park **on the parking lot** and walk to pick up their child at the student designated area under the breezeway. No cell phones should be used on the parking lot in the carpool line. **It is greatly discouraged for parents to park on White Station since it is such a busy street. No students may walk without their parents to the church parking lot, White Station, or cut through the church.** Any students not picked up by 3:15 p.m. (or 11:45 a.m. on an early dismissal day) will be sent to the school office. The school office closes at 3:30p.m. (or 12:00 p.m. on an early dismissal day). If students are registered for Extended Care they will be placed in the Extended Care Program at the parent's expense. The Extended Care office phone number is 907-6124. **The Extended Care Program is the only monitored program for students after school. Allowing your student to remain on campus or at the church unsupervised puts them at risk. Students will not be allowed to remain on campus unsupervised and as a result will be sent to the school office if they are not picked up.**

Severe Weather Dismissal

***Tornado Sirens and Lightning:** We will not release any student if sirens are actively sounding or severe lightning is present.

Athletics

Students in grades 1- 8 participate in after-school sports offered through the Parochial Athletic Association (PAA). A full-time Athletic Director organizes and maintains the program. St. Louis Parish fields teams for cheerleading, soccer, basketball, baseball, softball, golf, cross-country, football and volleyball when age appropriate. Tennis, swimming, and track teams are available depending upon student interest and coaching availability, but are not sponsored by PAA. Students in JK and Kindergarten may participate on micro sports teams, but these teams are not sponsored by the PAA.

Sign-ups are held prior to each sport season. All fees go to help cover the related costs including maintenance, uniforms, officials and equipment. Fifth through eighth grade sports are competitive, but with a strong emphasis on sportsmanship and teamwork. All students and parents of students participating in the sports program at St. Louis must complete the sudden cardiac arrest(SCA) and concussion information protocol annually. Students in grades 5-8 must have a physical form completed by a doctor prior to the first practice of the year.

For more information regarding our athletic program, please refer to the PAA handbook.

Cheerleaders

Each eighth grade girl will have the opportunity to participate as a cheerleader. Students with failing grades or with unacceptable conduct will not be eligible. Practices are left to the discretion of the moderator.

Athletic Probation (Grades 5-8)

SLS requires students participating in athletics must earn a minimum of a C average on each midterm and quarterly report card in the core curriculum and earn no more than 1 failing grade. Failure to do so may result in the student being ineligible from both practices and games until the next midterm or end of quarter progress report is issued. Students may regain eligibility at the mid-quarter/nine week progress report if their grades have improved to the above standard. If a student finishes the school year with less than an overall C average the student will not be eligible to participate in a fall sport at the beginning of the next school year. A student must attend five sequential class periods on the day of a scheduled or make-up athletic event. Any student who is absent from school on the day of such event or who checked out of school due to illness is not eligible to participate in an athletic contest or other extracurricular activities later that same day. Students serving either an ISS (In School Suspension) or OSS (Out of School Suspension) are not eligible to participate in a practice or a game the day(s) of the suspension. All student athletes represent St. Louis Catholic School. As such, only exemplary conduct, both on and off the field is acceptable. Appropriate dress/uniform during practices and games is required.

Athletics Spectator Code of Conduct

The St. Louis Catholic School Athletic Department understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the school administration and that persistence in such behavior could ultimately result in revoking a fan's right to attend athletic events. Some of the more obvious violations of the St. Louis Spectator Code of Conduct that can lead to a revocation of the right to attend St. Louis athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards coaches or administrators
- Repeated taunting of opposing player, coaches, fans, or officials
- Use of artificial noisemakers
- Entering the field of play during a game without permission
- Disregard of or ignoring warnings by game umpires, or officials
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

Attendance

Our families should be aware of the strong relationship between school success and a good record of attendance. Students and their families are asked to schedule trips and vacations around the school calendar. Parents are asked to encourage good habits of attendance and punctuality in their children.

Students are expected to be present for the entire time school is in session during the school year. Attendance will be checked and recorded daily for all students. Written excuses shall be required and filed for all absences. Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant. A student who has been absent for five(5) days must present the school with a certificate from a health care professional.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation. School officials will contact the Catholic Schools Office (CSO) as soon as a child has missed ten (10) unexcused days whether consecutive or nonconsecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before **9:00 am**.

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must attend five (5) sequential class periods to participate in an after school activity. Students are expected to be punctual. Absence from two class periods constitutes a half-day's absence. The Tennessee State compulsory attendance law will be followed.

Perfect Attendance

To be considered for “**perfect attendance**” a student must be present every day for the entire school day. Only an “excused tardy” for doctor/dentist appointments will be valid exceptions for “perfect attendance”. Teachers in grades 7 - 8 are required to take attendance each period and report to the office any student who is not in class and whose name is not on the absentee list.

Excused Absence

An excused absence includes the child's illness or injury, or death in the family. Doctor and dental appointments should be made outside school hours when possible. The responsibility of work missed during an excused absence rests solely with the student. For any absence to be considered excused there must be a note/email sent to the homeroom teacher before or on the first day the child returns.

Releasing Students During School Hours

If a student is to be excused during the day for any reason, a written note from the parent is required. A parent is required to sign out their child through the main office.

If the child returns to school during the same school day, he/she, along with their parent, must report to the office and sign in to be admitted back into class. PK, JK and K students will be escorted to their class by a staff member. A student will only be released into the custody of those persons listed on the Registration Card unless the school is notified in writing. Identification verification may be requested.

- Parents/guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification will be made in the school office.
- Students will not be sent on errands off the school grounds, or sent home for books, homework, etc.
- Students will not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.

- Students should not normally be dismissed for early dismissal after 2:30p.m.

Early Dismissal

Request for an early dismissal should be in writing and presented a day in advance. We are asking that such a request be made only in unavoidable circumstances. Parents should pick their child up in the school office and sign them out.

