



## **PARENT/STUDENT HANDBOOK 2018-2019**

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Nurse's Office: (585) 586-2299**

**Website: <http://slspittsford.org>**

*The school's administration body has the right to define, edit and clarify any policy throughout the school year.*

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## SCHOOL HOURS

### Grades K – 5:

**8:45 a.m. – 3:00 p.m.**

Students may arrive at St. Louis School between 8:30 a.m. and 8:45 a.m.

### PK Hours

PK3:

**Full Day: 8:55 a.m. – 2:45 p.m.**  
Morning: 8:55 a.m. - 11:25 a.m.  
Afternoon: 12:15 p.m. – 2:45 p.m.

PK4:

**Full Day: 8:45 a.m. – 2:45 p.m.**  
Morning: 8:45 a.m. – 11:15 a.m.  
Afternoon: 12:15 p.m. – 2:45 p.m.

### Extended Care Hours

**7:30 a.m. - 8:30 a.m. Before Care**

**3:00 p.m. – 5:30 p.m. After Care**

## STUDENT EXPECTATIONS AND RESPONSIBILITIES

St. Louis students have the right to a full and complete education along with spiritual development in a safe and supportive environment. In order to ensure this right for themselves and others, they have the following responsibilities:

- The responsibility to be attentive, cooperative, and respectful to all adults and each other.
- The responsibility to complete assignments according to teacher's directions and to participate in activities in ALL classrooms.
- The responsibility to walk quietly through the halls. The responsibility to cross the courtyard SAFELY following the guidelines of the classroom teachers.
- The responsibility to use play equipment safely and follow the directions of school teacher aides and parent volunteers while participating in approved activities.
- The responsibility to attend assembly programs, prayer services and Masses quietly and respectfully.
- The responsibility to dress appropriately and in full uniform at all times unless directed differently.
- The responsibility to present themselves with attention to personal cleanliness.
- Each student has the right to enjoy lunch in a pleasant, clean, and orderly place. The responsibility to show good eating habits, to speak quietly to others at their own desk, to keep their area neat and clean, and to enter and exit for recess in a calm, orderly way.
- The responsibility to care for school property and to respect the wishes of others regarding their personal property.
- The responsibility to ask and receive permission before handling the property of others.
- The responsibility to observe all good conduct and safety rules when riding on the school bus.
- The responsibility to treat others with respect. They do this by choosing words and actions that will not hurt others.
- St. Louis students are expected to use appropriate behavior and use positive language when communicating with one another.
- St. Louis students are expected to consider the feelings of their peers.
- St. Louis students are expected to resolve disagreements without physical contact.

### **Homework**

Homework is assigned to reinforce your child's daily classroom learning. Parents are encouraged to oversee their child's homework, but not to complete the assignments or the projects for the students. **If you find your child is frustrated with the assignments, use your parental judgment and notify the teacher right away.** Each teacher will put the assigned homework on their website on a daily basis.

- 1.) Homework will not be assigned over school vacations.
- 2.) Students who plan to be away from school for unexcused reasons such as a vacation during the regular school year may **not** request classwork/homework from their teacher ahead of the absence. It is difficult for teachers to provide this work ahead of time. The student will receive the work that was missed upon returning from his/her absence. It is the parents' responsibility to help the student catch up on any missed assignments.
- 3.) Class homework policies are handed out at the Parent Information Night in September.


### **Sacramental Preparation**

Preparation for the sacraments of Reconciliation, First Communion and Confirmation are taught through the students' parish-based programs.

# ST LOUIS SCHOOL DRESS CODE

## GRADES K – 5

Our St. Louis School uniform is a show of pride for our school. It sets us apart and communicates a message of excellence at St. Louis School. **PLEASE BE SURE THAT YOUR CHILDREN ARE DRESSED IN THE REQUIRED SCHOOL UNIFORM EACH DAY.** There will be a “uniform check” regularly. Parents will be called to bring the appropriate clothing to school for children who are not in proper uniform. *Students will not be allowed to attend class while inappropriately dressed for the school day.*

