



**PARENT/STUDENT
HANDBOOK
2016-2017**

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

St. Louis School Parent Teacher Handbook Index

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SCHOOL HOURS

Grades K – 5:

8:45 am – 3:00 pm

Students arriving after the 8:45 am bell are considered late. 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.

Extended Care Hours

7:30am - 8:30 am Before Care

3:00pm – 5:30 pm After Care

STUDENT EXPECTATIONS AND RESPONSIBILITIES

St. Louis students have the right to a full and complete education along with spiritual development. In order to ensure this right for themselves and others they have certain 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.

CURRICULUM

We receive the course of study for each subject area from the Diocese of Rochester. These courses of study are all based on New York State Standards. These standards emphasize analytical skills, literature (both fiction and non-fiction) and mathematical word problems. Curriculum areas include Religion, English Language Arts, Math, Science, Social Studies, Technology, Music, Art, Physical Education and Health Education.

Because St. Louis is a Catholic school, a special dimension enhances the academic curriculum. The child is seen as a person whose integrity rests upon the fulfillment of his or her potential as a child of God. Great care is taken to provide growth in Christian beliefs, values and attitudes throughout the school curriculum on a daily basis.

St. Louis School teachers continually work on designing their units of study to reflect the New York State Standards. The staff at St. Louis School continually revitalizes our curriculum to meet the needs of today's students.

Drug Education

The DARE (Drug Abuse Resistant Education) Program is presented in the fifth grade. It is a semester long program conducted by the Monroe County Sheriff's Department focused on living a substance free lifestyle. The program is age-specific with an emphasis on self-esteem, respect for others and knowledge of the causes and consequences of drug use and abuse.

Enrichment

St. Louis School offers its students a wide selection of after-school enrichment programs that provide an opportunity to explore new interests, and develop and enhance skills. From academic clubs to sport clinics, our programs enrich the mind, inspire artistic creativity, and energize the body. Available to all grades, starting with kindergarten, our enrichment classes typically last six to eight weeks and are rotated every semester with new offerings.

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.) The amount of time spent on homework should be as follows:
 - Grades 1, 2: Nightly, 20 minutes.
 - Grades 3, 4: Nightly, 30-45 minutes.
 - Grade 5: Nightly, not to regularly exceed 1 hour and 15 minutes.
- 2.) Homework will not be assigned over school vacations.
- 3.) 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.
- 4.) Class homework policies are handed out at the Parent Information Night in September.

Human Development and Growth

The committee on Sex Education in the Diocese has prepared this 5th grade curriculum. The curriculum recognizes parents as the primary educators in conveying these values. There is a gradual development of the fundamental concepts of growth, family, and human sexuality, stressing both the beauty and responsibility God has attached to these natural powers. Wherever possible, the understandings are developed within the child's daily experiences and regular curriculum. In this way, the student views the knowledge and values gained as an integral part of life, rather than a segmented academic subject.

Music

St. Louis School has a complete music program which follows the NYSED curriculum guidelines. We have several performing groups available to our students within our enrichment program. In addition, music instrumental lessons are offered to students in grades 4 & 5 who agree to participate in the St. Louis School Band and/or Orchestra programs. These lessons rotate through the school day so that students will miss the same class only once every 8 - 12 weeks. Lessons will be offered in brass, woodwind, string and percussion on a weekly basis. Children are responsible for bringing their instrument and music from home on the appropriate day. Daily home practice is essential for success on a beginning instrument and is expected from each student. Students who take advantage of these music lessons are agreeing to participate in full orchestra. This requires parents arranging transportation for their child to school early each Friday morning. This participation will begin when the individual child reaches the appropriate skill level, as determined by the music teacher. Instruments are not provided by the school. Rental information from several local companies will be made available.

Olweus Program

The faculty and staff of St. Louis School are committed to making our school a safe, nurturing, and inclusive environment for all who walk through our doors. Under the guidelines of the Diocese of Rochester, our school follows the *Olweus Bullying Prevention Program*, which is based on over 35 years of research, dedicated to effecting positive change in schools by utilizing four essential social environments: community, school, classroom, and individual. The *Olweus Bullying Prevention Program* focuses on training school leaders and school teachers on the latest research regarding bullying.

