

St. Louis de Montfort Catholic School Family Handbook 2016-2017



SAINT LOUIS de MONTFORT
Catholic School



Revised August, 2016

St. Louis de Montfort Catholic School
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Dear Parents and Students,

From Pope Francis:

'I have decided to announce an Extraordinary Jubilee which has at its center the mercy of God. It will be a Holy Year of Mercy. We want to live in the light of the word of the Lord: "Be merciful, even as your Father is merciful" (cf. Lk 6:36).

This Holy Year will commence on the next Solemnity of the Immaculate Conception and will conclude on Sunday, 20 November 2016, the Solemnity of Our Lord Jesus Christ, King of the Universe and living face of the Father's mercy.'

I wanted to share the above announcement from Pope Francis with you as SLDM parish and school will use the "Year of Mercy" as our parish and school theme to start the school year. We will build upon this theme throughout the 2016-2017 school year.

Welcome to St. Louis de Montfort Catholic School! In choosing St. Louis de Montfort Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. Thank you for making this commitment! The staff of SLDM shares your commitment.

The Family Handbook reflects the policies of St. Louis de Montfort Catholic School for the 2016-2017 school year. Please read this document carefully and let me know if you have any questions or need clarification. Your family's registration and enrollment indicates you intend to abide by the policies of St. Louis de Montfort Catholic School, as outlined in the handbook, during the 2016-2017 school year.

The faculty and staff of St. Louis de Montfort Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Our Catholic catechism teaches us that parents are the first teachers of their children. "Parents should initiate their children at an early age into the mysteries of the faith of which they are the 'first heralds' for their children. They should associate them from their tenderest years with the life of the Church" (CCC 2225). We at St. Louis de Montfort Catholic School look forward to supporting you, our parents, in initiating our children into the beautiful mysteries of our Catholic faith!

Sincerely,



Scott Stewart, Principal

VISION STATEMENT (2012)

S: Stewardship

L: Leadership

D: Discovery

M: Ministry

MISSION STATEMENT (2011)

St. Louis de Montfort is a Roman Catholic School dedicated to following Jesus by living the catechism. Students are empowered through faith formation, servant leadership, and academic excellence to become community leaders.

ACCREDITATION

St. Louis de Montfort School is fully accredited by the Indiana Department of Education and the North Central Accreditation Association (NCA), also known as AdvancED. The Indiana Academic Standards and the Diocesan Standards guide the students' curriculum. During the recent accreditation process, the following goals have been identified for SLDM: Religion - All students will become conscious and active members of the Church through an understanding of Roman Catholic prayers and traditions. Stewardship will be modeled in personal service hours and service projects for the community and parish. Math – The students will demonstrate the ability to apply data analysis skills by reading, interpreting, solving, and drawing conclusions using data from different types of graphs, tables or other sources. English – All students will improve their critical thinking skills within the reading and writing process across the curriculum. (2016)

ACCEPTABLE USE POLICY

Students will adhere to the Acceptable Use Policy for technology located in the Family Technology Handbook on the School Website. (2015)

ADMISSION

October: Current students submit paperwork for enrollment. Paperwork and registration fee is expected by due date in order to secure a place for the next year's class. (2013)

November: New student registration begins at the Open House and continues through the start of the next school year. (2013)

Faithful and consistent spiritual and financial support of families using or intending to use St. Louis de Montfort School, both past and present, is expected. Members of St. Louis de Montfort Church are expected to be active parishioners as determined by the pastor. Stewardship cards are due per the parish request. (2013)

Pre-K: In order to enter Pre-K kindergarten, a child must be four years old by August 1st. Pre-K is considered a feeder for kindergarten. As a result, the Pre-K students will have priority for kindergarten admission.

Kindergarten: In order to enter kindergarten, a child must be five years old by August 1st.

Admission Criteria

The following order for admission preference will be utilized:

1. Current students of St. Louis de Montfort School.
2. Catholic St. Louis de Montfort siblings of students attending St. Louis de Montfort School as of the current year.*
3. Children of the principal or full-time teachers at St. Louis de Montfort School.
4. Students who are the Catholic siblings of graduates of St. Louis de Montfort School.*
5. Children of parishioners*
6. Catholic non-parishioner siblings of current St. Louis de Montfort students.
7. Non-Catholic siblings of current St. Louis de Montfort students.
8. Non-parishioners who are Catholic siblings of St. Louis de Montfort School graduates.
9. Non-parishioner Catholics.
10. Non-Catholics

*Priority will be determined by numerous factors such as involvement in the parish and length of parish registration. Registration date is the date that the family submitted a parish registration form to the parish office. Active parishioners show regular participation in weekend worship and faith formation and have returned a stewardship commitment card to the parish office.

1. Time and Talent: Parents are active and involved in parish life such as committees, programs, volunteer activities, adult religious education programs, sacramental preparation, coaching, and other areas where adults are active.
2. Treasure: Parents are supporters of the parish through Sunday collections on a regular basis using envelopes. Parents are appropriately supporting the church through Diocesan campaigns, direct contributions, contributions to the Fruitful Harvest, paid subscription to *The Catholic Moment*.
3. Each parishioner's donation of time, talent, and treasure will be reviewed on a regular basis.

Admission Decisions

The pastor, business manager, and principal may collaborate regarding admissions decisions. New students will be admitted on a probationary status for the entire first year. Probationary status means that a student may be required to leave per the principal's discretion at any time. (2012)

Registration Packet

The registration packet requires, but is not limited to, the following information: stewardship card, application, baptismal certificate, birth certificate, non-refundable registration fee, immunization record, records from previous school, formal assessments, Individualized Education Plans, tutoring results, placement test, custody agreements, and legal agreements. Tutoring may be a condition of admission. (2013) For any prospective or currently enrolled student who has formal assessments, testing, IEPs, or other educational or psycho-emotional information, the document, in its entirety, must be disclosed in written format to St. Louis de Montfort Catholic School. (2014)

Tours

Tours are given by appointment or at the scheduled Open Houses (November and March). A prospective student may "shadow" from 8:00-11:00AM on certain days. Please contact the school office to schedule a family tour or a prospective student's "shadow" morning. "Shadow mornings" are typically reserved for students in grades 3-8. (2014)

Tuition

Beginning in 2014-2015, parishioners at Holy Spirit at Geist, St. John Vianney, and St. Elizabeth Seton will be offered the St. Louis de Montfort parishioner rates. (2013)

Indiana Tax Credit Scholarships through a Scholarship Granting Organization (SGO)

Indiana's Tax Credit Scholarship program was created in 2009 as a way to give families who meet income guidelines an opportunity to send their child to a participating private school. Through the generosity of Hoosiers, private donations are given as scholarships so students may attend a private school that may not have been an option to them otherwise. The school does not participate in the state voucher program. Please contact the business manager for specific details. (2014)

ATTENDANCE

Regular attendance is important to the success of each child's education and to the success of the school. Missed school days are missed opportunities for developing interpersonal skills and involvement in class discussions, group activities, instruction, and demonstrations.

