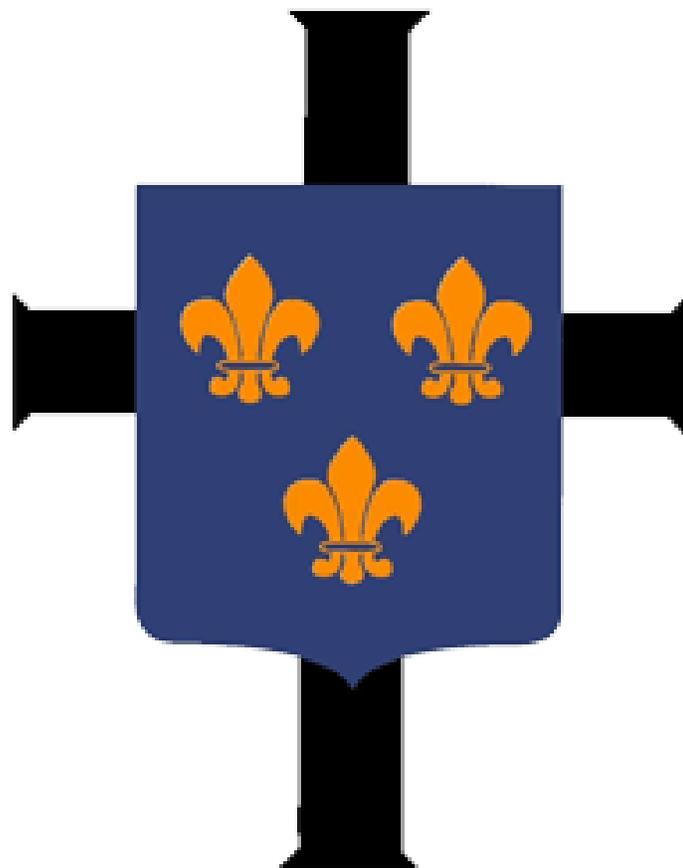


St. Louis Catholic School

2018-2019

Parent/Student Handbook



Inspired By Christ

St. Louis Catholic School
2208 N 23 Rd Street
Waco, Texas 76708
Phone: 254-754-2041
FAX: 254-754-2091
<http://www.stlouiswaco.org>

Dear Parents and Students,

“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom

Welcome to St. Louis Catholic School! In choosing St. Louis Catholic 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 Catholic School for the 2018-2019 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 Catholic School during the 2018-2019 school year.

The faculty and staff of St. Louis Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Nisa Lagle, M. Ed.
Principal

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History of the School

St. Louis Catholic School opened its doors in September 1963 as the parish school for St. Louis Catholic Church. The school was named for Bishop Louis Reicher, who was bishop of the Austin Diocese. During its first year, the school housed grades 1-7. Eighth graders attended Reicher Catholic High School until the 1964-65 school year. In 1979, a kindergarten was added. Pre-K 3 & 4 were added in 2007.

St. Louis Catholic School is known as one of the top private educational institutions in Waco because of its high standards and its ability to educate the whole child – academically, physically and spiritually.

Philosophy/Organization

Philosophy of St. Louis Catholic School

The faculty and administration of St. Louis Catholic School, readily accept our ministry of Catholic education. We stress the importance of the parents as the primary educators and religious trainers of their children, and we encourage an open and friendly communication policy among home, school and parish.

Mission Statement

Christ is our model. St. Louis Catholic School is dedicated to the formation of children in faith, mind, and body by fostering personal excellence within the Catholic tradition.

The philosophy of St. Louis Catholic School takes into account the spiritual, intellectual, psychological, sociological and physical formation of our students. The school's goals in these areas are:

Spiritual— to nurture a personal relationship with God and to help mold a Christian person, in the Catholic tradition who will live out Gospel values despite our changing society. We are respectful of the faith development of non-Catholic persons in our school community.

Intellectual— to develop a lifelong love for learning by providing opportunities for students to grow in academic knowledge of the world around them.

Social— to help our students develop and maintain Christian attitudes toward their friends, families and all people. We try to foster social awareness, compassion and a responsible involvement in the world.

Physical—to assist our students in developing a wholesome attitude toward their bodies through physical training and education in order to foster and maintain mental and physical well-being.

Vision Statement

As a family inspired by Christ, St. Louis Catholic School strives to prepare today's students for enriched and productive lives by fostering personal excellence in faith, mind and body emphasizing the Catholic tradition and a lifetime of learning.

Statement of Gender

We believe that God created us all in His own image as male or female. Genesis 1:27 "God created mankind in his image; in the image of God he created them; male and female he created them." Students will identify as the gender stated on their birth certificate.

Governing Body

St. Louis Catholic School is a parish school. St. Louis Catholic School belongs to the Diocese of Austin Catholic Schools.

The school is administered by the pastor, principal, & assistant principal.

The school is composed of four departments: Early Childhood (PK 3-4), Primary (K-3), Intermediate (4-6), and Junior High (7-8).

Accreditation/Curriculum

The curriculum at St. Louis Catholic School is Christ-centered, providing the highest quality academic preparation in a Catholic tradition. It is the goal of the school to prepare today's students for enriched and productive lives within their communities. The school educates the whole child academically, physically, and spiritually, inspired by Christ as our model.

