

Parent/Student Handbook



St. Louis Elementary School
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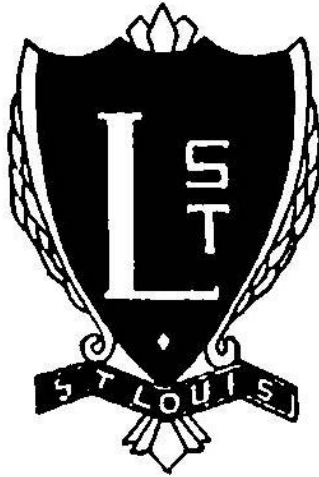
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Introduction

Welcome to St. Louis School! In choosing St. Louis School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Louis School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Louis School during the 2011-2012 school year.

Please remember no situation is perfect and problems may sometimes occur. Should you encounter one, please take the time to discuss it with the teacher as soon as possible. Doing this prevents tensions and hard feelings from developing.

The Lord has blessed us with wonderful children eager to learn and grow in knowledge and in spirit. The faculty and staff of St. Louis School look forward to working with you to make your children's educational experience this year and every year fulfilling, rewarding, and successful.

Mission Statement

St. Louis School is a Catholic elementary school striving for academic excellence integrated with Christian values in a warm supportive environment. The school emphasizes the development of mutual respect and self-discipline within a community atmosphere.

Core Beliefs

We believe:

- God is the center of our lives
- We are called to be a faith community
- Each person is unique with special gifts and talents and deserves respect
- We have a responsibility to help less fortunate members of our society
- Teachers are role models and nurturers
- Staff and parents must work together in an atmosphere of trust and open communication

Children learn best when:

- there is a positive, affirming atmosphere where diverse abilities and learning styles are recognized and addressed,
- programs are developmentally appropriate,
- students are challenged and goals are set,
- consistency is found in expectations and discipline and,
- a sense of responsibility is developed.

Faculty and Staff

| | |
|---------------------|----------------------------|
| Pastor | Rev. Joseph Marcotte |
| Principal | Mrs. Katherine Kelly |
| Preschool | Mrs. Kristy Morin |
| Preschool | Miss Beth Thrun |
| Kindergarten | Mrs. Ann Marie Rose-Foran |
| Grade 1 | Mrs. Jeanne Dahl |
| Grade 2 | Mrs. Ann Graves |
| Grade 3 | Mrs. Laurie Heflin |
| Grade 4 | Miss Kaitlin Shugrue |
| Grade 5 | Mrs. Dorene Chevalier |
| Grade 6 | Mrs. Buffie Pepka |
| Grade 7 | Mrs. Rosemary Cavanagh |
| Grade 8 | Mrs. Lorraine Ferrari |
| Library Coordinator | Mrs. Kate Taintor |
| Computer | Mrs. Mary Walsh |
| Algebra | Mrs. Laurie Heflin |
| Music | Mrs. Charla Beattie |
| Art | Mrs. Amy Panagiotou |
| Gym | Young World Representative |
| Secretary | Mrs. Heidi Hughes |

PTFA Officers

Chair- Candace and George Poudrier
Co Chair - Sue and Dan Depatie
Secretary - Heather and Jonathon Mackey
Treasurer - Kelly and James Kokernak
Fundraising - Lynn and Thomas Goodell
Terry and Troy Mobley
Public Relations - Anne Marie and Todd Bassett

Advisory Board

Rev. Joseph Marcotte
Mrs. Katherine Kelly
Mr. David Scheffler
Mrs. Candace Poudrier(PTFA)
Mrs. Kerridan Banfill
Mrs. Darlene Finamore
Mrs. Adrienne Fournier
Mr. George Panagiotou
Mr. Don Fitzpatrick
Mr. Nicholas Marrier
Mr. Vincent DiFilippo

Financial

1. Tuition 2011-2012

| | Supportive Parishioner | Non-Parishioner/Non-Supportive |
|---------------------|------------------------|--------------------------------|
| <u>Grades K – 8</u> | | |
| 1 student | \$3,504.00 | \$3,719.00 |
| 2 students | \$5,693.00 | \$6,118.00 |
| 3 or more students | \$7,695.00 | \$8,300.00 |
| <u>Preschool</u> | | |
| 5 Full Days | \$5170.00 | |

3 Full Days \$3,470.00

2 Full Days \$2,400.00

2. **Tuition Payment**

Payment Options:

0. Pay in full by August 30, 2011.
1. Pay ½ annual tuition by August 30, 2011 and the remainder by February 28, 2012.
2. Enroll in FACTS® Tuition Management Service. Payments begin in September 2011. You may choose to have deductions made on the 5th or 20th of each month from September through June.