Communication

When a student is absent from school, a parent must report the absence no later than 8:00 a.m. by email to the assistant principal at attendance@sldmfishers.org. Please include the following information:

- Child's name
- Grade and teacher
- Reason for absence (include type of illness if applicable)
- Request for homework if applicable (see Make-Up Work policy)

Email to attendance@sldmfishers.org are to be sent by parents for each absence. If a student is absent for three or more consecutive days, a doctor's excuse must accompany the student upon return. (2016)

Tardiness

A student is recorded as tardy if he or she arrives after 7:50AM. Parents must sign in the tardy student at the school office. Consequences, including but not limited to detentions, will be issued to the student for chronic tardiness to school or to class. (2014) After seven tardy occasions, a letter will be sent home to parents. After ten tardy occasions, the family will receive a call from the principal to discuss the situation.

Absences

Illness, funerals, weddings, court appearances, "shadow" dates (two days permitted for eighth graders before January 31st) are considered acceptable reasons to miss school.

If a student is absent three or more consecutive days, a doctor's excuse is required upon return. If a student is sent home (ill), then he/she will not be permitted to return to school that same day or attend

after school extra-curricular activities. Children who vomit or have diarrhea may not return for 24 hours to school. Also, children must be fever-free for 24 hours before returning to school.

Vacations should be taken during school breaks and are strongly discouraged during the school year. The academic performance of a student who has chronic absenteeism or truancy will be reviewed to determine if the student is ready for the academic work of the next grade level. A student who has ten absences or more, per administrators' discretion, will be reported to Child Protective Services and/or the State of Indiana. Parents will be required to communicate directly with the state agency. (2013)

Make-Up Work

Students are responsible for completing classwork and homework due to an absence. Students who are absent have the same amount of time missed to make up missed work, counting the day of return as the first day. For example, if a student is absent for two days, then they have two days, upon return to school, to complete and turn in missed assignments/activities.

If a student is absent one day, he or she is responsible for following up with each teacher in the classes that were missed. This responsibility includes speaking to each teacher on the day of the student's return to find out what information was missed and what work needs to be completed. Homework will not be sent on the first day of an absence.

Homework does not have to be requested while the student is absent. If it is, it can only be requested on or after the second day of absence before 9:00 am. Homework will be placed on the bookshelves in the school entrance by 3:00 to be picked up by parents.

Homework will no longer be sent home with other students. Homework must be requested each subsequent day a student is absent.

Homework may not be requested in advance of a student's absence.

Extracurricular Activities

Students who have been absent may not attend or participate in extracurricular activities on that day (including CYO sports). (2015)

APPOINTMENTS

For medical appointments, parents need to send a note or email to the teacher and school office personnel the day prior to the appointment.

Parents are required to sign out their student the school office when they arrive to pick up the student. Please wait in the school office as your child will be paged to the office.

No child, under any circumstances, will be allowed to leave school alone or with an adult other than the parent unless prior written permission has been granted to the school staff.

Upon returning from an appointment, parents must sign in the student in the school office.

BIKERS and WALKERS

Bicyclists or walkers should exercise great caution on the parish campus due to the number of vehicles entering and exiting the parking lot.

1. Bicyclists must dismount when entering the parish property, walking their bicycles using the same path as walkers. Please chain and lock all bicycles to the bicycle racks. All bicyclists must wear helmets.
2. Walkers should use the sidewalk on Hague Road and proceed along the north side of the church parking lot edge. Students must use the sidewalk next to Craig Willy Hall.
3. Bicyclists, walkers, and bus riders are dismissed (3:00PM).
4. Parents must complete a form granting permission for their child to regularly walk or ride a bike. The form is available in the school office. (2015)
5. Parents must contact the school secretary and their child's homeroom teacher if there is a change in their child's normal pick-up routine. Students will not be allowed to change normal pick-up routine without prior notification from parents. (2015)
6. Students must be escorted to and from church. (2013)

BULLYING

Definition (IC 20-33-8-0.2)

Bullying means the overt, repeated acts or gestures, including (1) verbal or written communication transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm the student.

Requirements (IC 20-33-8-13.5)

Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must: (1) prohibit bullying (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. (b) The discipline rules described in subsection (a) must apply when a student is: (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school. (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

School Policy (2012)

At St. Louis de Montfort Catholic School, the students and staff members work together to create an atmosphere conducive to learning by respecting God's laws, others, or us. We treat everyone with respect at all times. We stand up for one another. Students report instances of bullying, either observed or experienced, to a teacher or staff member. Teachers or staff members listen attentively to students' reports. Administrators are made aware of instances where bullying is reported and document steps taken, specifying their involvement. Parents will be included in facilitating growth and possible outcomes. Additional resources and educational opportunities support the anti-bullying

stance. While bullying will not be tolerated, as a Catholic school community, we move forward assisting students as they grow happily in God's love spiritually, socially, emotionally, mentally, physically, and educationally.

Discipline (2012)

The consequences for bullying may include, but are not limited to the following: meetings with the students, parent-teacher conferences, apology (verbal and/or written), detentions, in-school suspensions, out-of-school suspensions, community service, manual labor, meeting with the pastor, meeting with the social worker, behavior contract, and expulsion. The administrators determine the consequence for the behavior. (2013)

BUS TRANSPORTATION

Students who live in Hamilton Southeastern (HSE) school district have the opportunity to utilize afternoon bus service.

Registration

The school packet will contain information regarding bus sign-up. Details on your child's bus schedule and location will be sent to you.

Schedule

Please note that bus service is available only when Hamilton Southeastern Schools are in session.

Procedure

At the end of the day (3:00PM), students will gather in the gym. A staff member will escort the students to the front of church to wait for the buses. Students are expected to exhibit high standards of behavior on the bus. Bus privileges may be revoked for any reason at any time. (2013)

Parents must contact the school secretary and their child's homeroom teacher if there is a change in their child's normal pick-up routine. Students will not be allowed to change normal pick-up routine without prior notification from parents. (2015)

CARPOOL PROCEDURES

Morning Arrival

1. School doors open at 7:30AM. Students should arrive between 7:30-7:45AM.
2. All drivers enter the front parking lot from Hague Road and follow the lane that runs along the south portion of the parking lot, past the church, the parish office, and between the rectory and the Ministry Center.
3. Enter the school parking lot through the gate and stay to the right near the sidewalk.
4. Cars forming three rows will be permitted in front of the school prior to 7:30AM. (2012)
5. Students in the three rows of cars will be dismissed at once prior to 7:30AM. (2012)
6. Drive forward along the school sidewalk to allow the vehicles behind you to unload as well.
7. Students should be ready to exit the vehicle on the passenger side only.
8. When the students are safely on the sidewalk, drive slowly through the gate and proceed around the north side of the church.
9. If you need to enter the building, please park on the west side of Craig Willy Hall and walk your child to the school building. Please do not exit your car in the drop-off line.

10. Please be respectful of the Mardi de Montfort, Chapel, and handicapped reserved parking spaces.
11. Please do not drop-off students in any other area besides the carpool line.

Pre-Kindergarten Drop Off and Pick-Up Procedures

Drop-Off: Drop your child off at the front doors of the school between 8:45-9:00am. You do not need to ring the doorbell. A teacher will be there to let your child in. If the gates are closed, you will need to park and walk your child up. If the gates are open, you may pull through to the front doors.