<b>Standard Uniform</b>		
	<b>Boys</b>	<b>Girls</b>
<b>Uniform</b>	<p><b><u>TOPS</u></b></p> <ul style="list-style-type: none"> <li>▪Plain white or navy knit polo shirt or turtleneck (long or short-sleeved)</li> </ul> <p><b><u>SWEATERS/SWEATSHIRTS</u></b></p> <ul style="list-style-type: none"> <li>▪Navy sweatshirt <b>with SLS logo</b></li> <li>▪Navy fleece vest <b>with SLS logo (Stitchworks only)</b></li> <li>▪Navy sweater – <i>SLS logo <u>not</u> required but sweater may not have any other logo.</i> (May be v-neck or crew neck pullover, v-neck vest or cardigan. No zippers, pockets or hoods. Open weave sweaters are not allowed.</li> </ul> <p><b><u>BOTTOMS (NO cargo style)</u></b></p> <ul style="list-style-type: none"> <li>▪Navy chino uniform pants with zipper</li> <li>▪Navy chino uniform walking shorts (September, October, May, June)</li> </ul>	<p><b><u>TOPS</u></b></p> <ul style="list-style-type: none"> <li>▪Plain white or navy knit polo shirt or turtleneck (long or short-sleeved)</li> <li>▪Plain white blouse, Peter-Pan collar – unadorned</li> </ul> <p><b><u>SWEATERS/SWEATSHIRTS</u></b></p> <ul style="list-style-type: none"> <li>▪Navy sweatshirt <b>with SLS logo</b></li> <li>▪Navy fleece vest <b>with SLS logo (Stitchworks only)</b></li> <li>▪Navy sweater - <i>SLS logo <u>not</u> required but sweater may not have any other logo.</i> (May be v-neck or crew neck pullover, v-neck vest or cardigan. No zippers, pockets or hoods. Open weave sweaters are not allowed.</li> </ul> <p><b><u>BOTTOMS (NO cargo style)</u></b></p> <ul style="list-style-type: none"> <li>▪Navy chino uniform pants with zipper</li> <li>▪Navy chino uniform walking shorts (September, October, May, June)</li> </ul>
<b>Grades 4-5 only</b>		St. Louis plaid skirt ( <b>Stitchworks only</b> )
<b>Grades K-3 only</b>		St. Louis School plaid jumper ( <b>Stitchworks only</b> )
<b>Accessories</b>	<ul style="list-style-type: none"> <li>▪Navy, black, brown belt</li> <li>▪White or navy ankle socks (must go above ankles – no shorter than picture)</li> </ul> <p><b>No logos should be showing.</b></p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>▪Navy, black, brown, St. Louis plaid belt</li> <li>▪Navy, white or St. Louis plaid headband</li> <li>▪White or navy ankle socks (must go above ankles- – no shorter than picture) , knee socks or tights (no leggings) <b>No logos should be showing.</b></li> </ul>

<b>Footwear</b>	<i>For safety reasons, sneakers are the only approved footwear at SLS.</i> ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) <b>Minimal accent colors are allowed.</b>	<i>For safety reasons, sneakers are the only approved footwear at SLS.</i> ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) <b>Minimal accent colors are allowed.</b>
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**K-5 PHYSICAL EDUCATION ATTIRE**

P.E. Uniforms are worn to school all day on scheduled P.E. days – students **do not** change clothes for gym. Students have P.E. twice each week.

**Tops**

- White cotton short-sleeved t-shirt with embroidered St. Louis School logo (Stitchworks and Lands End)
- Navy dry-fit shirt with St. Louis School Trek for Tech logo, Diamond Jubilee logo, Cinco de Mile logo, Sparkle in the City logo

**Bottoms:**

- Navy St. Louis gym shorts **with logo, must be an appropriate length. The shorts must be no shorter than 4 inches above the knee.** (Stitchworks and Lands End)
- Navy St. Louis sweatpants **with logo** (Stitchworks and Lands End) *If a student chooses to wear shorts for P.E., uniform sweatpants must be worn over shorts to and from school and during all non-P.E. periods during the months of November through April.*

<b>Approved Uniform Suppliers</b>	
<b>Stitchworks Uniform &amp; Sportswear</b> 297 Culver Parkway Rochester, NY 14609 Office: 585-654-7522 <a href="mailto:sales@stitchwork.com">sales@stitchwork.com</a> <u>Hours:</u> Mon - Fri: 9AM - 5PM Saturday: 10AM – 2PM	<b>Lands’ End</b>  <a href="http://www.landsend.com">www.landsend.com</a> <b>Preferred School Number: 900041518</b>

