



ROMAN CATHOLIC
DIOCESE OF ROCHESTER
STUDENT PARENT/GUARDIAN HANDBOOK
2021-2022



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Please review St. Louis School's 2021-2022 Reopening Plan along with this handbook for more detailed information regarding changes to school programs and procedures as a result of the COVID-19 Pandemic.

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Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

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1.00 WELCOME

Welcome to St. Louis School!

St. Louis School is a faith- and values-centered community dedicated to providing children in preschool through grade 5 with robust and diverse educational experiences. In partnership with families and the community, we strive to provide students with experiences that encourage individuality and the development of mind, body and spirit.

We focus on fostering an environment where God is part of everyday life and where an atmosphere of Christian community exists. St. Louis School provides all children with a comprehensive educational program with an emphasis on family, mutual respect, love of country and service to others.

Our theme this school year is, “Be the Light.” As you are all aware, there have been many challenges that we have mitigated in our schools and communities over the past year as we have navigated a global pandemic. We are hopeful that our theme can be a reminder to all of us to encourage kindness and compassion, despite the trials that we face, so that we may share the light of our faith.

Together, I am confident that we will make the school year one of growth and achievement for all children. Beginning a new school year reminds us that the future holds infinite possibilities. I look forward to a wonderful school year ahead!

Blessings,

Mrs. Eileen Schenk
St. Louis School Principal

1.01 Student Expectations

1. Be ready mentally and physically to learn.
2. Dress appropriately and in full uniform at all times.
3. Follow all school and classroom rules of good behavior.
4. Demonstrate behavior that is safe and non-threatening in school.
5. Demonstrate respect for people and property.
 - Every student, regardless of grade level, race, creed, or gender, has the right to a harassment-free environment.
 - Students will respect the rights of all other students and staff members.
 - Students should address everyone with respect.
6. Take responsibility for their own behavior and learning.
7. Use time and resources wisely.

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8. Share responsibilities when working as members of a group.
9. Meet the requirements of each class.
10. Monitor their own progress.
11. Share ideas and concerns with their parents/guardians and school personnel.

1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

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The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course (<https://www.dor.training/home.aspx?pagename=volunteer-training>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

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2.00 SCHOOL ADMINISTRATION

2.01 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.

The late bell rings at 8:45.

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

2.02 SCHOOL FACULTY & STAFF

Principal	Mrs. Eileen Schenk
Adm. Asst/Registrar	Mrs. Laurie Aldred
Secretary	Mrs. Kimberly Russo
Nurse	Mrs. Bridget Schalabba
PK3	Mrs. Gina Louth
PK4	Mrs. Colleen Joseph & Mrs. Mary Grace Ramsdell
K5	Ms. Ariana Scarfone
K	Mrs. Amy Sanderson & Mrs. Shannon Gamache
1 st grade	Mrs. Colleen Spano & Ms. Emily Stokes
2 nd grade	Ms. Mary Beth Boyle & Mrs. Sharon Bednarczyk
Third grade	Mrs. Denise Hafner-Ytreberg & Mrs. Meg Schaubert
Fourth grade	Mrs. Maria Loss & Mrs. Lisa Lippa
Fifth grade	Mrs. Carrie Kirk & Mrs. Wendy Stansbury
AIS	Mrs. Donna Theophilus & Mrs. Elizabeth Walsh
Art	Mrs. Sue Jenkins
Library	Mrs. Susan Conlogue
Music	Mr. Tom McCartney
Phys. Ed.	Mr. Eric Pritchard
Technology/STEM	Mrs. Rachel Hutchins

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2.03 SCHOOL DRESS-CODE AND UNIFORMS


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.***

Standard Uniform		
	Boys	Girls
Uniform	<p><u>TOPS</u></p> <ul style="list-style-type: none"> ▪Plain white or navy knit polo shirt or turtleneck (long or short-sleeved) <p><u>SWEATERS/SWEATSHIRTS</u></p> <ul style="list-style-type: none"> ▪Navy sweatshirt with SLS logo ▪Navy fleece vest with SLS logo (Stitchworks only) ▪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. <p><u>BOTTOMS (NO cargo style)</u></p> <ul style="list-style-type: none"> ▪Navy chino uniform pants with zipper ▪Navy chino uniform walking shorts (September, October, May, June) 	<p><u>TOPS</u></p> <ul style="list-style-type: none"> ▪Plain white or navy knit polo shirt or turtleneck (long or short-sleeved) ▪Plain white blouse, Peter-Pan collar – unadorned <p><u>SWEATERS/SWEATSHIRTS</u></p> <ul style="list-style-type: none"> ▪Navy sweatshirt with SLS logo ▪Navy fleece vest with SLS logo (Stitchworks only) ▪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. <p><u>BOTTOMS (NO cargo style)</u></p> <ul style="list-style-type: none"> ▪Navy chino uniform pants with zipper Navy chino uniform walking shorts (September, October, May, June)

