

2017-2018 School Year - TABLE OF CONTENTS

SCHOOL HISTORY & POLICIES

GENERAL INFORMATION

Philosophy
General Organization
School Organization
Family Privacy Act
Accreditation/Curriculum
Admissions Policy
Parent Requests
Appointments
School Hours
Health
Medication
Telephone
Inclement Weather
Fire Drills

FINANCES

Tuition
Refund
Other Fees
Uniform List

EXPECTATIONS AND RESPONSIBILITIES

Parent Responsibilities
Arrival/Dismissal
Cafeteria
Student Responsibilities
Dress Code Policy
Attendance
Illness at School
Tardiness
Mass Schedule
Extra-Curricular Activities

ACADEMIC INFORMATION

Grading Practices
Criteria for Advancement
Assignments/Homework
Honor Roll/National Junior Honor Society
Physical Education
Library
Alternative Education Plan

DISCIPLINE

Detention
Suspension
Probation
Expulsion
Major Offenses
Bullying Policy

AMENDMENTS

The Crest of St. Louis Catholic School

The **L**atin **C**ross on which the shield is super-imposed calls to mind the Cross which surmounts St. Louis Church and which is enshrined above the main entrance of St. Louis Catholic School. The color black, actually colorless, stands for humility.

The **S**hield is taken from the coat-of-arms of St. Louis IX of France (1214-1270) who is the patron saint of both the School and Church. The blue shield signifies the virtue of fidelity and the three golden fleurs de lys are of the color ascribed to God and represent the three persons of the Holy Trinity: Father, Son and Holy Spirit.

By Father David Leibham, for the 40th anniversary of St. Louis Catholic School (1963-2003)

MISSION STATEMENT

Christ is our model.

St. Louis Catholic School is dedicated to the formation of children

In Faith, Mind and Body

By fostering personal excellence within the Catholic tradition.

VISION STATEMENT

As a family inspired by Christ, St. Louis Catholic School strives to prepare today's students for enriched and productive lives by fostering personal excellence in faith, mind and body emphasizing the Catholic tradition and a lifetime of learning.

ST. LOUIS CATHOLIC SCHOOL HISTORY

St. Louis Catholic School opened its doors in September 1963 as the parish school for St. Louis Catholic Church. The school was named for Bishop Louis Reicher, who was Bishop of the Austin Diocese. During its first year, the school housed grades 1-7. Eighth graders attended Reicher Catholic High School until the 1964-65 school year. In 1979, a kindergarten was added. Pre-K 3 and 4 were added in 2007.

St. Louis School is known as one of the top private educational institutions in Waco because of its high standards and its ability to educate the whole child - academically, physically and spiritually.

ST. LOUIS CATHOLIC SCHOOL POLICIES

The St. Louis Catholic School Policy Book is written by a committee of the principal, teachers and parents to provide a uniform set of school policies for the students attending St. Louis Catholic School. It has the full approval of the pastor.

St. Louis Catholic School assumes that parents with enrolled students wish to cooperate with our method of education and the correlative policies. Parents' support and positive attitude will result in a more cooperative attitude on the part of the students.

St. Louis School reserves the right to amend this policy handbook. Notice of amendments will be sent as necessary.

GENERAL INFORMATION

Philosophy of St. Louis Catholic School

We, the faculty and administration of St. Louis Catholic School, readily accept our ministry of Catholic education. We stress the importance of the parents as the primary educators and religious trainers of their children, and we encourage open and friendly communication policy among home, school and parish.

We feel the responsibility to integrate the Gospel message, as well as the social teachings of the Catholic Church, in all aspects of school life by upholding, teaching and modeling Christian beliefs, morals and ethics to our students.

The faculty and administration strive to create a family-like atmosphere that fosters the respect and dignity of each person. We recognize the unique needs, abilities, and gifts of each student and endeavor to help all students achieve to the best of their ability.

The philosophy of St. Louis Catholic School takes into account the spiritual, intellectual, psychological, sociological and physical formation of our students. The school's goals in these areas are:

Spiritual – to nurture a personal relationship with God and to help mold a Christian person, in the Catholic tradition, who will live out Gospel values despite our changing society. While our focus is unashamedly Catholic, we are respectful of the faith development of non-Catholic persons in our school community.

Intellectual – to help our students develop a positive self image.

Psychological - to help our students develop a positive self-image in relation to themselves and to the community around them.

Sociological – to help our students develop and maintain Christian attitudes toward their friends, families and all people. We try to foster social awareness, compassion and a responsible involvement in the world.

Physical - to assist our students in developing a wholesome attitude toward their bodies through physical training and education in order to foster and maintain mental and physical well being.

GENERAL ORGANIZATION

St. Louis Catholic School belongs to the Diocesan School System of Austin. The dioceses and archdioceses form the Catholic School System of the U.S.A. Thus, we strive to fulfill the commission of Christ to: "Go, therefore, and teach."

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 Pre-K 3 and 4, Kindergarten, grades 1, 2, and 3; Intermediate comprises grades 4, 5, and 6; Junior High comprises grades 7 and 8.

FAMILY PRIVACY ACT

St. Louis Catholic School follows the provisions of the Family Privacy Act. For information concerning these provisions, please contact the principal.