**Hair**

- Hair must be neat and clean.
- Hair may not be artificially colored (i.e. blue, red, green, etc.).
- Style should be well groomed and evenly trimmed.
- No design may be shaved into the head.
- No beads
- No mohawks
- No “extreme” or faddish hair styles as determined by Administration.
- **For Boys:** Hair must not extend beyond the uniform collar or below the eye brow

## Other

- No jewelry may be worn to school other than stud earrings for a single piercing in each ear for girls (NO EARRINGS FOR BOYS)
- Watches are not permitted, including smart watches or Fit Bits
- No fingernail polish (student will be sent to the office to remove polish) or fake fingernails
- No make-up

## Special “Out of Uniform” Dress Code

Students may dress out of uniform in appropriate clothing on specified days, such as roller skating and Halloween. The way we dress reflects our values. The following is the **expectation** for “out of uniform” days:

- No words or sayings may be on the clothing if they do not reflect Christian values.
- Shorts must be an appropriate length. The shorts must be no shorter than 4 inches above the knee. Clothing should not be tight fitting or revealing in any way.
- Tank tops are not allowed; t-shirts are recommended. Midriff tops, halter tops, and racerback tops are NEVER acceptable.
- Sneakers are the only acceptable form of footwear for both uniform and non-uniform days.

## Spirit Wear Days

One day each month will be a designated “Spirit Wear Day.” On Spirit Wear Days, students may wear any Spirit Wear top, including special event apparel such as Trek for Tech, Cinco de Mile, Sparkle in the City or Diamond Jubilee. Acceptable bottoms include SLS pajama pants or uniform bottoms (navy chinos or shorts.)

## Uniform Infractions

### **1. Written Warning**

The first uniform infraction will be a written warning that will be sent home, signed by a parent, and returned to school

### **2. Second Written Warning**

The second uniform infraction will be a written warning that will be sent home, signed by a parent, and returned to school

### **3. Third infraction will result in parents being called and having student sit out of class until proper uniform arrives to school.**

## **POLICIES / PROCEDURES / PROTOCOL**

Regular attendance is essential to a student's success in school. Persistent absenteeism and lateness create a genuine hardship for a student and is regarded as a very serious problem.

### Attendance/Absence/Tardiness

Do not call the nurse to report your child's absence. Call the school office (586-5200) no later than 9:00 am informing them that your child is late or absent from school. **You must call the office every day that your child will be absent.** New York State law requires a written note from a parent or legal guardian, explaining the reason for each absence upon the student's return to school. If you would like homework, please advise the school office when calling in the absence. If a sibling won't be bringing it home, **it will be ready for pickup in the hallway outside the office between 3:00 & 3:30 pm.** Teachers' schedules do not allow them to gather homework material for specific pick up times.

**Your child is considered late for school once the 8:45am bell has rung.** A parent must sign late students in at the office and send them to class with a note explaining why they are late. A note stating only that they are “late” is not sufficient for New York State guidelines. If weather or delay in busing is the reason for tardiness, children do not need a note and are not marked tardy.

If you know in advance that your child is going to be late *for any reason*, the school office must be notified by 9:00 am so that we may account for the whereabouts of your child per NYS guidelines. (DO NOT TEXT THIS INFORMATION.) The child must report to the office upon arrival and the accompanying adult must sign the book in the office. Parents must present a written note stating reason for lateness. Parents may not accompany the child to the classroom.

### **Excessive Unexcused Tardy Policy**

It is very important that your child/children arrive at St. Louis School on time *every day*. Our goal is to provide the best education possible for your child and having them prepared to start the day on time each day is a very important step.

While unforeseen events can sometimes happen, students who are habitually late are disruptive to the class and to their own academic success and can easily fall behind in their school work. Therefore, we have the following policy in place:

- If a student has more than 4 unexcused tardies in a month, the student will be given lunch/recess detention for one day.
- After 3 lunch/recess detentions for tardiness are given, the student will then be issued a suspension from school by the Principal.