St. Louis Catholic School uses Texas state standards established by the Texas Education Agency (TEA) in kindergarten through eighth grade for all core subjects as a baseline but strives always to exceed these expectations in the classroom. The Texas state standards, or Texas Essential Knowledge and Skills (TEKS), for English/Language Arts, Mathematics, Science, and Social Sciences are periodically reviewed and updated by the TEA and available to the public on the TEA website. Religion course objectives are set by the Diocese of Austin and the Catechism of the Catholic Church.

Standardized testing is administered each year to students in kindergarten through eighth grade. This assessment is used to measure effectiveness of teaching programs and practices at St. Louis Catholic School. Additionally, the Assessment for Catechesis for Religious Education (ACRE) is administered annually to students in fifth and eighth grades. This assessment measures knowledge of the Catholic faith, liturgy, sacraments, scripture, Church history, and prayer.

St. Louis Catholic School is accredited by AdvancED within the Texas Catholic Conference Education Department (TCCED) which is recognized by the TEA. As a part of the accreditation process, the school must demonstrate teaching the Texas Essential Knowledge and Skills. St. Louis Catholic School was last accredited in 2013 with an exemplary rating.

General Information

Parents As Partners

As partners in the educational process at St. Louis Catholic 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; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

Admission Policies

No student may be excluded from St. Louis Catholic School solely based on race, color, national original, or ancestry.

All new families must complete and submit an online application form and pay a \$50.00 application fee.

Due to limited class sizes, a waiting list will be established once a class has been filled. The principal will use discretion in accepting students on the waiting list. Students and/or families accepted from the waiting list must complete necessary paperwork, satisfy admission criteria, and make the requirement payment of fees within 14 days of notification. If these admission requirements are not met within this time frame, other families on the waiting list will be given priority for enrollment.

Age:

- Students entering PreK3 should be three (3) years of age and fully toilet trained on or before September 1.
- Students entering PreK4 should be four (4) years of age on or before September 1.
- Students entering Kindergarten should be five (5) years of age on or before September 1.
- Students entering First Grade should be six (6) years of age on or before September 1.

Required Documents:

The following documents are required for all new students. The documents may be brought into the school office or uploaded during the online enrollment process:

- current shot record
- birth certificate
- social security card

- baptismal certificate (Catholic students only)
- report cards
- standardized test scores

Placement Test:

Students enrolling in 3rd through 8th grade will be required to take a placement test.

Registration:

Registration for current students will generally take place in January and for new students in February.

FACTS Tuition Management Account:

All incoming students must set up a FACTS Tuition Management Account. Go to the link below to set up account:

www.stlouiswaco.org/apps/pages/index.jsp?uREC_ID=120566&type=d&pREC_ID=236155

Please call 1.866.0441.4637 if you have any questions or problems setting up the account.

Financial

Tuition

The school’s Finance Committee, in consultation with the pastor and principal, determines the Parish, Catholic, and non-Catholic tuition rates.

Tuition for St. Louis Catholic School is managed by FACTS Tuition Management Service. All families are required to have a FACTS tuition payment account.

Those enrolled at St. Louis Catholic School shall comply with regulations regarding tuition and fees as set by the principal. A properly completed, signed, and dated financial agreement contract must be on file with the school office. Prior to the end of a school year, all tuition and fees, including volunteer hours and fundraising program monies from the year, must be paid in full before any returning child can be registered and admitted for the following year.

Tuition may be paid in full at the beginning of the school year or it can be collected monthly through the FACTS tuition payment management system. Tuition is due on the selected date of each month, and is delinquent after payment is attempted twice. Delinquent tuition is subject to a \$30 late charge. A \$25 charge is assessed for returned checks. A discount may be offered to those families who pay the full amount by August 1. A \$50 processing fee will be assessed for tuition payments not made through FACTS, except those made directly to the school for tuition paid in full.

*Tuition rate will be set according to family status (contributing St. Louis Parish member, non-parish member, or non-Catholic). **NOTE:** St. Louis Catholic School extends a tuition discount to registered members of the St. Louis parish and to non-St. Louis Parish Catholic families. Families who contribute a minimum of \$600 per calendar year and who participate actively in the life of St. Louis Catholic parish are eligible to receive a discount. Contributions to the church for the current year will be used to determine eligibility for the tuition discount for*

the upcoming school year. First year families who claim contributing St. Louis Church parish status must contribute a minimum of \$300 before the end of December of the first year of claiming such status.

Multiple Student Discount

Tuition for the child in the highest grade is the flat rate. Tuition for the second child is the flat rate for his/her grade bracket minus 30% for parish and non-parish Catholic students and 20% for non-Catholic students. Tuition for the third child is the flat rate for his/her grade bracket minus 40%. The 40% discount for the third child applies to all rates. Tuition for families with more than three children will be determined pending a meeting with the principal.

Fees

The family registration fee of \$175 per family is due in March and will be deducted through FACTS account. The Education Resource Fee of \$450 per student is due in June and will be deducted through FACTS account. The Registration/Education Resource Fee is \$300 if a student enrolls after January 1 for the current school year.

