

St. Louis Catholic School

2208 North 23rd Street

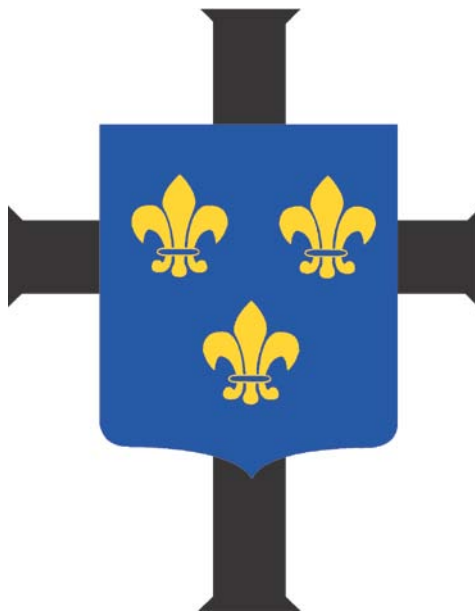
Waco, Texas 76708

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Newcomer Information

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ST.LOUIS SCHOOL

CHURCH-ST. LOUIS PARISH, AUSTIN DIOCESE

Most Reverend Joe S. Vasquez
Diocese of Austin
6225 E Hwy 290
Austin, Texas 78723-1025.....512-949-2415

St. Louis Church.....254-754-1221
2001 North 25th Street
Waco, TX 76708

Rev. John Guzaldo, Pastor.....254-754-1221
Rev. Justin Nguyen, Parochial Vicar.....254-754-1221

SCHOOL

Dr. Ned Vanders, School Superintendent.....512-949-2400
Diocesan Office of Education
6225 E Hwy 290
Austin, TX 78723-1025

St. Louis Catholic School.....254-754-2041
2208 North 23rd St.
Waco, TX 76708

Mr. Louis Gonzales, Jr., Principal.....lgonzales@stlouiswaco.org

Mr. Jerry Whipple, Assistant Principal.....jwhipple@stlouiswaco.org

Mrs. Peggy Herbert, Administrative Assistant.....stlouis@stlouiswaco.org

Mrs. Nancy Mauppin, Secretary.....nmauppin@stlouiswaco.org

Mrs. Antonia Duran, Religion Coordinator.....aduran@stlouiswaco.org

Mrs. Brandy Kramolis, Director of Development.....bkramolis@stlouiswaco.org

SCHOOL ORGANIZATION

1. The school is administered by a principal. He is responsible to the pastor.
2. The school is composed of three departments. The three departments - Primary, Intermediate, and Junior High - though separate, work together in forming a continuity and sequence in skills and methods.
3. Primary comprises PreK3&4, Kindergarten, grades 1, 2, and 3; Intermediate comprises grades 4, 5, and 6; Junior High comprises grades 7 and 8.

ACCREDITATION/CURRICULUM

St. Louis School is fully accredited by the Texas Catholic Conference Education Department and the Texas Educational Agency with an exemplary rating. The TCCED accreditation standards and principles are followed in their entirety. TCCED accreditation standards for a well-balanced curriculum are followed at St. Louis School.

ADMISSION POLICY

1. St. Louis School accepts all students regardless of race or nationality who score satisfactorily on the placement test. Students will be recommended for grade placement based on scores and maturity level.
2. Students entering Kindergarten should be five (5) years of age on or before September 1st. Students entering first grade should be six (6) years of age on or before September 1st. Students entering PreK3 should be three (3) years of age on or before September 1st. Students entering PreK4 should be four (4) years of age on or before September 1st.

SAFETY PRECAUTIONS

All volunteers for any school function **must** complete the **Ethics & Integrity Class and an application provided by the Diocese of Austin, which includes a criminal background check.**

All persons driving on school outings or providing any transportation for St. Louis School must provide proof of insurance and must be 25 years of age or older to drive. Transportation of students as part of official school activities must comply with seatbelt laws. All drivers **must** complete the **Ethics & Integrity Class and an application provided by the Diocese of Austin, which includes a criminal background check.**

Children not enrolled in St. Louis Catholic School may not attend any school function without the principal's approval.

Parents on campus for a meeting must keep their children under supervision.

No visitor on campus is permitted to proceed directly to a classroom for any reason, even if the teacher is expecting the visit. **All visitors must come to the school office to sign in and get a visitor's pass.**

SCHOOL HOURS

1. The school day begins at 8:00 a.m. and ends at 3:00 p.m., Monday - Friday.
2. Students are considered tardy if they arrive after 8:00 a.m.
3. Opening prayer and announcements are held at 8:00 a.m. Closing prayer and announcements are held at 2:55 p.m. Lunches are served from 11:00 until 1:15.
4. If a student needs to leave for an appointment during the school day, please come by the office to sign him/her out. If he/she returns to school later that day, please come by the office **again** to sign him/her back in. The student will need a pass to return to class. This procedure helps the school keep an accurate record at all times of which students are on campus.