Religion Program

The Religion program has four focal areas: Instruction, Celebration, Meditation, and Witness that complement daily instruction. Our students are taught to live their lives in Christ.

Sacramental Preparation

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

Testing of the New York State Learning Standards

St. Louis School is mandated by New York State and the Diocese of Rochester to follow New York State testing guidelines. Information and test dates are noted on teacher websites and the school main page. These tests are necessary for us to assess where we are lacking and where we are succeeding in our efforts to educate your children to the fullest of their ability.

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” each morning. 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 ▪Navy sweater with SLS logo. (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 ▪Navy chino uniform 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 ▪Navy sweater with SLS logo. (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 ▪Navy chino uniform shorts (September, October, May, June)
<i>Grades 4-5 only</i>		St. Louis plaid skirt (Stitchworks only)
<i>Grades K-3 only</i>		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) 	<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) , knee socks or tights (no leggings)
Footwear	<p><i>For safety reasons, sneakers are the only approved footwear at SLS.</i></p> <ul style="list-style-type: none"> ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) Minimal accent colors are allowed. 	<p><i>For safety reasons, sneakers are the only approved footwear at SLS.</i></p> <ul style="list-style-type: none"> ▪Sneakers (including laces) must be black, gray, white or navy blue (no high tops) Minimal accent colors are allowed.

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 or Diamond Jubilee logo.

Bottoms:

- Navy St. Louis gym shorts **with logo, must be an appropriate length.** The shorts, including the side slit, must follow the “fingertip rule” where they may be no shorter than the longest fingertip (middle finger) with the arms fully extended at the side. (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.*

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 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)
- A watch is permitted (no smart watches.)
- No fingernail 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, including the side slit, must follow the “fingertip rule” where they may be no shorter than the longest fingertip (middle finger) with the arms fully extended at the side.)
- No spaghetti-strap tops or dresses (strap must follow the “two finger width rule”), midriff tops or halter tops are NEVER acceptable.
- Shoes must be closed toe and have a strap on the back of them. Flip-flops are not allowed. If you have Physical Education on an “out of uniform” day, you must wear sneakers to class, but you do not have to change into physical education clothes.

EXTENDED CARE

For an additional fee, SLS extended child care is offered Monday through Friday, while school is in session, to students enrolled in Pre-K through Grade 5. Registration is offered on a first-come, first-served basis; the following options are available:

- **Morning Session**
Starting at 7:30 a.m. and ending at 8:30 a.m., this before-school program offers children a variety of supervised activities such as arts and crafts, story time, games, and more.
- **Afternoon Session** (*maximum 25 students per day*)
The After-school program is available from 3:00 p.m. to 5:30 p.m. There are a variety of supervised indoor and outdoor play activities. Best of all, children are encouraged to complete their homework before playtime so you have more quality time with them after dinner.
- **Combined Sessions** (*availability depends on afternoon session maximum.*)
Students have the opportunity to enjoy all of the great activities of our morning and afternoon sessions combined in one affordable package.
- **Individual Passes**
Parents may purchase passes on an as-needed-basis with rates of \$10 per student per day for Before Care and \$25 per student per day for After Care **Families who are interested in individual passes must first contact the St. Louis School office to check the availability of openings in this program. Extended care registration forms may be found at slspittsford.org.**

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. If a 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.

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, 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.

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. This discipline policy is intended to encourage a Christian community where students and staff respect the uniqueness of each person and enable students to grow in the light of God.

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. Certain disciplinary situations will occur outside the classroom teacher's immediate responsibility, e.g., lunch, and recess. When this happens, the Principal will work with the teacher or with the staff member or volunteer who is involved with the disciplinary matter.
3. Positive 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 such as lunch and recess in principal's office, etc. that will be imposed at the discretion of the Principal.