Absence for other reasons

If parents wish to take their student out of school for special reasons during the school year, the procedure required is:

- Notify the principal in writing of the trip and the days to be missed.
- The principal will review the student's record and the impact of the absence on the academic progress of the student.
- The final decision is the responsibility of the parent or guardian.
- Notify classroom teachers of absence in advance.
- The school is under no obligation to provide assignments ahead of time, make-up work, special testing arrangements or tutoring.
- The student is responsible for all missed work the same as any absence, that is, for every day missed, the student has one day to make up the work.

Awards

The following awards are given:

Cardinal Character Award is awarded to students who exhibit outstanding character and conduct. It is awarded to any student who receives an E in conduct every nine weeks of the year.

Scholar Athlete Award is awarded to students in grades 5-8 who participate on a school sports team and who maintain the Highest Honors honor roll status for the year.

Mikala Decker Angel of the Arts Award is given in memory of Mikala Decker, an SLS student who passed away tragically at the beginning of her sixth grade year, to an upcoming 8th grade St. Louis Student who enjoys participating in all facets of the arts along with maintaining a satisfactory academic standing.

Betty Hayes Scholarship is awarded in memory of Betty Hayes, St. Louis school secretary for twenty-two years. Mrs. Hayes passed away while working at St. Louis. This scholarship is given to a rising 8th grade student based on a commitment to academics through superior effort and dedication to work.

The following awards are given at 8th grade graduation:

Subject Area Awards are awarded to the student with the highest average in each section of the core curriculum subjects. Awards are also given for students who show exceptional talent in Art, Music, and Writing.

Betty Hayes Service Award is presented to students who exemplify the characteristics of the ideal St. Louis graduate, good character, citizenship, and commitment to service.

Optimist Award is given to one girl and one boy who exemplify the qualities of good citizenship. They are considered outstanding students in school as well as in other social, civic, and religious endeavors.

Michael Tanner-Edward Clasgens Scholar Athlete Award is presented to one girl and one boy in the graduating class who show extraordinary dedication and excellence in both academics and athletics. The recipients are not eligible for the subject area awards. Michael and Edward, outstanding student athletes passed away in a drowning accident while students at St. Louis.

Libby Ghio-Suzanne Koch Memorial Award is presented to one girl and one boy in the graduating class for superior academic achievement in all major subject areas. The recipients are not eligible for the subject area awards. Mrs. Ghio and Mrs. Koch both passed away while teaching at St. Louis.

B

Books

All textbooks are the property of St. Louis Catholic School. The school issues textbooks to each student for his/her use. The students must return the books at the end of the course. Students will purchase consumable books at registration. In some classes, the purchase of supplementary material is required.

All books **must** be covered at all times. Book covers that become worn, torn or unserviceable must be replaced without delay. Students are charged for damaged books and materials. Lost or damaged books must be paid for in full by the student. The charge for a lost or destroyed textbook will be the retail cost to replace the book (approximately \$70).

Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment must be made in full prior to the beginning of exams.

Bullying/Cyber-bullying/Discrimination/Hazing

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited. Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Cause emotional distress to a student or students
- Create a hostile educational environment
- Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion
- at the discretion of the principal. The school may discipline students for off- campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

During the course of the school year, students attend formal anti-bullying training, which instructs them to report all instances of bullying to an adult, who should then notify the administration. Reporting of bullying situations is essential to allowing the staff to reinforce Catholic Christian values.

Cyber-bullying

When students post internet "blogs", create websites, post on social networking sites, create e-mail or contribute to chat room conversation outside school using privately owned computers, their expression may implicate school-related issues and revolves around their interactions with peers. Such situations violate school policy and Catholic principles regarding respect for the dignity of the individual and may, in certain circumstances, result in disciplinary action, whether the cyber posting is brought to or accessed from school property or not. In essence, cyber-bullying will be treated the same as face-to-face bullying.

C

Cell Phones and Electronics

For all students the use of smartphones, cell phones and other communication devices is forbidden from the moment a student is dropped off at school to the time they are picked up after school. If a student must bring a cell phone for after-school communication it must be turned into the homeroom teacher in the morning and then picked up at the end of the school day. If a student needs to use his/her cell phone during dismissal, they must first ask permission from an on duty teacher/administrator.

Cell phones seen or heard during the school day will be given to Administration to hold for 48 hours. Students who are observed using a cell phone by placing or receiving calls or text messages will have to turn their phone into Administration. A confiscated phone will be released to the parent after 48 hours.

Students are prohibited at all times from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal. Student possession of electronic pagers, beepers, video games, iPods, MP3 players, cameras or other personal electronic devices on school property or at school related functions is prohibited. Violation of the policy will result in confiscation of the electronic device, which will be returned only to a parent or guardian. Multiple offenses will result in confiscation of the device until the end of the year.

Students will be allowed to bring eBook readers (Kindles) to school for use in the classroom setting. Students will not be allowed to play games or use the eBook reader for purposes other than those prescribed by the classroom teacher. Any student bringing an eBook reader must sign the acceptable use policy before bringing the eBook reader to school. Students may not access the Internet or play games on the eBook readers during school. Failure to adhere to the school rules will result in confiscation of the eBook reader. The eBook reader will be given to administration and released to the parent after 48 hours.

Communication

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, emails, text messages, on-site meetings or newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel should schedule the meeting in advance.

Email is used as the primary means of communication between St. Louis Catholic School and parents/families regarding current issues, programs and other correspondences. This email communication will be in the form of Report Cards, Newsletters, Weekly Notes, Memos and all Emergency Information (including but not limited to early dismissals). It is imperative that school parents notify the school office of any email changes so that the school has the most up-to-date email address.