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Grades 4-5 only		St. Louis plaid skirt or jumper (Stitchworks only)
Grades K-3 only		St. Louis School plaid jumper (Stitchworks only)
Accessories	<ul style="list-style-type: none"> ▪Navy, black, brown belt ▪White or navy ankle socks (must go above ankles – no shorter than picture) No logos should be showing. 	<ul style="list-style-type: none"> ▪Navy, black, brown, St. Louis plaid belt ▪Navy, white or St. Louis plaid headband ▪White or navy ankle socks (must go above ankles- – no shorter than picture), knee socks or tights (no leggings) No logos should be showing.
Footwear	<p>For safety reasons, sneakers are the only approved footwear at SLS. ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) Minimal accent colors are allowed.</p>	<p>For safety reasons, sneakers are the only approved footwear at SLS. ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) Minimal accent colors are allowed.</p>

K5-5 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 Land’s 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, SLAMJAM logo, SLS Strong logo or Be the Light logo.
- If wearing a SLS sweatshirt on PE days, students may wear a navy blue SLS embroidered logo sweatshirt or the navy-blue hoodie with one of the logos above.

Bottoms:

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- 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 Land’s End) *If a student chooses to wear shorts for P.E., during the months of November through April, uniform sweatpants must be worn over shorts to and from school and during all non-P.E. periods.*

Approved Uniform Suppliers	
Stitchworks Uniform & Sportswear 297 Culver Parkway Rochester, NY 14609 Office: 585-654-7522 sales@stitchwork.com Hours: Mon - Fri: 9AM - 5PM Saturday: 10AM – 2PM	Lands’ End www.landsend.com Preferred School Number: 900041518

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 beads. No mohawks.
- No design may be shaved into the head.
- No “extreme” or faddish hair styles as determined by Administration.
- **For Boys:** Hair must not extend beyond the uniform collar or below the eyebrows

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, Apple 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, and shoulders must be covered. Midriff tops, halter tops, and racerback tops are NEVER acceptable. T-shirts are recommended.
- Sneakers are the only acceptable form of footwear for both uniform and non-uniform days.

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Spirit Wear Days

First Friday of 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, Diamond Jubilee or SLAMJAM, SLS Strong or Be the Light. Acceptable bottoms include SLS pajama pants (no other pajama pants) or uniform bottoms (navy chinos/shorts, SLS PE uniform sweatpants/shorts.)

Assembly Days

Once a month, our school will gather together for an Assembly Day to focus on our spirituality and unity. On Assembly Days, students will wear their classroom color shirts (each grade has its own color,) donated by our School Activities Committee at the beginning of the school year.

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.

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

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.

2.05 DIGNITY FOR ALL STUDENTS ACT

St. Louis School adheres to the New York State's Dignity for All Students Act (“The Dignity Act”) which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest

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research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents/Guardians must notify the Main Office at 585-586-5200 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member of close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds. **Please note that St. Louis School offers a K5 program for students whose birthdays fall between August 1 and December 1. The program focuses on supporting children not quite ready for Kindergarten allowing them an extra year to mature socially, emotionally and academically. This is an optional program that is followed by a full day Kindergarten program.**

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exemptions may be granted for medical reasons however, religious exceptions are no longer allowed per NYS law.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator),

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teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at St. Louis School without regard to any legally protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Principal Mrs. Eileen Schenk, the Title IX Coordinator, at St. Louis School, 585-586-5200 to report your concerns. All concerns reported will be promptly and thoroughly investigated/reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org).

4.01 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.

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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.

4.02 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.**

4.03 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.

4.04 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.

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- All information must be received by the Principal no later than the Friday of the first week in May.
- **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

4.05 Discipline Policy

****Our Discipline Policy is subject to change as our staff is being trained on Restorative Practices. All updates will be communicated with students and parents****

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 recess, 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. 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:

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- 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 **recess, 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.***

4.06 ARRIVAL/DISMISSAL

Arrival

- Our families are entitled to bus service within 15 miles from their school district of location. The buses begin to arrive at SLS at 8:30am. The buses are greeted by our PE teacher at the Rand Street driveway
- Families who drive their children to school enter the courtyard from Main Street and circle into the courtyard behind the Manse. School staff will be there to help your children from their cars, Parents should not exit their cars.
- If your child walks or rides their bicycle to school, please notify the office for arrival instructions.

Dismissal

- The siblings of Kindergartener pick-up students are released to the Kindergarten pick-up area behind the Parish Meeting Hall. Parents enter from Main Street between the church and rectory at 3:00pm to pick up their kindergartener and siblings.
- Walkers and bicycle riders are released to the "picnic area" outside grade 5 at 3:00pm
- Buses enter the courtyard and board their students between 3:00 pm & 3:10 pm
- After the buses have departed from the courtyard, cars are admitted from the

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Rand Street driveway to the courtyard to circle past each grade's door to pick up their children.