3. **Enrollment/Re-Enrollment**

The \$100.00 Application Fee for new students must be submitted with the application. The Application Fee will be applied to the tuition.

Returning students must reserve their spot by paying a \$50.00 Registration Fee in February and June. This Registration Fee is applied to the tuition.

4. **School Insurance**

The school insurance is required by the Diocese of Worcester for each student enrolled at St. Louis School. The cost of this insurance is passed on to parents as part of the tuition. In case of a school related accident, claim forms are available in the office.

5. **Lunches**

Both hot lunch and milk are offered at the school. School lunch menus are sent home at the beginning of each month. The lunch menu can also be found on the school's website. **Lunches cannot be charged.**

Every child must have money to purchase his/her lunch or milk. A good suggestion is to purchase a weekly ticket which can be used on any five (5) desired days. Checks should be made payable to Webster Food Service. The lunch and milk ticket costs will be given out at the beginning of each school year.

Attendance

1. Attendance Policy

Regular attendance is essential to learning. Irregular attendance impedes the academic achievement of the student. Every effort should be made by parents to see that their child is in school each day.

Classroom Hours:

| | |
|----------------------------|-------------------|
| Preschool and Kindergarten | 8:05 am - 2:15 pm |
| Grades 1 through 5 | 8:05 am – 2:20 pm |
| Grades 6 through 8 | 7:55 am – 2:20 pm |

Absences must be reported to the school office by 8:45 am. If your child is absent and we have not received a phone call, the school office will attempt to call you at home or work to verify the absence.

Students should be fever free and vomiting free for 24 hours before returning to school. Students who are sent home during the school day with a fever or vomiting will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A student who has been absent because of illness for five (5) days or more is required to present a certificate from a doctor attesting that the danger of conveying the illness is passed.

If a student is tardy, coming into school after 10:00 am or dismissed

before 11:00 am, he/she will be marked absent for the day.

2. **Make Up Work**

Students (parents in the case of younger students) are responsible to contact all the teachers for missed assignments. Students in Grades 4 – 8 who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

*When your child is absent make up work can be requested and picked up **after 2:20 pm** in the office or sent home with a sibling.*

3. **Arrival**

The school is responsible for students from 7:45 am until 2:20 pm.

There is no one available at school to take responsibility for your child(ren) either before or after these times with the exception of specific organized activities.

Students are expected to arrive between 7:45 am and 8:10 am. They are to go to their classrooms at this time. Any student arriving after 8:10 am is tardy and must report to the office before going to class.

4. **Tardiness**

Tardiness is disruptive to both the teaching and learning process. A student who arrives after 8:10 am is tardy. If a student in Grades 4 – 8 is tardy four (4) times within a quarter a detention will be

given.

5. **Dismissal**

At the beginning of the school year parents must submit a form for each child to inform the school of his/her regular arrangements for transportation home. If these arrangements change the teacher must be notified preferably in writing or by calling the school office. These procedures are in place to insure the safety of your children.

All students who get picked up will exit the school by the side door. **All students must be met in the school yard by the person picking them up.** Students who have not been picked up will re-enter the building using the side door to wait until 2:30 pm.

Students not picked up by 2:30 pm will be dismissed to the After School Program where the hourly rate will be charged.

We must know where each child is at all times. A student who is waiting for his/her parent or ride may not take a ride from anyone else without permission from the office. Students who are waiting must re-enter the building to wait. Students should not wait for their parents or rides with friends or other parents.

6. Early Dismissal

During school hours, students are not permitted to leave the school grounds without permission from the office.

A student who is ill will be sent home only after parents have been contacted and arrangements made by them to have the student picked up and signed out of school at the office.

Emergency information cards must be updated and kept on file in the office. An emergency telephone number is mandatory. It is extremely important that you keep us informed regarding telephone number changes both at home and at work, or changes in health information or relatives/friends to call in case you cannot be reached.

Parents who need to dismiss their child early should go directly to the office. You will need to sign your child out of school. The classroom teacher will be contacted to send your child to the office. No parent should go directly to the classroom to dismiss their child.

7. Vacation

Advanced written notice must be given to the Principal and the teacher on all foreseen absences, medical or otherwise. Vacations are not encouraged while school is in session. If parents choose to take a vacation during school time, work will **not** be provided for the students before their absence. Make up work will be given upon their return. The missed work will be completed at the discretion of the teacher in a

timely manner.

Academics

1. Report Cards

Report cards are chiefly for the parents so that they will know the progress their child is making. Report cards are issued quarterly to students in Grades 1- 8. Preschool and Kindergarten students receive report cards in January and June. Half way through each quarter students in Grades 4 – 8 receive progress reports.