ACCREDITATION/CURRICULUM

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

ADMISSIONS POLICY

1. St. Louis Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and does not discriminate on the basis of color, national and ethnic origin in administration of its educational policies, admission policies, scholarships, athletic programs and other school administered programs. Students who score satisfactorily on the placement test will be admitted in accordance with the capacity of the school as established by the administration. Students will be recommended for grade placement based on test scores and maturity level.
2. Students entering PreK-3 should be three (3) years of age on or before September 1st.
3. Students entering PreK-4 should be four (4) years of age on or before September 1st.
4. Students entering Kindergarten should be five (5) years of age on or before September 1st.
5. Students entering first grade should be six (6) years of age on or before September 1st.

PARENT REQUESTS

A parent may not request a particular teacher or class unless it is made for a valid educational reason. Needs of children based on educational, emotional and social issues are considered as well as teaching and learning styles. The teachers spend eight hours a day with each child and are aware of their needs as well as the dynamics within a class. Parents who have a valid educational concern, should notify the principal in May before lists are created. In some cases the lists will be modified by the administration if extenuating circumstances occur during the summer. **Part of education is learning to get along with others, part of Catholic education is finding Christ in everyone.**

APPOINTMENTS

1. ***The principal is available for parent conferences by appointment only. Please call the school office should an appointment be desired.***
2. ***Teachers remain in their classrooms until 4:05, Monday through Thursday. It is necessary to schedule appointments ahead of time. Please contact the teacher personally or call the school office to make an appointment.***

If necessary, teachers may request conferences with parents. Parents will be contacted by the school and an appointment will be arranged.

To keep our students and staff safe and to prevent interruptions to the instructional program and good 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 first. If the visit involves a message or a delivery to a student (such as a forgotten lunch), the office staff will take care of the need at a suitable time.

SCHOOL HOURS

1. The school day begins at 8:00 a.m. and ends at 3:20 p.m., Monday through Friday.
2. Students are considered tardy if they arrive after 8:00 a.m. (See policy on Tardiness.)
3. Opening announcements begin at 8:00 a.m. Closing announcements begin at 3:15 p.m.
Lunches are served from 11:00 until 1:30.
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 the student returns to school later that day, please come by the office **again** to sign the student 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.

SAFETY PRECAUTIONS

All persons who are on the paid staff of our school, including substitutes of any kind, **must** complete the ***Ethics & Integrity Class and an application provided by the Diocese of Austin which includes a criminal background check.***

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. A 1 ½ hour refresher course is required every three years.***

All persons driving on school outings or providing any transportation for St. Louis Catholic 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 junior high dances.

Parents on campus for a meeting must make arrangements for their children to be supervised.

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.**

OFFICE PROCEDURES

1. Students being picked up for doctor's appointments, etc... **will not be called out of classes until a parent has signed them out in the school office.**
2. Any deliveries to students (i.e. lunches, PE clothes, binders) will be kept in the school office. The homeroom teacher will be notified by email that the item is in the office. The student will then be able to pick up the item at lunch or after school. No students will be called out of classes to pick up items in the school office.

** This will help eliminate interruptions in the classroom.

HEALTH

IMMUNIZATIONS

- 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."
- Students who have not completed the required immunizations at the time of enrollment cannot register.

COMMUNICABLE DISEASES

- A student with a contagious illness may not attend classes.
- Any student who is suspected of having a contagious illness or has a temperature of 100° or higher will be sent home.
- Students that become sick at home or at school must be fever and vomit free for ***24 hours*** before returning to school. To ensure a healthy environment for our students and staff, students will not be allowed to return to school before they are symptom free without medication for the required 24-hour period.
- Upon returning to school, the parents may be asked to present written verification from a physician stating that the student is free of illness.

Guidelines for Excluding Students from School Exclusion Guidelines

Oral temperature of 100° or above
Vomiting, nausea or severe abdominal pain
Marked drowsiness or malaise
Sore throat, acute cold or persistent cough
Red, inflamed or discharging eyes
Wound, skin and soft tissue infections

Swollen glands around jaws, ears or neck
Suspected scabies or impetigo
Any skin lesion in the weeping stage

Earache
Pediculosis

Other symptoms suggestive of acute illness

Return to School Guidelines

Fever free for 24 hours
Symptom free for 24 hours

Symptom free
Symptom free

Written physician release
Exclude until drainage is contained and covered with a clean dry bandage
Written physician release

Written physician release
Covered and diagnosed as non-infectious
Symptom free
Lice and nit free
(Superintendents of the Catholic Schools in Texas support this implementation, effective March 2009 and reviewed January 2013)
Written physician release

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. Fifth and Eighth graders and any new students without a previous scoliosis screening 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 ***Diocese of Austin Medication Permit Form*** from the parent or legal guardian. All medicine must be in its original container.

Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel.

The student will be responsible for asking to go 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 | Dosage |
| - Physician's/Dentist's name | Directions for administration |
| - Date | Duration that medication is to be given |
| - Name of medication | |

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.