Third Offense: Conference with student/teacher/principal/parent and appropriate consequence such as loss of privilege, assignment of special task, removal from position of responsibility, etc. that will be imposed at the discretion of the Principal

Fourth Offense: In or out of school suspension

Fifth Offense: Expulsion

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 oral threatening of another student or staff member. 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

K-5 Students will be dismissed at 3:00 pm to their busses and to the designated pick-up area. (Preschool students **may not** be dismissed with K-5 pickups. Afternoon /Full Day PK dismisses promptly at 2:45pm from the PK rooms)

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.*
- *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.*

- **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, or any type of electronic games. 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.

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 bring their lunches from home.

Our optional Hot Lunch Program is available thanks to the generosity of parents who give their time to make this happen. 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.

Medication Policy

It is New York State policy that all medications, including non-prescription drugs given in school, be prescribed by a licensed physician and written on a doctor's prescription or doctor's stationery with the doctor's signature.

The following information must be included on all medications coming into school:

- Student's name and date
- Name of medication
- Dosage/route of administration
- Frequency and time
- Diagnosis
- Written permission from the parent

No child may have medication on their person, in their backpack, or in their desk. This includes cough drops and hard candy (they are choking hazards). If your child needs to have cough drops, please send a note and the cough drops to the Nurse's office. The Nurse will administer them to your child.

Transporting Medication

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). New medication orders and medication changes require a doctor's order and written parental permission. This applies to over-the-counter medication, as well as prescription medication. Medication must be in properly labeled prescription bottles from the pharmacy.

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

Illness

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. School personnel will only render first aid treatment.

Immunizations

NYSED Law & the Diocese of Rochester require that a health appraisal with up-to-date immunizations be furnished for **all entering new students, PreK 3 and PreK 4, Kindergarten, 2nd and 4th graders.** "A child may NOT enter school until all immunization requirements have been met". An up-to-date immunization form must be on file in the Nurse's Office. Check the Nurse's website for requirements.

Injuries

If emergency medical treatment is necessary, the parents will be contacted. If we are unable to reach a parent, the child will be taken to the emergency room by ambulance with a member of the faculty in attendance. The **Student Emergency Information Form** with the current telephone number where parents can be reached, as well as the name and telephone number of the student's family doctor, must be on file for each of your children. If this information changes at any point in the year, notify the office immediately. **The importance of an up-to-date Emergency Information Form is EXTREMELY IMPORTANT!**

Please call the Nurse's Office if your child will be coming to school with stitches, a splint, a cast, crutches, etc. **NOTE:** A written note from a parent or approval from the Nurse allows a student to sit out of P.E. class one time. Beyond that, a written note from the child's physician must be faxed or brought to school. It must describe the injury and directive regarding P.E. class. Any injury requiring a P.E. exemption automatically means that the injured student does not take part in outdoor recess for the duration of the P.E. exemption. This is a preventive measure, so that no additional injury could occur to your child while he/she is impaired. During recess time, your child may read outside if he/she chooses to.

Lice (pediculosis capitis) is common in school aged children. It is important that the school, Nurse and family work together to control head lice in school. St. Louis School follows the Pittsford Central School District's guidelines to prevent the spread of pediculosis capitis (head lice). To prevent the spread we will exclude students from school until the treatment outlined below occurs, and until live lice are no longer present. St Louis School will work in partnership with parents to eliminate lice and support families with treatment plans.

Procedures for Lice:

Parent Responsibilities:

1. Inform the school nurse if they suspect or have treated their child for head lice.
2. Pick up their child from school, if they have active head lice.
3. Treat their child with a FDA approved product for lice prior to returning to school and continue to remove nits.
4. Bring their child to the school nurse for assessment before school re-entry. They must continue to be excluded until no live louses are detected.
5. Work with the school nurse to implement environment control measures, offset re-infestation, and facilitate nit removal.

School Nurse Responsibilities:

1. Examine any student suspected of having head lice.
2. Notify Principal of confirmed cases.
3. Screen the effected student's classroom and their siblings.
4. Notify parents to pick up child if active head lice appear. Educate parent as to the treatment, nit removal, environmental controls and re-check student before re-entry to school.
5. Send letter home to the student's grade, post the grade level affected on the health page website along with the Head Lice Information Sheet.

6. Notify classroom teacher and housekeeping to institute precautions ie.(bagging classroom, separating desks, bagging dress-up clothes and stuffed animals for two weeks).
7. Educate students regarding head lice.
8. Maintain confidentiality.

