

***St. Louis Catholic  
School  
Parent-Student Handbook  
2022-23***

**Table of Contents**

**Mission, Philosophy, & History  
Faculty, Staff & Office Procedures  
General Policies & Procedures**

**-A-**

<b>Admissions</b> .....	16
Academics.....	20
Student Records.....	20
Report Card Grading Codes & Policies.....	20
Honor Roll.....	21
Honors Math/Science/Language Arts.....	21
Standardized Testing/Accommodations.....	21
Promotion/Retention .....	22
<b>After Care Program</b> .....	22
<b>Announcements</b> .....	22
<b>Appearance</b> .....	23
<b>Arrival and Dismissal</b> .....	23
School Hours.....	23
Arriving on Campus.....	23
ECC Early Morning Drop-off.....	23
Late Arrivals/Tardies.....	24
Afternoon Dismissal.....	24
Severe Weather Dismissal.....	24
Athletics.....	25
<b>Athletic Probation</b> .....	25
<b>Athletics Spectator Code of Conduct</b> .....	26
Attendance.....	26
Perfect Attendance.....	27
Excused Absence .....	27

Releasing Students During School Hours .....	27
Early Dismissal.....	28
Absence for Other Reasons .....	28
<b>Awards</b> .....	28

**-B-**

<b>Books</b> .....	29
<b>Bullying</b> .....	29
Cyber-bullying .....	30

**-C-**

<b>Cell Phones &amp; Electronics</b> .....	31
<b>Communication</b> .....	31
<b>Contributions</b> .....	32
<b>Counselor</b> .....	32
Learning Lab and SOARing.....	33

**-D-**

<b>Discipline and Student Conduct</b> .....	33
Code of Conduct .....	33
Honor Code.....	34
<b>Academic Dishonesty</b> .....	34
<b>Discipline Procedures</b> .....	34
<b>Drug &amp; Alcohol Policy</b> .....	38

**-E-**

<b>Emergency Communications</b> .....	38
<b>Emergency Drills</b> .....	39
<b>Emergency Plan</b> .....	39

**-F-**

**Faculty Meetings**.....40  
**Field Trips** .....40  
**Fundraisers** .....40

**-G-**

**Gifts**..... 41

**-H-**

**Health Requirements & Screenings** .....41  
**Homework Assignments**.....41

**-I-**

**Inclement Weather** ..... 42

**-L-**

**Library**..... 42  
**Liturgies and Religion Program**..... 43  
**Lost & Found** ..... 43  
**Lunch** ..... 43  
**Lunch Visitors** ..... 44

**-M-**

**Mass** ..... 44

**-P-**

**Parent-Teacher Conferences** ..... 44  
**Parental Involvement**.....44  
**Parties/Birthdays** ..... 45  
**Photography** ..... 45  
**PlusPortals**..... 45

**-R-**

**Requests ..... 45**

**-S-**

**Safety .....46**  
**Searches and Inspections.....46**  
**Smoking .....46**  
**Student Illness .....47**  
**Medications ..... 47**  
**Student Records .....48**

**-T-**

**Technology Acceptable Use Policy ..... 49**  
**Telephones ..... 49**

**-U-**

**Uniform Requirements ..... 49**  
**Guidelines for Out of Uniform Days..... 51**

**-V-**

**VIRTUS ..... 51**  
**Visitors ..... 52**

**-W-**

**Withdrawal ..... 52**

**Appendix**

**Technology Contract ..... 53**  
**Email Policy ..... 54**  
**Photo/Video Release Form..... 55**

**Accredited by**

Cognia

Tennessee Department of Education

**Certification**

Cognia STEM Certification

**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 as a part of the mission of the Roman Catholic Church, the Diocese of Memphis in Tennessee Catholic School system is committed to preparing students to be courageous and faithful Disciples of Christ by providing a solid spiritual, intellectual, emotional, and physical formation under the guidance of the Blessed Virgin Mary in union with the Roman Catholic Church.

St. Louis Catholic School St. Louis Catholic School is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Partnering with families and our community, we prepare our students for the future through faith formation and academic excellence.