STUDENT ARRIVAL/DISMISSAL

1. All students should be dropped off between 7:30 and 7:50 a.m.
2. PreK students arriving before 7:50 am should go directly to their classrooms. Students in grades K-8 arriving before 7:50 a.m. should go directly to the cafeteria. Two teachers will be on duty in the cafeteria at 7:30 a.m. Students should sit in the assigned seating area and study or work quietly.
3. All students arriving after 7:50 a.m. should go directly to their classroom.
4. Students arriving after 8:00 a.m. must go directly to the front office.
5. **On Friday mornings (Mass days), students may drop off their backpacks at school, but parents must drive students to church. No student is allowed to walk from school to church.**

Dismissal

1. All students should be picked up by 3:15 p.m.
PreK students should be picked up from their classrooms.
Kindergarten should be picked up in the cafeteria (Parents please wait quietly in the school lobby).
1st-8th grades should be picked up on the blacktop by the gym.
2. When picking up students at dismissal time, parents or drivers are requested to use only the designated parking spaces on the blacktop and **avoid** entering the building. Students should remain in the waiting area until they are called.
3. Any student who is still on campus at 3:15 p.m. is to be escorted by a teacher to the school office and sign in. The student will then wait in the school cafeteria until a parent comes to the cafeteria and signs out the student.
4. **All students must be picked up by 3:15 p.m.,** unless students make arrangements with teachers for tutoring or are staying due to detention. **Any student in a supervised after school activity that does not begin at or before 3:15 must be picked up by a parent and returned for the supervised activity at the scheduled starting time.**
5. **If, after two warnings, a student is still at school after 3:30 pm, a charge of \$1 per minute will be billed to the parent.**

MASS SCHEDULE

All teachers and students will celebrate Mass every Friday morning at 8:00 a.m., unless a change is otherwise announced. Each child is required to be on time and to attend Mass. Therefore, on Friday mornings, students should be taken directly to St. Louis Church. Parents and relatives are invited to worship with us whenever possible. In case of inclement weather, a notice will be posted on the church door and the children will go on to school as usual. The Mass uniform is required to be worn. Shirts with long sleeves should not be rolled up. Boys wearing ties should make sure the ties are the appropriate lengths. All students are required to wear dark dress shoes to Mass. PreK3 & 4 does not attend weekly Mass. Kindergarten will attend Mass during the second semester.

Attendance

Each student is expected to be present and on time for every school day unless he/she has a legitimate reason. According to TEA guidelines, the only reasons for an excused absence are as follows:

- Illness of the student
- Death in the family
- Doctor and dentist appointments
- Hazardous road conditions
- Extraordinary circumstances approved by the principal

All other reasons for absence are unexcused. Students are allowed ten absences per semester. **If a student exceeds ten absences in a semester, a parent conference will be required with the principal. If a student accumulates more than eighteen absences in one year, that student may be required to repeat that grade.**

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

The student is required to make up any missed work. The homework will be in the Copy Room for you to pick up after 2:00 P.M. on the day of the absence. Students have the same number of days to make up work, as they were absent; except in cases of suspension. Work during suspension is due the day the child returns to school.

Illness at school

If your child becomes ill or is injured at school, the procedures on your emergency card will be followed. For this reason, it is very important that you **notify the office if your address and/or telephone number at home or at work changes.**

Health

IMMUNIZATIONS

1. All students must have a current immunization record and any information indicating special medical problems on file at school. Texas State Law requires: "Students must have been immunized against five diseases: diphtheria, tetanus, poliomyelitis, measles and rubella."
2. Students who have not completed the required immunizations at the time of enrollment cannot register.

COMMUNICABLE DISEASES

1. A student with a contagious illness may not attend classes.
2. Any student who is suspected of having a contagious illness or a temperature of 100 degrees or higher will be sent home. That student may not return to school until they have remained fever free without fever reducing medication for 24 hours or more.
3. Upon returning to school, the parents may be asked to present written verification from a physician stating that the student is free of illness.

HEALTH SCREENINGS

During the school year, students are given vision and hearing screenings. If the screenings suggest additional testing is needed, parents will be notified. Sixth graders will be examined for Scoliosis.

Medication

Only medication, which is necessary for a child to remain in school, will be given during school hours. No medication will be given to any child without a signed permission form from the parent or legal guardian. All medicine must be in its original container and provided by the parent/guardian. The school will not provide medications for students.

