

**St. Louis de Montfort Catholic School**  
**Family**  
**Handbook**  
**2022-2023**



SAINT LOUIS de MONTFORT  
Catholic School



*Items in red are new to this year's current handbook.*

**Revised August 2022**

# TABLE OF CONTENTS

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LETTER TO THE SCHOOL COMMUNITY .....	3
VISION AND MISSION STATEMENT .....	4
VISION STATEMENT .....	4
MISSION STATEMENT .....	4
ACCREDITATION .....	4
SCHOOL ADVISORY COUNCIL MEMBERS (current) .....	4
SCHOOL-WIDE GOALS 2019-2022 .....	4
FAMILY POLICY GUIDE .....	5
ACADEMIC HONESTY .....	5
ADMISSION .....	6
ATTENDANCE .....	7
BIKERS and WALKERS .....	9
CARPOOL PROCEDURES .....	9
CONDUCT .....	11
CATHOLIC YOUTH ORGANIZATION (CYO) SPORTS .....	14
CHILD ABUSE .....	15
COMMUNICATION WITH PARENTS .....	15
DAILY SCHEDULE .....	16
DIRECTORY .....	16
DIVORCED PARENTS/NON-CUSTODIAL PARENTS .....	16
DRESS CODE and UNIFORM REQUIREMENTS (updated October 2019) .....	16
SPECIAL OUT OF UNIFORM DAYS .....	19
DRESS CODE VIOLATIONS .....	20
E-LEARNING DAYS .....	20
EXTENDED CARE .....	22
FAMILY HANDBOOK AMENDMENTS .....	22
FIELD TRIPS .....	22
FUNDRAISING .....	22
GOVERNANCE .....	22
GRADING SCALES .....	23
HEALTH SERVICES .....	24

HOMEWORK.....	26
HONOR ROLL.....	26
LIBRARY .....	26
PARENT RESPONSIBILITIES .....	27
PARENT TEACHER CONFERENCES.....	27
PARENT TEACHER ORGANIZATION (PTO) .....	27
PARTIES and CELEBRATIONS .....	28
PESTICIDES .....	28
POWER SCHOOL.....	28
RECESS .....	28
RELIGIOUS EDUCATION .....	28
REPORT CARDS.....	29
SAFETY .....	29
SCHOOL SUPPLIES .....	30
SECLUSION AND RESTRAINT PLAN .....	30
SERVICE HOURS.....	31
SHADOWING HIGH SCHOOL .....	31
SOCIAL WORK/ COUNSELING SERVICES.....	31
STANDARDIZED TESTING .....	31
FAMILY TECHNOLOGY HANDBOOK.....	31
TECHNOLOGY .....	31
TECHNOLOGY ACCEPTABLE USE POLICY .....	35
TUITION .....	36
VISITORS.....	37
VOLUNTEERS.....	37
WATER BOTTLES.....	37
WEATHER CLOSINGS AND DELAYS .....	37
WELLNESS POLICY .....	38
WITHDRAWALS.....	39
<b>Parent Signature Form.....</b>	<b>41</b>

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## **LETTER TO THE SCHOOL COMMUNITY**

Dear Parents and Students,

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. Please read this document carefully and let me know if you have any questions or need clarification. *Your family's registration and enrollment indicate you intend to abide by the policies of St. Louis de Montfort Catholic School as outlined in the handbook.*

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 and helping them to be disciples of Christ!

Sincerely,



Scott Stewart, Principal

*Items in red are new to this year's current handbook.*

## **VISION AND MISSION STATEMENT**

### **VISION STATEMENT**

**S:** Scholarship

**L:** Leadership

**D:** Discipleship

**M:** Ministry

### **MISSION STATEMENT**

St. Louis de Montfort is a Roman Catholic school committed to educating the whole child through discipleship and academic excellence. We are dedicated to becoming the best versions of ourselves as we learn to know, love, and serve Christ in the world.

### **ACCREDITATION**

St. Louis de Montfort School is fully accredited by the Indiana Department of Education and Cognia systems accreditation (formerly AdvancED). The Indiana Academic Standards and the Diocesan Standards guide the curriculum.

### **SCHOOL ADVISORY COUNCIL MEMBERS (current)**

For more information about SAC, please see Governance section of this handbook.