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.*

### ***BELIEF STATEMENTS:***

- 1. Our school's primary focus is to educate through spiritual growth and a commitment to the Catholic faith.***
- 2. A challenging curriculum encourages students to achieve their optimum learning potential.***
- 3. All students can learn to the best of their ability given appropriate learning opportunities.***
- 4. Development of critical thinking and problem-solving skills are needed for future growth.***
- 5. An awareness of cultural diversity encourages students' understanding and acceptance for all peoples.***
- 6. Meaningful community service prepares students to assume an active role in the local and parish community and develops a sense of altruism.***
- 7. Mutual respect among students and staff promotes an atmosphere that fosters and enhances students' self-esteem and emotional maturity.***
- 8. A close working relationship with the entire school community is vital to the spiritual, intellectual, and emotional growth of the whole child.***

***9. Students should be provided with a safe and physically comfortable environment that fosters a sense of security and well-being.***

***10. The integration of STEM with our core curriculum empowers students to become lifelong learners who are able to address challenges with confidence and a moral perspective.***

### ***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 13<sup>th</sup> 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 Keith Stewart, 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 sixth and three homerooms for seventh and eighth grade. In addition to the core curriculum, physical education, music, Spanish, art, religious studies, weekly and quarterly STEM labs, and computer/library skills are offered to all students in kindergarten through eighth grades. Computer access is provided throughout the campus.

The 7<sup>th</sup> and 8<sup>th</sup> 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. Our SOARing program is offered for those qualifying as academically gifted. This program for qualified students in grades 3 - 6 challenges students by offering learning activities that require higher order thinking skills, creativity, and rigorous problem solving.

St. Louis Catholic School was the first Catholic School in Tennessee to receive STEM Accreditation through AdvancED/Cognia.

## ***Leadership***

The school operates under the jurisdiction of the Diocese of Memphis and the Pastor of St. Louis Catholic Church. St. Louis has an advisory school board, comprised of members with expertise in a variety of areas to assist the pastor in overall strategic planning for the school. 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 using 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.

## ***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 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, 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***  
***2022-23***

<b>Pastor</b>	<b>Rev. Keith Stewart</b>
<b>Principal</b>	<b>Mrs. Teddi Niedzwiedz</b>
<b>Assistant Principal/JH Dean</b>	<b>Mrs. Vickie Shaw</b>

Early Childhood Center Director	Mrs. Kendall Lucchesi
PK- teachers	Claire Thompson, Alana Bell, and Brandy Sciara
JK- teachers	Tracy Price, Rachael Yearwood
Assistants	PK- Silvia Hecht JK- Ashley Chism, Jodi Jones

Kindergarten Teachers	Beth Spencer, Wendy Madden
Kindergarten Co-Teachers	Jeanice Spencer, Allison Seaton

Grade 1 Teachers	Margaret Reynolds, Shannon McCrary
Grade 2 Teachers	Erin Van Epps, Lauren Hayden
Grade 3 Teachers	Misty Williams, Dena Soefker
Grade 4 Teachers	Lauren Rutledge, Stephanie Hubbard

Grades 5 and 6	
Language Arts	Traci Edwards
Social Studies/Religion	Jessica Kaluzny
Math	Lisa Morgan
Science	Madison Treas

Teaching Assistants	Connie Pierotti, Sue Wynne, Virginia Tavoleti
---------------------	--

Grades 7 and 8	
Literature	Melissa Priola
English/Writing	Karen Wallis
Math	Denise Choate
Religion	Beth Ogg
Social Studies	Kelsey Bourquin
Science	Megan Hellen
Spanish	Flavia Dunmyer

## ***Special Teachers***

Art  
Music  
Technology  
Spanish PK-6  
Librarian  
Physical Education  
School Counselor 5th-8th  
School Counselor PreK-4<sup>th</sup>  
Learning Lab

Robin Durden  
Leiza Collins  
Beth Doney 7<sup>th</sup>/8<sup>th</sup>  
Annie Cervetti  
Jill Mullen  
Katie Byrnes  
Kim Fracchia  
Mary Shea Quach  
Susan Holliday, Melissa Brownlee,  
Karie Ticer, Devin Troy,  
Maureen Hamrick