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

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

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

Cafeteria

1. Hot lunches are served in the cafeteria. The complete lunch includes meat, two vegetables, bread, dessert and milk. Students who bring lunches may purchase milk in the cafeteria.
2. All cafeteria transactions will be managed by a computerized lunch system. One family account will be issued for all meals and milk breaks for all members of a family. Deposits into family accounts may be made at any time and for any amount. Information concerning cafeteria expenses is distributed at Back to School Day in August. All checks should be made payable to St. Louis Cafeteria.
3. St. Louis School participates in the USDA lunch program. Families who qualify can receive free lunches or reduced price lunches. Applications can be submitted at any time during the school year. Information may be obtained from the cafeteria manager. *To meet these regulations to remain in the program, parents/guardians may only bring their student(s) lunches.* They may not provide lunch for other students. St. Louis School students and cafeteria benefit from this program.
4. Statements will be sent home when a family account has a low balance. Report cards will be held in the office until all balances are paid.
5. Parents and siblings are welcome to join students for lunch. A parent may bring lunch to a student; however, 'fast foods' should be kept to a **minimum**, (special occasions such as birthdays). *Also any sweets to celebrate birthdays or any other special occasion may only be given to the students after the lunch hour is over and may not be brought to the cafeteria.*
6. **Students may not bring any form of carbonated drinks or any item in a glass container for lunch.** Students may not order food to be brought into the school without permission from the office.
7. **All students are expected to eat some form of lunch each day.** Students who are observed not eating during their lunch period will be reported to their parents.

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

Dress Code Policy

UNIFORMS

Students are required to be in full uniform on the first day of school and each day thereafter. Exceptions are made on spirit days and early dismissal days when spirit shirts may be worn. There may be a few “dress up” days during the school year where students may wear their “Sunday best” clothing such as for Spring pictures.

All articles of uniform clothing should be purchased from Worldwide Supply with the exception of shorts and pants which may also be purchased from Academy (Austin Clothing Brand) and Dillard’s school uniform brand. The principal should approve any exceptions. A current list is available at the school office.

Newcomers and late arrivals will have additional time to purchase and receive their uniforms.

Jackets or winter coats that are worn to school must be removed after entering the school building. **Only St. Louis sweatshirts, fleece jackets and the navy cardigan sweaters sold by Ouala-T Imprints may be worn during class.**

Shirts need to be tucked in. Boys may wear a clean (no logos) white undershirt under their uniform shirt as long as it is tucked in. Boys in grades 1-8 need to wear the uniform belt.

No sandals may be worn. All shoes should be worn with solid white socks and kept neat. Socks with logos are NOT acceptable. Socks must extend past the top of the shoe. Girls may wear white or navy tights. **All students are required to wear mostly black or white tennis shoes with daily uniform. Dark dress shoes must be worn by all students on Mass days.**

Girls’ skirt and short lengths may be altered but shall not be more than two (2) inches above the kneecap when kneeling. Girls in grades K-3 must wear shorts under jumpers.

The student’s name should be clearly marked inside each article of uniform clothing. It is impossible to identify ownership unless uniforms are labeled.

Students in grades K-6 that are not in full uniform will be required to call his/her parents to bring him/her the proper clothes. Students in grades 7-8 will be on a demerit system. For each offense, a student will receive 1 demerit. After 3 demerits, the student will receive a detention. Repeated offenses may result in more serious disciplinary action.

Mass uniforms should be clean and neatly pressed.

PERSONAL APPEARANCE

Personal cleanliness is a must for all students.

Hair-Students must keep hair well groomed. Boys must keep hair off the face and above the ears and eyebrows. A hairstyle or dyed hair that is distracting in the classroom is not permitted. Boys’ hair may be no longer than the top of the shirt collar. No facial hair is allowed. Sideburns can be no longer than the middle of the ear.

Makeup-Makeup of any kind is not permitted in grades K-6. Girls in grades 7 & 8 may wear minimal amounts of makeup.

Earrings-Boys are not allowed to wear earrings. Girls’ earrings are limited to one earring per ear lobe. Only one bracelet per arm may be worn at a time. Only religious necklaces may be worn. Ankle bracelets are not allowed.

No other accessories, body piercings, temporary or permanent tattoos, or other distracting items may be worn.

REQUIRED UNIFORM DAYS

The required uniform must be worn every Friday and on special Mass days. These articles of uniform clothing may also be worn on any other school day. All outerwear will have St. Louis School logo.

