

**SAINT LOUIS SCHOOL
77 BOISVERT STREET
LOWELL, MA. 01850**

PARENT-STUDENT HANDBOOK



Revised: 2016-2017

SAINT LOUIS SCHOOL PARENT-STUDENT HANDBOOK

MISSION STATEMENT

Saint Louis School is committed to the spiritual, social, psychological and physical growth of its students through
The Practice of Catholic Values
Academic Excellence
Responsible Citizenship

SAINT LOUIS SCHOOL PHILOSOPHY

The faculty and staff of Saint Louis School take seriously their responsibility to the total development of children. As a community of faith, they are committed to the spiritual, social, psychological and physical growth of their students.

Students are encouraged to achieve educational levels consistent with abilities, aptitudes, and interests. They are invited to question, explore, and evaluate varied information and to use knowledge gained. They are provided with the training that will enable them to become responsible Christians and productive citizens of the future.

Our school will function properly and achieve its goals only through cooperative efforts, understanding and support. Therefore, please keep this handbook available for quick reference whenever you have questions concerning the school. For additional information, call the Office at **978-458-7594** or visit our website **www.saintlouisschool.org**.
School hours for students are 7:40 a.m. – 2:00 p.m.

Admissions

Saint Louis School does not discriminate on the basis of gender, race, color, national origin or religion in the selection of students. However, all students are expected to participate in the same religious classes and functions.

Upon registering a child for admission, parents must submit:

1. Birth certificate
2. Baptismal record, if applicable

3. Immunization records
4. Registration fee
5. Book Fee for grades K-8
6. First Communion Certificate (transfers only)

Students and parents will meet with the principal. An assessment test prior to enrollment will be scheduled.

Appearance

School appropriate appearance is important to a positive learning environment. Therefore, Saint Louis School has established the following rules:

Uniform Policy

Boys and Girls K1 and K2 (Preschool & Kindergarten)

- Gold SLS T-shirt (required)
- Royal Blue SLS Sweatshirt (required)
- Royal Blue sweatpants (required)
- Socks and sneakers (required)

Girls (Grades 1-8) Formal Uniform

- Plaid Jumper (1-5) knee length (required)
- Plaid Skirt (6-8) knee length (required)
- Royal Blue V-neck pullover vest or sweater (6-8) (required)
- Yellow Blouse (short or long sleeve) (required)
- Plaid tie (required)
- Black knee socks or tights
- Royal Blue cardigan sweater (optional 1-5)

Grades 1-8 Informal uniform/Casual

- Gold short or long sleeve polo shirt (optional 1-8- must be worn with
- uniform Black pants or shorts (at designated times); skirt for junior high girls, grades 6-8)
- **Black Dress shoes.** Shoelaces must be tied at all times. Shoes should be safe for recess and to travel to and from classes. No platform, high-heels, “flip-flops”, backless or “fad” shoes may be worn. Sneakers may only be worn on gym day for grades 1-8 or with uniform shorts from May 1st to Columbus Day.

(When it is cold outside, girls may wear plain black slacks or plain royal blue sweats under their jumper or skirt while outside, and remove them for class time.)

- From **May 1st to October 15**, girls may wear uniform black dress shorts.

Boys (Grades 1-8) Formal

- Black dress pants throughout the school year. Formal dress for Mass or special activities may be expected. (required)
- Yellow dress shirt (short or long sleeve) (required)
- Plaid tie (required)
- Royal Blue sweater or sweater vest (optional)
- Black belt (required-grades 5-8)
- Black socks
- Black dress shoes

Boys (Grades 1-8) Informal/Casual

- Gold short or long sleeve polo shirt (optional 1-8- must be worn with uniform black pants or shorts).
- From **May 1st to October 15** boys may wear uniform black dress shorts.

Gym Uniform (boys and girls 1-8)

- Gold SLS t-shirt
- Royal Blue SLS sweatshirt
- Royal Blue SLS sweatpants
- **Black SLS shorts from May 1st to Columbus Day.**
- Black socks and sneakers on gym days.

All boys' and girls' dress shirts and polo shirts must be "tucked in" at all times.

All clothing items must be purchased from

J.B. Pride Uniforms
39 Cummings Park
Woburn MA 01801
1-800-654-5148
www.jbedwardsuniforms.com

It is the responsibility of the parents to make sure children wear the complete uniform each day, substitutions are not permitted. Clothing should be clean, fit properly, and be appropriate for school. Shirts and blouses **must be tucked into pants or skirts at all times.**

Uniforms will be worn from August through June. Periodically, students may be permitted to be out of uniform. These days are "dress up" or "dress down" days. If the dress code is violated on these special days, the privilege of future "dress up" or "dress down" days may be revoked.