St. Louis values input from all stakeholders, especially our parents. The Administration reviews the annual school survey and uses this input in shaping the immediate and long term goals of the school. The Administration also has an open door policy and welcomes parents' feedback.

It is desired that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

Social media (Facebook, Instagram, Twitter, etc...) is not the platform to air grievances to affect change and may be detrimental to the school which would not be considered as support of the teachers and administrators of the school.

Contributions

Individuals desiring to support St. Louis Catholic School through charitable contributions are welcome to make cash or check contributions or purchase items listed on the Wish List sent home by teachers and posted on the website.

Counselor

The School Counselor:

- Counsels with students individually and in small groups
- Serves as student advocate
- Consults with teachers, administrators and parents
- Presents developmental lessons in the classroom setting

Developmental counseling is the main area of the counseling program.

This involves working with students who are not currently faced with a problem or crisis, helping them understand and know themselves better, using age appropriate materials.

***Rainbows** is a support group for students who have experienced a change in their family due to divorce or the loss of a loved one. For more information contact our Guidance Department.

Learning Lab and Enrichment Programs are overseen by the School Counselors. These programs focus on the needs of our students at both ends of the learning spectrum. The Learning Lab program offers additional help to students who need extra support in the areas of math and language arts. This program focuses on individualized in-class help. The Enrichment Program (SOARing) is a program for students in grades 2-6 who have high standardized test scores falling in the 90th percentile or above on the ITBS composite score and exhibit scores in the top 5 percentile in cognitive ability, as well as being high achievers in the classroom. St. Louis offers morning math tutoring sessions for 7th and 8th grade students and after school math tutoring for students in 1st-6th grade.

D

Discipline and Student Conduct

Code of Conduct

The teachers and staff at St. Louis are dedicated to finding the best means of aiding, guiding, and implementing positive self-discipline for children, and in this way, help and support our parents.

A Code of Conduct for St. Louis students includes, but is not limited to, the following concepts:

1. Students shall treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues.
2. When attending a school or social function the students are expected to conduct themselves in a courteous and Catholic/Christian manner.
3. Any disruption of the learning environment or harmony of the school is considered an infringement on the rights of others and handled according to the discipline policies of the school.
4. Students shall be concerned about the health of themselves and others while on school grounds. They shall not possess, use, or transmit weapons of any kind. Students shall not knowingly possess, use, transmit, or be under the influence of an intoxicant of any kind, or medications of any kind.
5. Students shall use material items with care and respect that shows they understand what it means to live in a world in which our resources are limited and need to be shared. Any attempt to damage or steal material goods will be handled according to the discipline policies.

6. Students should report to classes on time with all designated materials and dressed according to the guidelines set by the school.

St. Louis Honor code

Students are taught to be always truthful, honest and to live their lives admirably. Even when those around them may not be making the best choices, St. Louis students are to stand up for what is right and good. Because this is so important to instill this sense of honor, students will daily pray the Honor Code prayer, since it is through faith that one gains courage to make good choices in life.

I Seek to Honor God today by being an Instrument of His Presence and committing to my very best in all I do. As a St. Louis student, I will choose the path of honesty, truth, and respect for all people.

Academic Dishonesty (grades 5 – 8)

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. The following are examples of Academic Dishonesty:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or directed by the teacher during a test or assignment
- Giving answers to others on a test or assignment
- Informing others of test or assignment items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone, IM, text, iPhone, internet) to give or obtain answers on assignments or tests
- Plagiarism

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test and will serve detention. Students will not be eligible for Honor Roll for the nine-week period in which the incident occurred.

Discipline Procedures

The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience it is important to establish consistent classroom procedures and clear guidelines for behavioral expectations. Each teacher will have certain expectations for his/her classroom that will be explained during the first week of school. The following are procedures available to teachers and administrators as they work with students concerning problematic behaviors:

Discipline Policy for PK – Kindergarten

Our younger students committing serious offenses (i.e. fighting, disrespect toward a teacher or staff member, foul language, biting, spitting) that require immediate consequences may be asked to stay home for a day or more (depending on the severity of the offense). This stay at home time is not considered an OSS. This is an alternative consequence for our younger students, in place of detentions or ISS (In School Suspensions). However, serious or repeated behaviors may cause a student at this grade level to be placed on Disciplinary Probation. PK, JK, and K students who bite and leave a mark on another child will be sent home for the day.

Discipline Policy for 1st through 4th grade

A teacher may refer a student directly to Administration in the event that a situation is serious and warrants immediate intervention. The outcome will be at the discretion of the Administration and may result in an In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. Other options available to teachers include loss of recess time, cafeteria duty, individual silent lunch, or additional written assignments.

Discipline Policy for 5th-6th grades

The 5th-6th grade teachers use a system of rewards/consequences to record behavior. Teachers may reward students for good behavior by giving tickets that may be used to redeem rewards. Teachers will record infractions daily on a Google document for tardiness, excessive talking, disruptive behavior, chewing gum, out of uniform, disrespect toward a teacher or staff member, foul language, spitting, bullying etc. This document will be shared by both the homeroom teachers and the special class teachers. A detention and a week of silent lunch is earned every third infraction during the nine week period. The number of student infractions directly affects a student’s conduct grade for the nine week period in the following manner:

Infractions

- 0-1 per 9 weeks
- 2-3 per 9 weeks
- 4-6 per 9 weeks
- 7-9 per 9 weeks

Conduct Grade

- E-Excellent
- G-Good
- S-Satisfactory
- N-Needs Improvement
(this grade will keep the student off of the Honor Roll)
- U-Unsatisfactory (this grade will keep the student off of the Honor Roll)

10 or more per 9 weeks

Three detentions in a nine week period will result in an ISS.

A teacher may refer a student directly to Administration in the event that a situation is serious and warrants immediate intervention. The outcome will be at the

discretion of the Administration and may result in a detention, In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. Other options available to teachers include loss of break or recess time, cafeteria duty, individual silent lunch, or additional written assignments.