- Colleen Stine (Chairperson)
- Tom Crishon (Chairperson-elect)
- Kathy Cruz (Secretary)
- Jessica Cook
- Dan Mattingly
- Phil Funk
- Emily (Emilia) Meyer
- Mike Wilhelm
- Melissa Lawson
- Fr. Thomas Hahn, Pastor
- Scott Stewart, Principal
- Trish Bentivoglio, Assistant Principal
- Stephanie Donald, Staff Representative

### **SCHOOL-WIDE GOALS 2019-2022**

#### **Religion –**

Students will be missionary disciples through evangelization within the local and global communities.

#### **Math –**

Students in grades 5-8 will demonstrate the ability to apply data analysis skills using different types of graphs, tables, or other sources.

Students in grades K-4 will increase their math computation skills by demonstrating proficiency with math facts in both speed and accuracy.

#### **English –**

All students will demonstrate mastery of the writing process.

## **FIDELITY TO TEACHINGS OF THE CATHOLIC CHURCH**

Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded (Mt. 28: 19-20). Christ is the foundation of Catholic education; He is the Master who journeys with students through school and life as genuine Teacher. As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

## **CALL TO CHASTITY**

At the heart of a Catholic school's unique educational charism is integral formation of the whole human person. Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for both individual and corporate behavior and development in the complex area of human sexuality. All men and women are called to a life of chastity appropriate to their vocation in life.

## **GENDER IDENTIFICATION**

One's biological sex and gender expression should be integrated according to God's plan. Therefore, St. Louis de Montfort will always recognize and uphold the biological sex of a student in all facets of school life including but not limited to identification, pronouns, uniforms, athletics, programming, and facilities.

## **HUMAN SEXUALITY**

We believe that the teachings of the Catholic Church are in accord with God's plan for sexuality, and that shaping our lives and culture in accord with these teachings are the surest paths to happiness on this earth and eternal salvation. We understand that these teachings call people to high standards of behavior in contradiction to those advanced by our culture. We hope the culture established at St. Louis de Montfort, along with the guidance and modeling of parents, teachers, and staff will lead our students to embrace these teachings.

The faculty and staff will strive to be respectful, compassionate, and sensitive with students who experience same-sex attraction while reminding them of our call to live a chaste life. We also expect students to be respectful, compassionate, and sensitive of one another as well.

It is not appropriate for students of St. Louis de Montfort to publicly advocate for behaviors that are contrary to the teachings of the Catholic Church on grave matters as described in the Catechism. This includes the Church's teachings on chastity and marriage.

\*Note: Some of this policy is derived from "HUMAN SEXUALITY POLICIES FOR CATHOLIC SCHOOLS" by Denise Donohue, Ed.D., and Dan Guernsey, Ed.D., March 2016. It is used with permission.

## **FAMILY POLICY GUIDE**

### **ACADEMIC HONESTY**

Academic honesty is an integral part of a Catholic education. SLDM prohibits cheating, plagiarism, copying, or forgery in any form. Students will be instructed and informed throughout the year about *academic dishonesty* and given strategies to avoid it. Copying work from a classmate or using former students' materials to complete assignments or tests are forms of cheating. Students need to be aware that using an older sibling's or previous student's work, either word for word or as a guideline, is considered academic dishonesty and is not allowed. It

is especially tempting to look for answers or writing from internet sources. Students must remember that turning in any work that is not completely and originally their own is considered cheating. Students must not allow other students to cheat from them or copy their work. Any academic dishonesty, such as cheating, copying, plagiarism, or allowing another student to copy, may result in detention and/or a zero on the assignment or test.

## **ADMISSION**

**NON-DISCRIMINATION STATEMENT:** St. Louis de Montfort admits students of any race, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. SLDM does not discriminate based on race, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

**OCTOBER:** Current students submit paperwork for enrollment. Paperwork and registration fee are expected by due date to secure a place for the next year's class.

**NOVEMBER:** New student registration begins at the Open House and continues through the start of the next school year.

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.

**PRE-SCHOOL:** To enter 3-year-old Preschool, a child must be three years old by September 1st.

**PRE-KINDERGARTEN:** To enter Pre-K, a child must be four years old by September 1<sup>st</sup>. Pre-K is considered a feeder for kindergarten. As a result, the Pre-K students will have priority for kindergarten admission.