“Dress Up” Day

This is a day when students are allowed to wear “special” clothes. Example: Spring Picture Day.

“Dress Down” Day

This is a day when students are allowed to wear more “casual” clothes, The following rules apply:

- No sleeveless shirts
- No extremely tight, baggy, short or otherwise revealing clothing
- Shorts that are of knee length may be worn between May 1st to Columbus Day.
- No clothing with graphic or violent messages
- Shoes should be in keeping with SLS uniform requirements

Hair

Boys’ and girls’ hair must be styled in a neat manner that **is off the face**. In addition, boys’ hair must be cut **above the collar at all times**. **Hair worn below the eyebrow is not allowed**. Bandannas, fad hair styles, coloring, dyeing, and streaking of the hair are not allowed.

Jewelry

Jewelry should be kept simple, such as a small necklace worn inside the collar, small earrings, or a watch. Expensive items should not be worn as the school cannot be responsible for missing jewelry. Excessive jewelry or body piercing of any kind, **except single hole pierced earlobes**, is not allowed. Dangling or hoop earrings, bracelets and Silly Bandz type of jewelry are not allowed. Medic alert jewelry is an exception. Boys may not wear earrings.

Makeup

No makeup, including foundation, face powder, lipstick, lip gloss, blush, eye shadow, eye liner, perfume, cologne, after shave, fad body spray or scented lotion. Clear nail polish is permitted.

Tattoos

No tattoos, real or imitation, are allowed.

Our students should come to school looking clean, neat and modest. They should have regard for conventional decencies in dress and behavior. Failure to comply with these policies will result in consequences. Parents will be notified.

Arrivals/Dismissals

In order to secure safety for all students and faculty, we ask that you follow our procedures for arrival and dismissal.

Drivers are expected to be courteous, move cautiously and slowly, leave and enter the schoolyard according to the procedures that are in place and follow the instructions of the teachers on duty. At the beginning of the year, please inform the school of your child's dismissal route. If there is a change in your standard routine, please send a note to the teacher. If a note is not received, the student will be sent his/her regular way.

Students should not be dropped off on Boisvert Street. This creates an unsafe area because the Greenhalge School youngsters are arriving to school at the same time. **All students are expected to be dropped off in the school yard of their building.**

If a different person is picking up your child that person may be asked to show ID.

Attendance

It is important for students to be present and on time each day. Frequent absences and tardiness are detrimental to the student's progress and jeopardize his/her promotion to the next grade. Therefore, parents will be questioned regarding the tardiness of their child/children. Each student's attendance is recorded on his/her cumulative record card yearly.

Students who are tardy must receive a pass from the Office before being admitted to their classes—including the Early Childhood Building. Students will be considered tardy if they arrive after Morning Prayer. Any more than 5 absences or 3 tardies in a marking period requires discussion with the principal. Students who arrive after 11:00 a.m. will be considered absent for the day.

Parents must notify the School Office at 978-458-7594 or the Annex 978-458-7147 before 9a.m. if their child/children will be absent. They should give the following information:

- Name of caller
- Student's name and grade
- Reason for absence
- Homework request

When a child is ill, assignments will be collected by a "class buddy" and left near the Office at parent's request. Parents should arrange to have the work picked up each day. This request should be made prior to 9 a.m.

On his/her return to school, the student must present a note from the parent to the homeroom teacher. **The phone call does not take the place of the written note.** Upon returning after a communicable disease, the student must also present a note signed by a physician in accordance with the Board of Health.

A student will be allowed to make-up the class work or tests missed during the absence. In grades 4-8, it is the student's responsibility to ask the teacher in each class what assignments

must be made up and the date they are due. Assignments made up and handed in on time will be given credit. If work is not done by the required time, credit will not be given.

Early Dismissal

When a student is to be dismissed early from school, a note from the parent/guardian requesting such dismissal must be brought to the office. The note must include:

The student's name
Reason for dismissal
The date and time of desired dismissal
Parent's/Guardian's signature

Parents/Guardians must come into the office and sign their child/children out before the child will be dismissed. Students who are dismissed before 11:00 a.m. are considered absent for the day.

Bus Rules

Riding in a bus is a privilege. All students who are eligible for bus transportation must comply with the rules of the city or town providing transportation; otherwise they could lose the privilege of riding a bus.