MEDICATION PERMIT FORM

The policy of the Diocese of Austin only authorizes Catholic School personnel to administer medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist. The Diocese suggests that, whenever possible, the physician prescribe medication that does not require administration by the school. The completion of this form authorizes school personnel to administer medication during school hours, however; medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container. Medications sent in baggies or unlabeled containers will not be given.
4. Students are not permitted to carry medication of any kind or give any medication to other students.
3. The parent /high school students is responsible to bring all medication to the clinic/office and to pick up unused medicine by the end of the school or it will be destroyed.
5. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. Only the school nurse and/or the parent perform nebulizer treatments in school. Non-medical school (not licensed) personnel are not permitted to administer this treatment.
8. Once a vial of insulin (or other medication in a vial) is started (opened), date it and discard after 30 days.
9. Only the school nurse and/or the parent may work with an insulin pump or insulin administration. Non-medical (not licensed) school personnel are not permitted to work with an insulin pump or insulin administration.
10. Medication will not be administered via a central line at school by any school personnel.
11. Medication that is expired will not be administered in the school clinic, it will be properly discarded.

TO THE NURSE OR HEALTH REPRESENTATIVE OF: _____ SCHOOL

STUDENT NAME: _____ GRADE: _____ DOB: _____
PLEASE PRINT LAST NAME FIRST MIDDLE

MEDICATION NAME: _____
PLEASE PRINT

DOSAGE AND DIRECTIONS FOR GIVING: _____

BEGINNING DATE: _____ ENDING DATE: _____

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. I understand that the medication(s) may be administered by a person who is not medically trained. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Austin, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Austin, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

SIGNATURE OF PHYSICIAN: _____ DATE: _____
(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: _____

ALLERGIES (*Management of Life-Threatening Allergies*)

A) Identification of Children at Risk

- It is the responsibility of the anaphylactic or potentially anaphylactic child's parents to inform the school principal of their child's allergy and to work with the school to create an action plan to benefit the child.
- All staff members will be made aware of these children
- Each child should wear a MedicAlert® bracelet that states his or her allergy/allergies and the location of his/her auto-injector(s) (EpiPen®)
- A photograph and a description of each child's allergy will be kept *discreetly* in the child's teacher's Day Book and the School Nurse's office

B) Availability and Location of EpiPens®

- Anaphylactic or potentially anaphylactic children who have been issued a prescription for an EpiPen® shall deliver at least two (2) to the school nurse for use in case of an emergency
- Each child should wear a MedicAlert® bracelet that states his or her allergy/ies
- Children who are no longer allergic or no longer require an EpiPen® must present a letter of explanation from their allergist
- Additional EpiPens® should be brought on field trips. If the location is remote, it is recommended that the organizer of the field trip carry a cell phone as well

C) Treatment Protocol

- An individual treatment protocol needs to be established by the child's allergist. The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should be delivered to the School Nurse
- To manage an emergency, a routine must be established and practiced
 1. One person stays with the injured individual at all times
 2. One person goes for help
 3. Administer epinephrine at the first sign of reaction, however slight (e.g. itching or swelling of the lips/mouth in food allergic children). *There are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction.* Note time of administration
 4. Call 911 and, regardless of the degree of reaction or response to epinephrine, transfer the child to an emergency room. Symptoms may recur up to eight hours after exposure to allergen. One calm and familiar person must stay with the child until a parent or guardian arrives. If the child is being driven to hospital, it is recommended that another individual accompany the driver to provide assistance
 5. Contact the child's parents
 - Staff must be encouraged to listen to the concerns of the anaphylactic child. The child usually knows when s/he is having a reaction, even before signs are manifested

D) Training

- Each year there will be an awareness session and training for all staff, which includes a demonstration on the use of the EpiPen®
- Substitute teachers will be advised of at risk children in their class and emergency protocol for such children

E) Allergen Awareness / Allergen Avoidance

The question of banning anything in schools is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his family, in the case of a young anaphylactic child, the school community must also be aware.

In schools, there are serious allergic reactions to peanut and nuts. There are allergies to other foods and insect/wasp stings as well.

In the classrooms of anaphylactic children, care is taken to avoid allergens. Parents should consult with the teacher before supplying food or craft materials to these classrooms. In short, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed.

Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic children must be encouraged to follow certain guidelines:

- Eat only food, which they have brought from home unless it is packaged, clearly labeled and approved by their parents
- Wash hands before eating
- Do not share food, utensils or containers
- Place food on a napkin or wax paper rather than in direct contact with a desk or table

TELEPHONE: The telephone in the office must be kept open for school business and is not at the disposal of the students except in an emergency. Messages to students should be kept to a minimum. Unless it is an **emergency**, students will be given messages at 3:20 p.m.

INCLEMENT WEATHER: If we experience weather so severe that we cannot have school, you will be notified over the local radio and TV stations. If St. Louis Catholic School is not announced as being closed, we will have school. This information will also be posted on our website and/or the RenWeb announcements. If you have any questions about inclement weather, please contact the school office. Please do not call the rectory or faculty/staff members at their homes.

FIRE DRILLS: State law requires that schools conduct periodic fire drills. St. Louis Catholic School will have one fire drill each month. There will be unobstructed and obstructed fire drills. Students are expected to file out of the building in a quiet, orderly fashion and remain that way until arriving back in their classroom.

DISASTER & COUGAR DRILLS: St. Louis Catholic School will conduct disaster and cougar drills periodically during the year. When these drills are being conducted, no one will be allowed to enter or leave the school building.