**KINDERGARTEN:** To enter kindergarten, a child must be five years old by September 1<sup>st</sup>.

## **SLDM 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, length of parish registration, and duration of time on the waiting list. 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.

### **ENROLLMENT LOTTERY PROCESS**

If after applying the admission criteria the number of applicants for enrollment exceeds the number of seats available, the school will randomly select, in a public meeting, the names of applicants who meet the requirement for admission to the school. The deadline for submission of an application for admission will be on or around August 1st each year. Lottery will be held on or around August 15 each year. Impacted families will be notified.

### **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. 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.

### **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.

### **TUITION AND FINANCIAL AID**

See Tuition section

### **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.

### **ABSENCE**

Illness, funerals, weddings, court appearances, and 8<sup>th</sup> grade high school shadow dates 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 without fever-reducing medication for 24 hours before returning to school.

According to state code, "chronic absenteeism" includes students who miss greater than 10% of the total number of school days (18 days) for any reason. Parents of a student who has nine absences or more per semester will be contacted by the administration. Students may be reported to Child Protective Services. Parents will be required to communicate directly with the state agency. 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.

### **APPOINTMENTS / EARLY DISMISSAL**

For early dismissals, parents need to send a note or email to the teacher and school secretary ([secretary@sldmfishers.org](mailto:secretary@sldmfishers.org)) the day prior. Parents are to pick up students for early dismissal at the school office by 2:50. Picking the student up by 2:50 will allow parents to leave campus before it is closed to moving traffic for afternoon carpool. Parents are required to sign out their student in the school office when they arrive. Please wait in the school office when your child is paged for dismissal. Students will not be sent to the office to wait before parents arrive.

If a child is leaving and returning to school in the same school day, parents must sign the student in at the school office upon return.

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 provided to the school staff.

### **COMMUNICATION / ATTENDANCE EMAIL**

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](mailto:attendance@sldmfishers.org). The school nurse also reads the attendance emails, so emailing the nurse separately is not necessary. Parents may cc the homeroom teacher as well. Please include the following information:

- **Child's first and last name**
- **Grade and teacher**
- **Reason for absence (include type of illness and list all symptoms if applicable)**

Email to [attendance@sldmfishers.org](mailto: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.

### **EXTRACURRICULAR ACTIVITIES**

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

### **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. Parents may request homework on or after the second day of absence by 9:00 am. Homework will be placed on the bookshelves in the school entrance about 3:00 to be picked up by parents. Homework will not 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.

### **TARDINESS**

A student is recorded as tardy if he or she is not in class by 7:50AM. Parents must sign in the tardy student at the school office.

Consequences, including but not limited to conduct marks or detention, will be issued to the student for repeated tardiness to school or to class. After seven tardy occasions per semester, a letter will be sent home to parents.

### **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 **daycare** 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.
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.
6. Students must be escorted to and from church.

### **CARPOOL PROCEDURES**

#### **MORNING ARRIVAL**

1. School doors open at 7:30AM. ***Students should arrive between 7:30-7:45AM.***
  - a. **Students will be marked late to school if they arrive to the classroom after the 7:50 bell.**
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.
5. All students in the three rows of cars will be dismissed at one time prior to 7:30AM.

6. Drive forward along the school sidewalk to allow the vehicles behind you to unload.
7. Students should be ready to exit the vehicle on the passenger (sidewalk) 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. Do not exit your car in the drop-off line.
10. Be respectful of reserved parking spaces, such as handicapped and chapel parking.
11. Do not drop-off students before 7:30 in any other area besides the carpool line and then leave campus. If you drop students off in any other area besides the carpool line, you must escort them into the school.
12. The carpool gate closes and is not monitored by school staff at 7:50 (**according to school bell or teacher on gate duty**). Students arriving after this time should be walked into school by their parent and signed in as tardy.

### **PART-TIME PRESCHOOL AND PREKINDERGARTEN DROP-OFF AND PICK-UP**

Preschool Teachers will communicate carpool (drop off and pick up) procedures to parents. Full-time Prekindergarten students participate in the same morning carpool procedures as the rest of the school (K-8).

### **DAYCARE BUS**

Parents make arrangements with their child's daycare for bus transportation. Contact **the school's Administrative Assistant** for a form to inform the school of the arrangements. Morning daycare busses go through the carpool line. Afternoon daycare bus pick up is in front of the church. At the end of the day (3:00PM), students gather in the gym. A staff member will escort the students to the front of church to wait for the buses.