Enrichment (SOARing)  
Tech Support

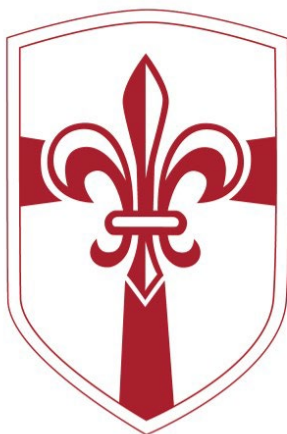
Kathryn Mosteller  
Beth Doney, Dave Myers

## ***Administrative Support***

Admissions/Marketing  
Office Manager  
School Secretary  
Athletic Director

Paul Walker  
Amy Newsom  
Kelly Wilson  
Michael Bennett

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



## *St. Louis Catholic Church and School Staff*

Pastor Reverend Keith Stewart

Associate Pastors Reverend Michael Okata  
Reverend Joe Sax  
Reverend Mathew Jins

Deacons Deacon Mike D'Addabbo  
Deacon Bob Skinner  
Deacon David Dierkes

Pastor's Admin Assistant/Accounts Payable Admin Jan O'Donnell

Business Manager Ronald Pierotti

Accounts Receivable Administrator Anna Shelton  
Receptionist Angela Arnoult  
Peggy Larkin

Director of Youth Ministry Paul Walker  
Director of Religious Education Stephanie Novarese  
Parents' Day Out Director Jana Soefker  
Director of Music Dr. Scott Elscholz  
Children's Choir Directors Leiza Collins &  
Dr. Scott Elsholz

Athletic Director Michael Bennett  
Maintenance Supervisor Scott Caitlin  
Maintenance Technician Lester Kincaid  
Custodial Supervisor Consuelo Martel  
Dining Hall Supervisor Mrs. Carla Burke  
After Care/Summer Camp Director Mrs. Lori Tucker

## *2022-2023 Home and School Officers*

<b>Office</b>	<b>Name</b>
President	Laura Hehn
Vice President	Tracie Hill
Treasurer	Lenore Vollmar
Recording Secretary	Kelly Laundre'
Social Media	Julie Crowl
Auction Chair	Alicia Wright
Auction Sponsorships	Kara Jamison
Auction Decorations	Lyndsay Gronostaj
Auction Acquisitions	Meggie Carrier
Hospitality	Meggie Carrier
Cafeteria Staffing	Jenna Collie
Library Staffing	Amanda Strain
Spirit Night	Jennifer Dye
Cardinal Cares	Paige Marcantel and Dawn Rose
Cardinal Connect	Laura Hehn and Paul Walker
Library Fundraising	Jill Mullen
Room Parent Coordinator	Karimeh McDaniel
Teacher Appreciation	Katie Abart
Cardinal Crops	Jennifer Estes, Francesca Bengert, Mike Goughnour
Receptions	Lisa Meginley and Brittany Chance

School Supplies	Amber Signaigo and Katie Norman
Cardinal 5K	Nick O'Donnell and Nicole Taylor
Spirit Shop	Jessica Heinz Brittany Foley Callie Safian
Fleece Jacket Sales	Tiffany Kee
Trunk or Treat	Kim Cimbalo
Springfest	Kelly Jones
Concessions	Spencer McDaniel and Tony Hill



---

# 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***

Admissions applications are available on the school website. Please call or email Paul Walker (255-1914) [pwalker@stlouismemphis.org](mailto:pwalker@stlouismemphis.org) Enrollment takes place in the month of **January** 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, and any testing that is necessary for appropriate placement.

## ***Entrance Testing***

Students applying to St. Louis Catholic School may be asked to take a placement test 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 for at least 6 months
- Children of St. Louis families that are registered and consistently contributing parishioners for at least 6 months
- Children of Catholic families registered and contributing to another Catholic parish for at least 6 months
- 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-Enrollment Policy for Currently Enrolled Students:*** Once a child has been admitted that place is reserved for the remainder of elementary school if 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 a.m. – 3:30 p.m. Monday – Friday when school is in session**  
**7:30 a.m. – 11:30 a.m. (half days)**
- **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 tuition and fees from previous years must be paid in full before a student can return to begin the next school year. Tuition is payable in ten monthly installments beginning July 1st and ending April 1st. An increase in tuition is anticipated annually. All book fees can be paid in full through FACTS over a four month period starting in July. 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 January and must be signed for final registration. If a contract is cancelled after it is signed there is a cancellation fee equal to 30% of the tuition and 100% of the book/fees for each contract cancelled. All fees must be paid in full thirty days after the date the school receives notice of the cancellation(s). Notice of the contract cancellation must be given in writing to the office.