ASBESTOS MANAGEMENT PLAN NOTIFICATION – This notification is in accordance with Section 763.93 of the Asbestos-In-School Identification and Notification Rule (40 CFR Part 763) of the availability of the Asbestos Management Plan. A copy of the inspections and assessments of asbestos-containing materials and the complete Management Plan is available in the school office. The plan will be maintained continually and notification of the availability of the plan will be included in the school policy book each year.

[Return to Top](#)

FINANCES

POLICY ON ST. LOUIS CATHOLIC CHURCH PARISHIONER STATUS

The generous financial commitment of the parishioners of St. Louis Catholic Church, in part, funds the education of each student at St. Louis Catholic School. In addition, families who claim **St. Louis Church parishioner status** receive a discounted tuition rate. A family claiming St. Louis Church parishioner status implies that the family has a full and active participation in the life of the local parish. Practically speaking, this means regular attendance at Sunday Mass and participation in various programs and ministries the parish offers. This is the most important part of the life of every Catholic family.

In order to maintain St. Louis Church parishioner status and receive the discounted tuition rate, a family must contribute not less than **\$600** to St. Louis Church each calendar year (January – December). The generous parishioners of St. Louis Catholic Church contribute well beyond this amount each year toward the education of the students.

This policy has been established to clarify St. Louis Catholic Church parishioner status and tuition discounts provided to those families. St. Louis Catholic School will adhere strictly to this policy in order to fairly distribute the cost of a Catholic education.

TUITION

1. Tuition for St. Louis Catholic School is being managed by FACTS Tuition Management Services. All families are required to go online to register for a FACTS tuition payment plan.
2. The financial agreement must be signed at registration.
3. Tuition is divided into eleven (11) payments: July - May. The Education Resource Fee will be paid in June and deducted through your FACTS account.
4. *Payment Due Date* and *Payment Method* are chosen upon registration into FACTS Tuition Program by each family.
5. A Late Charge of \$30 will be assessed to your FACTS account if any payment is not received within 10 days of *Payment Due Date*.
6. A \$25 Dishonored Payment will be assessed to your FACTS Tuition account for all returned checks.
7. If a student is removed from the school, no refund will be given.
8. All other questions, please call the FACTS Tuition info line at 1-866-441-4637.

REFUND POLICY

If the family moves out of the Greater Waco area (Woodway, Hewitt, Bellmead, Beverly Hills, Robinson, China Spring, Crawford, Lacy Lakeview, Midway, and Speegleville are considered to be within the Greater Waco area.) before June 1st, the education resource fee is refundable only if a written request has been received by the school prior to that date. No refunds of the education resource fee will be given after June 1st. The registration/educational resource fee will be \$300 if a student enrolls after January 1st and is not refundable. The registration fee is not refundable under any circumstances. June and July tuition will not be refunded after July 31st. Tuition will not be prorated at the time of withdrawal. If tuition was paid in full for the year, the tuition for the remaining months following the withdrawal month will be refunded.

Failure to pay tuition may result in a student's dismissal from the school.

OTHER FEES

The family registration fee of \$150 per family is due at registration. The Education Resource Fee of \$450 for each student is due in June and will be deducted through your FACTS account. The Registration/Education Resource Fee will be \$300.00 if a student enrolls after January 1st and is non refundable.

The Education Resource Fee covers the following items:

- testing services
- physical education
- Region 12 educational resources
- supplies
- textbooks
- religion books
- workbooks
- weekly periodical publications
- school directory
- health and safety
- technology
- library
- fine arts
- auction project/basket
- liturgy
- field trips
- professional development
- copier expenses

Any remaining balances of registration fees and Parents' Association (SLPA) activity fee are due in full in August. In addition, the school must receive all of the required paperwork, including current shot records. If the required paperwork and fees are not received in August, your child(ren) will not be permitted to begin classes for the current school year.

SLPA Activity Fee: The activity fee will cover class parties, field day and special programs/activities.

A check returned for insufficient funds does not constitute payment of any fees, tuition, or any monies owed to the school whatsoever. There will be a \$25.00 charge for all returned checks.

UNIFORM LIST

UNIFORM COMPANY – Get Noticed - Worldwide Supply Company

The required Mass 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 ***must*** have St. Louis Catholic School logo.

BOYS (PREK 3&4) **REQUIRED EVERYDAY**

Green t-shirt
Khaki shorts or pants

BOYS (K-3) **MASS UNIFORM**

Plaid Shirt
Khaki Pants
Black or dark dress shoes
*Brown Leather Belt
**Kindergarten boys do not have to wear belts.*

BOYS (4-6) **MASS UNIFORM**

White Oxford Shirt
Uniform Tie
Khaki Pants
Brown Leather Belt
Black or dark dress shoes

BOYS (7-8) **MASS UNIFORM**

White Oxford Shirt
Uniform Striped Tie
Khaki Pants
Brown Leather Belt
Black or dark dress shoes

GIRLS (PREK 3&4) **REQUIRED EVERYDAY**

Green t-shirt
Khaki shorts or pants

GIRLS (K-3) **MASS UNIFORM**

White Peter Pan Collar Shirt
Plaid Jumper
Black or dark dress shoes
St. Louis Sweatshirt or Blue Fleece Jacket