Principal's Responsibilities:

1. Support school nurse with the above noted policies and procedures.
2. Communicate immediately with any non-compliant parents.

Physical Examination

New York State Education Law requires that a health appraisal shall be furnished for new students, Pre K 3 and Pre K 4, Kindergarteners and for students entering grades 2 and 4. Diocesan policy requires **all** students who are entering SLS to be properly immunized. **Students who do not have an updated immunization schedule on file by the first day of school will not be permitted admittance to St. Louis School.**

Forms for physicals are available in the Main Office, in the Nurse's Office, and on the school website (<http://slspittsford.com>). Whenever your child has a physical, make a copy of the completed form for your files.

Screenings

Scoliosis Annual routine scoliosis (curvature of the spine) is performed by our school nurse. Screening takes place at the end of the winter. During P.E. class for grades 5 and 6, the Nurse will examine a small number of students at a time in her office.

Vision, Hearing, Height and Weight screenings are performed yearly for students in grades Kindergarten, 1, 2, 3 and 5.

Parents will be notified if there are any concerns about the screening results.

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.**

It is the St. Louis School policy not to call students out of class unless it is an emergency situation.

Calling a student out of instructional time is extremely disruptive to the student, the teacher and the rest of the class. Lost or forgotten items of students, such as homework, lunch/snacks, or outerwear should be left on the front table in the school lobby. Parents are always welcome to call and leave a message in the teacher's voice mailbox, send an email or a note, or you are welcome to set up a meeting with her/him. **It is essential that the office knows about any and all visitors in the building, especially in the event of an emergency or drill.**

Parent Information Night (Kindergarten – Grade 5)

This evening event is for parents/guardians only and will be held in September. It is an opportunity for parents to learn about the expectations of their child's teacher, and grade level curriculum and policies/procedures. Parents will be invited to sign up for classroom parties, lunch/recess monitoring, as well as Parent/Teacher Conferences held in November. It is suggested that you bring your calendar to avoid scheduling conflicts.

The evening will begin in the gymnasium with a brief welcome by the Principal and the SAC (School Activities Committee) President. There will be tables set up by SAC so parents may sign-up to volunteer for a variety of school programs and clubs.

The evening is arranged for parents' convenience, especially those with more than one child. After the Principal's presentation, parents will proceed to their child's classroom. Teachers will be giving two sessions each. Parents will be notified over the loudspeaker at the conclusion of the first session. This will enable parents to proceed to their other child's classroom (if applicable).

Parking at St. Louis School

Please abide by the parking signs in the vicinity of St. Louis School. **No parking, stopping, or standing is allowed on Rand Place from 7 am – 9 am on school days.** . Special care must be taken when parking in front of the Manse Building. **The two lanes closest to the Manse building are Fire Lanes.** According to the Pittsford Fire Marshall, "It is a violation of State law and Village Code to park in a fire lane, even for a minute. The fine is \$50.00. It is a violation of State law and Village Code to leave a vehicle running and unattended. The fine is \$25.00." If anyone receives a ticket from the Village of Pittsford, he/she is responsible for that fine.

Pets on Campus

All pets are prohibited from being on the St. Louis School campus and are never allowed inside any buildings or any outdoor areas of our campus, including all parking areas, courtyard, and playground.

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.**

Registration

Current Family Registration (Re-registration)

- Detailed information about re-registration will be sent to all St. Louis School families in early January. *Please complete and return the registration packet during the allotted two week time frame. If you intend to re-register your child/children at St. Louis School, submitting your re-registration before Open Registration begins is imperative. Failure to re-register during the in-house registration period will result in the loss of guaranteed placement at St. Louis School.*
- In order to re-register your family, your account must be current.
- Siblings coming to St. Louis School for the first time will have preference over new students who are registering and should be listed on your registration form to ensure their space.
- A non-refundable registration fee is required from each family who re-registers.
- Parents of students who are *not* returning to St. Louis School, including fifth graders, are asked to indicate on the registration form the school the child will be attending and return it to the Main Office. No fee is required. This information is needed for Diocesan and NYS reports.