### ***Payment options:***

We are pleased to offer FACTS Payment Plans and Grant & Aid Financial Needs Assessment on the same platform. Enrolling in FACTS tuition payment plan is required and allows families to select a payment option that best suits their financial needs. The following plans are offered:

- **Monthly Payments** can be spread over 10 monthly installments from July-April

- **Payment in full-FACTS** is a quick and secure method for paying your tuition balance in full

**Payments made through FACTS can be made using credit cards or bank drafts**

*Please note, payments made through a credit card are assessed an additional charge for processing. For more details about the options above, create an online account at: <https://online.factsmgt.com/signin/3VY8R>  
FACTS also charges a 30.00 fee for bank overdrafts when using ACH.*

### ***Tuition Rates***

To receive the Contributing Catholic tuition rate, one must be registered in a Catholic parish, regularly attend Mass, participate in the Sacraments when appropriate, and contribute consistently to their parish using church envelopes, checks, or online giving. Upon enrollment, the admissions office will verify a family's "Contributing Catholic" status by communicating with the St. Louis church office (members of St. Louis), collecting Contributing Catholic forms (members of other parishes), and collecting certificates of Baptism (all incoming Catholic students). Once we have verification on file, new families will receive the discounted Contributing Catholic rate. Rates will be reviewed annually by the tuition administrator. 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 annually (during re-enrollment) to present to the school a letter from their pastor stating that they are attending and contributing Catholics of that parish. The church office will verify annual contributions of parents who are members of St. Louis. 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 **60<sup>th</sup>** 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 60<sup>th</sup> 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***

- Enrollment 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.

**\*\*In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.**

### ***Office Records***

Parents/Guardians are requested to notify the school through email to [anewsom@stlouismemphis.org](mailto:anewsom@stlouismemphis.org) or in writing to the school office of any change of home/cell 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***

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The following materials will be requested directly from a prior school when a pupil applies for the transfer into the school:

- Permanent Record
- Health Record
- Achievement Test Scores
- Baptismal Record (Catholic)
- Last Report Card

## ***Student Withdrawal***

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. Report cards will be emailed at the end of each of the nine- week grading periods.

#### **Grades Kindergarten-2:**

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

#### **Grades 3 -8:**

##### **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)***

<b>Highest Honors</b>	A student who has all A's with nothing less than a "G" in conduct.
<b>Honors</b>	All "A's" and "B's" with nothing less than "S" in conduct.

### ***Honors Math, Science, 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, science and language arts classes.

Criteria for selection in these classes are:

- Iowa Scores – Math, English, Literature, and Science scores.
- Language Arts, Science, and math yearly average
- Cognitive Ability Scores
- MAPS Testing

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 school counselors and our Assistant Principal for approval 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 7:00-7:45 a.m. 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 the spring of each year. Parents receive a report of their child's test results for the spring 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:

- Iowa Test of Basic Skills is administered every spring for 1<sup>st</sup>-8<sup>th</sup> grade
- CogAT administered in the Spring-Grades 2,4,7
- The Pre ACT-administered in winter in 8<sup>th</sup> grade
- ACRE administered in the Winter-Grades 5 & 8
- Benchmark Testing given at a minimum 2 times during the school year for K-8

## ***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 U's in the core curriculum, summer school or tutoring is required for promotion. If a student receives three U'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.

## **After Care**

After Care is provided by the school. Information is available upon request. The director of After Care is Mrs. Lori Tucker. The After Care office phone is 901-558-4776.

## **Announcements**

- General information for the day, and notices of club meetings, athletic and special events, are announced over the PA system at 8:00 a.m.
- 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. Girls jumpers and skirts should be modest in length and not fall more than two inches above the knee.

## 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 grades K-8 are 8:00-3:00. Preschool will begin at 8:00 and dismiss at 2:40. Every Tuesday, dismissal for grades K-8 will be at 2:30 for teachers to have weekly faculty meetings. Preschool will dismiss at 2:15 on Tuesdays. Dismissal on half days for grades K-8 will be 11:30. Preschool will dismiss at 11:15 on half days.