The Educational Resource Fee covers the following items:

- Testing Services
- Fine Arts
- Professional Development
- Physical Education/Athletics
- Copiers
- Technology
- Region XII Educational Resources
- Health and Safety
- Project/Basket Fee
- Teacher Supplies
- Textbooks/Workbooks
- Library
- Liturgy
- Weekly Periodical Publications
- Field Trips

Delinquent Accounts

The school reserves the right to any of the following with regard to payment of past due accounts including tuition, school or class fees, volunteer fees, library or tech fines, and SLPA fees for which no payment arrangements have been made:

- Incomplete on report card
- Deny a student enrollment for the following year
- Deny a graduating student participation in graduation ceremonies and/or withholding the student's diploma and awards
- Deny student from participating in field trips and end-of-year activities

Refund Policy

If a family moves out of the Greater Waco Area (Woodway, Hewitt, Bellmead, Beverly Hills, Robinson, China Spring, Crawford, Lacy Lakeview, Midway, and Speegleville are considered to be within the Greater Waco area) before June 1, the education resource fee is refundable only if a written request has been received by the school prior to that date. No refunds of the education resource fee will be given after June 1. The registration/education resource fee will be \$300 if a student enrolls after January 1 and is not refundable. The registration fee is not refundable under any circumstances. June and July tuition will be not be refunded after July 31. Tuition will not be prorated at the time of withdrawal. If tuition was paid in full for the year, the tuition for the remaining months following the withdrawal month will be refunded. If a student is removed from the school, no refund is given.

Communication

The school uses several tools to help foster strong communication between the school and the family.

- 1) School Web Site – this school web site is www.stlouiswaco.org and is regularly maintained to have updated news, school calendar, and information about the school. School forms, teacher emails, admission information, a link to RenWeb, FACTS, and many other resources are available on the school’s web site. We encourage all parents to bookmark the school’s web site.
- 2) RenWeb – St. Louis Catholic School utilizes a web-based grading system called “RenWeb.” This is another communication tool the school uses to communicate lesson plans, homework, grades, school directory, invoicing, service hours, etc. There is a RenWeb paid app for Android and iOS systems that allows you to access all the features of the software over your mobile device. A link to RenWeb can be found on the school’s web site. Parents have the responsibility to review their child’s grades on a regular basis and discuss any difficulties with the teachers. Grades are entered into RenWeb on a regular basis.
- 3) Weekly Newsletter – A weekly school newsletter is used to communicate specific information that affects the school that week and highlight student/school accomplishments. The newsletter is emailed to families through RenWeb. It is also posted on the school’s web site and on the school’s social media accounts. If you have information to submit for consideration in the newsletter, please email the Newsletter Editor (currently the Development Director).
- 4) Social Media Platforms – St. Louis Catholic School has an active Facebook page, Instagram, and Twitter accounts. Our social media platforms are used to communicate activities, information, and accomplishments occurring at our school.
- 5) Email – parents should read all emails that are sent from the school.
- 6) Parent Alerts – The school sends via a text message Parent Alerts. Parent Alert texts need to be read as the messages contain important information regarding activities at the school.

To schedule a conference or appointment with teacher or administration, call the school office at 254-754-2041 or email stlouisoffice@stlouiswaco.org.

School Hours

The school day begins at 8:00 a.m. and ends at 3:20 p.m., Monday through Friday.

Attendance Policy

According to TEA guidelines, the only reasons for an excused absence are as follows:

Illness of the student

Death in the family

Doctor and dentist appointments

Hazardous road conditions

Extraordinary circumstances approved by the principal

Religious Holidays

All other reasons for absence are unexcused. Students are allowed ten absences in any one semester. **If a student exceeds ten absences in a semester, parents will be notified and a conference will be required.** If a student accumulates more than eighteen absences in one year, that student may be required to repeat that grade.

If your child is going to be absent from school, it is necessary for you to notify the school office before 10 a.m. When a student returns to school after being absent, he/she should bring documentation explaining the absence.

The student is required to make up any missed work. Daily work and homework are available online from our website through the RenWeb link. If you do not have internet access, homework sheets will be in the copy room ready to be picked up after 2:00 p.m. on the day of the absence. Students have the same number of days to make up work as they were absent; except in cases of suspension. Work during suspension is due the day the child returns to school.

Tardiness

Students are considered tardy if they arrive after 8:00 a.m. They must go to the office for admittance to class.

Students in Grades 5-8: Three tardies will warrant a detention.

Arrival

Pre-K should be walked into their classroom between 7:30 and 7:50 a.m.

Students in K-8th grade should arrive between 7:30-7:50 a.m. and report to the cafeteria. Students arriving 7:50-8 a.m. should go directly to the classroom. After 8 a.m. students are tardy and need to report to the office.

On Friday mornings (Mass days), students may drop off their backpacks at school, but parents must drive students to church. No student is allowed to walk from school to church.

Dismissal

Pre-K 3 students should be picked up from their classroom between 3:20 and 3:35 p.m.

Pre-K 4 and Kindergarten should be picked from the cafeteria between 3:20 and 3:35 p.m.