If your child will be **absent due to a trip**, the classroom teacher and school office should be notified **BEFORE** you leave. Non-school scheduled vacations are considered to be unexcused absences. Homework may be requested after returning from an unexcused absence as described under the Homework Policy – (Page 3)

### **Birthdays**

St. Louis School has a **non-food birthday treat policy**. Food, candy, goodie bags and/or party treats of any type are **not** allowed. If any items are sent to school, they will be returned home.

### **Birthdays Parties**

Invitations to birthday parties or other celebrations that include St. Louis School students outside of school may not be distributed at school, no exceptions. Parties that do not include the entire class may not originate from St. Louis School grounds.

### **CASE Training (CREATING A SAFE ENVIRONMENT)**

All volunteers who are in the classroom with children for any reason are required by the Diocese of Rochester to:

- Participate in an on-line or in-person training (by request) workshop that includes a quiz
- Sign a Volunteer Code of Conduct
- Complete a Background Check Authorization.

Please note that unless the authorization forms are on file in the office, you will not be allowed to enter a classroom. **The safety of your children is our number one concern at St. Louis School. Directions to complete the on-line course are located on our website.**



### **Church Etiquette**

All St. Louis School families are expected to respect the presence of our Lord in church. To preserve a reverent atmosphere:

- Greet one another quietly and briefly.
- Silence all phones and pagers before entering the church.
- DO NOT bring food or drink into the church.
- All members of the school community are expected to fully participate in Mass.

### **Class Placement Policy:**

The class placement process at St. Louis School is comprehensive as we strive to place each child in a learning environment that will best enhance his/her learning experience and provide a setting as comfortable as possible in which to work.

According to this process, the Principal will meet with the present and future teachers of each group of students, along with the AIS teachers, School Nurse, and School Social Worker. The learning style, social development, and peer relations of each child will be taken into consideration during this meeting. Placement for each child will be made professionally and in the best interest of each child. To help facilitate our process, parents are welcome to contribute any information about personality or learning styles that you would like for our staff to consider according to the following guidelines:

- All information must be **in writing and addressed to the Principal**. Requests made to the child's teacher will not be considered as this places the teacher in a very awkward position.
- Teachers will not take personal appointments to discuss the child's placement.
- Requests for specific teachers will not be accepted.
- All information must be received by the Principal no later than the Friday of the first week in May (the deadline date will be sent out via hard copy letter to each family.) **The Principal will not accept any written information from parents after the deadline.**

The staff will carefully review each child's needs individually and select the classroom in which we believe he/she will learn best whether parents have submitted a written consideration or not. Each child's classroom teacher for the upcoming school year will be identified in the August school packet.

## Discipline Policy

At St. Louis School, we hold Jesus Christ as a model for our words and actions. It is our expectation that every student, staff member and parent conduct themselves in a Christian manner at all times. We nurture self-discipline as a quality every person who enters our campus should reflect by treating all with respect and dignity.

### **Parental support of the Discipline Policy is essential.**

1. Regular communication between the school and home is important. Any discipline policy is best supported when communication is consistent and mutually respected. The classroom teacher is the primary and most important disciplinarian in school.
2. Infractions of student expectations and school rules will be met with disciplinary action. Disciplinary consequences may include loss of lunch/recess detention, removal from Safety duty, altar serving suspension, not attending class field trip, ambassadorship suspension, Mission Day non-participation, or any other consequence deemed appropriate by the Principal. Certain disciplinary situations will occur outside the classroom teacher's immediate responsibility, e.g., lunch, and recess. The Principal will work with the teacher, staff member or volunteer who was involved with the disciplinary matter to establish a fair and reasonable consequence for any disciplinary matters.
3. Guided reinforcement will be given to students as they endeavor to build a Christian community with their classmates, teachers and staff, and parents/guardians. Depending on the seriousness of the offense, the Principal will decide on the process to be followed. This may include in-school or out-of-school suspension, or expulsion from school. Contact with outside agencies such as police and/or protective services may also be made.

### Behavioral Consequences

The following consequences for disciplinary infractions will occur after the classroom discipline plan has been followed. Consequences are set at the discretion of the Principal and may include:

- First Offense:** Conference with student/teacher
- Second Offense:** Conference with student/Principal and appropriate consequence that will be imposed at the discretion of the Principal.
- Third Offense:** Conference with student/teacher/principal/parent and assignment of appropriate consequence such as **lunch/recess detention, loss of privilege** (field trips, Mission Day, etc.), **assignment of special task** (handwritten apology), **removal from position of responsibility** (safety duty, altar serving, ambassadorship, etc.) that will be imposed at the discretion of the Principal.
- Fourth Offense:** School suspension for the remainder of the day following parental pickup.
- Fifth Offense:** In or out of school suspension, at the discretion of the Principal.
- Sixth Offense:** Expulsion from St. Louis School.