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 p.m. UNLESS INVOLVED IN A SCHOOL-SPONSORED ACTIVITY AND SUPERVISED BY AN ADULT.**

### *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. Junior High will be dismissed to the homeroom at 7:45 a.m. Teachers will walk the children to the classrooms at 7:50 a.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. To keep our students safe at drop-off we ask that you do not drop off on White Station due to heavy traffic.

### *ECC Early Morning Drop-Off*

Early Morning Drop-Off for the Early Childhood Center (ECC) is now offered for preschool, and kindergarten in the Early Childhood building. In order to follow state guidelines, the procedure for this will be as follows:

- Preschool and Kindergarten students will need to be registered for early morning drop-off; however, there will be no charge for this service. Registration information is needed to ensure there is correct staffing.

- ECC Early Morning Drop-Off will be from 7:30-7:40. If you are not able to be here before the 7:40 a.m. cutoff, you will have to wait until 7:50 a.m. when all classroom doors open.
- The entrance to the Early Childhood lobby will be the only entrance doors that will be unlocked.
- You will need to park in a designated parking spot and walk your children in each morning.
- Preschool children will need to be signed in to their classroom sign-in sheet that will be located in the gym.

### ***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. 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 may park **in the parking lot** and walk to the designated Park-and-Pick up area outside the St. Louis Dining Hall to pick up their child. No cell phones should be used on the parking lot in the carpool line. **Parents should not 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 3:30 p.m. (or 12:00 p.m. on an early dismissal day). If students are registered for After Care, they will be placed in the After Care Program at the parent's expense. The After Care office phone number is 901-558-4776.

**The After 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. Parents (or a designated adult) must walk students to and from school if the student must cross White Station Road.**

### ***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, volleyball, and flag football when age appropriate. Tennis, swimming, and track teams are available depending upon student interest and coaching availability but are not sponsored by the PAA. Students in JK and Kindergarten may participate on micro sports teams, but these teams are not sponsored by the PAA.

Registration through TeamSnap is 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. Practices are left to the discretion of the moderator.

Students with failing grades or with unacceptable conduct will not be eligible to participate in athletic events.

## **Academic/Athletic Probation (Grades 5-8)**

SLS requires students participating in athletics and school sponsored after school activities to 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 club meetings and/or 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 or school sponsored activity 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 or extracurricular 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 club meeting and/or practices and games the day(s) of the suspension.

All students 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 players, 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 office (anewsom@stlouismemphis.org) and homeroom teacher via email 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 one excused tardy per nine weeks 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 his/her parent, must report to the office and sign in to be admitted back into class. A student will only be released into the custody of those persons listed on the enrollment form 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 following procedure is required:

- 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 will be allowed to receive credit for any quizzes or tests missed due to this absence. Homework missed will not be graded, however it is in the student's best interest to complete the work in order to be best prepared for assessments.

## **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. In 5<sup>th</sup> through 8<sup>th</sup> grade, it is awarded to students who have zero infractions/demerits for the entire school year.

*Scholar Athlete Award* is awarded to students in grades 5-8 who participate on a school sports team and who maintain a 3.5 grade point average in core classes 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. This award is presented to an upcoming 8<sup>th</sup> 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 8<sup>th</sup> grade student based on a

commitment to academics through superior effort and dedication to work.

The following awards are given at 8<sup>th</sup> grade graduation:

*Subject Area Awards* are awarded to the student with the highest average in each core curriculum subject. 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.

*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 always covered. 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 everyone 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 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 emails, 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, Apple watches/smart watches 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 or Apple watches 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 always prohibited from photographing or video-recording students or school personnel without their specific permission. Students may not photograph or video record themselves, other students, or school personnel during school hours unless specifically instructed to do so for an assignment. 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.



***Learning Lab and SOARing 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 Academically Gifted Program (SOARing) is a program for students in grades 3-6 who have high standardized test scores falling in the 90<sup>th</sup> 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.

## **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.
7. If a student in our school exhibits behavior that is deemed to be detrimental or harmful to the school, students, and/or employees, the student will need to be immediately removed from the school by the parent. Prior to readmission to the school the parents will provide to the school a clearance from a licensed clinical practitioner. Once this clearance from the practitioner is received, the principal will evaluate the student's return.