Therefore, students must conform to the following:

- Leave home early enough to arrive at the bus stop 5 minutes before the bus is due.
- Wait for the bus well off the roadway, and respect the property of others.
- Enter bus in single file and in an orderly manner.
- Follow the instructions of the driver.
- Remain seated while the bus is in motion.
- Keep aisle clear at all times, remain quiet and orderly.
- Be courteous to the driver and fellow passengers. Fighting, yelling, throwing objects, bad language or rude behavior will not be tolerated.
- No smoking, eating or drinking on the bus.
- Do not open bus windows without permission; if allowed to open windows do not extend head, hands, arms or any object out the window.
- Before crossing the street from the bus, always walk out 10 feet; when crossing, look both ways and wait for the driver's signal to cross. Never attempt to return to the bus unless instructed to do so by the bus driver.

Cafeteria Rules

Students have the option of purchasing a hot lunch or bringing lunch to school. Lunches must be ordered and paid for daily (\$3.00 a day). Our computer payment system is encouraged. Milk can be bought at the cafeteria (75 cents a day). Many children eat at the cafeteria daily and therefore, students must:

- Be silent/ or with an appropriate level of noise during lunch
- Leave table neat and push chair in before leaving
- Pick up food and wipe up spills immediately
- Walk and not run upon entering and leaving
- Use restrooms before leaving and do not loiter there

Out of consideration for others, cleanliness of the cafeteria is everyone's responsibility. Proper eating manners are expected at all times.

Corridor Behavior

The corridor is an extension of the classroom and proper behavior must be observed at all times. Running, shouting, or horseplay is not allowed. Other classes are in session and deserve courteous behavior. While passing through the hallways or stairways, students must stay to the right and be **silent**.

Cancellation/Delay of School

Cancellation/delay of school takes place only during circumstances, such as extreme weather, equipment failure or public crisis. The Education Commission and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant risk has been created by unusual circumstances.

In case of inclement weather, listen to WBZ and WHDH or WCVB for "No School" announcements as **Saint Louis School follows Lowell School Department's decision in this matter. If there is no school in Lowell, St. Louis School will not be in session. If Lowell Public Schools calls a "delay," there will be no school at St. Louis School. PLEASE DO NOT CALL THE SCHOOL.**

Change of Address/Telephone

It is very important that every family maintain an up-to-date address and telephone record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified.

Discipline

When a student breaks school rules or infringes upon the rights of others, a disciplinary action will be given. Causes would include but are not limited to the following:

- **Failure to comply with dress code**
- **Failure to complete assignments**
- **Rude behavior or language**
- **Misbehavior after warnings**
- **Use of obscene or abusive language**
- **Abuse of public or private property (including books)**
- **Generally poor conduct**
- **Handbook policy infractions**
- **Unsafe behavior that could endanger themselves or another student**

Depending on the severity of the offense, one or more of the following punitive measures may occur, at the Principal's discretion:

Parent Notification: Via a note or a telephone call at the time of the infraction.

Detention: As this is an after-school punishment, written notification will be sent home prior to the day of detention. This will provide parents with ample time to arrange for the child's transportation. Parents must sign the notification and have the student return it on the following day.

In-School Suspension: The student remains in school but is excluded from classes and from school activities for a predetermined period of time. The student will be expected to complete all school assignments, without credit.

Out-Of-School Suspension: The student is excluded from school and school activities for a predetermined period of time. The student will be expected to complete all school assignments, without credit.

Beyond These Measures: Permanent removal from the student body may result from a single serious offense or from a pattern of non-compliance with school rules.

Doctor, Dentist and Orthodontist Appointments

Parents are expected to make every effort to schedule appointments outside of school hours. However, when this is not possible, students maybe excused for these special appointments. Tardies and absences will be recorded. **A written request signed by the parent/guardian must be submitted to the homeroom teacher on the morning of the dismissal.** As these appointments do not usually last all day, it is expected that the child will return to school. Work missed during this time must be made up promptly.

Drugs, Tobacco and Alcohol

The possession and/or use of any controlled drug/look-alike drug, drug paraphernalia, prescription medication, tobacco, alcohol, or volatile substances at any time on or near school property is STRICTLY PROHIBITED. **Any violation(s) will be immediately reported to the child's parents and may be reported to the proper authorities. Any student dealing in drugs will automatically be removed from school by the Principal and will be reported to the proper authorities. Any student, who uses tobacco, alcohol or drugs at school, or at a school function, is not permitted to remain on**

school property or at the location of the function. Immediate removal from school may result with the approval of the Pastor or the Principal. In most cases, however, the student will be placed on immediate out-of-school suspension. Parents will be called to remove the student from the school. An appointment with parents and the student will be scheduled as soon as possible, but within three days of the incident, by the Principal. At the meeting, if the Principal judges that immediate dismissal is not recommended, the following shall be implemented:

- Arrangements must be made for counseling either at an acceptable agency or doctor. Notification from the counselor must be sent to the Principal when the counseling has been undertaken. The agency must give periodic confirmation that continued counseling is taking place.
- Notification of termination of counseling must also be forwarded to the Principal.
- The student will be placed on disciplinary probation for a period not to exceed ninety (90) days.
- The student will immediately relinquish any leadership role in the school.
- The student will not participate in extracurricular activities or sports for a period of not more than ninety (90) days.