### **Special Disciplinary Situations**

Certain situations are understood to be more serious, such as the possession of a weapon or article that could endanger the safety of self or others, or the verbal threatening of another student or staff member, enacting purposeful physical violence toward a student or staff member (including kicking, hitting, biting, etc.) These offenses will warrant immediate and severe consequences such as out of school suspension or expulsion. ***Adults who are verbally threatening or use foul language on school property will be escorted off campus and may be subject to further disciplinary actions.***

### **Dismissal**

Students will be dismissed at 3:00 pm to their buses and to the designated pick-up room.

**Because of the after-school activities at St. Louis School and St. Louis Church that cause an increase in traffic entering and exiting our parking lot, the passing of footballs, Frisbees, and general running around in the courtyard after dismissal is not allowed. All families must exit the school property directly after your child is signed out at dismissal unless staying for a school-sponsored event.**

**The St. Louis School playground is reserved for our After Care program and will not be open for use until 5:30 pm on school days.**

*Please do not request early dismissals because it is inconvenient for you to retrieve your child(ren) from the pick-up room at the end of the day. **Instruction is taking place in every classroom until 2:55pm. Your request for your child to frequently or consistently meet you in the main hallway of the school for dismissal is disruptive.** When children are asked to leave a classroom a few minutes early, they often miss important information for assignments, and interrupt the teacher at a key time in her/his classroom.*

Should the need arise for you to leave school before the 3:00 pm dismissal time, you must notify the school office and your child's teacher the morning of or day before the early dismissal is requested. It is mandatory that a parent or other member of the immediate family come for the child at the school office and sign the child out. If the person is not known, the school office will require photo identification and permission directly from you to release your child.

- **Pick-Ups**

- ***For your child's safety, THE CHILD MUST REPORT to the pick-up room and sign out with the adult in charge, accounting for his/her departure.*** No child may be "intercepted" as they cross the courtyard to the pick-up room. St. Louis School is *legally* responsible for the whereabouts of your child until they are picked up by a parent/guardian/babysitter.
- With consent of the parent, proper picture and signature identification, children may be released to a non-custodial parent - unless a court order contrary to this is on file in the school office.
- If you pick-up your child before regular dismissal, you must write a note or call the office **no later than 2:00 pm (no texting.)** ***Due to increased activity near dismissal, we cannot guarantee that emails or phone messages will be retrieved after that time to accommodate changes in dismissal for your child.***

- **Bike Riders**  
Students who live in close proximity to St. Louis School may ride their bike to school **with written permission from their parents**. Permission forms are available in the SLS office and must be completed with parental signature **before** the student rides a bike to school. During the school day, students must lock their bikes up on the bike rack located near the 5<sup>th</sup> grade picnic area. At the end of the school day, bike riders will dismiss with the pickups. Each day at dismissal, bike riders must report to Mr. Pasley (or the staff member handling bus dismissal) to sign out on the Bike Rider Sign Out sheet. Once signed out, bike riders must **walk** their bikes to the street from which they are exiting.
- **Early Dismissal Days**  
When there is a half day of school, children who are “pick ups” will be in the gym at 11:45 am.
- **Last Day of School Dismissal**  
All pick-ups are dismissed at 10:30 am from their classrooms on the last day of school. (Bus students will have bussing to and from school as normal on this day.)
- **Emergency Dismissal**  
Should it be necessary to close the school unexpectedly during the school day, you will be contacted via School Reach (our emergency communication system that will notify parents simultaneously by way of email, text, and phone (robo call)). **We urge parents to review with their children the procedure to be followed should the children arrive home and there is no one there. Please be sure to keep the office updated of any contact change information.**

### **Electronics/Cell Phones**

No electronic devices are allowed on school premises. This includes iPods, DSi, iPads/tablets, Fit Bits, Iwatches, or any type of electronic. If they are found they will be sent to the Principal’s office, and a parent will be called to come to retrieve the article. The school is not responsible for lost or damaged items.