Parent and students in Grades 4 – 8 have access to progress reports and report cards through an on-line system. Parents and students are given user names and passwords each year. Half way through each quarter parents will receive email notification to check their child's progress report. Parents should email the homeroom teacher that they have viewed this report. If a parent does not have internet access they will receive a printed copy of the progress report. Parents will receive a printed copy of the report card.

Explanation of Grades:

Preschool Rubric:

- √ - Developing normally
- * - Needs further development
- 0 - No interest shown
- N/A – Not applicable at this time

Kindergarten Rubric:

- 4 – Consistently and independently meets Kindergarten expectations
- 3 - Developing a satisfactory understanding of Kindergarten

skills

2 – Beginning to develop an understanding of Kindergarten skills

1 – Limited understanding of Kindergarten skills

Grades 1 – 3:

Skills Mastery and Development in Subject Area Rubric:

E – Achieving Mastery

P – Proficient

M – Meets Expectations

I – Improvement Needed

H – Having Difficulty

Social Development/Work Habits Rubric:

4 – Consistently

3 – Frequently

2 – Occasionally

1 – Not Yet Apparent

Grades 4 – 8:

Academic Achievement in Subject Area Rubric:

A+ 95 – 100

A 90 – 94

B+ 85 – 89

B 80 – 84

C+ 75 – 79

C 70 – 74

D 65 – 69

F Below 65

Skills Mastery Rubric:

E – Excellent

G – Good

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

Honor Roll Requirements (Grades 4 – 8):

- High Honors:** Any combination of A's in all subject area
First Honors: Any combination of A's and B's in all subject areas
Second Honors: All marks in the B's in all subject areas
Recognition: At least all C's in subject area and all S's in conduct, effort, and homework

Any student receiving an “N” in conduct or effort in any class/subject will not be on the Honor Roll.

2. Homework

Homework supplements classroom work and is a necessary part of every student's school work. Encouraging your child to do neat papers, take pride in what he/she does as well as the importance of homework cannot help but be a positive influence in the learning process.

Each child from Grades 3 – 8 must have a “homework assignment book”. Students are expected to copy their assignments daily. This teaches children to be responsible for their homework; it is the responsibility of the parent to check this each night.

The following are estimates of the time needed for homework according to the maturity of the students. This includes study time, which may be utilized in reading books, reviewing material covered that day, and assigned projects.

- Grades 1 – 2** Approximately 15 – 30 minutes
Grades 3 – 4 Approximately 45 – 60 minutes
Grades 5 – 6 Approximately 60 – 80 minutes
Grades 7 – 8 90 minutes or more

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

3. Books

Students are supplied with the latest books and these are updated on a rotating basis. Due to the expense of these books they should be treated with the utmost care. **All books are to be covered at all times.** Any book lost or destroyed must be paid for by the student.

Book bags/backpacks must be used at all times. This is the best way to protect the books. Any student not using a book bag/backpack may not take books out of the building. Please mark the book bag/backpack with your child's first and last name.

4. Standardized Tests

Standardized achievement tests are administered each year to students in Grades 2 – 7. The CTB/Terra Nova tests are taken in March. In November the students in Grade 8 are given the standardized placement tests for high school. The results of this testing are sent home to the parents.

The testing schedule is included in the 2011 – 2012 school calendar. Every attempt should be made to schedule appointments and vacations around these dates.

5. Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.

- Books damaged or lost must be paid for by the student before any other materials may be checked out.
- Students who have not returned their books may not take out another book.

6. Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- The school reserves the right to deny participation in a field trip with just cause.
- If a student is on academic probation he/she is not allowed to participate in field trips.
- A written ***official permission slip***, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
Note: a fax does not take the place of an original signature.
- A telephone call will not be accepted in lieu of the paper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home and be marked absent for the day.
- Transportation for these field trips will be made with properly insured buses.

- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected are ***non-refundable***.
- Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- The school policies and rules of behavior are to be followed by all students on a field trip.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- Parents who chaperone a field trip may not bring any siblings on the field trip.
- All chaperones must have a CORI check on file in the school office.

Medical

1. Medication

Any child with chronic health problems (diabetes, epilepsy, serious allergies, etc.) should be reported to the office. Medicine is given out by the school nurse only with a completed and signed form from parents and physician. These forms are available from the school nurse, or through the office. The law requires that medicine must be brought to school in its original container by the parent and kept in the office.

2. Notifications

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies or other medical conditions faced by students. This notification will include an explanation

of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

3. Medication and Field Trips

Essential medications will be taken for the student by the teacher or chaperone. A cell phone will be available on the field trip for emergency calls.