Discipline Policy for 7th-8th grades

Our 7th-8th grade teachers use a system of rewards/demerits to record behavior. Teachers will assign demerits for infractions of school rules such as tardiness, excessive talking, chewing gum, out of uniform, not coming prepared for class. These are accumulated daily throughout the nine weeks. Upon receiving three demerits the student may be assigned a detention and a week of silent lunch. Certain behavior warrants more severe and sometimes immediate consequences which could include detention, ISS, OSS, etc., examples would be disrespect toward a teacher or staff member, bullying, physical altercations, disruptive classroom behavior. These demerits will directly affect a student’s conduct grade for the nine week period in the following manner:

<i>Demerits</i>	<i>Conduct Grade</i>
0-1 per 9 weeks	E-Excellent
2-4 per 9 weeks	G-Good
5-7 per 9 weeks	S-Satisfactory
8-9 per 9 weeks	N-Needs Improvement (this grade will keep the student off of the Honor Roll)
10 or more per 9 weeks	U-Unsatisfactory (this grade will keep the student off of the Honor Roll)

An In School Suspension (ISS) receives an automatic 5 demerits.
An Out of School Suspension (OSS) receives an automatic 10 demerits.

Students who do not receive a demerit during the nine week period will receive a special reward day at school during the next nine weeks.

A teacher may refer a student directly to Administration in the event that a situation is serious and warrants immediate intervention. The outcome will be at the discretion of the Administration and may result in a detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. Other options available to teachers include loss of break, cafeteria duty, individual silent lunch, or additional written assignments.

Detention

Detention may be issued to students who have accumulated three or more demerits or at the discretion of Administration for serious conduct violations. Automatic detentions are given for cheating and vandalism. Detention is held every Thursday afternoon from 3:15-4:15. A student who misses his assigned detention will serve an additional detention and week of silent lunch. Three detentions in a nine week period will result in an In School Suspension and Disciplinary Probation.

OSS (Out of School Suspension)

An OSS is reserved for serious or repetitive infractions of school policy. The number of days is assigned at the discretion of the principal, depending upon the severity of the infraction. School assignments are to be completed during the OSS suspension. On the days that a student is serving an OSS, he/she may not participate in any school related extracurricular activities, including sports.

If the ISS or OSS days served include a weekend, the ban of participation may also be extended to weekend days. Students serving an OSS will not be eligible for honor roll during that nine-week period.

Disciplinary Probation

Disciplinary Probation is a consequence for very serious and continued infractions of school policy and may be given to students in any grade. An In School Suspension or serious or repeated infractions of the disciplinary policy may cause a student to be placed on Disciplinary Probation. The students may be required to meet regularly with the school counselor during the probationary period to work on skills to aid the student in making better choices. Students on Disciplinary Probation will be re-evaluated after serving a consecutive four week period. Administration may choose to remove the student from Disciplinary Probation at that time if improvements have been made.

Students on Disciplinary Probation will not be allowed to attend field trips, participate in school sanctioned events, or participate in PAA sports during the probationary period.

Suspension or Expulsion

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a principal's conference with the parent(s) and/or guardian(s). Expulsion of a student shall require the consultation of the pastor and/or superintendent.

This list shall not be considered exhaustive:

- Disobedience, insubordination or disrespect for authority

- Language or behavior which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous scandalous or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic School and the Church.
- Consistent disrespect for other students such as sexual harassment of another student
- Violation of Internet code of ethics or the acceptable use policy.
- Photographing or video-recording students or school personnel without permission

Referrals

For continued or very serious behavioral /academic difficulties the following may be asked of the family:

- Receive outside help in the form of Psychological evaluation and follow doctor/professional recommendations.
- Receive individual child counseling using child psychologist/therapist/counselor that both parent and school mutually agree upon.
- Enroll in an Intervention program that is qualified to assist in corrective classroom behaviors/attitudes/skills.

Dismissal /Expulsion

If the Administration and faculty have worked to remedy behavioral/academic difficulties multiple times and the Administration, Pastor, and Catholic Schools Office agree that the school can no longer continue to benefit the student or harm is befalling other members of the school community, then a student may be asked to withdraw from the school. If a family refuses to withdraw a student, then expulsion may occur.

Off Campus Behavior

A student is a St. Louis Catholic School student at all times. A student, who engages in conduct on or off campus, that is detrimental to the reputation of the school, may be disciplined by school officials.

The Administration, in consultation with the pastor, reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Drug and Alcohol Policy

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their lockers, backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus. Any searches will be conducted by the Administration.

E

Emergency Communications - IRIS

The Diocese of Memphis has partnered with a rapid communication system called IRIS-Immediate Response Information System. This system will deliver emergency messages to parents individually by telephone and email. Should schools need to close early due to weather, for example, this system would notify you by home phone, cell phone, or email. All students have been entered into the IRIS system. If your emergency contact information changes, please update information by contacting vshaw@stlouismemphis.org.

Emergency Drills

State Law requires that fire drills be held once a month during the school year. The first fire drill must be held within the first 20 days of school.

During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in single file at all times, and in silence.
3. Stand in a column of two's facing away from the building.
4. Return to the building when the signal is given.

Tornado Drills will be held within the first 20 days of school and at least one other time during each school year. During these drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Kneel, face toward interior wall, and put hands over head.
4. Return to classroom when signal is given.

Earthquake Drills are held at least twice a year. During these, students should follow these regulations:

1. Drop to floor, cover head immediately.
2. Crawl under nearest desk or table.

3. Listen for further instructions.

Bomb Threats procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

“Lock Down” procedures must be followed in the event of a Lock Down:

1. Listen for the CODE
2. Stay in the room and sit on the floor away from the door.
3. All doors are locked and will remain locked until an all clear announcement is made.