Student cell phones are NOT permitted to be used on school grounds during school hours (8:30 am – 3:30 pm). Any necessary call to his/her parent must be made from the office under the supervision of an adult. If your child needs to carry a cell phone in their backpack for any reason, please fill out a Cell Phone Permission form located in the SLS office.

### **Forgotten Items**

Forgotten articles such as lunches, books, shoes, musical instruments etc. must be **DROPPED OFF AT THE OFFICE**. **Parents may NOT deliver forgotten items to the classroom**. Please have your child’s name and class marked on the item that you are leaving.

### **Lost and Found**

**PLEASE LABEL EVERYTHING** that your child brings to school (boots, hats, mittens, sweatshirts, etc.). Lost and found items are kept in the front lobby near the office. Items not claimed before the end of school are cleaned and donated to Saint’s Place.

### **Lunch**

St. Louis School does not have a cafeteria. All children eat in their classrooms. Students may bring their lunches from home or may order from our optional Hot Lunch Program.

Our optional Hot Lunch Program is available thanks to the generosity of parents who volunteer to organize this program. The process for ordering hot lunch will be given in September and several times throughout the school year. Healthy snacks are encouraged. Candy is allowed in individual lunches, but may not be shared. Gum is never allowed on campus. Sodas are never allowed at school.

### **Milk**

Milk may be ordered and paid for any time during the school year, for the entire year. Half pints of white, chocolate, or skim milk are available for purchase. An order form will be on the website. Please notify the office if you want to discontinue or change the type of milk during the school year.

### **Nurse's Office**

A full-time school nurse is made available to us by the Pittsford School district. The Nurse is available to any student who is ill, or in need of first aid. She is the administrator of medications during school hours, and is responsible for the maintenance of the health records kept in the office, routine health checks, parental contact concerning health problems, care of minor injuries, and various screenings.

**Please be sure to contact the nurse if your child has any health issue. Check the nurse's website under "Classroom Pages" for updates.**

### **Medicine**

**Children may not transport medication.** All medicines must be brought into and picked up from school *by a parent* (this includes refills for ongoing medications).

*All medications MUST be picked up by a parent on the last day of school in June.*

### **24 Hour Rule**

An ill student may not return to school until:

- His/her fever has been less than 100 degrees for 24 hours
- If ordered, he/she has been on an antibiotic for 24 hours
- Vomiting has not occurred for 24 hours

### **Parents on Campus**

**Anytime a parent or family member is going to a classroom for an event, he/she must stop at the office, sign in and wear their CASE (Creating A Safe Environment) badge or Visitor Badge before going elsewhere in the building.**

Parents **may not enter** the classroom during instructional time **unless they have made an appointment with the teacher**. All visitors must stop by the Main Office, sign in and wait until the office has alerted the teacher of your arrival. **Entering our school from anywhere other than the front lobby is never allowed. No student may be taken off campus during Lunch/Recess without a parent signing the student out at the SLS Office. This is a matter of safety; our staff must be able to account for all students at all times.**

### **Recess**

Weather permitting, students enjoy outside recess each day. The decision to have outdoor recess during cold weather depends upon the temperature and wind chill factor. Each child should **always** be prepared for outside recess. **Snow pants, hats, gloves and/or mittens and boots must be worn during the winter months. It is suggested that children keep an extra pair of socks in their backpack. If students are not prepared, they will go outside but will be unable to participate in recess activities (example, play in the snow).** Students have supervised free time in the classroom on days when bad weather prevents outside recess

### Expectations for Outdoor Recess:

- **Students will begin and end recess in a straight and quiet line.** Once outside, students remain outside and in an assigned area with supervising adult.
- Aides will wear a safety vest and carry a safety bag for easy identification.
- Students should be respectful at all times and may never argue with supervising adult/adults.
- **Students who are disrespectful to a supervising adult will not merit recess time and will be brought to the office.**
- Students must follow established rules for games and should not be playing competitively. All students should have the opportunity to join in any games.
- Students should enter building quietly when bell rings following adult supervisor.
- Students must stay on the blacktop when assigned to the courtyard and may not be on mulch/flower beds, brick walls, backs of benches, Reddington sidewalk, the church walkway or steps, the ramp into the Manse or peering into classroom windows.
- Students must refrain from climbing on snow piles and from throwing and kicking snow/ice in any recess location that they are assigned to.
- If a child is injured during recess, the nurse will be notified by walkie-talkie. The nurse will determine if student is able to walk to the nurse's office or if the nurse will come to the student. **Aides will never move an injured child.** Supervising adults are not to leave their assigned post in the event of a student injury.
- Students have 20 minutes scheduled for outdoor recess; aides will blow whistle after 15 minutes to allow for cleanup and lining up of students.