1st Grade through 8th grade must be picked up from the carpool line between 3:20-3:35 p.m. The blue student pick up signs are required. Without the sign a parent will be asked to go to the cafeteria to sign out their child. No one may park or get out to pick up their child for safety concerns.

All students who are still on campus at 3:35 p.m. and not in tutoring, after school activities, or detention, will be escorted by a teacher to the cafeteria and signed in.

At 3:35, parents will need to come to the cafeteria to sign out their child(ren). Under no circumstances should a student still be in the cafeteria after 3:50. After 3:50, students will be sent to After-School Care and charged a \$25 late pick-up fee, in addition to the daily after school rate of \$25, totaling \$50 each time a late pick-up occurs.

Health

Illness at School

At registration parents complete a medical/emergency form that includes information such as medications, insurance, doctor information, allergies, etc. Call the office in case of any changes to your child's medical or emergency contact information.

- When should my child be kept at home, and when can he/she attend school?
 - Fever of 100 degrees Fahrenheit or more-child should stay home until 24 hours after the temperature returns to normal
 - Vomiting or diarrhea-child should stay home until 24 hours after the last episode
 - Rash that may be disease-related or the cause is unknown-check with your health care provider before sending the child to school. If the child is ill at home, call the school office daily to report the reason for absence. It is helpful if specific symptoms and/or diagnoses are reported.
 - When a student becomes ill or is injured at school, first aid and illness management will be provided by the nurse, and 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency contact form.

Immunizations

- All students must have a current immunizations record and any information indicating special medical problems on file at school. Texas State Law requires: "Students must have been immunized against five diseases: diphtheria, tetanus, poliomyelitis, measles, and rubella."

- Students who have not completed the required immunizations at the time of enrollment cannot register.

Communicable Disease

The school office should be notified when a student has a communicable condition (i.e. strep throat, head lice, chicken pox, etc.) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. Contact the school nurse for a list of common childhood diseases, symptoms, communicability, and source of infection.

Allergies/Health Conditions

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the school nurse about their student’s specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies. Some allergies/health conditions may result in policy being made such as “nut-free” classrooms.

Screenings

During the school year, students are given vision and hearing screenings. If the screenings suggest additional testing is needed, parents will be notified. Fifth and Eighth graders and any new students without a previous scoliosis screening will be examined for scoliosis.

Medication

Only medication which is necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a Diocese of Austin Medication permit form from the parent or legal guardian. All medicine must be in its original container.

Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel.

The student will be responsible for asking to go to the nurse’s office and asking for the prescribed medication. The administration of medication will be recorded on a medication log. Each student’s medication must be in a properly labeled container with the following information:

- | | |
|-----------------------------|--|
| -Student’s name | -Dosage |
| -Physician’s/Dentist’s name | -Directions for administration |
| -Date | -Duration that medication is to be given |
| -Name of medication | |

Students are not permitted to carry medication of any kind. Students are forbidden to give any medication to other students; likewise, students may not accept medication from one another.

Restricted Activities

Written doctor’s excuses are required for students who need to be kept in from recess or who need to miss physical education. The note must state how long the restriction will be in effect.

Homebound or Hospital Instructions

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. In order to qualify for homebound or hospital instruction documentation from the attending physician will be required. If a student accumulates more than 10 absences in one semester, parents will be notified and a conference will be required with the principal.

Safety & Security

All doors to the school are closed and locked at 8:00 a.m. and remain locked until school dismisses at 3:20 p.m. All visitors to the school will be required to use the main entrance to the school and use the intercom system to gain access into the building. All visitors are required to check in at the main school office upon entry into the school and will be given a visitors pass after signing into the logbook. The visitors must return their visitor pass and sign out upon leaving the school.

Emergency Procedures

St. Louis Catholic School follows state law requirements by performing monthly fire drills, lockdown drills, and bad weather drills.

During emergency procedures or evacuation, students, visitors, & volunteers are required to:

- Follow all emergency directions given by school officials
- Report to designated area for attendance & further instructions
- Report any suspicious activity/behavior or information immediately to school officials

Drugs/Smoking Policy

St. Louis Catholic School is a drug-free campus.

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

Cafeteria

The school participates in the U.S.D.A. hot lunch program. Families who qualify can receive free lunches or reduced price lunches. Applications can be submitted at any time during the school year. Information may be obtained from the cafeteria manager.

All cafeteria transactions will be managed by a computerized lunch system. One family account will be issued for all meals and milk breaks for all members of a family. Deposits into your family account may be made at any time and for any amount. All checks should be made payable to St. Louis Cafeteria.

Statements will be sent home when a family account has a low balance.

Parents and siblings are welcome to join students for lunch. A parent may bring lunch to his/her student only. Students are not allowed to have any form of sodas, energy drinks, or glass containers at school.

All students are expected to eat some form of lunch each day. Students who are observed not eating during their lunch period will be reported to their parents.

Milk Break. Students have a daily morning milk break. A milk break form for each student with their choice of milk or juice will be filled out and signed by a parent. This will remain in effect for the entire school year, unless a written change is sent to the cafeteria manager. Milk break charges will be deducted from the family account at the beginning of each month. These charges will vary depending on the number of school days in the month. Milk break charges are listed each month at the bottom of the lunch menu.