Open Registration

- Open registration (registration for families who are not currently registered at St. Louis School) will begin during Catholic Schools Awareness Week. Open registration will correspond with an Open House where prospective families are encouraged to visit our school and take a tour of our facilities.

Scheduling a Visit to St. Louis School

Anyone wishing to visit SLS must first schedule an appointment. All visitors are required to sign in at the front office and wear a visitor name badge indicating that they have been checked in by the office staff.

At times, alumni of SLS are interested in coming back to our school for a visit. We ask that in these cases, visitors have their visits pre-approved by the Principal and the teacher(s) being visited, as not to disrupt classroom instruction. These visits may last no longer than one hour and at no time may a visitor be on our campus without being accompanied by an employee of St. Louis School.

School Supplies

Your child's teacher will let you know what supplies are needed for your child. This list will be posted on each teacher's classroom page and on our school website slspittsford.org. This list will include school supplies and grocery items needed for the classroom.

Student Records

Official school records, files and data directly relating to a student at St. Louis School are confidential and may not be released or made available to persons other than parents. An appointment must be made with the Principal to review a student's records. The Principal will act as consultant and witness during the reviewing of records.

Record Release

If your FACTS account is not current by June 30, we may not forward your child's records or report card to you or your child's new school. Once your account is paid in full, we will forward all records.

An **Authorization for Release of Information** from the student's new school must be signed by a parent should you decide to withdraw from St. Louis School in order for us to send your child's records on. These forms are available from the school office of the student's new school.

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, they will have to take their own bus home. The office staff will not make calls for forgotten notes and a verbal approval by the parent is unacceptable.

Tutoring

Per Diocese of Rochester guidelines, employees of St. Louis School may not tutor students on St. Louis School property. St. Louis School faculty members have the option of tutoring a student at an off-site location if both parties agree on pursuing this option.

- **Vacation Policy**

The school does not authorize vacations while school is in session. If you do remove your children during this time, their absence is considered an illegal absence. 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.

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.

EVENTS

Throughout the school year, St. Louis School students have the opportunity to participate in many extracurricular events. Listed below are just a few of the many events that bring us closer together as a school community. Additional events that take place during the school year will be communicated to our families through our website, teacher pages, Newsletter, and SLS social media.

Field Trips

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips in advance, will be asked to sign field trip permission forms. The children are transported to and from field trips by bus.

Before a child can go on a field trip a written permission slip must be in the school office on the morning of the field trip. A phone call giving permission will *not* suffice.

Mass and Prayer Services

As with all our school liturgies, everyone is welcome to attend. You may sit with your child and his/her class. The students participate in liturgy in various ways. Refer to the main page of the web or the monthly calendar on the web for dates and times. If you have more than one child, you will need to alternate services. For purposes of SAFETY, children must be seated with their own class. **Please help us to remind your child of the solemnity of Mass. We teach our students that upon entering the church they should be quietly focusing on the presence of Jesus. *No food or drink of any kind is allowed in church.***

Open House

This is primarily for prospective families, but all are welcome. St. Louis School hosts several Open Houses during the school year. Check the website for details and times. Prospective families are given a student guided tour of the campus. They may observe any class while it is in session. The Principal and parent volunteers are available to answer questions that prospective families may have.

Roller Skating

Roller skating is always a treat for the children, as well as a good physical fitness activity. This activity supports the NYS Standards for Physical Education to establish and maintain physical fitness. It is held in the gym. Each class is assigned a specific time during the day to skate. CASE-trained parents are encouraged to help with the younger students, not only with their skating, but also with helping them to get their skates on and off. Students are expected to dress in appropriate pants. Skates are provided for each student. It is a non-uniform day!

- **Kindergarten students are required to wear a helmet while roller skating.**
- **PK students are not allowed to participate in roller skating for safety reasons.**

Scholastic Book Fair

This Library Fundraiser takes place in the fall. Children will have scheduled preview times during school hours, when they write down the items they would like their parents to purchase. Children are also allowed to come to school prepared to make their own purchases during their scheduled class time. Special events are planned for parents and grandparents during the fair.