### Safety Rules for Outdoor Recess:

- If the wind chill is 15 degrees or lower, the children will not go outside.
- Treat others with respect and follow directions of supervising adults.
- Dress appropriately for the weather. Shoelaces should be tied at all times.
- Only use school provided equipment and only for the purpose it was designed.
- Return equipment and/or recess carts to designated storage at the end of recess.
- No equipment may be brought in from home (footballs, playground balls, etc.)

### Safety Rules for the Playground Area:

- Go down slides one at a time, sitting in an upright position. Once on top of slide, slide down as soon as slide is clear and quickly move away from the bottom.
- Do not climb up the slide.
- Running games are prohibited in the playground equipment area.
- Children may not play in the "alley" or near the garbage area.
- All students are to be on the playground or the courtyard during outdoor recess. **No student is allowed to go back into any building during recess time.**

## **Transportation**

EACH year each family is required to fill out a transportation form with your public school transportation department as part of the registration process. It is each family's responsibility to submit this information to their transportation department directly. You will receive your child's transportation assignment at the end of August. Please make note of your child's bus number(s) and pick up/drop off times.

### ▪ **Guest Bus Rider Procedure**

Each transportation department has a specific policy regarding guest riders. They are as follows:

#### **Fairport, East Rochester and Penfield - Do not allow guest riders.**

**Victor** – Parent of Victor student must call Victor Transportation for approval. Parent of guest rider must write two notes, one for the classroom teacher to keep on file, and one for the Victor bus driver.

**Brighton, Honeoye Falls-Lima, Pittsford, and Rush Henrietta** – Parents of Brighton, HFL, Pittsford, and RH student who want to have a child who resides in a different district ride their bus must first get permission from their own transportation department. Upon approval, the parent or guardian of the guest rider must contact host's transportation department and provide the name, address, age, parent name, and emergency phone number of the guest rider. In addition, parent of guest rider must write two notes, one for the classroom teacher to keep on file, and one for the bus driver.

**Same District** – Parent sends in two notes, one for the teacher and one for the bus driver.

**If a guest rider does not have the appropriate notes,** the SLS office will contact the parents for an email or written note of permission. Verbal approval will not suffice. **If contact is not made with a parent, the student will have to take their own bus home.**

## **Weather Related Closing**

1. The Pittsford Superintendent of Schools determines whether St. Louis School closes due to inclement weather. **If Pittsford Schools are closed, so is St. Louis School (even if you don't see or hear our school name on the news).**
2. WHEC Channel 10 has an electronic Instant Alert System that you may access if you register at <http://www2.whec.com/scpager>. Once registered, it will send an email and/or a cell phone text message when a particular school and/or school district is closed.
3. If other districts close, but Pittsford remains open, **the children who live in the closed districts will not receive transportation.** It is left to parental discretion as to whether or not your child will travel to and from school when the driving or walking conditions are questionable. You must call the office and report your child's absence due to weather conditions.

## **COMMUNICATION**

Teachers maintain contact with parents throughout the year. Parents are encouraged to first contact the teacher if there is a concern about something that takes place in the classroom, about the curriculum or any other issue that may have an impact on student learning.

### **Report Cards/Grading**

Report cards are distributed four times per year with the first distribution happening prior to Parent/Teacher Conferences in late November.

### **School Newsletter**

The SLS School Newsletter is an important means of communication between school and families. Each family will receive an electronic version every other week throughout the school year. The Newsletter is also available on our website under Parents/School Newsletter.

### **Social Media/Website**

St. Louis School maintains several social media outlets to promote St. Louis School and provide our families with useful information about our school.