Pick Up: Pick up is at 3:10pm with the rest of the school. The Pre K and Kindergarten carpool is between the school and the ministry center. We will exit the front doors of the school and the ministry center. We will exit the front doors of the school. Please meet us there. This carpool starts to form at 3:00pm and the gates close at 3:10pm.

Dismissal

1. Please use extreme caution as the parking lot is extremely busy!
2. Parents will park in straight lines facing west in the large parking lot on the north side of the church.
3. After your child(ren) are in your vehicle, please wait until a staff member signals to drive west and exit the lot. Cars will be released beginning with the far north line to the south line.
4. If a student cannot be located prior to the beginning of cars exiting the parking lot, please simply circle back around to the end of the car line. (2016)
5. If pick up plans change while you are in line and all students cannot be located, again, please simply circle back around to the end of the car line. (2016)
6. Teachers may escort students who have not found their car back to the school office. Please explain to your child that the school office is the meeting place if a ride is missed. (2013)
7. Please do not park in front of the church or outside the carpool lines to pick up your child.
8. Please refrain from using a cell phone on the school property during arrival and dismissal times.
9. Please do not drive around the school bus when it is stopped to unload or load students, regardless of the stop sign usage on the school bus.
10. Please do not leave children unattended in a vehicle.
11. Please turn off your vehicle while waiting in the line.
12. Safety patrol student volunteers should return to the main entrance of the school building for pick up after the car line has been dismissed. (2015)
13. Children not picked up by 3:30pm will be taken to AYS in Craig Willy Hall. Parents are responsible for all charges incurred when using this service. A provisional AYS registration form will need to be completed. (They will have them on-site). There is a \$10 emergency registration fee and the daily rate would be charged. The parent will need to fill out the form and pay when they pick up. The school will provide AYS with a copy of the student(s) emergency contact information sheet. AYS will contact the parent as soon as the child is placed in their care, so that they are aware of our procedure. (2015)
14. Parents must contact the school secretary (secretary@sldmfishers.org) and their child's homeroom teacher if there is a change in their child's normal pick-up routine. Students will not be allowed to change normal pick-up routine without prior notification from parents. (2015)

CONDUCT

Overview

We, the St. Louis de Montfort School community, strive to provide and maintain an environment that teaches and preserves Catholic values. The purpose of the school rules, along with other elements of our total program, is to create a Christian atmosphere, an attitude of consideration and concern for others and a welcoming, stimulating, and respectful environment.

These conduct responsibilities and consequences apply to any student who is on school property, in attendance at school, or at any school-sponsored event or activity. Additionally, the responsibilities and consequences include maintaining school order and discipline, protecting the safety and welfare of others, or safeguarding the reputation of the school or others, virtually or in person. (2012)

Students' Responsibilities

1. Strive to model the actions of Jesus.
2. Attend and participate in Mass each weekend and Friday (2015).
3. Conduct self as a representative of St. Louis de Montfort School at all times.
4. Follow the school expectations as given by adults or in the Family Handbook.
5. Demonstrate honesty, respect, fairness, and courtesy in all actions and interactions.
6. Be accountable for all personal actions.
7. Treat school and church property respectfully.
8. Be prepared and participate in class.
9. Strive for personal best.

Disciplinary Actions

Teachers, who are in charge of their respective classrooms, are expected to set, explain, and enforce their discipline plans that are consistent with our Mission, Accountability Plan (grades 5-8), and the Family Handbook. The teacher, often in conjunction with an administrator, will weigh the circumstances, the results of misconduct, and the severity of the incident. An appropriate consequence will be given, which may be above or beyond those outlined in the Classroom Expectations or in the Accountability Plan. St. Louis de Montfort School expects parents to take an active, constructive, cooperative and supportive role in the interactions between home and school. (2013)

Pre-Kindergarten

The teacher and teaching assistant will speak with the student. The teacher will communicate with parents in person, via phone, email, or note. Behavioral expectation details will be shared at the Back-to-School Night program.

Kindergarten through Grade 4

The teachers and assistants will speak with the student. The teacher will communicate with parents in person, via phone, email, or note. Behavioral expectation details will be shared at the Back-to-School Night program.

Grade 5 through Grade 8

Administrators and teachers will explain the Accountability Plan and tracking system at the Back-to-School Night. For these young, emerging leaders, the program is based on respect and leadership. The Accountability Plan strives to acknowledge and praise students' outstanding behavior via "Louie Loot".

Also, inappropriate behavior is marked, using the teachable moment as an opportunity for personal growth. (2013)

The front of the card lists the following areas: Louie Loot, Accountability, Class Tardies, Dress Code, and Academic Accountability (Think Tanks). The back of the card notes the spiritual foundation of treating others with kindness and respect. Also, the Covey 7 Habits, point deductions, and disciplinary definitions are listed on the back of the Accountability Card. The students will receive a new accountability sheet at the beginning of each quarter. Please contact your child's teacher for specific questions regarding the Accountability Plan. A sample of the Accountability sheet has been posted on the SLDM website. (2013)

Consequences

Certain infractions may result in immediate detention (regardless of accumulation of prior discipline marks) or other disciplinary action (up to and including suspension, and/or expulsion), dependent on the staff/administrator's discretion.

Discipline mark: 2 points

Detention*: 6 points

In-School Suspension*: 12 points

Saturday School*: 18 points

*These consequences may be assigned for an accumulation of discipline marks or as an instantaneous response to a specific incident.

Definitions

Ally: a person who is on your side or who helps you in a situation (2012)

Bullying: overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any behaviors committed; by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (2012) Bullying is also the act of threatening another person physically or emotionally through the use of harassment, teasing, hounding, pestering, playing, or tormenting. (2013)

Bystander: a person who witnesses an act or an event without participating (2012)

Cheating: the act of using another's information to complete homework, quizzes, tests or to use one's own notes in an unauthorized way.

Cyberbullying: the act of using the computer, Internet, or other technological devices to harass and bully others by sending or posting information or messages.

Discipline Board: consists of teachers, administrators, priests, counselors, or other professionals, as requested by the administrator.

Discrimination: the act of treating one or more people differently or worse (2012)

Diversity: a combination of people of different backgrounds (2012)

Empathy: knowledge of how someone might feel from personal experience (2012)

Exclusion: not allowing a student to attend school for a specified amount of time.

Expulsion: the permanent removal of a student from St. Louis de Montfort School.

Forgiveness: the act of pardoning a mistake or offense (2012)

Harassment: repeated advances, inappropriate verbal comments or physical conduct of a threatening nature toward a student, staff member, or another person.

Humiliate: to deeply embarrass or ridicule someone to make him or her feel lower as a person (2012)

Intimidate: to fill with fear (2012)

In-School Suspension (ISS): the full-day removal of the student from the classroom. The student attends school, is supervised by a staff member, and may not participate in extra-curricular activities, including weekends, until the suspension has been completed. The administrator will determine the number of days for In-School Suspension.

Lunch detention: served during lunch and recess in the assigned room or school office.

Out-of-School Suspension (OSS): the removal of the student from school. The student remains under the daily supervision of his or her parents and may not participate in extracurricular activities, including weekends, until the suspension has been completed. The administrator will determine the number of days for Out-of-School Suspension.

Plagiarism: the use of someone's words and claiming them as your own.