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.

Should the need arise for your child 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.

- 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 inside the 5th grade picnic area.
- **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. ***DO NOT CALL the office back if you missed the call – listen to the message*****

4.07 **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.

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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.

4.08 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.

4.09 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.**

4.10 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.

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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 30 minutes scheduled for outdoor recess; aides will blow a whistle after 25 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.

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- 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.**

4.11 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

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).

WHEC Channel 10 has an electronic Instant Alert System that you may access if you

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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.

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.

4.12 **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.

5.00 **STUDENT HEALTH AND SAFETY**

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

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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

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

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5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate

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disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

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6.00 FINANCIAL

6.01 TUITION



2021-2022 TUITION, RATES, AND FEES

REGISTRATION FEES

PRESCHOOL – GRADE 5	EXTENDED CARE
\$150.00 per family	\$50.00 per family

- All fees are non-refundable.
- The extended care fee is in addition to the preschool – grade 5 fee.

K5 – GRADE 5 TUITION

K5	PARISH-SPONSORED		NON-PARISH-SPONSORED	
	FIRST CHILD	\$ 6,250	FIRST CHILD	\$ 7,550
\$6,900	SECOND CHILD	\$ 4,950	SECOND CHILD	\$ 5,900
Flat Rate	THIRD CHILD	\$ 4,075	THIRD CHILD	\$ 4,550
	FOURTH CHILD	\$ 3,475	FOURTH CHILD	\$ 3,800
	EACH ADDITIONAL CHILD	\$ 2,900	EACH ADDITIONAL CHILD	\$ 3,200

- For the parish-sponsored rate, you must have a current Commitment Form on file with the school office, the form is included with the registration packet and available on our Website.
- The Financial Aid Application for students in K5 – Grade 5 is due to FACTS by **May 1**.

PRESCHOOL TUITION

HALF DAY, MORNING		HALF DAY, AFTERNOON		FULL DAY	
2 DAYS PK 3 ONLY	\$ 2,625	2 DAYS PK 3 ONLY	\$ 2,625	2 DAYS PK 3 ONLY	\$ 4,975
3 DAYS	\$ 3,125	3 DAYS	\$ 3,125	3 DAYS	\$ 5,975
4 DAYS	\$ 4,050	4 DAYS	\$ 4,050	4 DAYS	\$ 7,500
5 DAYS	\$ 4,875	5 DAYS	\$ 4,875	5 DAYS	\$ 8,875

- Financial aid is not available for preschool students.

EXTENDED CARE RATES

MORNING SESSION 7:30-8:30 am		AFTERNOON SESSION 3:00-5:30 pm		MORNING AND AFTERNOON SESSIONS		OCCASSIONAL PASSES
1 DAY	\$ 352.00	1 DAY	\$ 880.00	1 DAY	\$ 1,232.00	MORNING ONLY: \$10.00 PER DAY AFTERNOON ONLY: \$25.00 PER DAY
2 DAYS	\$ 704.00	2 DAYS	\$ 1,760.00	2 DAYS	\$ 2,464.00	
3 DAYS	\$ 1,056.00	3 DAYS	\$ 2,640.00	3 DAYS	\$ 3,696.00	
4 DAYS	\$ 1,408.00	4 DAYS	\$ 3,520.00	4 DAYS	\$ 4,928.00	
5 DAYS	\$ 1,760.00	5 DAYS	\$ 4,400.00	5 DAYS	\$ 6,160.00	

- Extended care must be purchased as a yearly package and is in addition to tuition amounts.
- There are no refunds for any unused extended care days.
- **Check your Flexible Spending for Dependent Care reimbursement!**
- Occasional passes, can be purchased through the school office

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6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither St. Louis School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, **not St. Louis School** or the school principal.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

St. Louis School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of St. Louis School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the St. Louis School. Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of St. Louis School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.

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Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by St. Louis School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by St. Louis School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy **Rules and Responsibilities:**

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While St. Louis's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. St. Louis School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Louis School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

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4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another;
 - Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school, including cell phone, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

Electronics/Cell Phones

No electronic devices are allowed on school premises. This includes I-Pods, DSi, I-Pads /tablets, Fit Bits, Apple Watches, or any type of electronic device. If they are found they will be sent to the Principal's office, and a parent will be called 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.

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

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Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	
Athletics/CYO	Coach	Athletic Director & Principal	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Business Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher & Principal	K-8 th : District of School Location; Pre-K: District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	Business Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. LOUIS SCHOOL – STUDENT/PARENT HANDBOOK

8.02 MEDIA RELEASE STATEMENT

St. Louis School subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign a Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).

Adults:

St. Louis School does not require a signed release form to publish images of adults.



Handbook Receipt 2021-2022

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 _____