## ***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 recite the Honor Code pledge, 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 before or 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

## **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<sup>34</sup>

(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 1<sup>st</sup> through 4<sup>th</sup> grade***

A teacher may refer a student directly to Administration if 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 5<sup>th</sup>-6<sup>th</sup> grades***

The 5<sup>th</sup>-6<sup>th</sup> 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:

<i>Infractions</i>	<i>Conduct Grade</i>
0-1 per 9 weeks	E-Excellent
2 per 9 weeks	G-Good
3-5 per 9 weeks	S-Satisfactory
6-9 per 9 weeks	N-Needs Improvement (this grade will keep the student off the Honor Roll)
10 or more per 9 weeks	U-Unsatisfactory (this grade will keep the student off the Honor Roll)

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

A teacher may refer a student directly to Administration if 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 recess time, cafeteria duty, individual silent lunch, or additional written assignments.

***Discipline Policy for 7<sup>th</sup>-8<sup>th</sup> grades***

Our 7<sup>th</sup>-8<sup>th</sup> grade teachers use a system of rewards/demerits to record behavior. Teachers will assign demerits for violations of school rules such as excessive talking, chewing gum, or not following classroom rules. 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, or 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 per 9 weeks	G-Good
3-5 per 9 weeks	S-Satisfactory
6-9 per 9 weeks	N-Needs Improvement (this grade will keep the student off the Honor Roll)
10 or more per 9 weeks	U-Unsatisfactory (this grade will keep the student off the Honor Roll)

An In School Suspension (ISS) receives an automatic 5 demerits.

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

A teacher may refer a student directly to Administration if 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 cafeteria duty, individual silent lunch, or additional written assignments. Please refer to the junior high policies and procedures handout given to parents and students at orientation for more information.

***Detention***

In 4th-8<sup>th</sup> grade detention may be issued to students who have accumulated three or more demerits/infractions or at the discretion of Administration for serious conduct violations. In 5<sup>th</sup>-8<sup>th</sup> grade, a week of silent lunch is assigned as well. Automatic detentions are given for cheating and vandalism. Detention is held every Thursday afternoon from 3:15-4:15 for grades 4-6 and Friday afternoon from 3:15-4:15 for junior high. 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.

***ISS (In School Suspension)/OSS (Out of School Suspension)***

Both ISS and OSS are 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 both the ISS and OSS suspension. On the days that a student is serving an ISS or 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 school sponsored 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

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional, stating that the child presents no danger to himself or herself or to others.

## ***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 always a St. Louis Catholic School student. 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 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](mailto: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 silently to the assigned place briskly, in single file always.
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. 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.

## F

### **Faculty Meetings**

Every Tuesday we will have early dismissal at 2:30 p.m. 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 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.

Sometimes we 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 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. Most field trips will be taking a chartered bus 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 ensure 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 7<sup>th</sup> 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 an outside provider 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-4 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 p.m. In grades 5-8, students should check Google Classroom every day for missed homework during an absence. All homework will be posted each day by 3:30 p.m. Assignments should be monitored from Google Classroom. 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 student should meet with the teacher to make special arrangements for when the work is to be complete 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 to stay current with material covered in the classroom during the absence.** It is the responsibility of the student to coordinate and make-up all assignments.

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.

## I

### **Inclement Weather**

Announcements regarding school cancellations are made via the local news channels and radio stations and the school administration will send out a message via the IRIS network. 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 materials 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 7:45 a.m. – 3:15 p.m.*

*Tuesdays 7:45a.m.-2:45p.m.*

*Wednesday, and Thursday 7:45 a.m. – 3:30 p.m.*

## Liturgies 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 2<sup>nd</sup> and 8<sup>th</sup> 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-8<sup>th</sup> eat in the cafeteria. Students may bring lunch or purchase from 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 is cashless, and 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.payschoolscentral.com](http://www.payschoolscentral.com). It is important to monitor the account balance for your child.