Prejudice: an opinion about people that is made before knowing them (2012)

Put Down/Slur: an inappropriate word or term that is to put someone down (2012)

Report: to relate, as what has been learned by observation or investigation (2012)

Respect: to appreciate someone and recognize people as created in God's image (2012)

Ridicule: to make fun of (2012)

Stereotype: a description of someone that is based on an assumption (2012)

Target: a person picked on or bullied by others (2012)

Tease: to make fun of someone (2012)

Tolerate: to accept the feelings, behavior, or beliefs of someone (2016)

Vandalism: the act of destroying property. (2012)

Victim: a person who suffers from destructive actions (2012)

CATHOLIC YOUTH ORGANIZATION (CYO) SPORTS

Students in St. Louis de Montfort School and Parish are eligible to participate in the Indianapolis Archdiocese Catholic Youth Organization (CYO) sports program. Volunteer parish athletic directors serve as the liaison between the parish and the Indianapolis CYO office. Coaches are volunteers. Team call-outs are announced in the church bulletin and the school newsletter

Sports

Students may participate in the following CYO athletics:

- *Girls*: fall kickball (4-8), cross country (3-8), soccer (5-8), basketball (4-8), volleyball (4-8), track (3-8), spring kickball (3-8), softball (6-8); Cheer (3-8)
- *Boys*: football (3-8), cross country (3-8), basketball (4-8), track (3-8), baseball (6-8), soccer (5-8), volleyball (4-8); wrestling (K-8)

We also offer the following club and Mini Cardinal sports:

- *Club*: boys lacrosse (3-8)
- *Mini Cardinal*: boys flag football (K-2), girls volleyball (2-3), girls & boys basketball (1-3); coed soccer (JK-3)

School Absences

Students may not participate in a practice or game if they have been absent for more than three hours of school on that particular day.

Eligibility

1. Parents are expected to monitor academic performance and conduct closely.
2. Please refer to the CYO Handbook for academic eligibility guidelines.

COMMUNICATION WITH PARENTS

1. Conferences
 2. Telephone Calls
 3. Notes or flyers in backpacks
 4. Regular Parent Newsletter (Wednesdays) (2015)
 5. Regular PowerSchool Bulletins
 6. Emails
 7. School Website www.sldmcatholicsschool.org
 8. Calling Post Communication System
- Please contact the school office if you have a question or concern (842-1125).

The school will communicate with the parents and legal guardians only. Extended family members, friends, etc. will not be permitted in educational meetings regarding the student. (2012)

Communication with parents (students in JK-grade 4) will occur primarily through the students' folders and emails. For parents who have children in grades 5-8, emails and phone calls are primary utilized. Meetings may involve the homeroom teacher and another teacher/administrator or the entire team of teachers and administrator(s). Please contact the teachers first if you have a question or concern. (2013)

School-wide Communication

In the event that SLDM needs to contact all parents, Calling Post, an instant phone messaging system, will be utilized. Parents will provide the school with one contact number per family for the Calling Post system. The automated or personalized message will be delivered to this number.

DAILY SCHEDULE

- Full day (kindergarten-grade 8) 7:50AM-3:10PM
- Pre-K1 9:00AM-3:10PM Tu & Th
- Pre-K2 9:00AM-3:10PM M, W, & F

K-8 students should arrive between 7:30AM-7:45AM using the main entrance.

Pre-K students should arrive between 8:45AM-9:00AM using the main entrance.

The late bell rings at 7:50AM. Parents must escort the child through the main entrance to the main office. Please sign in your child and provide a reason for your child's tardiness.

Please communicate with the teacher and the school secretary (secretary@sldmfishers.org) by 2:00PM if your child's dismissal will differ from his or her regular schedule. (2016)

DIRECTORY

The school will publish an online directory with the parents' names, email addresses, and phone numbers using Directory Spot. (2016) The directory information is confidential and may not be used for commercial purposes.

DIVORCED PARENTS/NON-CUSTODIAL PARENTS

The custodial parent or legal guardian must provide written documentation of the legal arrangements concerning children to St. Louis de Montfort School.

DRESS CODE (2012)

The principal and assistant principal may determine appropriate dress, accessories, hair, etc.

Mass Days

Girls may wear uniform shorts, uniform pants, jumpers, or skirts. Boys may wear uniform shorts or uniform pants. Per the pastor, uniform shorts may be worn in August, September, May and June. (2013) Servers are required to follow the shoe guidelines per the priests. Eighth graders can wear gray shirts on Mass days.

Physical Education Classes

Students in all grades must wear athletic shoes to PE class. The shoes should have light colored soles that do not leave skid marks.

Students in grades Pre-K-3 will stay in school uniforms for PE class. Students in grades 4-8 can wear any color crew neck t-shirt or any SLDM spirit wear shirt, as long as it is appropriate for school. Athletic shorts can be any color but must be the appropriate length for school. (2016) Students in grades 4-8 are expected to change into PE uniforms, even on days where the school is out of dress code.

Pre-Kindergarten

The students wear appropriate play clothes. No uniform is required. Socks are required. Tennis shoes are preferred (no boots). (2013)

Girls: Kindergarten through Grade 3

1. SLDM plaid jumper: purchased from Land's End; worn no higher than two inches above the knee; worn all year. Athletic shorts should be worn under the jumpers. (2016)
2. Polo shirts: Plain white or red shirt (with optional SLDM monogram from Land's End); short or long sleeves (2016)
3. Undershirts: plain white (no writing)
4. Shorts: navy blue; school uniform style; worn August, September, April, May; no more than inches above the knee (2015)
5. Pants: navy blue; school uniform style; worn all year; elastic waist acceptable
6. Leggings: navy or black, may be worn under jumper in October-March; no Capri leggings (2014)
7. Belt: navy, black or brown
8. Socks: visible and matching
9. Tights: solid white, hunter green, navy blue or black opaque, cabled, ribbed are acceptable. No lace, patterns, or Capri tights (2013)
10. Shoes: athletic shoes (prefer ties and light soles); saddle shoes; dress shoes; Heels must be one inch or less; no sandals, no crocs, no flip flops
11. Boots: may be worn to and from school. Students wear shoes during the day.
12. SLDM fleece, sweatshirts sweaters: optional; must be purchased from Land's End. (2016)
13. Jewelry: post earrings preferred due to playground activity
14. Nail Polish: tastefully painted and well-maintained (2013)

Girls: Grade 4 (2015)

1. SLDM plaid skirt: purchased from Land's End; worn no higher than two inches above the knee; worn all year; kick pleat or kilt style. Athletic shorts should be worn under the skirts. (2016)
2. Polo shirts: Plain white or red shirt (with optional SLDM monogram from Land's End); short or long sleeves (2016)
3. Undershirts: plain white (no writing); Cami and/or appropriate under garments recommended for this age. (2013)
4. Shorts: navy blue; school uniform style; worn August, September, April, May; no more than two inches above the knee (2015)
5. Pants: navy blue; school uniform style; worn all year; worn at waist
6. Leggings: navy or black, may be worn under skirt in October-March; no Capri leggings (2014)
7. Belt: navy, black, or brown
8. Socks: visible and matching