Classroom, resource and specials' teachers have a "wish list" of their own, from which families may purchase to enhance their individual classroom libraries. 30% of book fair purchases are reinvested in our school library.

School Picnic

Combine a fun-filled event with new and returning families and the faculty to inaugurate the new school year! This annual picnic will be held several weeks after school starts. Volunteer and food order forms will be on the website under 'Back to School Information', along with a 'Dish to Pass' list. Our committee supplies the plates, condiments, rolls, silverware and napkins. This fun evening is brought to us by SAC.

School Pictures

Pictures are taken once a year in October. When they are taken, it is a non-uniform/special dress day on the day your child's picture is taken. The date will be noted in the School Newsletter and on the school website.

Each child will receive an order envelope ahead of time. Parents must choose a package, fill out the form, enclose a check in the envelope, and have each of their children return an envelope to their teacher on their picture day. Your packages will arrive before the Christmas holidays. A reorder form is enclosed with your picture package for your convenience. A makeup day will be scheduled in November for any child who is absent on photo day.

Seabreeze Family Day

1. This special day is an official school day. That is why **every student in K - 5** even those who are not going to go to Seabreeze, needs to report to school in the morning for attendance. After attendance, you may go to Seabreeze or home. **Preschool students are the only exception to this rule; preschool students will receive their tickets ahead of time and report directly to Seabreeze rather than reporting to school that day.**
2. Information and order forms are sent home in the School Newsletter Envelope with a specific deadline date. After that date, no lunch specials may be ordered, and the ticket price increases. The deadline is required by Seabreeze.
3. Regardless of whether a parent is going with the child, the permission form at the bottom of the order form must be signed.
4. With the exception of Preschool, tickets for your family will be distributed in the classroom of your oldest child on the day of the event.
5. **Parents are responsible for transporting their children to and from Seabreeze.** If a parent cannot accompany their child, it is their responsibility to find an adult who will be responsible for their child. You must inform the classroom teacher who that adult is before Seabreeze day.
6. Seabreeze is open until 5:00 pm, however, if your child is taking the bus home, he/she must leave the Park by 2:00 and return to school. The teacher must be notified before leaving for Seabreeze if your child will be taking the bus so that the transportation department can be notified.

COMMUNICATION

Teachers maintain contact with parents throughout the year. Parents are encouraged to contact the teacher first with any concerns or questions.

Contact Information

It is *very important*, for emergency and administrative reasons, that every family maintains **up-to-date information** in the Main Office. **Notify the school office immediately if you have a change of address, home, office or cell phone number during the school year.** The changes will be forwarded to your child's teacher and the nurse. In case of emergency, we need to be able to reach you at all times!

Parent Teacher Conferences

2016-2017 Conferences are scheduled in late November. Sign up for conferences happens on Parent Night. Conferences allow parents an opportunity to meet with their child's teacher individually to discuss their child's progress, report card and any concerns or questions. Each conference is scheduled for 20 minutes. If more time is needed, additional time may be scheduled at a later date. It is important that parents are prompt, as these conferences are scheduled back to back. Parents may request a teacher conference any other time by setting up an appointment with that teacher.

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 both a hardcopy of the school Newsletter and 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 a Facebook page with useful information and special events happening at our school. Our school Facebook page address is: <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.

Please refer to the school website – <http://www.slspittsford.org> - 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. This is your main source for school 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
	Lollypop Farm Collection	September	Lollypop Farm	1
	Saints Place Coat Drive	October	Saints Place	3
	Thanksgiving Food Collection	November	Villa of Hope	4
	Christmas Stocking	December	Villa of Hope	All Grades
	“Souper” Bowl Can Drive	January/ February	Pittsford Food Cupboard	2
	Sneakers for Haiti	February	Children of Haiti	All Grades
	Underwear Drive	March	Villa of Hope	K
	Bikes	April	“R” Community Bikes	PK
	Heart & Home	May	Local area charities	5
	Mission Day	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.

R COMMUNITY BIKES - R Community Bikes is an organization, staffed entirely by volunteers, that collects and repairs used bicycles for distribution, free of charge, to the Rochester, NY area’s most needy children and adults.

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.

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 area agencies in need.