1. **Facebook:** <https://www.facebook.com/StLouisPittsford/>. Any school related topics should be communicated through written notes to school, messages through school email, or a phone call to the school.
2. **Instagram:** [st.louisschool\\_pittsford](https://www.instagram.com/st.louisschool_pittsford)
3. **Twitter:** [@SLS\\_Pittsford](https://twitter.com/SLS_Pittsford)
4. **School Website:** <http://www.slspittsford.org>










Please refer to the school website for the most current information. Numerous school forms as well as the School Newsletter are located here. Each teacher has their own Classroom Page which has current classroom information.



## COMMUNITY OUTREACH

### Mission Projects

Throughout the year, students practice the Corporal Acts of Mercy in a variety of ways for various organizations. Below are some of our many service projects that teach our students about helping others

	EVENT	MONTH	EVENT BENEFITS	GRADE RESPONSIBLE
	<b>Lollypop Farm Collection</b>	September	Lollypop Farm	1
	<b>Saints Place Coat Drive</b>	October	Saints Place	3
	<b>Thanksgiving Food Collection</b>	November	Villa of Hope	4
	<b>Christmas Stocking</b>	December	Villa of Hope	All Grades
	<b>“Souper” Bowl Can Drive</b>	January/ February	Pittsford Food Cupboard	2
	<b>Sneakers for Haiti</b>	February	Children of Haiti	All Grades
	<b>Underwear Drive</b>	March	Villa of Hope	K
	<b>Women's Care Center</b>	April	Women's Care Center	PK
	<b>Heart &amp; Home</b>	May	Saint's Place	5
	<b>Mission Day</b>	June	St. Louis School, Mautuma Kenya	4,5

# **COMMUNITY OUTREACH**

## **Mission Projects**

Throughout the year, students practice the Corporal Acts of Mercy in a variety of ways for various organizations. Below are some of our many service projects that teach our students about helping others. St. Louis School Families will be notified of additional programs that benefit our community during the school year.

**LOLLYPOP FARM COLLECTION** - Lollypop Farm, the Humane Society of Greater Rochester, has been helping animals and people since 1873. Support from the community enables 90 staff members and more than 800 volunteers to care for over 11,000 homeless animals each year and makes possible a variety of programs to address issues that contribute to pet overpopulation and the surrender of unwanted animals.

**SAINTS PLACE COAT DRIVE** – Gently used coats, snow pants, boots, hats, scarves, and mittens are collected for Saint’s Place to distribute to refugee families.

**THANKSGIVING FOOD COLLECTION** - Weeks prior to Thanksgiving, each class is asked to bring in specific food items that will be used to make Thanksgiving Baskets for the children at Villa of Hope. In addition, one of the classes is asked to donate money to purchase turkeys.

**CHRISTMAS STOCKING PROGRAM** - Stockings provided by Villa of Hope are available, along with wish lists, for St. Louis families to fill for a child residing at the Villa.

**“SOUPER BOWL” CAN DRIVE**– This ministry collects canned goods during the week of the Super Bowl to donate to the Pittsford Food Cupboard .

**SNEAKERS FOR HAITI**– This ministry collects shoes for mentally and physically challenged children in Haiti that have been shunned, discarded and/or neglected.

**UNDERWEAR DRIVE** - The donation of brand new underwear, undershirts, and socks for boys and girls ages 2-16 benefits Villa of Hope.

**WOMENS CARE CENTER** - In honor of Mother Teresa, the Women’s Care Center volunteers offer loving hospitality to new moms and women in unexpected pregnancies.

We know the challenges and difficulties new motherhood can bring. It is our privilege to provide free help and support with compassion, care, and understanding.

**HEART AND HOME** – This community outreach program includes collecting personal care items as well as gently used clothing and household goods from our school community which are sorted by our students and delivered to Saint’s Place.

**MISSION DAY** – St. Louis School sponsors an annual event to benefit our sister school in Kenya, Africa, which has also been named St. Louis School. Due to the generous support of families, our “sister school” has already been able to build numerous classrooms, a fresh-water well and latrines. Along with that, the monies raised have allowed the purchase of uniforms and shoes for the school children and additional land for building.



## Handbook Receipt 2018-2019

Please sign below acknowledging that you have read and reviewed our Student Handbook with your child. Please return this form to your child's teacher.

Thank you!

Parent Signature \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_