9. Tights: solid white, hunter green, black or navy blue; opaque, cabled, ribbed are acceptable. No lace, patterns, or Capri tights (2013)
10. Shoes: athletic shoes (prefer ties and light soles); saddle shoes; dress shoes; Heels must be one inch or less; no sandals; no crocs; no flip flops
11. Boots: may be worn to and from school; Students wear shoes during the day.
12. SLDM fleece, sweatshirts and sweaters: optional; must be purchased from Land's End (2016)
13. Jewelry: post or small hoop earrings
14. Nail polish: tastefully painted and well-maintained (2013)

Girls: Grades 5 through 8 (2015)

1. SLDM plaid skirt: purchased from Land's End; worn no higher than two inches above the knee; worn all year; kick pleat or kilt style; Athletic shorts should be worn under the skirts. (2016)
2. Polo shirts: hunter green, navy, white, red or black (with optional SLDM monogram from Land's End); short or long sleeves; Eighth graders may wear gray leadership polo shirts (purchased from Land's End) (2016)
3. Undershirts: plain white (no writing); Cami and/or appropriate undergarments recommended for this age. (2013)
4. Shorts: khaki; school uniform style; worn August, September, April, and May; no more than two inches above the knee (2015)
5. Pants: khaki; school uniform style; worn all year; worn at waist (2013)
6. Leggings: navy or black, may be worn under skirt in October-March; no Capri leggings (2014)
7. Belt: navy, black, or brown
8. Socks: visible and matching
9. Tights: solid white, hunter green or navy blue; opaque, cabled, ribbed are acceptable. No lace, patterns, or Capri tights (2013)
10. Shoes: athletic shoes (prefer ties and light soles); saddle shoes; dress shoes; Heels must be one inch or less; no sandals; no crocs; no flip-flops
11. Boots: May be worn to and from school; Students wear shoes during the day.
12. SLDM fleece, sweatshirts, sweaters: optional; must be purchased from Land's End (2016)
13. Jewelry: post or small hoop earrings
14. Nail polish: tastefully painted and well-maintained (2013)
15. Make-up: Seventh and eighth graders only; light blush, lip gloss, and minimal eye make-up (Please keep in mind that less is more. 😊) Students may be required to remove excessive make-up at school. (2013)

Boys: Kindergarten through Grade 4 (2015)

1. Polo shirts: Plain white or red shirt (with optional SLDM monogram from Land's End); short or long sleeves (2016)
2. Undershirts: plain white (no writing)
3. Shorts: navy blue; school uniform style; worn August, September, April, and May; worn at waist (2015)
4. Pants: navy blue; school uniform style; worn all year; elastic waist acceptable
5. Belt: navy, black or brown
6. Socks: visible and matching (2013)
7. Shoes: athletic shoes (prefer ties and light soles); dress shoes; no sandals; no crocs; Dress shoe heels must be one inch or less.
8. SLDM fleece sweatshirts and sweaters: optional; must be purchased from Land's End (2016)
9. Jewelry: no earrings

Boys: Grade 5 through Grade 8 (2015)

1. Polo shirts: hunter green, navy, white, red or black (with optional SLDM monogram from Land's End); short or long sleeves; Eighth graders may wear gray leadership polo shirts (purchased from Land's End) (2016)
2. Shorts: khaki; school uniform style; worn August, September, April, and May; worn at waist (2015)
3. Pants: khaki; school uniform style; worn all year; worn at waist (2013)
4. Belt: navy, black, or brown
5. Socks: visible and matching
6. Shoes: athletic shoes (prefer ties and light soles); dress shoes; Dress shoe heels must be one inch or less; no sandals, no crocs
7. Boots: May be worn to and from school; Students wear shoes during the day.
8. SLDM fleece, sweatshirts, sweaters: optional; must be purchased from Land's End (2016)
9. Jewelry: no earrings

Further Uniform Changeover Details:

- All of the items in the existing dress code *and* the new dress code may be worn currently.
- Plain shirts with/without a logo in the outgoing uniform colors (white, hunter green, navy) may be worn through 2016/17.
- Official logoed shirts in the new uniform colors (white, red, black) may be worn now as well.
- **All** of the current dress code items (**including non-logoed shirts**) may be worn *through* 2016/17.
- The existing hunter green/navy plaid jumpers and skirts may be worn indefinitely *provided it fits properly and is neat in appearance and in good repair*.
- Any tops/fleeces/ sweaters that bear the new, official school logo—must be purchased through our only approved vendor—Land's End.
- Pants and shorts will remain the same in the new dress code and may be purchased elsewhere provided they meet the school dress code in color, safety and appropriateness.
- Optional Outerwear: all outerwear must be approved SLDM outerwear either bearing either the Cardinal (through 2016/17) or the new logo. The new logoed fleece in both styles (full-zip or half-zip) and colors (red or black) may be worn over uniform throughout the day.

General Guidelines

1. All clothing should be neat, clean, and well-maintained.
2. Haircuts, hair length, hair color, or hair ornaments that distract from the conservative nature of the uniform code are not permitted. Boys: Hair must not touch the collar, eyebrows, or ears. No designs may be cut into the hair. Girls: Hair ornaments should match the school uniform.
3. Shirts must be tucked in "360 degrees" with the waistband of the pants or skirt visible.
4. Long-sleeved shirts worn under short-sleeved polos must be white or the same color as the short-sleeved polo shirt. (2015)
5. Students must wear pants or shorts that are the proper size and wear them at the waist. Girls may not roll skirts or gym shorts.
6. Hooded sweatshirts or non-uniform sweatshirts may not be worn during school hours. (2014) The only exception is SLDM hoodies on the special days outlined below. (2015)

7. Body piercings and tattoos are unacceptable.

Dress-Up days

- Modest church attire; No jeans, shorts or tank tops or clothing with holes (2015)
- Girls: Appropriate shirts with pantsuits, skirts, or dresses (no shorter than 2 inches above the knee); Heel height is one inch or less.
- Boys: dress shirts or polo shirts; tie optional; dress pants
- Students may wear school uniform.

Jeans Days

- Appropriate non-uniform shirt; SLDM (only) hoodies may be worn (2015)
- Jeans or capri jeans: wear at waist; no sagging pants; neat (no holes, cut-offs); no jean shorts (2013)
- Students may wear school uniform.

Cardinal Mondays (2015)

- Spirit wear shirt or team jersey for those teams currently in season (t-shirt required underneath tank-type jerseys)
- SLDM (only) hoodies may be worn. (2015)
- Uniform bottoms.
- Students may wear school uniform.

Major Pep Rally Days (2 per year)

- SLDM spirit shirts, SLDM team shirts, SLDM walkathon shirts, or SLDM logo shirts
- Jeans (see above)
- SLDM (only) hoodies may be worn. (2015)
- Students may wear school uniform.

Special Team Recognition Days

- Team members of city championship-bound team may wear jeans and jerseys (with their coach's permission) on the day of the city championship.
- Cheerleaders of city championship-bound team may wear cheer outfits (with shirt under the uniform top and with shorts or leggings under the skirts).
- Classmates of the team members may wear jeans and spirit wear. SLDM (only) hoodies may be worn. (2015)
- School-wide mini pep rallies will no longer occur. (2013)

EMERGENCY DRILLS

Students and teachers participate in emergency fire, wind (tornado), and earthquake practice drills. Lock down drills will also be practiced. Any person in the building must participate in the drill.