Dress Code

Students are required to be in full uniform on the first day of school and each day thereafter. In addition, there may be a few “dress down” days during the school year when students may wear approved clothing.

Shirts, jackets, PE uniforms, sweat shirts, and Mass uniforms must be purchased from Worldwide Supply (Get Noticed).

Uniform brand pants, shorts, or skirts may be purchased at the following stores: Academy, Dillard’s, Target, JC Penneys, or Get Noticed. No other brand or style will be allowed.

Jackets or winter coats that are worn to school must be removed after entering the school building. Only St. Louis sweatshirts, fleece jackets and the navy cardigan sweaters sold by Worldwide Supply (Get Noticed) may be worn during class.

Every day uniform shirts need to be tucked in for all students from third grade through eighth grade at all times. Mass shirts should be tucked in at all times for all students.

Girls’ skirts and shorts shall not be more than two (2) inches about the kneecap when kneeling. Girls in grades K-3 must wear shorts under jumpers.

Personal Appearance

Hair:

- Well-groomed
- Off the face
- No dyed hair
- No spiked hair
- Boys: Above the ears, eyebrows, and collar
- Boys: no facial hair
- Boys: Sideburns no longer than middle of the ear
- Girls: distracting hair accessories are not permitted (ex. Animal ear headbands)

Makeup/Fingernails:

- Girls: Pre-K through 6th grade: No makeup of any kind is permitted.

- Girls: 7th-8th grade: may wear minimal amounts of makeup, no artificial fingernails, and only clear nail polish is allowed.

Jewelry:

- Boys: No earrings
- Girls: Limited to one stud earring per lobe (NO dangling earrings)
- Only religious necklaces may be worn
- No body piercings
- No temporary or permanent tattoos

Dress Code Violations

K-4th:

- 1st offense a note will be sent home to the parents to be signed and returned.
- 2nd offense the parent will be called to rectify the uniform violation.
- 3rd offense a conference with parents and administration will be called.

5th through 8th: Students in grades 5th-8th will be on a demerit system. For each offense, a student will receive 1 demerit. After 3 demerits, the student will receive a detention. Repeated offenses may result in more serious disciplinary action.

Uniform List

MASS	DAILY
Boys' Mass Uniform	Boys' Daily Uniform
Pre-k 3 and Pre-k 4	Pre-k 3 and Pre-k 4
No Mass uniform	Green uniform t-shirt
	Khaki uniform shorts or Pants
	Solid white or black socks
	Athletic tennis shoe (no lights, no wheelies)
	St. Louis sweatshirt or blue fleece jacket
Kindergarten (Mass starts in January)	Kindergarten
Plaid uniform shirt	Dark green uniform polo shirt (long/short sleeve)
Khaki pants	Khaki uniform shorts or pants
Belt is not required	Athletic tennis shoe (no lights, no wheelies)
Black or brown dress shoes	St. Louis sweatshirt or blue fleece jacket
Solid white or black socks	Solid white or black socks
	Brown belt
1st – 3rd Grade	1st – 3rd Grade
Plaid uniform shirt	Dark green uniform polo shirt (long/short sleeve)
Khaki Pants	Khaki uniform shorts or pants
Brown leather belt	Athletic tennis shoe (no lights, no wheelies)
Black or brown dress shoes	St. Louis sweatshirt or blue fleece jacket
Solid white or black socks	Solid white or black socks
	Brown belt

4th - 6th Grade	4th - 6th Grade
White oxford uniform shirt	Navy knit uniform polo shirt (long or short sleeve)
Uniform striped tie	Khaki uniform shorts or pants
Khaki pants	Athletic tennis shoes (no lights, no wheelies)
Brown leather belt	St. Louis sweatshirt or blue fleece jacket
Black or brown dress shoes	Brown belt
Solid white or black socks	Solid white or black socks
7th - 8th Grade	7th - 8th Grade
White oxford uniform shirt	Royal blue uniform knit polo shirt (long or short sleeve)
Uniform striped tie	Khaki uniform shorts or pants
Khaki pants	Athletic tennis shoes (no lights, no wheelies)
Brown leather belt	St. Louis sweatshirt or blue fleece jacket
Black or brown dress shoes	Brown belt
Solid white or black socks	Solid white or black socks
Girls' Mass Uniforms	Girls' Daily Uniform
Pre-k 3 and Pre-k 4	Pre-k 3 and Pre-k 4
No Mass uniform	Green uniform t-shirt
	Khaki uniform shorts, skorts, or pants
	Athletic tennis shoes (no lights, no wheelies)
	Solid white, navy blue, or black leggings
	Solid white or black socks
	St. Louis sweatshirt or blue fleece jacket
Kindergarten (Mass starts in January)	Kindergarten
White Peter Pan uniform collar shirt	Dark green knit uniform polo shirt (long or short sleeve)
Plaid uniform Jumper	Khaki uniform shorts, skorts, or pants
Black or brown dress shoes	Athletic tennis shoes (no lights, no wheelies)
Solid white or navy blue leggings	Solid white, navy blue, or black leggings
Solid white or black socks	Solid white or black socks
	St. Louis sweatshirt or blue fleece jacket
1st - 3rd Grade	1st - 3rd Grade
White Peter Pan uniform collar shirt	Dark green knit polo shirt (long or short sleeve)
Plaid uniform Jumper	Khaki uniform shorts, skorts, or pants
Black or brown dress shoes	Athletic tennis shoes (no lights, no wheelies)
Solid white or navy blue leggings	Solid white, navy blue, and black leggings
Solid white or black socks	Solid white or black socks
	St. Louis sweatshirt or blue fleece jacket