Parents and students shall be informed that unless these conditions are followed, the student will be removed from the school. The above sanctions shall be put in writing and kept on file. If a student voluntarily admits a drug and/or alcohol problem to his/her teacher or other professional staff members, a proper course of action and/or referral will be determined. Parents and legal authorities will be contacted. Medical consultation and verification of consultation will be necessitated.

Additionally, smoking on property is not allowed by anyone, including parents in the car line or outside at school functions.

Extended Day Care

A well organized and supervised Extended Day Care Program is available. Day Care hours are 6:30 am-7:30 am and 2:00 pm-5:30 pm. For more information, please call 978-458-7594. All school handbook policies will be enforced at Extended Day Care. The Extended Day Care program has its own handbook which is available.

Extracurricular Activities:

Participation in any extracurricular activity, except those involved with liturgies, requires the student to have at least a 60 -70 grade-point average. Academics must come before any other activities. In addition, it is expected that participants in all activities will demonstrate courtesy, fair play, self-control, and respect for themselves and others. They must faithfully attend meetings, practices or any required events. If a student is absent from school, however, he/she may not attend the extracurricular activity.

Altar Service/Cross Bearers

Students in grades four through eight are invited yearly to become altar servers and cross bearers to assist at the liturgies in the Church.

Search

The school reserves the right to search anything brought on property. This includes but is not limited to lockers, cell phones, school bags, or any type electronic device.

Special Liturgies

Children’s liturgies are held throughout the school year. Preparation for these liturgies often takes place during school hours.

National Junior Honor Society (Grades. 7-8) & National Elementary Honor Society (Grades. 4-6)

The National Junior High School Honor Society and the National Elementary Honor Society are honor societies for students who achieve and maintain high academic averages and reflect the qualities of leadership, good character and desire to be of service to the school and community.

Student Council

The Student Council provides a communication link between the students and the administration. The council believes that it is very important to promote positive student-school-community relations and actively support school activities. Membership in the Student Council is open to students in grades

Drama Club

This activity is open to students in grades five through eight. The annual performance takes place in the spring.

Ski and Snowboard Club

Ski and Snowboard Club is open to students in grades four through eight. This after-school activity takes place at Nashoba Valley Ski Resort. There is a fee assessed to students to help cover the cost of the lift tickets, rentals and the bus.

Sports Program:

Saint Louis has three sports seasons.

Fall

Co-ed Cross Country Running

Co-ed Volleyball

Boys’ Soccer

Girls’ Soccer

Winter

Co-ed Bowling

Co-ed Cheerleading

Boys’ Basketball

Girls’ Basketball

Spring
Baseball (Boys)

Softball (Girls)
Co-ed Track and Field

Co-ed Tennis

Saint Louis teams play in the Ecumenical Athletic Association. These organized sports are offered to students in grades six through eight, with some JV teams for grade five. Practices and games may be held after school, at night and/or on weekends. There is a fee assessed to our athletes to help pay our commitments to the EAA for officials' fees, cost of facilities and for equipment.

We also participate in the intramural basketball program and kickball programs for boys and girls in grades two through five. Students sign up and are placed on teams with students from other Catholic Schools in the area. This is an instructional league where all participants play.

Children's Choir

In September of each school year, all students in grade three through eight are invited to join the school choir. There will be rehearsals after school on a designated day to prepare selections to be sung at the school liturgies and on special occasions. They also sing at the school masses throughout the year. In addition, the Children's Choir may participate in the school musical.

Field Trips

Field trips are a privilege and not a right of the student. Therefore, students who do not abide by the school rules may lose this privilege. Field trips must be of educational nature. Permission slips signed by the parent(s)/guardian(s) of each student are necessary before anyone is allowed to take part in the trip. Facsimiles, emails and phone calls do not take the place of an actual permission slip and will not be accepted. Only adults who have submitted a yearly CORI form to the School and participated in the "Protecting God's Children" program prior to the trip will be able to volunteer.

Fundraising

Fundraising is essential to the running of Saint Louis School. It is necessary for each family to participate in fundraising to the best of their ability. This allows tuition rates to remain competitive in the local area. The major fundraisers of the school year are the JOG A THON, Christmas Fair, and a spring event.