GIRLS (4-6) **MASS UNIFORM**

White Oxford Shirt
Plaid Skort
Navy Sweater Vest
Black or dark dress shoes

GIRLS (7-8) **MASS UNIFORM**

White Oxford Shirt
Khaki Box Skirt
Navy Sweater Vest
Black or dark dress shoes

All articles of uniform & P.E. clothing, except for pants, shorts & shoes must be purchased from Worldwide Supply. Any exceptions should be approved by the principal. Uniform brand pants or shorts may be purchased at the following stores: Academy, Dillard's, or Target. No other brand or style will be allowed

EVERYDAY UNIFORM

Dark Green Knit Shirt-L/S or S/S
Khaki Shorts
Solid white or solid black tennis shoes (includes sole & laces)
St. Louis Sweatshirt or Blue Fleece Jacket

EVERYDAY UNIFORM

Navy Knit Shirt-L/S or S/S
Khaki Shorts
Solid white or solid black tennis shoes (includes sole & laces)
St. Louis Sweatshirt or Blue Fleece Jacket

EVERYDAY UNIFORM

Royal Blue Polo-L/S or S/S
Khaki Shorts
Solid white or solid black tennis shoes (includes sole & laces)
St. Louis Sweatshirt or Blue Fleece Jacket

EVERYDAY UNIFORM

Dark Green Knit Shirt- L/S or S/S
Khaki Shorts, Skort or Pants
Solid white or solid black tennis shoes (includes sole & laces)

EVERYDAY UNIFORM

Navy Knit Shirt-L/S or S/S
Khaki Shorts, Skort or Pants
Solid white or solid black tennis shoes (includes sole & laces)
St. Louis Sweatshirt or Blue Fleece Jacket

EVERYDAY UNIFORM

Royal Blue Polo-L/S or S/S
Khaki Shorts, Skort or Pants
Solid white or solid black tennis shoes (includes sole & laces)
St. Louis Sweatshirt or Blue Fleece Jacket

PARENT RESPONSIBILITIES

Staff, parents and other members of the school community are called upon to model similar good standards of behavior as well. Adults in the school community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation. Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

A special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and in schools. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding have no place at school and are not only unnecessary, but also intolerable. Parents are encouraged to reinforce these ideas at home.

No party invitations may be passed out in school unless every student in that grade is invited.

Teachers should get invitations to be passed out to all students.

ARRIVAL/DISMISSAL

ARRIVAL

1. All students should be dropped off between 7:30 and 7:50 a.m.
2. All students 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 classrooms.
4. Students arriving after 8:10 a.m. must go directly to the front office for a tardy slip.
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 3:35 p.m.**
2. **All PreK & Kindergarten students should be picked up & dismissed from the cafeteria.** All parents should report to the cafeteria, not the classrooms, to pick up PreK & Kindergarten students.
3. **1st - 8th grades should be picked up by the gym.**
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 to proceed to the crosswalk.

All students must be picked up by 3:35 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 3:35 must be in the gym and picked up by a parent and returned for the supervised activity at the scheduled starting time.**

Any student who is still on campus at 3:35 p.m. will be escorted by a teacher to the cafeteria and signed in.

After 3:35, parents will need to come to the cafeteria to sign out their child(ren). Under no circumstances should a student still be in the cafeteria after 3:50. After 3:50, students will be sent to After-School Care and be charged a \$25 late pick-up fee, in addition to the daily after school rate of \$25, totaling \$50 each time a late pick-up occurs.

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 on Book Day. All checks should be made payable to St. Louis Cafeteria.
3. St. Louis Catholic School participates in the U.S.D.A. 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. 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 outstanding balances are paid.***
5. Parents and siblings are welcome to join students for lunch. **A parent may bring lunch to his/her student only;** however, 'fast foods' should be kept to a **minimum**, (for example, special occasions such as birthdays).
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.
8. **Milk Break.** Students have a daily morning milk break. A milk break form for each student with their 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 deducted from the family account at the beginning of each month. These charges will vary depending on the number of school days in the month. Milk break charges are listed each month at the bottom of the lunch menu.

Parent requested class parties will be scheduled after lunchtime for that class. No parties will be held during milk break.

STUDENT RESPONSIBILITIES

1. Be polite and kind to others, both adults and students, in speech, action and manner.
2. Display respect and prayerful participation during worship times.
3. Work in cooperation with others.
4. Practice good sportsmanship at all times.
5. Textbooks are school property and must be covered at all times. Any textbook that must be purchased by the school to replace lost or damaged textbooks will be assessed to the parent.
6. Lockers, desks, and other storage spaces, including electronic storage are school property. **No adhesive materials (tape, glue, etc.) are to be applied to the inside or outside of a student's locker.** The school reserves the right to search possessions at any time. The school may confiscate any articles not deemed to be school appropriate. We will have periodic locker checks.
7. Obey all school and classroom rules and procedures.
8. Respect school and personal property.
9. Properly greet adults and use polite language ("please", "thank you", "yes, ma'am", "no, sir").
10. Include and help others whenever possible.
11. Be prepared for class with materials and assignments
12. Work conscientiously and use time wisely.
13. Display good grooming.
14. Distracting items (such as toys, radios, CD's, electronic devices etc.) are not to be brought to school without teacher permission. Such items will be taken away from the student and handled appropriately.