4th – 6th Grade	4th – 6th Grade
White oxford uniform shirt	Navy knit uniform polo shirt (long or short sleeve)
Plaid uniform skort	Khaki uniform shorts, skorts, or pants
Navy sweater vest	Athletic tennis shoes (no lights, no wheelies)
Black or brown dress shoes	Solid white, navy blue, or black leggings
Solid white or navy blue leggings	Solid white or black socks
Solid white or black socks	St. Louis sweatshirt or blue fleece jacket
7th – 8th Grade	7th – 8th Grade
White oxford uniform shirt	Royal blue uniform knit polo shirt (long or short sleeve)
Khaki uniform Box skirt	Khaki uniform shorts, skorts, or pants
Navy uniform sweater vest	Athletic tennis shoes (no lights, no wheelies)
Black or brown dress shoes	Solid white, navy blue, or black leggings
Solid white or navy blue leggings	Solid white or black socks
Solid white or black socks	St. Louis sweatshirt or blue fleece jacket
Boys' PE Uniform	Girls PE Uniform
Pre K – 3rd Grade	Pre K – 3rd Grade
No PE uniform is required	No PE uniform is required
4th – 8th Grade	4th – 8th Grade
Black mesh shorts with school logo	Black mesh shorts with school log
Grey cotton short-sleeved t-shirt with school logo	Grey cotton short-sleeved t-shirt with school logo
Solid white or black socks	Solid white or black socks
Athletic tennis shoes (no lights, no wheelies)	Athletic tennis shoes (no lights, no wheelies)

Free Dress Days

There are occasions when the school will have Free Dress Days throughout the year. While the students do not have to be in “uniform” on these days, they still have to be dressed appropriately. For example, pants cannot have holes. Shorts and skirts must still be knee length, and shirts must cover appropriately and not include any inappropriate graphics or sayings. No tank tops and no t-shirts that are cut open on the sides.

Academic Information

Grading Practices

St. Louis Catholic School operates on a nine-week grade reporting schedule. The grading scale used for reporting grades is as follows:

- A: 100-93
- B: 92-85
- C: 84-77
- D: 76-70
- F: 69 and below

Nine-Week Averages – Grades 1st – 8th

The following formula shall be used in all subject areas, with the exception of Physical Education classes and the Fine Arts:

1. Daily work = 50% of grade
2. Major assignments and/or tests = 50% of grade

Criteria for Advancement

Grades 1st-6th: A student must obtain an average of a 70 or above in the five core classes. This will be calculated by taking the final numerical grade for Language Arts, Math, Social Studies, Science, and Religion. Students must also attain an average of 70 or above in math and in reading/language arts.

Grades 7th & 8th: A student must obtain an average of a 70 or above in the five core classes. This will be calculated by taking the final numerical grade for Language Arts, Math, Social Studies, Science, and Religion.

Any student may not repeat a grade more than once without review and approval by administration.

Assignments and Homework

- Students in grades 1st-8th should expect homework
- Assignments are given to students, not parents. Parents may need to help; however, the finished product should be the students work and will be graded accordingly.

Honor Roll

Students in the 4th through 8th grades are eligible for honor roll recognition in each of the four quarters. Core classes (English, Math, Religion, Science, and Social Studies) count towards honor roll recognition. Honor Roll eligibility is calculated on the student's GPA from their report card. An average of 3.0 to 3.49 is eligible for Honor Roll recognition and an average of 3.5 to 4.0 is eligible for High Honor Roll recognition.

Algebra I

Algebra is offered in 8th grade for high school credit for students who meet the following criteria:

- An 85 average grade in seventh grade math
- Teacher recommendation
- 85th percentile in Total Math on standardized testing

Foreign Language

A foreign language class is offered in 8th grade for high school credit based on availability.

National Junior Honor Society

The National Junior Honor Society exists to create enthusiasm for scholarship, to promote leadership, and to develop character. To qualify, a seventh or eighth grade student must have been in St. Louis Catholic School one semester and must have an overall average of 91 in the

five major subjects of Math, Science, History, English, and Religion. In addition to the scholastic requirements, a student must demonstrate leadership, service, and character. The principal and junior high teachers will monitor membership selection.

Alternative Education Plan

Students with documented mild learning disabilities who are able to function within the regular classroom with minor adjustments will be eligible.

Before school begins for the school year, a meeting will be held with the parents, teachers, student, principal and diagnostician (if available). The student's records and diagnostic testing will be reviewed. If it is determined that the student is eligible, then a learning prescription will be written. The learning prescription will be for one year only, and will be reviewed periodically during the school year.