Grading-Honor Roll

Grades are determined by the students' effort, initiative and completion of assignments, projects, quizzes, tests and oral participation. A serious attempt is made at all times to evaluate the progress of students in the best possible manner. The following grading system has been devised as a general norm

Progress Reports: (4 times a year)

Grades 1-4: Letter Grades

Grades 5-8: Numerical grades

Very Good (A range)
Good (B range)
Fair (C/D range)
Poor (F/Not Passing)

Report Cards (4 times a year)

Grades 1-4: Letter Grades

Grades 5-8: Numerical grades

Exceptional Progress 90-100
Good Progress 80-89
Fair Progress/Average 70-79
Below Average Progress 60-69
Poor Progress/Failing below 60

Report Cards (4 times a year)

Kindergarten

M. Master
D. Developing
N. Needs improvement

Pre-Kindergarten(4 times a year)

#1. Able to do
#2. Nearly able to do
#3. Not thus far

“Specialists”

VG Very Good
G Good
S Satisfactory

Parents should examine the reports carefully, then sign and return them to the teachers. Should any parent want more information, he/she should request an appointment with the teacher in writing.

The **Honor Roll** will list the names of students in grades one through eight who meet the following criteria:

High Honors All A’s (grades 90 or above)
Honors All A’s and B’s (grades 80 or above)
Effort and Conduct: Must have #1’s to receive honors (gr .1-5)
Must have #1,#2’s to receive honors(gr.6-8)

The **Outstanding Effort Award** names those students in grades 1-8 whose ATTITUDE, CONDUCT, and EFFORT are truly deserving of merit. These are not tied to academics, but recognize exemplary attitude, conduct and effort. The student stands out in these areas and goes beyond the general expectations. This determination is made after consultation among all teachers who deal with the same student. This honor is deemed exceptional and indicates the student’s character and citizenship.

The **Perfect Attendance Award** is given each marking period to students in Pre K to grade 8 who are present at school daily. Tardies and early dismissals are not allowed.

Health

Students becoming ill or injured during the school day should report to the nurse. If there is a necessity to go home, parents will be informed and the student will be released from school provided there is an adult to pick up the child. No child will be allowed to walk home or placed in a taxi.

If emergency medical treatment is necessary, the parents will be contacted. If parents cannot be reached, the student will be taken to the Emergency Room. Therefore, please remember, an emergency telephone number of the student's doctor must be on file on the EMERGENCY FORM at school.

Any student who is required to take medication during the school day must be assisted by the school nurse or a designee. The following conditions must also be met:

A written statement must be received from the licensed physician who prescribes the medication detailing the amount and method of taking the dosage and the time schedule to be followed. A written authorization must be sent by the students' parents/guardians indicating the desire that the school assist the student in carrying out the instructions set forth by the doctor. These communications must be filed with the student's health records.

The following guidelines are intended to give parents some understanding as to when their child may be ready to return to school after an illness:

- Temperature normal for 24 hours
- Child is ready to participate in all activities, including gym and outdoor play
- Isolation periods of common communicable diseases:
 1. Chicken Pox – One week from appearance of eruptions
 2. Strep infections – A child who is awaiting laboratory results for a strep infection should not return to school until a negative culture is confirmed **OR** 24 hours of antibiotics with continued antibiotics prescription for 10 days.

Home/School Communication

Prior to the beginning of the school year, each family is sent a school calendar which lists most of the events that take place during the school year. In addition, calendars are sent home at the beginning of each month on which activities, no school days and holidays are noted.

Newsletters, principal's letters and teacher's notes are sent home as needed either by email or by hard copy. It is important that parents check the school emails daily. Parents may also request a telephone conversation with school personnel.

It is recommended that parents ask their children each day to see any notices from school as well as completed class work. Parents should ask if there are papers/folders that need to be signed.

Teachers must not be disturbed during class time or at school functions to discuss a child's academic or discipline problems. Parents who wish to speak with teachers must call the office, leave their name and telephone number and request that the teacher contact them as soon as possible. A written request is also acceptable. Teachers will return a call within twenty four to forty eight hours. All parents must sign into the office before meeting with a teacher and/or principal.

Every effort should be made on the part of the parents, as well as the teachers, to communicate in matters concerning the students' progress and general behavior in school. Interested parents can be informed by attending scheduled parent-teacher conferences, open houses, through written messages, telephone calls, progress reports and report cards.

If there is an issue regarding your child, the parent must first contact the teacher. If there is not a reasonable outcome, then the parent may contact the school principal.

Homework

Homework reinforces lessons taught in school. Generally, it is assigned daily. As not all students work at the same pace, a suggested guideline for time spent on homework is shown.