NOTE: Student Electronic Devices are defined as any device brought to school by a student, which includes but is not limited to, cell phones, smart phones, smart watches, laptops, notebooks, tablets, e-readers and any other device with Wi-Fi, 3G or 4G capabilities. **Student electronic devices are not allowed on the St. Louis campus.** Unauthorized possession of any electronic device will result in the loss of that device and a \$15 fee will be charged for return of that device and a parent must pick up the device from administration. If a second offense occurs, St. Louis has the option to retain that device until the end of the school year. St. Louis is making every effort to protect students and teachers from misuse or abuse of the technology available on campus. If a parent deems it necessary for a student to bring a cell phone to school due to after school concerns, then the student MUST give the cell phone to the homeroom teacher for safe keeping during the day, picking it up only when leaving at the end of the school day.

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. In addition, there may be a few "dress up" days during the school year when students may wear approved clothing.

All articles of uniform clothing, except for pants and shorts, must be purchased from Worldwide Supply (Get Noticed). Any exceptions should be approved by the principal.

Uniform brand pants or shorts may be purchased at the following stores: Academy, Dillard's, or Target. No other brand or style will be allowed. Any concerns or questions about uniforms should be discussed with the principal or assistant principal.

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 Worldwide Supply (Get Noticed) may be worn during class. Hoodies are not allowed.

Every day uniform shirts need to be tucked in for all students from third grade through eighth grade at all times. Mass shirts should be tucked in at all times for all students.

Students may wear a clean (**no logos**) white short sleeved undershirt under their uniform shirt as long as it is tucked in.

Boys in grades 1-8 must wear the uniform or brown leather belt.

No sandals, boots, high tops or open toed shoes may be worn at anytime. Only solid black or solid white standard tennis shoes may be worn to school. Shoes may be any brand as long as they are solid white or black, this includes the shoe sole and shoe laces. There will be no exceptions. Socks with logos are **NOT** acceptable. Socks must extend past the top of the shoe. Students may wear solid white or solid black socks. Girls may wear white or navy tights.

Girls' skirts and shorts 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.

All students are expected to be in full uniform each day. 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.

Long-sleeved white knit shirts (no thermal undershirts) may be worn under the uniform shirt. ***However, these may not be worn on Mass days.***

MASS DAY UNIFORMS

Mass uniforms should be clean and **neatly pressed**.

All boys (K – 8) attending Mass must wear their required Mass uniform **long pants** and plain black or dark dress shoes to Mass.

All girls (K – 8) attending Mass must wear their required Mass uniform and plain black or dark dress shoes to Mass. ***Shoes may not have any glitter or color.***

No sandals, boots, high tops or open toed shoes may be worn at any time.

Long-sleeved white knit shirts are **not** allowed under the uniform shirt on Mass days.

Uniform/dress code policy may be addressed at the discretion of the principal/assistant principal.

PERSONAL APPEARANCE

Personal cleanliness is a must for all students.

Hair - Students must keep hair well groomed. Students must keep hair off the face. Boys must keep hair above the ears and eyebrows. Boys' hair may be no longer than the top of the shirt collar. No facial hair is allowed. Sideburns may be no longer than the middle of the ear. A hair style or dyed hair that is distracting is not permitted. It is up to the principal to decide whether a hair style or dyed hair is distracting. Spiked hair is not allowed. Distracting hair accessories are not permitted.

Makeup – No makeup of any kind is permitted in grades PreK – 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 stud earring** per ear lobe. Dangling earrings are **not** allowed.

Only one bracelet per arm may be worn at a time. Ankle bracelets are not allowed. Only religious necklaces may be worn. No other accessories, body piercings, temporary or permanent tattoos, or other distracting items may be worn.
Nail polish must be clear.

Artificial fingernails are not allowed.

Only clear nail polish is allowed.

Personal appearance concerns may be addressed at the discretion of the principal/assistant principal.

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
- Religious Holidays

All other reasons for absence are unexcused. Students are allowed ten absences in any one semester. ** **If a student exceeds ten absences in a semester, parents will be notified and a 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. Daily work and homework are available online from our website through the RenWeb link. If you do not have internet access, homework sheets will be in the Copy Room ready to be picked 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.**

TARDINESS

It is very important that all students be on time to school. It is the parents' responsibility to see their child arrives on time.

Students are tardy after the 8:00 a.m. bell. A tardy slip is required for a student to enter the classroom after 8:10 a.m.

For Grades 5 – 8: Three tardies will warrant a detention.

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. The top button on boys shirts should be buttoned and the tie worn properly.

Students not present in church at 8:00 a.m. will be counted tardy.

For Grades 5 – 8: Three tardies will warrant a detention. Being tardy to Mass will count as one tardy toward a detention. Celebrating Mass is an important part of our Catholic faith, and all students are expected to be on time for Mass.

EXTRACURRICULAR ACTIVITIES

All rules governing student participation in extracurricular activities meet or exceed rules of the Texas Education Agency. Any situation not covered below will be handled at the discretion of the principal.