4. Food Allergy Policy

St. Louis School is an “Allergy Aware School”. This does not mean we are allergy or nut free. What it does mean is that we have food policies and procedures in place to keep students with allergies as safe as possible in the school setting.

Transportation

1. School Bus Transportation

Bus transportation is provided for Webster residents in **Grades K – 8 only**. Students are required to follow rules of safety and respect at all times. Warnings for misbehavior on the bus are submitted to the Principal. Copies are forwarded to parents and the bus company. The second warning in a given school year will mean a loss of buss privileges for five (5) school days. Students are only allowed to ride on their designated bus. Students who do not ordinarily take the bus may not ride on the bus.

2. School Bus Behavior

Students riding the bus are expected to follow the following rules (not limited to these rules):

- Orderly behavior should be maintained at the bus stop.
- Remain seated, facing front at all times.
- Keep head and arms inside the bus.
- Do not litter inside the bus or throw anything out the window.

- Use of profanity could result in the loss of bus privileges. Infractions of the above rules will result in a Bus Warning being sent to the parents by the school. Continual abuse of bus privileges will result in denial of bus transportation.

After School Program

1. Hours

2:15 pm – 5:15 pm

2. Rates

Preschool

\$2.00 per hour for each child

Grades K – 8

1 student - \$4.00 per hour

2 students - \$7.00 per hour

3 or more students - \$9.00 per hour

\$1.00 will be charged for every minute pick up falls after 5:15 pm.

Repeated failure to pick your child(ren) up from the After School Program on time will result in your child(ren) not being allowed to attend.

3. Pick Up

When you arrive to pick up your child(ren), please ring the doorbell at the side door of the school.

4. Rules

- Students are required to bring their own afternoon snack and drink.
- No belongings from home are allowed in the After School Program.
- Students may not change into play clothes during the After School Program FOR ANY REASON.
- Once students have arrived at the After School Program they are not allowed back into the school.

There is NO After School Program provided on any early release days and teacher professional days.

Discipline

Discipline is a subject that we are continually teaching. Successful discipline is based on love. It means caring enough to give each child structure, order, and security. The aim of our faculty is to provide a positive school environment that will bring about both well-mannered and well-behaved students.

Most students will experience little difficulty living with the policies of this handbook and our school procedures. When a student is in violation of a school policy, attempts to have the student change his/her behavior in line with the school rules will be made by the teacher, Principal and/or

Pastor. Parents will be notified and asked to share in this responsibility.

1. **Infractions** (not limited to these)

- Disrespect toward school personnel
- The use of profane or vulgar language/gestures
- Defacing school property
- Fighting and/or harassment of other students
- Leaving the school property without permission
- Chronic violation of the dress code
- Cheating or stealing
- Chewing gum or eating in class
- Throwing objects, such as stones or snowballs
- Smoking, drinking or drug abuse on school property or at school activities
- Possession of any weapon (real or play)

Infractions may result in a detention, probation period, in-school suspension, out-of-school suspension or expulsion.

2. **Detention**

Any teacher may keep a student for missing assignments. After four (4) missing assignments a student will receive a detention. Missing assignments and detentions will be carried over each quarter. After receiving three (3) detentions (12 missing assignments) he/she will be placed on probation.

Any faculty member may issue a detention for a breach of classroom and/or school rules. Parents will be notified of the detention. The day, date, and time of the detention are at the discretion of the Principal and/or faculty who monitor the detention.

After a student receives three (3) detentions in the same school year for disciplinary reasons he/she will be placed on probation.

If a student is asked to leave “special classes” (art, gym, music, computer or library) the student will receive an automatic detention.

After four (4) tardies within a quarter a detention will be given to students in Grades 4 – 8. A student is considered tardy after 8:10 am.

3. Probation

Students on probation are excluded from participating in any extra-curricular activities. This includes both social and athletic activities as well as field trips.

Parents are notified of their child’s probation with the reasons stating the cause for it.

After thirty (30) days the student’s behavior is reviewed and the results will determine the end or continuation of the probation period. If a detention is issued after the cessation of the probation period, probation will be reinstated.

4. In-School Suspension

When serious disciplinary action is necessary, in-school suspension may be given according to the judgment of the Principal. In-school suspension requires the student to spend his/her school day in school, but separated from his/her own class for academic subjects, lunch, recess, and special classes, doing assigned work.

5. Out-of-School Suspension

When serious disciplinary action is necessary, the Principal may give an out-of-school suspension. Strict adherence to the following guidelines is expected:

- No student is to be sent from the school premises until the parents or legal guardians have been contacted and arrangements made for his/her transportation.
- Within two (2) days, a conference is to be arranged by the Principal involving the parents or legal guardians, the pastor, all personnel involved and the Principal.
- The period of suspension shall not exceed more than five (5) school days. This number is considered to be the maximum and not a rule.
- Suspended students are responsible for making up all assignments missed during the period of suspension.