Preschool-K	10 to 15 minutes
Grades 1-2	15 to 35 minutes
Grades 3-4	35 to 65 minutes
Grades 5-6	65 to 90 minutes
Grades 7-8	1 to 2 hours daily

Planners are available at the beginning of the school year. It is the responsibility of the student to write the assignments in their planner and bring home all necessary materials in order to successfully complete those assignments.

Homework is expected to be completed and passed on the date due. Homework is an integral part of the learning process. Penmanship must be legible; papers should be neat. Teachers have the right to require that unsatisfactory assignments be redone.

Invitations

Party invitations are NOT to be handed out at school UNLESS there is one for every child in the class. However, if a girl is holding an activity for "just girls" or a boy is holding an activity for "just boys", an invitation may be sent to either **all** the girls or **all** the boys.

Leaving School Grounds

Students are not allowed to leave the school grounds during school hours.

Library

Children are taught respect for books and the necessity of having rules for the use of the library. Students **MUST** replace or pay for books they damage or do not return.

Lost and Found

Found items are placed in a small box located in the nurse's office. All belongings should be labeled with the child's name. Periodically, whatever has not been claimed is given to the Saint Vincent de Paul Society.

Notice of Nondiscriminatory Policy

St. Louis School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs and athletic and other school-administered program.

Phones (Cell), Beepers and Electronic Equipment

Students who bring cell phones/beepers and all other electronic devices to school must leave them in the school office. They are not allowed to carry cell-phones or beepers. If they are needed for after school use, the cell phone/beepers will be returned to the student at that time. If a student uses a cell phone during the school day, it will be taken away and a parent will pick the phone up at the end of the day. Students may use the school phone at any time of urgency to call parents/guardians. Students must provide their cell phone number at the beginning of the year. Also, hand-held video games, iPods, CD players, or other electronic devices are not allowed in school at any time. If any of these items are found in school, they will be taken away and returned to the parents.

Physical Education

All students are required to participate in the school's physical education program. If, for medical reasons, your child cannot take part in gym activities, a note stating the reason must be sent in from the child's physician.

Promotion/Retention

Promotions and retentions are based on a careful evaluation of academic, physical, social and emotional growth. Parents will be notified if retention is suggested. Parents will be involved in any retention decision.

Sometimes it is necessary to retain a student in a particular grade. The primary reasons for considering retention are:

- Academic Performance
- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Frequent or long absences (These also affect high school acceptances)

Retention is usually considered most beneficial during the primary grades. However, students in grades four through eight who fail two or more subjects (reading, math, English) will be retained. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. In addition, any eighth grade student who fails one major subject will not graduate until summer tutoring is completed and a passing grade has been achieved.

Safety Procedures: Fire Drills, Shelter-In-Place, Lockdown, Emergency Response

Tampering with the fire alarm system or fire-extinguishers throughout the building will result in student suspension.

The Lowell Fire Department inspects the buildings and holds fire drills periodically throughout the school year. During fire drills children must exit the building in perfect order: no talking, running or pushing. Absolute silence is the rule. The route of the fire drill is posted in every classroom. Alternate routes are explained to the students. Once clear of the building, each teacher takes attendance of his/her assigned students.

An Emergency Response Protocol has been put in place at Saint Louis School. The protocol establishes a specific series of procedures to be followed by school personnel in the event of an emergency situation, such as child abuse, critical illness, community or school tragedy, natural disasters, etc. This protocol guides teachers and administrators to take appropriate action in response to such events. Saint Louis School will work in conjunction with the Lowell Police Dept.

School wide parent Meetings

Scheduled Parent Meetings are held to promote the well-being of Saint Louis School children at home, in school, and at church; to develop united efforts between parents and educators in order to bring the highest advantages in intellectual, spiritual, and social development, to inform parents about the status of the school, and to discuss and plan the variety of fundraisers that benefit the school and are required for the general financial well-being of the school.

School Consultative Board

The Saint Louis School's Consultative Board helps facilitate the operations of Saint Louis School. The Board will include the Principal and the Pastor. Members of the board will be selected by the principal and pastor. The purpose of the board is to advise the administration. It is not a decision making board.

School Property

Our school and school equipment are private property. Willfully damaging and destroying this property is cause for immediate suspension and possible removal from school. The school requires that damage be repaired or paid for before a student is allowed to return to class. If a student accidentally causes damage he/she should report it to the teacher immediately, so that damage is not misconstrued as vandalism.

Textbooks are school property and should be treated as such. Textbooks should be covered at all times, not written in or on, and replaced or paid for if lost or damaged. Backpacks should be used to help keep books in good condition.

Schoolyard Rules

All children should remain out of the classrooms during the lunch period and recess. No one will be allowed to re-enter the building except for an emergency. If a teacher wants a student to remain in the building, he/she must remain with the student.