EXTENDED CARE

Extended care is available on regular school days through AYS, Inc., a not-for-profit agency, which provides activities, such as homework time, art, crafts, supervised free play, organized games, and nutritional snacks.

1. PM care 3:15-6:00PM.
2. Children must be enrolled to participate.
3. Please see AYS flyer in the school packet for additional information and required fees. (2013)

FIELD TRIPS

Field trips are educational in nature and are considered a privilege. The teachers and administrators have the discretion to refuse a student's participation.

1. Permission slips must be completed, signed and dated by the parent and returned to school by the due date.
2. No permission slip means no participation.
3. The teachers will arrange transportation for the field trips, either parent/adult drivers or bus.
4. Fees may be required for field trips, such as the eighth grade class trip.
5. Chaperones may not bring siblings or other guests.
6. All chaperones are required to have current "Safe & Sacred" training (<https://safeandsacred-dol-in.org/>) per Diocesan policy. If you have questions please contact Melissa Crowley at mcrowley@sldmfishers.org. (2015)
7. If parents are transporting students, then they are required to complete a form and to provide copies of their driver's license and proof of insurance to the school office personnel.

FUNDRAISING

St. Louis de Montfort Church and School is a stewardship parish. Please contact the stewardship office if you have questions about fundraising or selling items on the school or parish grounds. The school sponsors a Walk-a-thon, the one major fundraiser, annually. In addition, the parish sponsors a parish-wide fundraiser, Mardi de Montfort.

GOVERNANCE

Pastor

The pastor is the parish leader and is responsible for the administration of St. Louis de Montfort Parish, which includes ultimate responsibility for all ministries of the parish including the school. He reports to the Bishop of the Diocese of Lafayette, Indiana. With respect to the school, the Pastor is responsible for:

1. Interviewing, hiring, and evaluating the principal
2. Collaborating with and supporting the principal
3. Working collaboratively with parents, teachers, principal, and the School Advisory Council.

Principal

The Principal is responsible for administering St. Louis de Montfort School, a ministry of St. Louis de Montfort Catholic Church. The Principal is the spiritual and instructional leader of the students and is responsible for the management of the school and the school personnel. The Principal reports to the Pastor and Diocesan Superintendent. The Principal's primary responsibilities include:

1. Employing, supervising, evaluating, and terminating all personnel exclusively involved with the school, in consultation with the Pastor and in accordance with Diocesan policies
2. Overseeing all day-to-day school operations
3. Facilitating the formulation of school policy, in consultation with the School Council with final approval by the Pastor
4. Implementing policies approved by the Pastor and Diocesan office

5. Monitoring the development of an annual budget and exercising financial accountability in the implementation of such budget.

School Advisory Council (SAC)

The St. Louis de Montfort School Advisory Council (SAC) provides a service ministry to the pastor and the Parish Council of SLDM Catholic Church. The service provided is advisement and support. The mission of the School Advisory Council is to strive to provide a Catholic school environment which meets the spiritual, academic, emotional, physical, and social needs of the students. The School Advisory Council's responsibilities and tasks are the following:

1. Witness to the educational mission of the school.
2. Know and understand the purpose of the school in the parish.
3. Assist in developing school policies, goals, and long-range plans.
4. Provide alternative perspectives and views of parish constituencies essential to policy development.
5. Review and support the school budget in collaboration with the principal and Director of Ministries and Operations for approval by the Parish Finance Council
6. Conduct open spring meeting to share the school's progress and goals.
7. Recognize that the duties of SAC do not include involvement with individual staff members nor taking actions with respect to personnel issues or issues regarding individual students.

Each grade is assigned a grade level SAC representative to guide and assist parents as they navigate through the grade. These representatives (listed below) can address any of your grade level-specific questions. Please contact Mike Thor (SAC Chair) if you have any general questions. (2015)

- Michael Thor - 8th grade: 317/294-1898 or thorme_1999@yahoo.com
- Doug Beauregard – 5th grade: 317/431-0906 or dwbeauregard@yahoo.com
- Mike Crowley – 6th grade: 317/504-8163 or mtcrowley70@gmail.com
- Erin Spencer - K: 317/669-2897 or chomspencer@hotmail.com
- Christina Koppin – 7th grade: 317/626-5158 or Christina.g.koppin@pfizer.com
- Mary Bradley – 2nd grade: 317/409-4549 or murphb@live.com
- Amanda Opperman – Pre-K: 317/385-4019 or amandaopperman20@gmail.com
- Lisa Pifer – 4th grade: 317/902-4319 or pife89@sbcglobal.net
- Jeff Utzinger – 3rd grade: 317/698-2225 or jeffutzinger@sbcglobal.net
- Sandy Sturgeon – 1st grade: 317/695-8991 or sandy_sturgeon@sbcglobal.net

GRADING SCALES

Kindergarten and Grade 1

E: Exceeds Expectations (The student exceeds expectations related to the Indiana Academic Standards for kindergarten/first grade.)

M: Meets Expectations (The student consistently meets expectations related to the Indiana Academic Standards for kindergarten/first grade.)

P: Progressing (The student shows some understanding and is progressing toward meeting the expectations related to the Indiana Academic Standards for kindergarten/first grade.)

B: Beginning (The student cannot complete task and/or shows little understanding of the concept related to the Indiana Academic Standards for kindergarten/first grade.)

O: Outstanding

S: Satisfactory

N: Needs Improvement

Grades 2 through 8

A	94%-100%
B	85%-93%
C	75%-84%
D	70%-74%
F	Below 70%

HEALTH SERVICES

Immunization

Immunization records must be on file in the school office on the first day of school. All required immunizations must be up to date to avoid suspension from school. Please contact the school nurse if you have any questions. Please check the information in the parent packet regarding required immunizations. Please contact the school nurses with questions sldmnurse@sldmfishers.org.

Emergency Form

Parents are required to complete this form and return it to the school office by the first day of school. Please notify the school office if information changes.

Illness

If your child is sent home, then he or she will not be permitted to return to school that same day. Students who are sent home due to illness or who were absent may not participate in extracurricular events that day or evening. According to the Indiana Department of Education, a student should be temporarily excluded for:

1. A temperature of 100 degrees or higher. Temperature should be below 100 degrees for 24 hours before the student returns to school.
2. Most inflammatory eye conditions, such as pink eye.
3. Rashes or eczema that is known to be contagious or infectious.
4. Head cold of any consequence, especially with a persistent cough or discharge.
5. Sore or inflamed throat. If strep throat is diagnosed, then the student needs to be on medication for 24 hours before returning to class.
6. Discharge from the ears.
7. Head lice or body lice.
8. Vomiting and diarrhea must be clear for 24 hours before returning to school.
9. Incomplete immunization record.

Medication

To protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards when administering prescription medications to children.

1. All medication must be kept in the health room. Emergency medication, if provided by the parents, may be kept in the cardinal café and/or classrooms.
2. The health room staff, school secretary, administrators, teacher, or parent volunteer administer all medications. Students are not permitted to medicate themselves.
3. All prescription medication to be administered during school hours must be in the original prescription container marked with the student's name, the name of the medication, the accurate dosage, and when it is to be administered. Any dosage changes must have a doctor's

written statement (which must be faxed to the school) or a new original prescription container. All prescriptions must be current within the year.