6. Expulsion

Expulsion of a student from school should only follow a period of suspension, unless the situation calls for immediate action. Also, it is expected that all other means of discipline have been used and continuation of the pupil in membership of the school is considered to be a hindrance to the welfare and progress of the school.

7. Harassment Policy

St. Louis School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual is taken seriously. Students making such threats (seriously, in jest or on-line) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment.

Engagement in on-line blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, or any other on-line social network, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

8. Athletics

Members of the basketball and cheerleading teams are subject to behavior and academic standards. **A student receiving an F on his/her most recent report card will not be allowed to play or practice as part of a sports team.** The student may be reinstated by the Principal with passing grades at the end of the next marking period. Rules applying to members of the sports teams are fully defined in the Route 395 Parochial League Rules.

Students who represent St. Louis School by being on a sports team must remember that membership is a privilege to be earned and not a right to be expected.

All St. Louis fans are expected to conduct themselves in a sportman-like manner with respect towards all schools, fans, players, and referees. Failure to do so may result in being asked to leave the game.

Dress Code

1. School Uniform

Boys Basic Uniform

- | | |
|--------------|---|
| Preschool | Light blue polo shirt or turtleneck shirt, maroon v-neck sweater or vest, navy or khaki dress pants. |
| Kindergarten | Light blue polo shirt or turtleneck shirt, maroon v-neck sweater or vest, navy dress pants. |
| Grades 1 – 8 | Light blue dress shirt (long or short sleeve), maroon tie, maroon v-neck sweater or vest, navy dress pants. |

Girls Basic Uniform

- | | |
|--------------|---|
| Preschool | Pink polo shirt or turtleneck shirt, maroon cardigan sweater, khaki skirt, pants or jumper, white knee socks or tights. |
| Grades K – 5 | Plaid jumper and tie, pink Peter Pan collar blouse (long or short sleeve), maroon cardigan sweater, gray or maroon knee sock or tights, gray corduroy or khaki dress pants. |
| Grade 6 – 8 | Plaid skirt and tie, solid pink oxford shirt, maroon v-neck sweater or vest, gray or maroon knee socks or tights, gray corduroy or khaki dress pants. |

Shoes: All students must wear dress shoes or sneakers.

No platforms, big heels, sandals, flip flops, crocs, heely roller shoes or open-back shoes. No high top sneakers with jumpers or skirts. If boots are worn to school students must change into appropriate shoes.

2. Warm Weather Uniform

The warm weather uniform may be worn May 1st through September 30th. The warm weather uniform is an option for the time span indicated. The other option is the full basic uniform.

Boys Warm Weather Uniform

Preschool Light blue polo shirt, navy or khaki walking shorts, white above the ankle socks.

Grades K – 8 Light blue polo shirt, navy walking shorts, white above the ankle socks. Boys may wear the light blue polo shirt with navy dress pants.

No cargo or nylon shorts. No over-sized pants.

Girls Warm Weather Uniform

Preschool Pink polo shirt, khaki skort, walking shorts or skirt, white above the ankle socks.

Grades K – 8 Plaid walking shorts or skort, pink polo shirt, white above the ankle socks. Girls may wear the pink polo shirt with their skirt. (The pink polo shirt is NOT worn with the jumper). All girls may wear the white above the ankle socks with their regular uniform.

Uniforms may be purchased from:

www.tottoteen.com

www.frenchtoast.com

3. Gym Uniform

All students are to wear navy sweatpants and the navy St. Louis School T-shirt and/or St. Louis School sweatshirt and white above the ankle socks.

Navy shorts may be worn from May 1st through September 30th. (No nylon shorts or cargo shorts are allowed). Only white above the ankle socks are to be worn.

4. General Appearance

Every student **MUST** be in the designated uniform attire. All shirts and blouses are to be fully tucked in at all times.

No radical, fad or outlandish haircuts and/or hair colorings of any kind are allowed. Scrunchies, hair clips, ponytail holders, hair elastics, etc. must be worn in the hair and not on wrists.

There should be no visible tattoos of any kind. No body piercing except pierced ears. Girls may wear one (1) pair of simple earrings or small hoops. **NO DANGLING EARRINGS.** Boys **may not** wear earrings of any type.

One ring per hand is allowed. No make-up or colored or glitter nail polish is allowed. French manicures are not allowed. Only clear lip balm and clear nail polish are allowed. Necklaces, pins and bracelets are not part of the daily uniform and, therefore, not allowed.