OSHA Regulations—Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to satisfy these standards.

Emergency Plan

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis Emergency Response Handbook. The principal is responsible for activating the school’s Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff and annual retraining of the Internal Response Team. These emergency procedures shall be reviewed with the faculty during the in-service days before school begins. The school will maintain emergency information for each student in the school office. An emergency kit is available in each classroom and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager. Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

Extended Care

After-school care is provided by the school. Information is available upon request. The director of aftercare is Mrs. Lori Tucker. The Afterschool care office phone: 907-6124.

F

Faculty Meetings

Every Tuesday we will have early dismissal at 2:30pm for faculty meetings.

Field Trips

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. The teacher, in advance of the trip issues the diocesan field trip permission form. This must be signed by a parent or legal guardian and returned to school prior to the event. *A child must have a signed designated permission slip in order to attend any field trip.* We reserve the right to exclude from field trips any student whose conduct, in school or on previous trips, has been unsatisfactory or who fails to meet academic requirements. Most field trip fees are included in your cultural activity fee.

We often rely on parent drivers and chaperones. All volunteer drivers must be VIRTUS trained, must have proof of insurance/driver's license on file with the school office, and must follow the diocesan policy for volunteer drivers in order to drive on these trips. Driver information should be resubmitted each year. Some hosting organizations limit the number of adults who may attend so we appreciate your understanding. Field trips in K-3rd grades rely on chartered busses for student and faculty transportation.

It is understood that there is no smoking in a car transporting students during field trips. Parent drivers should not use a cell phone while transporting students. The focus of the parent driver is to insure safety of the students that are entrusted to his/her care. Younger siblings or other children are not permitted to attend field trips. Parents are not permitted to make stops while transporting the students to and from the field trip unless they are scheduled by the teacher. Students are not to leave with parents or be checked out from the teacher during any field trips.

Fundraisers

All fundraisers must be approved by the Principal. No outside sale of merchandise may take place without approval from the Principal or Pastor.

G

Gifts

Students should not exchange gifts for individuals, decorate lockers, desks, school property etc, at school. This gesture only creates hurt feelings. Balloon bunches, delivery of flowers and other remembrances should **not** be sent to the school. In the event this rule is disregarded, the item will be kept in the office and the student will be notified to pick it up after school. Invitations for parties should not be handed out at school unless an invitation is being given to every student in the class.

H

Health Requirements & Screenings

Proof of a health examination and immunization is mandatory for the students to be enrolled in our school in accordance with the regulations of the Tennessee Department of Education. The necessary form is available from the student's personal physician or the Memphis and Shelby County Health Department.

No student will be allowed to attend classes after September 15, until his/her updated health form has been turned in to the appropriate school office. Updated health records are to be provided for students in PK, K, and 7th grade as well as when any student first enrolls.

Vision screenings may be provided as needed. Parent permission is necessary and no fee is involved.

Hearing screenings are provided by the Memphis Speech and Hearing Center each year in PK, JK, and K. Parent permission is necessary and no fee is involved.

Homework Assignments

Homework and home study are an integral part of the learning process. Completed homework assignments are the responsibility of the student. Students will not be allowed to call home for missing work. Missed assignments due to absences are also the student's responsibility. In grades PreK-6 the parent should contact the classroom teacher, either by email or a phone call to the school office to make arrangements to have assignments brought to the office. Homework may be picked up there between 3:00 and 3:30 PM. In grades 7-8, students should check Portals Plus every day for missed homework during an absence. All homework will be posted each day by 3:30 PM. Assignments should be monitored from Portals Plus. If a student does not have his/her books at home and cannot complete the night's assignments then arrangements should be made with the teacher on the day the student returns to school. Homework is expected to be completed the day following the student's return from an absence unless it is a prolonged absence. Students are given one day for each day missed to make up work. The teacher will make special arrangements and notify the student when the work is to be completed if the absence is more than one or two days. The teacher should address tests on an individual basis with the student. Students are also encouraged to consult the website for assignments. **Student contact with an attending classmate is encouraged in order to stay current with material covered in the classroom during the absence.**

Each teacher's homework policy is presented at the grade level Back to School Meeting. Homework should be a priority before all other extracurricular

activities. Parents are responsible for assisting their children to develop good study habits.

It is the responsibility of the student to coordinate and make-up all assignments.

I

Inclement Weather

Announcements regarding school cancellations are made via the local news channels and radio stations. Please listen carefully for The Catholic Diocese of Memphis closings. The decision to close schools is made by the Diocesan School Office and will be aired as early as possible.

L

Library

The school has a well-equipped automated library and material center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The library is open extended hours for student use, however scheduled meetings will take precedence. All rules that apply to any library apply to our school library. Students who check out books are expected to return them on the day due. Any book that is lost or misplaced by a student must be paid for before any other book may be checked out from the library. If any student has not returned or replaced any book by the end of the school year, the report card and/or transcript of grades may be withheld until the book or payment is received by the library.

Library Hours are:

Monday and Friday 7:45am – 3:15pm

Wednesday, and Thursday 7:45am – 3:30pm

Liturgy and Religion Program

All students are to attend Mass on their assigned days, and all students are to take Religion and participate in the religion program. Attending an earlier Mass does not dismiss a student from this responsibility. Homilies at Mass are particularly important. The religion program is a combination of doctrine, scripture, liturgy, and

music. There is a special scripture program in all grades and the sacramental programs are offered in the 2nd and 8th grades. There are often special liturgies and prayers to commemorate special days and events.