The alternative education plan may

- Be done within the regular classroom setting unless verbal testing or isolation for testing is required
- Adjust assignments in order to compensate for the learning disability
- Adjust testing formats in order to compensate for the learning disability

The alternative education plan will not

- Change the learning expectations of the students
- Change the grading system for the student

Student Behavior Expectations

St. Louis Catholic School expects the students to maintain Christian attitudes toward their friends, families, and all people using Christ as a model. Students should be polite and kind to others, both adults and students, in speech, action and manner. Students should work in cooperation with others, practice good sportsmanship at all times, and practice inclusivity. Students participate in weekly Mass and should display respect and prayerful participation during worship times regardless of religious affiliation.

Discipline

When administering discipline, students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case, reviewing factors such as:

- The seriousness of the offense
- The student's age
- The frequency of the misconduct
- The student's attitude
- The potential effect of the misconduct on the school environment

Grades Pre-K through 4th grade will have a grade level discipline management plan. These grade level discipline management plans will be administered to parents within the first week of school.

Grades 5th through 8th:

The following discipline management techniques may be used, alone or in combination, for misbehavior that violates expected student behavior: personal conference with the student, lunch detention, conference with parents, loss of minor privileges, and/or detention after school, suspension, probation or expulsion.

After School Detention:

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** A teacher or staff member may assign an after school detention immediately for serious or repeat offenses of the following but not limited to:

- Disrespect to adults or students (name calling, talking back, refusal to do as told, etc.)
- Disruptive behavior
- Intimidation or harassment of other students
- Bullying
- Disrespectful or profane language or gestures
- Stealing
- Cheating
- Fighting
- Three tardies or three dress code violations
- Forging parent's signature
- Chewing gum
- Not showing up for detention on the day assigned will result in an additional detention

Suspension

A student may be suspended from school or given in-school suspension for various offenses resulting in numerous detentions and major offenses such as but not limited to, use of alcohol or drugs, inappropriate sexual behavior, and vandalism. Detentions for tardiness and dress-code violations will not count toward suspension.

Probation

Probation is given for serious or continued misconduct. A student is put on probation for a specified period of time. Probation means the school has taken the first step toward expulsion and a repetition of the offense that brought about the probation could result in expulsion. During the probationary period, the student will be required to fulfill specific requirements in order to be removed from the probation. A copy of the probation letter and the requirements will be placed on file.

Expulsion

A student may be expelled from the school for the remainder of the school year after the student has been suspended twice or commits a serious violation.

For an expelled student to be accepted for the next school year, the parents must meet with the principal and the pastor. The decision to accept the student or not will be made by the principal and the pastor.

Bullying Policy

Bullying of any kind will not be tolerated at St. Louis Catholic School.

Bullying means a single significant act or a pattern of acts that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that harms the student or student's property, or created an intimidating educational environment.

“Cyber-bullying” includes the use of any electronic means, including, but not limited to, the Internet, text messages, e-mail, blogging, or phones to bully another student. Cyber-bullying includes on site, delivered to school, or delivered to school related school sponsored activities on or off campus.

Students or faculty/staff are to report all allegations or believed cases of bullying, of any kind, to the principal. The proper disciplinary action against any person found to be in violation of this policy will be determined by the principal.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Off Campus Conduct

The administration of St. Louis Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Electronics

Parents and students sign an electronic use agreement for technology available at St. Louis Catholic School. St. Louis Catholic School maintains a computer lab, a classroom set of iPads, and a 1:1 Chromebook program in Junior High. Every classroom is equipped with a Smart TV, DVD player, and projector. There are also hover cameras, smart boards, and mimeos in use.

Student Electronic Device Policy

School wide policy on electronic devices is as follows:

Student electronic devices are defined as any device brought to school by a student, which includes but is not limited to, cell phones, smart phones, smart watches, laptops, notebooks, tablets, e-readers and any other device with Wi-Fi, 3G or 4G capabilities. Smart watches, laptops, notebooks, tablets, and e-readers are not allowed on the St. Louis Campus. If a parent deems it necessary for a student to bring a cell phone to school due to after school concerns, then the student **MUST** give the cell phone to the homeroom teacher for safe keeping during the day, picking it up only when leaving at the end of the school day.

Consequences:

Unauthorized possession of any electronic device will result in the loss of that device and a \$15 fee will be charged for return of that device. A parent must pick up the device from administration.

If a second offense occurs, St. Louis Catholic School has the option to retain that device until the end of the school year.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Waco Police Department will be notified.

Social Media

Social media is ever-present in the lives of children and adolescents and impacts their behavioral and mental health, and as such it is important for parents and teachers to be aware of the risks and benefits. St. Louis Catholic School maintains a social media presence as a form of communication and public relations. We feel a responsibility to our students that parents, teachers and staff have an understanding of how and why adolescents interact with social media, as well as the associated risks and benefits, and to help parents and teachers engage in productive conversation and create strategies for responsible use as part of our curriculum.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Field Trips

Each grade level participates in at least one field trip per school year of an educational nature. Parents who are approved by the teacher to chaperone must be EIM certified. Parent chaperones may not bring other siblings on the field trip.