Students must remain on the pavement in the back of the main school building or on the grassy fields. The area between the center and the school, as well as the front of the building, is off limits. Annex students must be in the yard on the West Sixth Street side of that building, rather than behind it.

Only footballs, large “bouncy balls”, basketballs, or small hand-held rubber balls will be allowed in the school yard. Any misuse of these balls will cause removal of the item.

Pushing, shoving, fighting, and inappropriate use of equipment are not allowed at any time. Any student breaking this rule may lose recess privileges, or be subject to suspension from school if the inappropriate behavior results in an injury to another student.

Standardized Testing

The NWEA map test will be given 2-3 times a year to monitor progress in grades K-8. The test has the subtests of ELA, math, and science on a 55 minute session for each core subject. This test is much shorter and will allow for a better assessment picture for each child. Details will be sent home as test sessions are scheduled. A copy of the test results will be available to parents/guardians.

Title I Services

The Title I (formerly Chapter I) program provides supplemental instruction to students in reading and mathematics. Students are selected for the program based on test scores, grades and teacher recommendations. Students must also be residents of Lowell or a participating town/city that provides services.

Transfer Procedures

Please inform the School Office as soon as you make a decision to transfer your child. A release form from the receiving school must be signed by the parent in order to authorize transfer of records from Saint Louis School. All tuition fees must be paid to date, in full, before any transfer papers can be sent. Transfer papers are never given directly to parents/guardians, but must be mailed to the receiving school. Exit interviews may be requested.

Traffic in buildings/Travel to and from classes

Arrival, dismissal, change of classes is to be done silently. Gathering in halls, stairways, bathrooms or at lockers is not allowed. Students are expected to walk on the right hand side of halls and stairs as they travel to provide for smooth traffic flow and so as to not disturb other classes.

Tuition

Tuitions provide a majority of revenue required to offset operating expenses for St. Louis School. Tuition rates are reviewed annually.

Tuitions may be paid in full at the beginning of the year, in two payments (July and February), or through FACTS, a bank-checking account withdrawal program.

The school reserves the right to insist upon payment by cash, certified check, or money order if a check is returned for insufficient funds. When this occurs, a \$25 fee will be added to the tuition. When a student withdraws from the school during the school year, the tuition due includes the month of withdrawal.

All fees must be paid. Report cards will be withheld if tuition is outstanding. According to all payment plans, tuition must be paid in full by May 15th. **Any eighth grade student whose tuition and/or graduation fees are not paid in full will not be allowed to participate in graduation services. Also, Kindergarten students will not receive a diploma, graduation materials, or participate in moving on ceremonies unless all tuition has been paid.**

If after repeated efforts fail, for payment of outstanding tuition, the child will need to be withdrawn from the school.

Vacations

Vacations taken during school time are not encouraged. Important instruction is missed during that time. It is the responsibility of the parents to see that all work assigned during this time is completed by their children upon their return. Work will not be sent on vacation with the student.

Verbal Threats

Bullying is any conduct which subjects a student to insults, taunts, teasing, tormenting or challenges by another; whether verbal, written or physical in nature; that are likely to intimidate or provoke a violent or disorderly response from the student treated in this manner. This type of behavior will not be tolerated in our school. When alerted, the Principal will contact the parents of the offenders, and a meeting with all concerned and the Principal will take place to determine the punitive action to be taken. Saint Louis School has a bullying policy.

Visitors

All Visitors must enter through the entrance of the annex and main building and sign in the visitor's log.

Weapons Policy

Weapons and toys resembling weapons are not allowed in school and will be confiscated. (For the purpose of this rule a “weapon or device” is defined as any object which is intended to inflict bodily harm or any object used to inflict bodily harm). Any student who is in possession of any weapon or device which could be injurious to himself/herself or others is subject to a suspension. A conference with the principal, students, parents and a police officer will take place before the student is readmitted to classes.

Volunteers

Saint Louis School considers parent volunteers a special resource. Parents are encouraged to help in all classrooms, programs, special activities, and fundraisers. A CORI and participation in the Diocese’s “Protecting God’s Children” program are to take place prior to permission to work with children.

Internet

Students are responsible for appropriate behavior on the school’s computer network in the computer room and homeroom class. It is expected that students will comply with the Internet Usage Policy that will require the signature of child and parent. The use of the internet is a privilege, not a right, and may be revoked if abused.

Parent Night and Conferences

Saint Louis School holds a Parent Orientation and a Parent-Teacher Conference Night. The purpose of the Orientation Night is to familiarize parents/guardians with the procedures and curriculum in their children’s classrooms. The purpose of the Parent-Teacher Conference Night is to discuss the student’s progress. The limited hours scheduled for this event necessitates limiting parent-teacher visits to ten-minute duration.