Lost and Found

Every item that comes to school should be clearly labeled with the child's name. Any item found in the school or on school grounds will be turned in to the office and placed in *Lost and Found* located in the school cafeteria if ownership is unidentifiable. Lost items will be returned if ownership is identifiable. All uniforms and personal property must be clearly labeled. Items not reclaimed by the end of the school semester will be discarded or charitably donated. **The school is not responsible for lost property.**

Lunch

The dining hall is considered a proper setting for promoting good eating habits. Students in Grades K-8th eat in the cafeteria. Students may bring lunch or purchase it in the cafeteria. Milk is available and recommended as part of a healthy lunch. We do not allow soft drinks from home as a lunchtime beverage. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches.

The cafeteria runs on a no cash basis. Each student has his/her own cafeteria account that should be activated prior to the first day of school. Students will keep their same account from year to year. Parents add money to their student's account using www.payforit.net. It is important to monitor the account balance for your child. Unused account balances are not refunded or carried forward at the end of the school year.

Lunch Schedule

Students in Kindergarten – 8th grade eat in the dining hall. Students in Preschool eat in the classroom.

JK (3 days) 11:15-11:45; PK and JK(5 days) 12:00-12:30

Kindergarten 12:30pm

Grades 1-3 10:55-11:25

Grades 4-6 11:35-12:05

Grades 7-8 12:10-12:30-MWF; 12:30-12:50-T; 12:20-12:40-Th

The lunch periods can be a pleasant time to meet and visit with other students. Students are expected to behave in a respectful manner at all times. Courtesy towards other students and cooperation with teachers are in order at all times. Any acts of misconduct could result in disciplinary action.

Lunch Visitors

All visitors to the school must sign in with the secretary in the main office and receive a visitor's badge. Parents are welcome to have lunch with their child at any time.

M

Mass

Our students attend Mass weekly at St. Louis School.

1st – 4th grades attend the 8:15 a.m. Mass on Tuesdays. Kindergarten classes begin attending the Tuesday Mass second semester. Our 5th-8th grades attend the 8:15 a.m. mass on Thursdays.

All School Masses (K – 8) are held at various times during the year including our School Opening Mass, First Friday of each month, Catholic Schools Week, and Fridays of Lent.

P

Parent-Teacher Conferences

Whenever interest or necessity demands, parent-teacher-student conferences should be arranged. In addition, two days per year are scheduled for parent-teacher conferences in all grades. Please consult the school calendar for these dates. Parents wishing to conference with the school administration will need to do so by appointment.

Please realize that before the school day begins, teachers are busy preparing for the school day, therefore, it is not a good time for parents to conference with teachers. After school, teachers may have commitments (tutoring, coaching, or other extracurricular activities), therefore, parents are requested to schedule meetings with the teacher(s) rather than arriving unannounced.

We have asked our teachers to refrain from having impromptu conferences with parents in places other than the school to protect the student's confidentiality in public settings. Thank you for not putting them in an awkward position.

Parental Involvement

The first and primary educators of children are their parents. Parents are encouraged to support the educational aims of the school and to participate in school meetings and programs that are designed to establish a partnership with parents. There are a variety of ways parents can be involved:

- Attend Quarterly Home and School Meetings
- Volunteer at registration-library, art class, cafeteria, etc. . . .

- Coach a sports team
- Read the Wednesday Wire for information on more opportunities to be involved.

Parties/Birthdays

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class. School parties and special occasions will be decided upon by the staff and administration. Room mothers will be asked to assist at these parties. The school does not encourage boy/girl parties, for any grade level, at any time. Teacher appreciation parties are not allowed.

Photography

As part of our public relations efforts, we routinely photograph faculty, staff and students involved in school-related activities. St. Louis Catholic School reserves the right to publish these photographs provided it is limited to school public relations efforts.

Plus Portals

Parents of students in grades PK – 8 will have an access code that will enable on-line access to their own child’s classroom information through Plus Portals. All teachers in grades PK – 8 will set up a homepage with class information, events and assignments. The class week-at-a-glance may be posted here.

Parents of students in grades 1-8 will be able to view their child’s grades and progress. Parents are encouraged to stay current with the information that is available. Grades for students in grades 3-8 are updated on Fridays with the exception of school holidays. Grades are updated for students in grades 1-2 every two weeks. Final grades for each term will be updated within a week after the end of the term.

Students in grades 4-8 have their own Student account where they can check assignments and grades.

R

Requests

The Administration asks that parents not request particular teachers or classmates for the upcoming year. The Administration believes that the school is in the best position to determine the teacher and class composition that will best serve each individual student and each collective class. A significant amount of evaluation, conferring, and study is done prior to each student’s placement. In addition, composing class enrollments and matching students with particular teachers involves a great many variables that are best coordinated by the administration and faculty of the school. Information that is confidential often is involved in the class placement process. Therefore, the administration does not guarantee specific class placement, nor can the administration guarantee complete

satisfaction regarding class composition. The administration appreciates your understanding and trust in these matters.

S

Safety

St. Louis takes the safety and security on the campus very seriously. All doors on campus will remain locked from the outside at all times. Parents and visitors must enter through the main entrance at the breezeway where there is a video intercom entry system. Additionally there are video cameras monitoring the parking lots and security personnel patrol the campus from 6:00am to 10:00pm. Security gates at the White Station campus entrances will be locked from 9:00 pm to 6:00 am. All faculty/staff will wear ID badges.

Students or parents with concerns about school security may contact the administration or appointed school safety coordinator. The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to insure the safety of the students
- Maintain the required notebooks concerning safety, blood borne pathogens, hazard communication, and asbestos
- Conduct the monthly safety evaluation of the facilities and the property
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance company and OSHA
- Inspect and restock the school's emergency bags
- Attend the meetings called by the Diocesan Risk Manager
- Conduct drills as required

St. Louis also has an extensive disaster plan should the need arise.

Searches and Inspections

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement.