Birthdays

Parents may drop off a small treat or students may bring a small treat to be shared with their grade level classmates in the afternoon at the discretion of the teacher. Parents and siblings may not attend. There will not be class birthday parties.

If birthday surprises such as balloons or flowers are sent to the school, the treat will stay in the office, to be picked up at the end of the school day.

No party invitations may be passed out in school unless every student in that grade is invited.

St. Louis Parent's Association (SLPA)

The St. Louis Parents Association (SLPA) assists the school in the operation of school activities and fundraising. Membership is comprised of all parents and legal guardians of students enrolled at St. Louis Catholic School. All parents and legal guardians are encouraged to become active volunteers. SLPA fees are used to support all SLPA activities such as classroom parties, dances, Moms 'n Muffins, Dads 'n Donuts, Grandparents Day, etc. The SLPA officers collaborate on school related activities with the administration and act as a channel of communication to and from parents regarding school related activities. Additionally, the SLPA oversees the school's Room Parent Program.

Volunteer Hour Requirements (Time, Talent, and Treasure Program)

Each family with children in grades Pre-K 3 thru 8th grade will be required to complete a minimum of 25 hours of volunteer service every year. Voluntary participation beyond the 25 hours is greatly appreciated.

Fifteen (15) hours must be completed with school hosted events **such as** the Christmas Corks and Canvas Art Show, Catholic Schools Week, Scholastic Book Fair, Campus Beautification Program, retreats, 8th Grade Basketball Tournament, substitute teaching, making copies for teachers, and the BBQ and Brew Event.

Ten (10) hours must be completed by helping with the many events hosted by the St. Louis Parents Association (SLPA). **For example**, helping with class parties, Moms 'n Muffins, Dads 'n Donuts, Fall Festival, Field Day, Peppermint Village, and chaperoning Junior High dances.

Cash Buy-Out Option

If you cannot fulfill your TTTVP hours, you may choose instead to make a cash payment of \$250.00 per family unit. The total Cash Buy-Out payment is due no later than January 15 of that school year. Additionally, you can elect to make monthly payment installments. You will need to see our Business Manager by the first day of school to set up a monthly payment plan.

Failure to Fulfill FSP Hours

Families that do not fulfill their TTTVP Hours by May 1 will be billed \$25.00 an hour for each unfulfilled hour.

Requirements for New Volunteers

All Volunteers who have contact with children must complete a background check provided by the Diocese of Austin and an Ethics and Integrity Workshop.

Junior High Service Hours

Junior High students are required to perform at least 10 service hours to the church, school, community or individuals in need. **These hours must be before or after school hours. All of the hours must be supervised and certified by an adult. The service hours should not be for a relative or a for-profit business.** Extra hours from the 7th grade will not carry over to the 8th

grade. 7th grade begins upon promotion to the 7th grade. 8th grade begins upon promotion to the 8th grade. Further information is available on our website: www.stlouiswaco.org.

Extra-Curricular Activities

Extra-Curricular activities include any school activity after school hours for any grade level. All rules governing student participation in extracurricular activities meet or exceed rules of the Texas Education Agency. Any situation not covered below will be handled at the discretion of the principal.

Educational Enrichment

St. Louis Catholic School offers a variety of after school enrichment activities that may include but are not limited to choir, bell choir, robotics, guitar classes, and photography.

- Students must be in attendance at school a minimum of four hours in order to participate in any extracurricular activities that day.
- Student expectations remain the same in extra-curricular activities as they do in the classroom. Misconduct may result in ineligibility which will be at the principal's discretion with input from the instructor.

Intramurals

St. Louis Catholic School offers intramural sports to students in grades 4th through 6th. The purpose of this program is for exercise, recreation, and fun to participants in a structured environment. Everyone is encouraged to play regardless of ability. A win-at-all cost attitudes are inappropriate and strongly discouraged. Participants are expected to behave in a courteous and responsible manner in victory or defeat. The value within this program comes from playing, not winning.

- Students must be in attendance at school a minimum of four hours in order to participate in any extracurricular activities that day.
- Student expectations remain the same in extra-curricular activities as they do in the classroom. Misconduct may result in ineligibility which will be at the principal's discretion with input from the instructor.

Junior High Athletics

- In order to remain eligible to participate, a recorded grade average of 70 or better in all subjects in a nine-week period is required. A student who has been suspended from extracurricular activities will be allowed to participate again when a 70+ average in all courses has been maintained for the four-week period following the suspension.
- All students must maintain sportsmanlike conduct or may become ineligible to play. The decision will be at the principal's discretion with input from the coach.
- Students with outstanding detentions will abide by the extracurricular agreement for that activity.
- Students must be in attendance a minimum of four hours in order to participate in any extracurricular activities that day.

Parent Problem Solving How To's

- Step 1: Contact the appropriate staff member: 95 percent of all concerns are resolved at this level.
- Step 2: Contact the principal
- Step 3: Contact the St. Louis Catholic Church pastor

*Policy book
provided by the
2018-2019 Policy
Book Committee*