5. Uniform Consequences

- In Grades 4 – 8 one (1) demerit will be given for each infraction of the uniform code. After three (3) demerits a detention will be issued. Demerits are carried over into each quarter.
- Parents may be called to bring the proper clothing to school.
- A student with an outlandish haircut or hair coloring may be sent home. A conference will be made by the Principal with the parents.
- Students who repeatedly violate the uniform code may be denied participation in an out-of-uniform day.

6. Out of Uniform Guidelines

Students may wear:

- ❖ Jeans
- ❖ Sweatshirts
- ❖ Skorts
- ❖ Shorts no shorter than three inches above the knee
- ❖ Skirts no shorter than three inches above the knee
- ❖ Dresses
- ❖ Slacks

Students may **not** wear

- ❖ T-shirts or sweatshirts with inappropriate writing
- ❖ Tank tops
- ❖ Biker shorts
- ❖ Pajama pants
- ❖ Low cut blouses/tops
- ❖ Clothing that is extremely tight
- ❖ Flip flop sandals
- ❖ Open back shoes

Good Rule: If you think you shouldn't wear it, you shouldn't.

All uniform regulations and guidelines are subject to the discretion of the Principal.

Safety

The staff of St. Louis School work to ensure that your children receive a quality education in a safe environment. To ensure that the school remains a safe environment for your children, we must have full cooperation and participation from the parents or other caretakers of children.

In order to provide this desired level of safety there are many provisions that have been developed to secure the perimeter of the building, control access to the building, and regulate the activity within the building by adults and children. We understand that these safety provisions may lead to some moments of inconvenience for parents.

St. Louis School has historically enjoyed the full support and cooperation of the parents in following through with these safety measures. We thank you for your cooperation.

1. Fire Drills

Fire drills are conducted on a regular basis by the Webster Fire Department for the safety of the students. All persons must evacuate the building quickly in a safe, orderly manner. Silence among the evacuees is strictly enforced.

2. Crisis Plan

St. Louis School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep the children safe.

3. Child Abuse Laws

St. Louis School abides by the Child Abuse Laws of the Commonwealth of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

4. Asbestos

In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, we are required to inform all parents and persons associated with St. Louis School of our school’s Asbestos Inspection Reports. These reports are on file in the School Office and are available for inspection during normal business hours of the school.

5. Lunch Containers

For safety reasons we encourage you to send your child's lunch in a reusable container. No glass, please!

Communication

1. Conference Policy

We maintain an Open-Door Policy and invite you to come in to discuss curriculum, homework assignments, and social and spiritual needs of your child. Please write or call ahead to make an appointment. Teachers welcome communication, and will meet with parents at their mutual convenience.

Teachers are responsible for your children from 7:45 am – 2:20 pm on a regular school day. Time is spent in supervision and teaching. Therefore, teachers **are not** available for individual conferencing or drop-in visits or telephone calls. An appointment may be made with a teacher by means of a note to the teacher or a telephone call to the office. Please respect teachers' privacy and refrain from placing calls to their private residences.

2. Bulletins and Memos

In order to insure that all communication from school reaches home in a timely manner, St. Louis School will be using both the Wednesday family envelopes and email.

Calendars, lunch menus, newsletters, information which needs to be returned to school, etc. will be sent home in the Wednesday envelopes. The envelopes are sent home with the youngest or only child.

Please return the envelope empty. Anything you received in the envelope which needs to be returned to school should be turned in to your child's teacher, not returned in the envelope.

Please be sure to send money or checks in an envelope with your child's

name, grade, and purpose of the enclosed cash or check written clearly on the envelope. It is sometimes difficult to determine why money has been turned in. Please pay in exact amounts. If you are paying for more than one child please indicate that clearly on the envelope.

3. Email

Communication between school and home will also be transmitted via email. Notices will be sent home to those who do not have access to email. It is crucial that we have your current email address. Please update your email address if it changes.

4. School Website

Our website www.saintlouischool.org is another source of school information.

Internet Policy

1. Computer Use

Computers are available for student use in the computer lab, the library, and individual classrooms. Weekly computer class for Preschool through Grade 8 are held in the computer lab. Computers in the library and classrooms are used for Accelerated Reader® and/or research. If a student notices that something on the computer does not function properly they are to report this issue to a faculty member immediately.

Presently, the Internet is accessible to students, under close supervision, in the computer lab, library and individual classrooms. Students are allowed to access the Internet for research purposes as a supplement to their regular class work. The Internet is only available to students during class time when a teacher is present and gives permission.