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

Smoking

For health and safety reasons, smoking on campus is not permitted at any time, nor is smoking permitted at any school sponsored activity or function. The “Children’s Act for Clean Indoor Air” enacted as Public Chapter 455 by the Tennessee General Assembly, prohibits smoking at all public and private kindergarten, elementary, and secondary schools and school grounds. That term is defined in the act and includes any building, structure, and surrounding grounds. St. Louis School and Campus is a Smoke Free Zone, 24 hours a day.

Student Illness

Please do not send a child to school who shows signs of illness. A student who becomes ill at school must request permission from his/her teacher to report to the school office. The parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or parent-designated responsible person. The responsible adult may be asked to provide identification before signing the student out at the appropriate school office. Please remember:

- Students with a fever, vomiting or diarrhea will be sent home. Students are required to remain at home until fever and symptom free for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- Parents of students with chronic medical problems should report their illness to the administration and the classroom teacher(s).

Medications

A Medication Administration form is available in the school office and on the website. Administration of medication during school hours, on school property or while attending school events must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a healthcare professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.

2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or Epipens. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property and during school events.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.

Students may NEVER carry medicines on school grounds without the appropriate permission. Any student that has medication in their possession is subject to suspension or expulsion.

Student Records

Schools shall keep an up to date cumulative record of each pupil from kindergarten through 8th grade. The following shall be kept for each student in their cumulative folder:

- Initial application forms and student entrance test
- *Permanent/cumulative record cards
- Birth Certificate
- Reading and Mathematics records
- *Achievement Test Scores
- *Health/immunization Records
- Report cards (current year and previous year)
- Transfer information and records (if appropriate)
- *Baptismal and sacramental records
- Emergency information on student
- Custody information

*Indicates information forwarded to another school

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

T

Technology Acceptable Use Policy

Per Diocesan requirements, each student will receive and be required to read the Technology Acceptable Use Policy. This policy will be distributed yearly. Student's signature on the policy acknowledges the receipt and understanding of this policy. A copy of this policy is in the appendix of this handbook.

Telephones

The school office phones are available for student use to communicate essential messages to parents; however permission must be obtained from a faculty or staff member prior to use. Telephone messages for a student pertaining to their arrangements for transportation, childcare, or after school activities will be relayed.

U

Uniform Requirements

All clothing items must be purchased at Parker School Uniforms (www.parkersu.com).

Uniforms are to be worn as stated below and the student will begin wearing the school uniform on the first day of school. Research shows that school uniforms help children stay on task in their studies because they are not distracted by or compared to one another.

Girls

- Blouses: white peter pan collar, can be short or long sleeve (K-5th grade)
- Plaid jumpers (K-5th grade)
- Plaid skirt and white overblouse, can be long or short sleeved (6th-8th grade)
- Hemlines must be modest in length, skirts should not be rolled

- Sweater for grades K-5
- Solid black monogrammed v-neck sweater for grades 6th -8th
- Only white or skin toned undergarments may be worn under the blouse
- Only solid white t-shirts may be worn under the blouse
- Sweatshirts with school logo may only be worn if needed, before and after school or during recess
- Coats or jackets may not be worn in the classroom
- Shoes: Black and white saddle shoe (Grades 1-8), must be purchased exclusively from Parker Uniforms; K may wear tennis shoes
- Socks: Black or white (no combination colors or ankle socks)
- Tights: Black or white under uniform during cold weather
- Hair Bows: Red or white-short in length
- Earrings: silver, gold, red, or white. Should not be larger than the end of little finger; no dangling earrings; no bracelets; no choker necklaces
- No Make-up, clear fingernail polish only
- Gray fleece with school logo (purchased from the spirit shop) and pack-n-go pullover jacket with logo may be worn in class

Boys

- Trousers: Navy dress trousers-No jeans of any type
- Shorts: Navy walking shorts may be worn during designated hot weather months (K-6)
- Belts: Solid brown or black leather, no embroidered belts. Belt must be worn at all times (Grades 1 -8).
- Shirt: (Grades K-6) long or short-sleeved gray knit shirt with school emblem; (Grades7-8) White dress shirt with school tie or gray knit shirt with school emblem. White dress shirt with school tie is required on Mass days. Shirt must be tucked in at all times.
- Only solid white t-shirts are allowed under uniform
- Sweaters: (when needed) Solid navy or gray v-neck monogrammed sweater vest or navy monogrammed long-sleeved sweater
- Sweatshirts with school logo may only be worn, if needed, before and after school or during recess. Students are not allowed to wear the sweatshirt in the classrooms.
- Coats or jackets may not be worn in the classroom
- Shoes: Dress shoes-tan, brown, or black. “Merrell Taupe-color Gunsmoke” and Wallabee in a light or dark brown are allowed, K may wear tennis shoes
- No boots, tennis, or other type of athletic shoes are acceptable (Grades1-8)
- Socks: Must be a solid color-white, black, or navy. “crew” style

socks, no ankle socks.

- Gray fleece with school logo (purchased from the spirit shop) and pack-n-go pullover jacket with logo
- may be worn in class

Gym Uniform

A gym uniform must be purchased from Parker Uniform for grades K-6. Students in grades K-6 will wear their gym uniform to school on their assigned PE class days. Students will be notified when to wear the summer or winter gym uniform according to the change of season.

- 7th and 8th grade students may change to an appropriate t-shirt and shorts for gym class.
- Tennis shoes must be worn for gym classes.

Out of Uniform Days

Throughout the school year, we will have days in which our students may dress out of uniform. The expectations are listed. Please use these basic guidelines for any days that our students are out of uniform.

Students who do not participate in the out of uniform day will be expected to have their complete school uniform on throughout the school day.

All SLS make-up and jewelry guidelines apply for these days.