4. All prescription medication, including inhalers that are administered on a regular basis, must have a completed "Prescription Medication Permission Form" on file. Please see school nurse for the form.
5. For medications, such as antibiotics, that should be administered four times per day, which necessitates a dose during school hours, please request an extra bottle from the pharmacist, so just the amount of medication needed at school can be sent. The student can avoid transporting the medicine between home and school daily.
6. Non-prescription medications (including cough drops, Benadryl, Tylenol, Advil) must be in the original container with written authorization from the parent detailing the reason and time for medication. The school's medication may be generic.
7. If a student needs medication that is not kept at school, a parent may administer the medication at school. Please inform the school office beforehand.
8. The school office must be notified if your child is taking any medications or a change in medications. This information is vital in emergency situations.
9. Please contact the school nurse regarding inhalers and epipens. The school requires a minimum of two epipens for students who have severe allergic reactions.
10. Parents must notify the homeroom teacher, nurses, and administrators regarding a change in medication for treatment of ADD, anxiety, seizures, diabetes, etc. (2013)

Screenings

As mandated by State law, the following services are provided to students:

- Vision screening: grades 1, 3, 5, and 8 (for acuity)
- Hearing screening: grades 1, 4, and 7
- Articulation screenings may occur in Pre-Kindergarten through grade three.
- Students outside of the aforementioned grade levels may be screened at the teacher's discretion.

Accidents

In the event of a serious accident, the school personnel will contact medical personnel and parents immediately. The student will be transported to the hospital indicated on the student's medical form, or the closest hospital, depending upon the emergency. If the emergency occurs during a field trip, then the nearest medical care facility will be utilized. Each student's social security number is required for emergency hospital admittance. (2013)

HOMEWORK

Homework is an essential part of the learning process, reinforcing skills and helping students to manage their time. These guidelines outline the average time spent on homework each night, Monday through Thursday:

Kindergarten-Grade 1 = 30-40 minutes

Grades 2-3 = 45- 60 minutes

Grades 4-5 = 60-90 minutes

Grades 6-8 = 90-120 minutes

If your child frequently takes longer than these guidelines, then please speak with the classroom teacher. Homework may be a combination of written work, review, reading library books, and studying.

Weekend homework may be necessary due to long-term projects, make-up assignments, and enrichment activities.

HONOR ROLL

Quarterly recognition will be given to students in grades 5-8 who achieve at the following academic levels:

Principal's List	4.00
High Honor Roll	3.99-3.76
Honor Roll	3.75-3.50

In general the honor roll is calculated by taking the percentage of each subject times five (number of instructional days). The number is divided by the number of classes. Specific questions may be directed to the technology teacher. The recognition ceremonies will be held in the school gym and are scheduled on the school calendar. Parents and guests are invited!

LIBRARY

Students in Pre-Kindergarten through grade four will visit the library on a regular basis. Older students may check out books as needed. Books may be checked out for one week. All materials are expected to be returned in a timely manner. A late fee or replacement cost will be assessed to late or missing materials. At the end of the year, outstanding library fees may result in the retention of report cards.

PARENT RESPONSIBILITIES

Parents have the primary responsibility to educate their children; therefore they may inquire and recommend. For any Catholic school to be effective with the student, it is essential that a spirit of cooperation, trust, and support exist between the school and the parents. For this reason, we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced at St. Louis de Montfort Catholic School.

Sometimes, it may happen that a family is not supportive of the school and its mission. Should a manifest lack of agreement reach a point where the school and/or diocesan personnel judge that the necessary and appropriate relationship no longer exists, then the family will be required to withdraw their child(ren) from the school. (2013)

You are welcome to contact the teacher whenever you have a question or concern about your child's education through conferences, phone calls, or emails. If entering the school, please check in at the school office before proceeding to the classroom.

In the event you have a concern involving your child, policy or procedures, the following procedure should be followed:

1. Discuss the problem with the teacher with the intention of reaching a resolution.
2. If you have approached the teacher and a resolution cannot be reached, you may make an appointment with the teacher and administrator to discuss the problem.
3. If further exploration of the concern is needed, then the Pastor may participate in the resolution. The decision of the Pastor and/or principal is final. (2013)

Additionally, parents are asked to promote the Christian atmosphere of the school by:

1. Strive to model the actions of Jesus.

2. Attend and participate in Mass on Sundays and Holy Days.
3. Ensure your child is prepared for school: lunch, homework, uniform, and transportation.
4. Ensure that your child arrives to school on time.
5. Respectfully cooperate with school personnel when addressing concerns.
6. Support the financial operation of the church, in addition to making timely school tuition payments.
7. Donate your time and talent to school and parish.
8. Be responsible with confidential information, especially when working with students in the classroom.
9. Receive protocol training by the church prior to working with children.
10. Directly supervise and be responsible for your children while attending parish and school functions.
11. Attend school meetings and parent-teacher conferences.
12. Submit required paperwork and documentation in a timely manner. (2013)

PARENT TEACHER CONFERENCES

Parent teacher conferences are conducted at the end of the first quarter. The first quarter report card will be distributed at the conference, so the parents and the teacher can discuss the student's performance. Additional conferences may be scheduled as needed.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the St. Louis de Montfort School Parent Teacher Organization (PTO) is to encourage the highest academic and moral standards in our children's education by promoting a closer relationship between home and school. The objective of this organization is to provide opportunities for faith formation, cultural enrichment, staff support, and fundraising activities for the school. All school families are eligible to become members of the PTO. Meetings are scheduled on the school calendar.

PARTIES and CELEBRATIONS

The classroom teachers will explain how birthdays are celebrated at Back-to-School Night. We happily acknowledge the birthdays of all SLDM students on the announcements each morning and present them with a balloon. In fairness to the other students, and to keep disruptions to a minimum, we ask that parents/guardians do not send balloons, flowers, or other special gifts to school for birthdays and special occasions. For younger grades, additional class celebrations may be held for Halloween/All Saints Day, Christmas, and Valentine's Day. For home parties, please mail invitations; do not distribute them at school.

POWER SCHOOL

1. Power School is the website that allows us to communicate timely news and the academic progress of our students.
2. Power School helps increase parent involvement, raise student achievement, and save on paper-related operating expenses.
3. Students' private information is visible only to their parents who login with their own screen name and password.

4. To begin using your Power School account, you will need to activate your account. Please contact Jennifer Podlogar, at jpodlogar@sldmfishers.org or 317-842-1125.

RECESS

Recess is scheduled each day. While at recess, students are expected to demonstrate a Christian attitude at all times- treat others as you wish to be treated and strive to model the actions of Jesus.

Students follow these rules:

1. If the grass area is wet or muddy, the students will play on the paved area.
2. If the ball leaves the playground, the playground supervisor must give permission to retrieve the ball.
3. Students may not retrieve balls from the window well.
4. Students should not return to the building during recess unless there is an emergency.
5. During winter (outside) recess, students should wear boots, gloves, and hats in snowy or cold weather. Students without proper footwear will be restricted to shoveled areas.
6. The school office personnel may determine that recess will be held indoors due to weather conditions.