A half-day schedule will be in place for the parent-teacher conferences held in November. Parents will be notified of their scheduled conference appointments. Conferences can be arranged with your child’s teacher at any time during the school year. Arrangements can be made by sending a note to the teacher or contacting the Principal.

School Banking Program

The School Banking Program with Jeanne D’Arc Credit Union begins at the end of September and will continue through the spring. The bank representative will meet students during lunch on “every other” Thursday, and pick up their bankbooks and deposits. Bankbooks will be returned to the school by Tuesday of the next week. This is an excellent way for children to get into the “savings habit”. Information will be brought home by your child/children.

Hazing, Civil Rights, Sexual Harassment, Restraint Policies

- **Hazing**

Students at Saint Louis School shall not be involved in any form of hazing activity in school or at any school function. The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, that willfully or recklessly endangers the physical or mental health of any student or other person, or any other inappropriate behavior required to become a member of an organization. Any person who witnesses this type of activity shall immediately notify the Principal. A determination will be made concerning possible legal action.

- **Civil Rights**

All programs, materials, activities, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation and disability. The Principal will handle inquiries regarding the non-discrimination policies.

- **Sexual Harassment**

Saint Louis School maintains a Sexual Harassment Policy in agreement with:

- The General Laws of the Commonwealth of Massachusetts
- The School Policy
- The particular mandates and requirements associated with the Civil Rights Act of 1964
- The regulations regarding sex discrimination issued pursuant to Title IX of the Education Amendments of 1972 (Federal) and/or Chapter 622 (Commonwealth of Massachusetts of the Acts of 1971). Title IX is federal legislation that prohibits discrimination against students and employees on the basis of sex. Chapter 622 is state legislation that prohibits discrimination on the basis of sex, race, color, national origin, and religion. Chapter 622 DEALS WITH STUDENTS ONLY.

It shall be a violation of the school policy for any student, employee, volunteer, or outside provider of Saint Louis School to harass a student, an employee, volunteer, or outside provider through conduct or communication of a sexual nature as defined in the school policy.

Saint Louis School shall proceed to investigate all complaints, formal or informal, verbal or written of sexual harassment against any student, employee, volunteer, or outside provider,

who sexually harasses a student, employee, or volunteer of Saint Louis School. Upon receipt of allegations of sexual harassment, Saint Louis School will take immediate steps to halt or prevent any behavior that may be construed as sexual harassment.

Copies of the Sexual Harassment Policy and Grievance Procedure are available for review in the Principal's Office.

1. Restraint Policy and procedures

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Saint Louis School maintains a policy to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

FERPA

The Family and Educational Rights and Privacy Act (FERPA)

The Family and Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's records within 45 days of the day that the school receives a request for access.** Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.** Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school Principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.** One exception, that permits disclosure without consent, is disclosure to school officials with legitimate

educational interests. A school official, or a person employed by Saint Louis School as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Truancy and Attendance

Parents/guardians, as well as students themselves, have the responsibility to ensure that attendance at school is regular and timely. Schools are required by law to keep track of attendance. If a school identifies a student who is exhibiting an attendance problem that includes tardiness, the school is required by law to address the problem. This could be as simple as notifying the parent or guardian of the issue and working together to improve that student's attendance, or, in extreme cases, it may require the school to solicit assistance by the court or Department of Social Services.

The following is a summary of the Massachusetts General Laws pertaining to attendance:

School Attendance:

Chapter 76, section 19 of the Massachusetts General Law states that all children between the ages of 6-16 must attend school. A school may excuse up to seven day sessions or 14 half-day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Who Is a Supervisor of Attendance?

Chapter 76, section 19 of the Massachusetts General Laws states that each school must employ a supervisor of attendance. A supervisor of attendance has the power to take to school any child who is truant and is required to investigate all cases where a child in the school fails to attend school.

What Is a CHINS?

A "CHINS" (Child in Need of Services) petition may be filed in court by a supervisor of attendance if a child between the ages of 6-16 persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his/her school. The Court's authority pursuant to a CHINS petition includes the power to place the child in the custody of the state agency known as the Department of Social Services.

What is a 51A?

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of 18 for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility:

Parents/guardians are legally responsible for ensuring that a child, under their control, attends school daily. It is a crime for a responsible parent/guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the Supervisor of Attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences:

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or harbor a minor who should be in school.

*St. Louis School retains the right to change or amend this handbook as is necessary.
Parents will be notified of any changes.*

HANDBOOK

I have received the Saint Louis School Student-Parent Handbook and I am familiar with its policies and regulations.

Signature of student

Date

Signature of Parent

Date