## Lunch Schedule

K-8<sup>th</sup> grade students eat in the dining hall. Students in PK/JK eat in the classroom.  
JK (3 days) 11:15-11:45; PK and JK (5 days) 11:15-12:30 (depending on class schedules)

Kindergarten 12:30 pm

Grades 1-3 10:55-11:25

Grades 4-6 11:35-12:05

Grades 7-8 12:20-12:50-MTWF; 12:15-12:40-Thursday

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

## ***Lunch Visitors***

All visitors to the school must sign in with the school personnel 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. 1<sup>st</sup> – 4<sup>th</sup> grades attend the 8:15 a.m. Mass on Tuesdays. Kindergarten classes begin attending the Tuesday Mass second semester. Our 5<sup>th</sup>-8<sup>th</sup> 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 Back-to-School opening Mass, First Friday of each month, Holy Days of Obligation, and Catholic Schools Week.

## **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 Back-to-School Sunday-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. Prewrapped edible treats are allowed in 1<sup>st</sup>-8<sup>th</sup> grade as long as there is prior approval by the homeroom teacher. For class parties, edible treats are allowed as well.

## **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.

## **PlusPortals**

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 PlusPortals. 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. Additionally, teachers in grades 5-8 will utilize Google Classroom to post assignments. 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 except for 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. Significant amount of evaluation, conferring, and study is done prior to each student’s placement. In addition, composing class enrollments and matching students with 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 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 always remain locked from the outside. 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 hallways and parking lots and security personnel patrol the campus from 6:00 a.m. to 10:00 p.m. Security gates at the White Station campus entrances will be locked from 9:00 p.m. to 6:00 a.m. 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 ensure 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 on 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 Authorization 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 Epi-pens. 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 8<sup>th</sup> 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 students' 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**

School uniforms may be purchased at Dennis Uniforms ([www.dennisuniform.com](http://www.dennisuniform.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-4)
- Plaid jumpers (K-4)
- Plaid skirt and either black polo with school emblem or white overblouse, can be long or short sleeved (5-8)
- Hemlines must be modest in length, skirts should not be rolled
- Red sweater for grades K-5
- Solid black V-neck sweater with school logo (5-8)
- Only white or skin toned undergarments may be worn under the blouse
- Only solid white t-shirts may be worn under the blouse
- Coats or jackets may not be worn in the classroom with the exception of Gray fleece with school logo (purchased from the spirit shop) and Wind Anorak Black with logo, Oxford Grey ¼ Zip with school logo, and school PE sweatshirt (purchased from Dennis Uniform) may be worn in the classroom.
- Shoes: Black and white saddle shoe and light weight saddle shoe (1-8), must be purchased exclusively from Dennis Uniforms; Students

may wear the Keds Saddle Oxford tennis shoes.

- Grades 7 and 8 may wear Sperry Bluefish loafers
- Socks: Black or white (no combination colors or ankle socks)
- Tights: Black or white under uniform during cold weather
- Hair Bows: Red, black, or white-short in length and approved Charleston Plaid accessories from Dennis Uniforms.
- 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

## 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 (1 -8).
- Shirt: (K-6) long or short-sleeved gray knit shirt with school emblem; (7-8) 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
- Coats or jackets may not be worn in the classroom with the exception of Gray fleece with school logo (purchased from the spirit shop) and Wind Anorak Black with logo, Oxford Grey ¼ Zip with school logo, and school PE sweatshirt (purchased from Dennis Uniform) may be worn in the classroom.
- Shoes: Dress shoes-tan, brown, or black, K may wear tennis shoes.
- No boots, tennis, or other type of athletic shoes are acceptable (1-8).
- Socks: Must be a solid color-white, black, or navy “crew” style socks, no ankle socks.
- No bracelets may be worn

## ***Gym Uniform***

A gym uniform must be purchased from Dennis Uniforms for students in grades K-8. Students in grades K-8 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. If the temperature is above 50 degrees PE sweatpants are not mandatory. The PE sweatshirt may be worn 5 days a week. 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, pants, or khakis (no skinny jeans)
- No torn, ripped or frayed jeans (no skin showing through)
- Girls may wear capri pants if they are at least mid-calf length
- K– 8<sup>th</sup> grade may **not** wear shorts on any out of uniform day
- SLS spirit wear must be worn on out of uniform days; this could be a PE shirt, field day T-shirt or a spirit shop T-shirt
- 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
- No sweatpants, leggings or jeggings are allowed

## **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, 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 our parents take the VIRTUS training since during their child'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

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 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 not access online assignments or tests prior to the approval of my teacher.
  - 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 1<sup>st</sup> – 8<sup>th</sup> 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.