RELIGIOUS EDUCATION

Our Catholic religious education and faith formation are integral parts of the curriculum.

1. Students and staff members pray daily.
2. Religion curriculum is taught daily.
3. Students in Pre-Kindergarten, kindergarten, and grades 1-8 attend Mass each Friday (8AM) and on Holy Days. (2015)
4. Students in kindergarten through grade 8 have classroom Masses.
5. Students are encouraged to be trained as altar servers.
6. Priests are visible and available to the staff and students.
7. Sacramental preparations are provided through the school and parish (2nd grade- First Reconciliation and First Eucharist).
8. Retreats are scheduled for students.
9. Students participate in Advent Services, Stations of the Cross, Adoration, Rosary and other Catholic traditions.
10. Confirmation classes are led by the Youth Ministry during a student's high school years.
11. Students who are not Catholic are expected to attend all religious education and faith formation activities.

REPORT CARDS

Students in kindergarten through grade eight receive report cards four times per year. Progress reports are distributed to students in grades 3-8 for daily classes half way through each quarter. Please see the master school calendar for distribution dates.

Report cards may be held for outstanding fees, fines, or tuition. In addition, report cards will be held for incomplete registration for the upcoming school year, including spring packet forms, re-registration form, and registration fees. (2013)

SAFETY

Every student must be accompanied by an adult when moving from one building on campus to another location on campus.

SCHOOL SUPPLIES

The list of school supplies required for each grade level will be distributed prior to the beginning of the school year. In addition, Toolbox orders, or similar company, may be placed in the early spring. Supply lists will be posted on the School Website sldm catholic school.org. Please help your child bring in supplies during Meet the Teacher or on the first day of school.

SEARCH POLICY

The SLDM staff maintains the right to inspect students' backpacks, purses, lockers, and personal belongings and the contents when suspicion arises, such as, but not limited to, maintain sanitary conditions, attempt to locate lost or stolen materials, ensure the item is used for the intended purpose, search for prohibited or dangerous material, or follow-up on personal or confidential information. The school reserves the right to search anything brought on school property, including cell phones and other electronic devices. (2013)

SECLUSION AND RESTRAINT PLAN

Saint Louis de Montfort Catholic School believes a safe and healthy, spiritual environment should be provided in which all children can learn, develop and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children will ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents are invited to access a full copy of our school's plan by contacting the administrators. (2014)

SERVICE HOURS

One of the primary purposes of Catholic school is the education of young people in the ways of faith. Parents are encouraged to participate with their children in these service projects as role models of mature Christian adults. Teachers will explain the specific requirements and offer suggestions for service projects and opportunities.

As part of this process, students are required to complete a minimum number of service hours.

Grade 5 = 12 hours

Grade 6 = 18 hours

Grade 7 = 21 hours

Grade 8 = 24 hours

SHADOWING

St. Louis de Montfort School supports eighth graders in making good high school selections. Two excused absences for shadowing will be granted to eighth grade students. The eighth grade teachers will share the guidelines with the parents and students in the fall. Shadow dates for SLDM students begin October 1st and end February 1st.

SMOKING POLICY

Smoking is not permitted in the school or on the school grounds.

STANDARDIZED TESTING

- NWEA testing is administered to grades K-8 three times per year.
- ISTEP+ Testing assesses students in grades 3-8 in the late winter and spring.
- IREAD is administered to third grade only in the spring.
- Please refrain from scheduling appointments during standardized testing. Please consult the school calendar and parent newsletter for testing days.

TUITION

Overview

The financial policy of the school is governed by policies established by the Parish Finance Council with the approval of the pastor and principal. All policies must conform to the Catholic Schools Office and Diocesan Business Office.

St. Louis de Montfort maintains a system of tuition and fees, which primarily offset school personnel expenses (wages and benefits). Tuition rates are based on whether families are parishioners of St. Louis de Montfort Catholic Church or not. Rates are higher for non-parishioners. For rate information, please inquire in the school office.

Active Parishioners

Parishioner rates are given to active parishioners. All families will be asked annually to complete a form detailing their involvement in the parish for the previous calendar year. The pastor may review all forms. Families who do not qualify for parishioner rates will be notified. Loss of "active" parishioner status only affects the tuition rates and not enrollment for currently enrolled students.

Payment Options

Families must complete a tuition payment option form and select the following options for payment:

1. Pay 100% of the tuition by August 1.
2. Pay 50% of the tuition by August 1 and 50% of tuition by November 5. A tuition management fee per child will be due by August 5.

3. Pay 1/10 of tuition each month for one year commencing with August 1 and ending May 1. A tuition management fee per child will be assessed and due on August 5.
4. Technology fee (per student) and directory fee (per family) will be included on the first tuition statement.
5. All Families must enroll with the FACTS Management program.

Fees

FACTS fees are not refunded after the August 5th payment has been received. Families who choose option 2 or 3 must provide authorization and pertinent credit card information for each child. If the monthly payment is not received by the 10th day of each month, then the monthly tuition and a late fee per child will be charged to the credit card. Any fees owed, including tuition, lost or damaged textbooks or library books may result in the delayed receipt of your child's (children's) final report card.

Books

The tuition cost covers book fees. All textbooks are issued to students on a rental basis. Students are expected to cover the books and to keep them in good condition. Students who return books in poor condition will be charged a replacement cost.

VISITORS

We welcome visitors, especially parents and interested friends, to St. Louis de Montfort School. All visitors must enter through the main doors and report to the school office. Please sign in using the computer system and wear the printed badge sticker. Before leaving, please sign out at the office. (2016) Visitors must be supervised, not alone with students, at all times.

VOLUNTEERS

Volunteers are encouraged and needed often in the school. Please enter through the main school doors, sign in with the school office, and wear the security badge during the visit. Volunteers should dress in appropriate business casual attire.

All parents and volunteers must complete a Background Check and take the parish-sponsored "Safe & Sacred" Training, which is valid for three years, prior to helping in the school. Please see Field Trips for specific guidelines. (2015)

WEATHER CLOSINGS AND DELAYS

Please exercise your best judgment as to whether or not you and your children can drive to school safely during times of inclement weather.

In the event of severe weather conditions, the decision to delay or close school will be made by 6:30AM. St. Louis de Montfort will be named or posted on radio and television stations. Information will be communicated via the television stations (6, 8, and 13) and radio stations (WIBC). In addition, information may be shared via the School Website (www.sldm Catholicschool.org) and the Calling Post communication system.

Pre-Kindergarten students will attend school on two-hour delay days at the adjusted start time of 9:50AM. (2016)

WITHDRAWALS

If you are moving or transferring to another school, please notify the principal, in writing, as soon as possible. All tuition payments are considered non-refundable. However, extenuating circumstances can be reviewed by the principal and business manager for consideration of a pro-rated tuition refund.

After all financial obligations have been met and all non-consumable textbooks and library books have been returned, the student's records will be transferred to the school. Please note that the parents must sign a form requesting that student's records may be transferred to a certain school. (2012)

FAMILY HANDBOOK AMENDMENTS

The principal may amend the Family Handbook during the school year. By enrolling a student in the school, parents and students are agreeing to the Family Handbook and any amendments. Notification of changes will be announced in the parent newsletter. (2012)