1. Seventh and eighth grade students may participate in extracurricular activities if they have been promoted from the previous grade.
2. In order to remain eligible to participate in extracurricular activities, **a recorded grade average of 70 or better in all subjects in a nine-week period is required.** A student who has been suspended from extracurricular activities will be allowed to participate again when a 70+ average in all courses has been maintained for the four-week period following the suspension.
3. All students must maintain sportsmanlike conduct or may become ineligible to play. The decision will be at the Principal's discretion with input from the coach.
4. Students with **outstanding detentions** will abide by the extracurricular agreement for that activity.
5. Students must be in attendance a minimum of four hours in order to participate in any extracurricular activities that day.

ACADEMIC INFORMATION

GRADING PRACTICES

St. Louis Catholic School operates on a nine-week grade reporting schedule. Parents of all students will receive report cards at the end of each nine-week grading period. The grading scale used for reporting grades is as follows:

- A: 100 - 93
- B: 92 - 85
- C: 84 - 77
- D: 76 - 70
- F: 69 and below

Nine-Week Averages - Grades 1 - 8

In averaging grades for each reporting period, the following formula shall be used in all subject areas, with the exception of Physical Education classes and the Fine Arts:

1. Daily work = 50% of grade.
2. Major assignments and/or tests = 50% of grade.

CRITERIA FOR ADVANCEMENT

The faculty of St. Louis Catholic School attempts to meet the needs of all students, recognizing that each student is a unique individual. We recognize that there are certain skills to be mastered in each phase of learning. For this reason, a student who has not mastered certain skills may not be allowed to advance.

In grades 1-6, a student shall attain an overall average of 70 or above for the year. The overall average is calculated using the final numerical grade for language arts, math, social studies, science and religion. Additionally, a student must attain an average of 70 or above in math and in reading/language arts.

In grades 7 and 8, a student shall attain an overall average of 70 or above for the year in all core courses taken. Students shall, in addition, attain an average of 70 or above in **FOUR** of the following core subjects: language arts, math, social studies, science, and religion.

Any student who repeats a grade more than once cannot be readmitted to St. Louis School.

Junior High Service Hours – Junior High students will perform at least 10 service hours to the church, school, community or individuals in need. **These hours must be before or after school hours. All of the hours must be supervised and certified by an adult. The service hours should not be for a relative or a for-profit business.** Extra hours from the 7th grade will not carry over to the 8th grade. 7th grade begins upon promotion to

the 7th grade. 8th grade begins upon promotion to the 8th grade. Further information is available on our website: www.stlouiswaco.org.

ALGEBRA

*Algebra (grade 8) - for students who meet the following criteria:

1. An 85 average grade in seventh grade math
2. Teacher recommendation
3. 85th percentile in Total Math on Iowa Test

ASSIGNMENTS/HOMEWORK

1. All students in grades 3-8 are required to have a St. Louis Catholic School assignment notebook. These assignment books are to be taken to each class and should always be up-to-date. Parents should always check their child's assignment book to see if the child has homework.
2. Students in grades 1-8 should expect some homework on most nights.
3. When homework is assigned, the teacher expects it to be done and to be handed in when due. If assignments and homework are not turned in when due, the teacher will deduct points as appropriate for each grade level.
4. Assignments are given to students, not parents. Parents may need to help; however, the finished product should be the student's work and will be graded accordingly.

HONOR ROLL

Students in the fourth through eighth grades are eligible for honor roll recognition in each of the four quarters. Core classes (English, Math, Religion, Science, and Social Studies) count towards honor roll recognition. Honor Roll eligibility is calculated on the student's GPA from their report card. An average of 3.0 to 3.49 is eligible for Honor Roll recognition and an average of 3.5 to 4.0 is eligible for High Honor Roll recognition.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society exists to create enthusiasm for scholarship, to promote leadership, and to develop character. To qualify, a seventh or eighth grade student must have been in St. Louis Catholic School one semester and must have an overall average of 91 in the five major subjects of Math, Science, History, English, and Religion. In addition to the scholastic requirements, a student must demonstrate leadership, service, and character. The principal and junior high teachers will monitor membership selection.

PHYSICAL EDUCATION

1. Students in St. Louis Catholic School participate in an organized physical education program structured to meet the needs of the pupils at the various grade levels. These students are under the supervision and direction of the St. Louis P. E. instructor.
2. Boys and girls in junior high who participate in athletics are under the supervision and direction of St. Louis Catholic School / Reicher High School coaches.
3. If a student must be excused from P. E. for three or more days, the school must have a note signed by the child's physician.
4. All students in grades 4 - 8 will be required to wear P. E. uniforms. Boys and girls will wear navy shorts and a school T-shirt. Order forms will be available on Book Day. Socks and tennis shoes must be worn. In cold weather, solid sweats in navy or gray may be worn.
5. During P. E. class, students will not leave the fenced area. If a ball rolls into the street, permission from the P. E. teacher to get it is required.
6. Any play equipment that is willfully damaged will be replaced by the student(s) causing the damage.

LIBRARY

Using the library is a privilege. Students must keep both the books and the library neat, clean and in good condition.

The following are general library rules:

1. A library is a place for quiet study and research. Students should maintain quiet at all times in the library. Students are not allowed to eat or drink in the library.
2. Books may be checked out for one week. Books may be renewed.
3. Students are expected to pay for or replace lost items.
4. The library will be closed at the end of the school day, except by appointment.
5. Report cards will be held in the office until all books are returned to the library.