Jeans Days

- Students may wear jeans or khakis (nothing too tight)
- No torn, ripped or frayed jeans (no skin showing through)
- Girls may wear capri pants if they are at least mid-calf length
- K– 8th grade may **not** wear shorts on any out of uniform day
- It is strongly encouraged to wear SLS spiritwear on out of uniform days
- No backless, strapless or sleeveless tops
- Flip-flop shoes are not permitted
- SLS athletic uniform jerseys may be worn for pep rally or spirit days
- If the jersey is sleeveless a t shirt must be worn under it

V

VIRTUS Training for School Volunteers

VIRTUS training sessions are part of the Diocese's – and the Catholic Church's commitment – to keeping children safe from sexual abuse. The class is free and must be taken only once. The following volunteers must take VIRTUS training: room parents, lunchroom helpers, coaches, boy scout leaders, American Heritage Girls leaders, parents who volunteer to read to a class, drive for a field trip, help with a party in the classroom, etc.

We recommend that ALL of our parents take the VIRTUS training since during their children's school years at SLS they will most likely have contact with our students in a volunteer capacity.

Please check the school website for more information and class times.

Visitors to Campus

In order to maintain the highest degree of safety for our students, the following procedures must be followed when visiting the school for any reason.

- All visitors must report to the office.
- Each visitor will receive a visitor's badge to wear during the visit.
- All visitors must sign out at the end of their visit. A record of the visit will be kept on file in the office.

During the school hours of 7:50 a.m. and 3:00 p.m., all entries in and exits from the school must be through the main entrance at the breezeway.

Students may not visit other schools in session unless they have been invited to do so by the Principal. Similarly, students may not invite or bring visitors to the classroom or cafeteria unless they are approved by the Principal in advance of the visit.

W

Withdrawals

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

The superintendent of Catholic Schools system must be notified in writing of all withdrawals.

Student withdrawal on grounds of parent/guardian behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to Diocesan or local policies and regulations
- Interference in matters of school administration or discipline
- Misconduct at any school function including sporting events

Appendix

TECHNOLOGY CONTRACT

STUDENT NAME _____ GRADE _____

I, (print student's name) _____, am responsible for my actions and am aware that I am expected to behave in an appropriate, considerate, responsible manner at all times. I understand that I am expected to follow the rules below when using any St. Louis School Technology Resources, including the Internet. I will not give out any personal information such as my name, address, phone number or school and:

- I will not send any pictures or anything else unless I have my teacher's permission.
 - I will not send, display or download anything without my teacher's permission.
 - I will conduct myself in a Christ-like manner avoiding any obscene language, insults and harassments.
 - I will treat others as I wish to be treated.
 - I will immediately turn off the computer monitor and tell an adult if I come across something that is offensive or makes me feel uncomfortable in any way.
 - I will protect other people's right to privacy by not using any one else's password, nor will I trespass in other people's files or work.
 - I will treat all technology resources with respect. Damaging computers or components is forbidden. This includes changing any type of configurations.
 - I will not violate any copyright laws.
 - I will not waste time when using any resource available.
 - I will use the school Internet for the purpose of education and for researching approved school assignments only.
-
- Students in 5th – 8th grade will be assigned an individually numbered Chromebook that will be theirs to use while on campus for the school year.
 - Each student will be responsible for the Chromebook assigned to him or her, including any damage to and/or any unauthorized websites visited while on the Chromebook.
 - Each student will be responsible for placing the Chromebook back in the assigned spot in the charging cart in his or her homeroom and plugging it in at the end of each day.

Any violation of the policies or procedures regarding St. Louis Catholic School Technology Resources will be dealt with according to the disciplinary policies as stated in the Student Handbook. Teachers are encouraged to allow students to use the vast resources available on the Internet to enhance lessons.

St. Louis Catholic School serves as our own internet service provider. Although St. Louis Catholic School has implemented a filtering system to prevent objectionable material from being accessed, there are no absolute guarantees. I hereby release St. Louis Catholic School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of the school's computers including Internet access.

I have read, understand, and agree to the rules and terms of computer use listed above. My child has permission to access the Internet with adult supervision.

The mission of the St. Louis Catholic School technology department is to assist in promoting the development of the whole person according to the life and teachings of Jesus Christ. The ultimate goal is to provide all students and employees the opportunity to access a variety of technology resources. As an enhancement of classroom instruction, we hope to use e-mail to support an educational environment that enables each individual student to reach his or her full potential

St. Louis School E-Mail Acceptable Use Policy

- Access to school-provided e-mail accounts is a privilege, not a right. The use of school-provided e-mail must be consistent with, and directly related to, the educational objectives of St. Louis Catholic School.
- Students will only be able to receive e-mail messages from our St. Louis School domain accounts. (In other words, only e-mail addresses ending in @stlouismemphis.org will be able to successfully send mail to these student accounts.)
- The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate e-mails are allowed, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account or from sharing their e-mail passwords with anyone, including other students.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.
- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- While many students have other e-mail accounts with external service providers, those accounts should not be accessed from campus computers at any time. Under special circumstances, students may ask permission from school administration or technology staff to access these other e-mail accounts on a one-time basis.
- St. Louis School reserves the right, in its sole discretion, to review school-provided e-mail accounts of students.

I have read, understand, and agree to the rules and terms of e-mail use listed above. My child has permission to use the school-provided e-mail account.

Photo/Video Release Form

Permission is given for the above named student to be photographed or videotaped at St. Louis Catholic School or at any Diocesan event. I realize that the photos may be published in the newspaper, a magazine, school website, school Facebook page, or other publication for educational or informational purposes. The videos may also be used for educational or informational purposes regarding the programs or curriculum at the school or in the Diocese.

*Please send written notification to the school office if you do **not** wish for your child's photo to be used in any publication or video.*

Please submit the online form sent by the school office indicating you have read and understand the St. Louis Catholic School Handbook, Photo Release, Technology Policy, and School Email Policy.