2. Technology Concerns

In a world where communication is instantaneous St. Louis School has the following concerns and consequences regarding technology in and out of school:

1. Cyber-Bullying/Bullying

St. Louis School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or on-line) face detention, suspension, and/or expulsion.

2. Blogs

Engagement in on-line blogs such as, but no limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

3. Cell Phones

If a student needs a cell phone after school, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.

Cell phones taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

The school is NOT RESPONSIBLE for any lost, stolen or damaged cell phones.

4. Texting

Students at no time should be involved in texting during the course of the day. Students involved in texting at school face detention, suspension, and/or expulsion.

5. Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

3. Student Acceptable Use Internet Policy

It is the goal of St. Louis School to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. While there is an enormous amount of useful and valuable information available, due to the global nature of the Internet and the lack of effective control over its content, access brings with it the potential for misuse and abuse. St. Louis School will make every reasonable effort to ensure the Internet is used responsibly and will take every reasonable step to control access to inappropriate material. St. Louis School expects all students to use the Internet in an appropriate and responsible manner for educational purposes only.

Access to the Internet is a privilege, not a right, offered to the students at the discretion on the teachers. While at school, students may only log on using the school's Internet account, and may not use personal or home accounts. The St. Louis School's account is to be used for

educational purposes only, including research for school projects and intellectual inquiry.

Students are expected to use the Internet in a responsible manner. Although, we do have a Content Barrier, students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented or illegal.

Students may not use the school's Internet account to conduct private, commercial, personal or illegal business. Game playing is prohibited. Hacking [any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses] will not be tolerated. Students are expected to conform to accepted social behavior in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify system administrator if a security problem is discovered.

Inappropriate behavior on the part of any student while using the St. Louis School's Internet account may result in the loss of Internet access privileges. Under appropriate circumstances, law enforcement officials may be notified. The St. Louis School system, along with any other persons or organizations associated with the school Internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school. All users shall assume full liability, legal, financial or otherwise, for their actions while connected to the Internet. In addition, St. Louis School takes no responsibility for any information or materials accessed or transferred from the Internet. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal student activity

while using the St. Louis School Internet account.

4. Student Internet Use Agreement

This section is to be read by students and parents and discussed.

Parents and students must sign the ***Student Internet Use Agreement***.

1. Personal Responsibility – As a student at St. Louis School, I will accept personal responsibility for reporting misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that contains inappropriate language or is meant to offend a particular person or group.

Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Louis School.

2. Acceptable Use – My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. No student shall download any application for use on the school's computers unless specifically instructed to do so by a member of the St. Louis School faculty. Only members of the St. Louis School faculty are permitted to install applications on the school's computers.

DOWNLOADING OF ANY SONGS, VIDEOS, SOFTWARE OR UNAUTHORIZED PICTURES FROM THE INTERNET (PARTICULARLY FROM POPULAR PEER-TO-PEER SITES) IS NOT PERMITTED AND WILL BE VIEWED AS A SERIOUS VIOLATION. INSTANT MESSAGING (AIM, YAHOO MESSENGER, IRQ, etc.) OR E-MAIL FROM THE SCHOOL COMPUTERS IS NOT PERMITTED AND WILL BE VIEWED AS A

SERIOUS VIOLATION. ONLINE PURCHASES OR PARTICIPATING IN ONLINE SURVEYS IS NOT PERMITTED AND WILL BE VIEWED AS A SERIOUS VIOLATION.

3. **Privacy** – I will not reveal my home address or personal phone number or that of any members of our school to anyone on the Internet at any time.

4. **Security** – I understand that security on our network is very important. I will never attempt to guess other users' password at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

5. **Vandalism** – I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Louis School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of networking privilege.

6. **Copyright** – I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics or sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Parents as Partners

As partners in the educational process at St. Louis School, 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 day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or a nutritional lunch every day;
- To actively participate in school activities
- To see that the student pays for damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important telephone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;

- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

1. Parent's Role in Education

We, at St. Louis School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Louis School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Louis School, we trust you will be loyal to this commitment. During these formative years (Preschool through Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of

mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

PTFA

(Parents, Teachers & Friends Association)

1. Mission Statement

To enhance the school's program as well as foster school spirit for the children and their families by coordinating various school events throughout the year, including fundraisers. These fundraisers help defray the cost of school events, help keep the school tuition as low as possible and also provide additional equipment and supplies for St. Louis School.