ALTERNATIVE EDUCATION PLAN

Students, with documented mild learning disabilities who are able to function within the regular classroom with minor adjustments will be eligible.

Before school begins for the school year, a meeting will be held with the parents, teachers, student, principal and diagnostician (if available). The student's records and diagnostic testing will be reviewed. If it is determined that the student is eligible, then a learning prescription will be written. The learning prescription will be signed by the parents, teachers and principal. The learning prescription will be for one year only, and will be reviewed periodically during the school year.

The alternative education plan may

1. be done within the regular classroom setting unless verbal testing or isolation for testing is required.
2. adjust assignments in order to compensate for the learning disability.
3. adjust testing formats in order to compensate for the learning disability.

The alternative education plan will not

1. change the learning expectations of the students.
2. change the grading system for the student.

DISCIPLINE

The purpose of discipline is to create an environment for learning. Students are expected to abide by the guidelines contained in this policy book. The principal can, at any time, withdraw a child when he/she deems this action to be in the best interest of the child and/or the school.

When administering discipline, students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case, reviewing factors such as

1. the seriousness of the offense
2. the student's age
3. the frequency of the misconduct
4. the student's attitude
5. the potential effect of the misconduct on the school environment

The following discipline management techniques may be used, alone or in combination, for misbehavior that violates expected student behavior: personal conference with the student, conference with parents, loss of minor privileges, and/or detention after school, suspension, probation or expulsion.

DETENTION: (Grades 5 – 8)

A teacher or staff member may assign a detention for any of the following actions but not limited to

1. Disrespect to adults or students (name calling, talking back, refusal to do as told, etc.)
2. Disruptive behavior
3. **Intimidation or harassment of other students**
4. **Bullying: Depending on severity & frequency may result in more serious consequence**
5. Disrespectful or profane language or gestures in the school, on the school grounds before or at school sponsored events
6. Stealing, destroying or defacing school property or the property of others (May result in more serious consequence depending on severity and frequency)
7. Cheating: The student will be given a "0" on the assignment and parents will be notified. Recurrent cheating will lead to consequences that are more serious
8. Fighting: This may result in more serious consequences depending on the severity or frequency of the offense
9. Three tardies or three dress code violations will warrant a detention
10. Forging parent's signature: parent notification
11. Chewing gum at anytime on school grounds
12. If a student does not show up for detention on the day assigned, the student will stay in detention for two more specified days to make up the missed detention. The two make-up detention days do not count toward suspension.

SUSPENSION

A student may be suspended from school or given in-school suspension for various offenses resulting in numerous detentions. Detentions for tardiness and dress-code violations will not count toward suspension.

PROBATION

Probation is given for relatively serious or continued misconduct. A student is put on probation for a specified period of time. Probation means the school has taken the first step toward expulsion and a repetition of the offense that brought about the probation could result in expulsion. During the probationary period, the student will be required to fulfill specific requirements in order to be removed from the probation. A copy of the probation letter and the requirements will be placed on file.

EXPULSION

A student may be expelled from the school for the remainder of the school year after the student has been suspended twice or commits a serious violation.

For an expelled student to be accepted for the next school year, the parents must meet with the principal and the pastor. The decision to accept the student or not will be made by the principal and the pastor.

MAJOR OFFENSES

Major offenses include but are not limited to, alcohol (possession or under the influence of), drugs (possession or under the influence of), involvement in assault, fighting, inappropriate sexual behavior, profanity or abusive language, truancy, vandalism, criminal mischief, or any other behavior of a student that may fall under the definition of major offense. Consequences may be detention, suspension, probation, or expulsion.

The principal or assistant principal will assess all major offenses, and the principal or assistant principal will assign the consequences with input from the teacher involved.

BULLYING POLICY

All students must respect and abide by principles of good, Catholic, moral conduct. St. Louis Catholic School will teach students that bullying others, including teachers and other personnel, will not be tolerated in a Catholic school. Parents/legal guardians are expected to reinforce these standards at home. Bullying of any kind will not be tolerated at St. Louis Catholic School.

For the purpose of this policy, "bullying" means:

- **an expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming another, damaging another's property, or placing another in reasonable fear of harm to another's person or property; or**
- **any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or**
- **any conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.**

Bullying includes, but is not limited to, the following types of conduct:

- physical assault against a person or group of people because of a perceived physical, economic, intellectual, cultural or racial difference;
- **derogatory name calling** of an insulting or personal nature intended to offend another; verbal abuse;
- **threats that are intended to intimidate another;**
- demanding money, material goods or favors by means of threat or force;
- ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference;
- graffiti designed to intimidate or embarrass;
- inciting others to commit acts of bullying;
- using language that is intended to insult or discriminate against another based on a protected class; or deliberate exclusion or isolation of an individual or group by other students.

"Cyber-bullying" means bullying through the use of any electronic means, including, but not limited to, the Internet, text messages, e-mail, blogging, telephones, or fax machines.

Cyber-bullying is a form of bullying.

Students or faculty/staff are to report all allegations or believed cases of bullying, of any kind, to the Principal. All allegations will be promptly investigated. Persons who allege bullying by others should, to the extent possible, maintain evidence of the alleged bullying (for example, copies of cyber-bullying statements or other evidence of other types of bullying). The proper disciplinary action against any person found to be in violation of this policy will be determined by the Principal.