UNIFORM COMPANY: WORLDWIDE (Get Noticed) 209 BOSQUE BLVD 745-2555

BOYS (PREK 3 & 4)

Green tshirts with school logo with Khaki Pants or shorts

BOYS (K-3)

REQUIRED

Plaid Shirt

Khaki Pants

**Brown Braided Belt*

**PreK and Kindergarten boys do not have to wear belts.*

**Boys in K-3 may wear uniform shorts instead of pants on required uniform days from August - October 1st and all of May.*

AVAILABLE OPTIONS

Dark Green Knit Shirt-L/S or S/S

Khaki Shorts

St. Louis Sweatshirt or Blue Fleece Jacket

BOYS (4-6)

REQUIRED

White Oxford Shirt

Uniform Tie

Khaki Pants

Brown Braided Belt

Dark Dress Shoes

AVAILABLE OPTIONS

Navy Knit Shirt-L/S or S/S

Khaki Shorts

St. Louis Sweatshirt or Blue Fleece Jacket

BOYS (7-8)

REQUIRED

White Oxford Shirt

Uniform Striped Tie

Khaki Pants

Brown Braided Belt

Dark Dress Shoes

AVAILABLE OPTIONS

Royal Blue Polo-L/S or S/S

Khaki Shorts

St. Louis Sweatshirt or Blue Fleece Jacket

GIRLS (PREK 3&4)

Green tshirts with school logo with Khaki shorts or pants

GIRLS (K-3)

REQUIRED

White Peter Pan Collar Shirt

Plaid Jumper

AVAILABLE OPTIONS

Dark Green Knit Shirt- L/S or S/S

Khaki Shorts, Skort or Pants

St. Louis Sweatshirt or Blue Fleece Jacket

GIRLS (4-6)

REQUIRED

White Oxford Shirt

Plaid Skort

Navy Sweater Vest

Dark Dress Shoes

AVAILABLE OPTIONS

Navy Knit Shirt-L/S or S/S

Khaki Shorts, Skort or Pants

St. Louis Sweatshirt or Blue Fleece Jacket

GIRLS (7-8)

REQUIRED

White Oxford Shirt

Khaki Box Skirt

Navy Sweater Vest

Dark Dress Shoes

AVAILABLE OPTIONS

Royal Blue Polo-L/S or S/S

Khaki Shorts, Skort or Pants

St. Louis Sweatshirt or Blue Fleece Jacket

Fundraisers (check current year school calendar for exact dates)

The St. Louis Parents Association (SLPA) sponsors the following fundraisers:

Fall Fundraiser: During the first week of school a packet will be sent home with detail information about our fall fundraiser.

Sweet Shop: On the third Friday of each month, a pre-designated grade is responsible for bringing sweets (cupcakes, cookies, etc...) to be sold at lunch time. Parents will be asked to help organize and sell the sweets.

Book Fair: Our book fair is held for one week in our library during the spring. Our school keeps a portion of all sales, which goes into our library fund.

St. Louis Gala: This is our major fundraiser for the school year. It is an evening of fun for parents and supporters of St. Louis School. Each grade creates an auction item, and other items are donated. Audible and silent auctions are held during the evening.

The money that is raised by these fundraisers goes a long way in helping to keep tuition and operation costs down and supports the activities our children benefit from and enjoy throughout the school year. To make our fundraisers successful it is important to have the full cooperation and participation of all parents. St. Louis Catholic School parents are second to none, as they continually support our school by volunteering and supporting these fundraisers!

Other Notable Events

- **Pep Rallies** are held on Thursdays before the Junior High football games. Students may wear their spirit t-shirts on these days.
- **Dads'n'Donuts and Moms'n'Muffins** are two events that are each held twice a year. They start at 7:15a.m. and end with the 7:50a.m. bell. Coffee, milk and juice will be served.
- **North Pole Express:** An opportunity for students to purchase small Christmas gifts for their family and friends.
- **Catholic Schools Week** is an opportunity to promote Catholic education. The last week of January is usually set aside for this.
- **Field Day** is held at the end of the school year. It is a day of outside fun for the students.
- **Intramural sports** are available to 4th 5th and 6th grade students. At this time the following sports are offered; volleyball, basketball and flag football.
- **Junior High Athletics** is available to 7th and 8th grade students. At this time the following sports are offered; volleyball, basketball, track, soccer and football.
- **8th Grade** is a very important year for the students here at St. Louis. 8th Graders sponsor a basketball tournament for 4th, 5th & 6th graders in the Waco area. The money raised from the tournament helps cover the cost of their class trip, ropes course, graduation activities and gift to the school.
- **ITBS Tests** are a series of standardized tests taken by all students in grades K-8. These tests are usually taken sometime during the second semester.
- **St. Louis Parish Festival** is a family event sponsored by St. Louis Church. There are many activities at the festival, games for children, silent auction, raffle items, bingo and lunch is also served. This is usually held in the spring.