2. Functions of the PTFA

Solicits:

- Volunteers when needed for the different events during the school year (such as field day, lunch duty, room parents, etc.)
- Mandatory hours are required by each family during each school year (Fall Festival is 6 hours and the Christmas Bazaar is 2 hours per family)
- Participation in the Fall and Spring Fundraisers is mandatory (dollar amount will be determined for each fundraiser)

Coordinates:

- Parish Festival work schedule
- Room parents
- Fundraising activity (mandatory fall and spring fundraiser and optional fundraisers)
- Events and parties throughout the school year and any subcommittees
- Christmas Bazaar
- Field Day

Hosts:

- Preschool – Grade 8 Parent Orientation in September
- Spring Concert/Appreciation Night
- New Students and Parents Orientation in June

Other:

- Distributes “The Informer” monthly and memos as needed
- Oversees income and expenses for the PTFA
- PTFA Chair serves on the St. Louis School Advisory Board

- PTFA Chair attends the St. Louis Festival meetings

General Information

1. School Cancellation, School Delays, and Early Releases

St. Louis School follows the Webster School Department's decision about cancellations, delays, and early releases. The decision to close schools or delay opening is typically made by 5:00AM and posted by 5:30AM. School closings, delays, and early releases are posted at the following locations:

Webster Cable Access Channel 13

Webster Public Schools Website:

www.webster-schools.org

TV Stations: WBZ (channel 4)

WCVB (channel 5)

WHDH (channel 7)

FOX TV (channel 6)

Radio Station: WBZ AM 1030

You can sign up to receive an email or text message on your cell phone when school is closed, delayed or released early by going to <http://www.thebostonchannel.com/closing/index.html> and follow the directions under "School Closing Emails".

If school is cancelled for any reason other than weather it will be indicated on the monthly calendar or on a special notice and email.

There is NO After School Program provided on an early release day and teacher professional days.

2.Visitors

School visitors (volunteers, parents, etc.) must first come to the office. For safety reasons, each person is required to sign in at the office when he/she enters the building for any reason.

3.Volunteers

All individuals who volunteer in the school will be required to complete a CORI Form, the Diocesan mandated background check, and attend a Safe Environment Training Session.

Parents who volunteer may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and the educational process.

4.Cell Phones

If a student needs a cell phone after school, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.

Cell phones taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

The school is NOT RESPONSIBLE for any lost, stolen or damaged cell phone.

5.Telephone Calls

Only in certain cases will a student be allowed to make a phone call from school. In case of sickness or accident, the school office or School Nurse will notify the parent. To keep phone lines free for daily school use, students' needs regarding phone calls will be limited and assessed by the school administration.

Last minute phone calls at dismissal, either incoming or outgoing,

present many problems since this is one of the busiest moments of the day. We would appreciate it if any changes in transportation could be made by 1:30 pm. We do understand that emergencies do occur.

6. Personal Belongings

Costly or valuable belongings such as DSs, iPods, etc. are not allowed at school except with the permission for a class project. The school is NOT RESPONSIBLE if they are lost, stolen or damaged.

Bicycles, skateboards, and rollerblades are not allowed at school.

7. Lost and Found

Any items in the school building or on school grounds should be placed in the Lost and Found box outside of the office. Items placed in the Lost and Found box remain there for thirty (30) days.

8. Right to Amend

St. Louis School reserves the right to amend this Parent/Student Handbook. Notice of amendments will be sent to parents via the Wednesday Envelope and/or through email communication.

St. Louis School Internet Permission Form

Student/Parent Form

To use networked resources, all students and parents must sign and return this form. Students will not be allowed to use the Internet until the form is returned. The activities listed below are NOT PERMITTED:

- Accessing inappropriate sites at any time
- Downloading songs, videos, software or unauthorized pictures
- Instant Messaging (AIM, Yahoo Messenger, IRQ, etc.) or E-Mail
- Sending or displaying offensive messages or pictures
- On-line purchasing or taking unapproved on-line surveys
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher, parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain or fraud
- **Accessing YouTube without permission from the teacher**

**Violations may result in a loss of access
as well as other disciplinary actions.**

Parent/Guardian Permission: All students are provided with access to computer resources. I have read and discussed with my child the Internet Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for St. Louis School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at St. Louis School.

Parent Signature _____ Date _____

Student Agreement: I have read the Student Acceptable Internet Use Policy and the Student Internet Agreement with my parents. I understand and will abide by these policies. **I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.**

Student(s) Signature _____

_____ Date _____

Parent's Name: _____

Grade(s): _____

Student's Name(s): _____

Photo/Video Release Form

To whom it may concern:

I hereby give permission for my son(s)/daughter(s)

to be photographed or videotaped at St. Louis School. I realize that the photo may be published in the newspaper, a magazine, the school website or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Louis School.

Parent Signature: _____

Date: _____

Parent/Student Signature Form

I have read the 2011-2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name (Please Print)

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Both parents and students must sign and return this form to school.