### **DISMISSAL**

Parents must contact the school secretary ([secretary@sldmfishers.org](mailto: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.

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.

Safety patrol student volunteers should return to the main entrance of the school building for pick up after the car line has been dismissed.

Students **not** involved in after school activities are not to be on campus. This includes siblings and carpool members of students who are participating in afterschool activities such as sports practices, tutoring with staff members, student meetings, etc. The unattended students are not permitted to go to the gym, playground, front hall, or SKWT which is for staff members' children only. SLDM does not accept responsibility for unattended students after school hours. We do not have the extra staff or volunteers to monitor children, and it places an undue burden on the adults / coaches in charge of the afterschool activity.

### **AFTERNOON CARPOOL PROCEDURE**

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.
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.
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.
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 daycare bus when it is stopped to unload or load students, regardless of the stop sign usage on the daycare bus.
10. Do not leave children unattended in a vehicle.
11. Turn off your vehicle while waiting in the line.

## **CONDUCT**

St. Louis de Montfort School strives 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.

### **Bullying Definition**

Bullying means: Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed; aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted students an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property.
- Has a substantially detrimental effect on the targeted student's physical or mental health.
- Has the effect of substantially interfering with the targeted student's academic performance.
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

### **Bullying Prevention**

Bullying will not be tolerated. As a Catholic school community, we assist students as they grow happily in God's love spiritually, socially, emotionally, mentally, physically, and educationally.

- All students receive anti-bullying lessons by the school social worker.
- SLDM school-wide behavior management procedures include M.O.P. and A.A.A.A.
  - M.O.P.- Can this behavior harm... Me, Others, or Property?
  - A.A.A.A.- These steps should be taken if you have broken any of the M.O.P. rules... Admit, Apologize, Accept the consequences, and make Amends.

- Lessons are taught in Technology, Religion, and Physical Education classes regarding cyberbullying, the dignity of the human person, positive relationships, sportsmanship, etc.
- Religion class and our Catholic Identity is an integral part of teaching and learning anti-bullying messages.
- The Virtues in Practice program teaches us how to live the virtues that lead us to be holy and happy in this life and the next.
- School staff use teachable moments to help all students build their social emotional skills and interpersonal relationship skills.
- Full time Prekindergarten students have weekly lessons by the school Social Worker to help them grow their school and relationship skills.

### **Bullying Reporting**

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.

### **DEFINITIONS for Conduct**

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

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. Bullying is also the act of threatening another person physically or emotionally through the use of harassment, teasing, hounding, pestering, playing, or tormenting.

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

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

Diversity: a combination of people of different backgrounds

Empathy: knowledge of how someone might feel from personal experience

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

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

Intimidate: to fill with fear

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 extracurricular 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

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

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

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

Ridicule: to make fun of

Stereotype: a description of someone that is based upon assumption

Target: a person picked on or bullied by others

Tease: to make fun of someone

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

Vandalism: the act of destroying property.

Victim: a person who suffers from destructive actions

## **DISCIPLINARY ACTIONS**

Teachers, who oversee their respective classrooms, are expected to set, explain, and enforce their discipline plans that are consistent with our mission, Accountability Plan (grades 6-8), 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.

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. St. Louis de Montfort School expects parents to take an active, constructive, cooperative, and supportive role in the interactions between home and school.

### **Preschool/ 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 5**

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 6 through Grade 8**

Administrators or 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 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.

### **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

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

### **STUDENTS' CONDUCT RESPONSIBILITIES**

1. Strive to model the actions of Jesus.
2. Attend and participate in Mass each weekend and Friday.
3. Conduct self as a representative of St. Louis de Montfort School always.
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.

### **CHEWING GUM**

Chewing gum is not permitted in the school building or on school grounds.

### **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 (PK-3)

### **SCHOOL ABSENCES**

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

### **ELIGIBILITY**

1. Parents are expected to monitor academic performance and conduct closely.

2. Please refer to the CYO Handbook for academic eligibility guidelines.

## **CHILD ABUSE**

### **PREVENTION POLICY**

Employees have the duty to report suspected child abuse or neglect as required under IC 31-33-5.

### **TRAINING**

School employees participate in training on child abuse and neglect at least once every two years as required under SEA 447.

### **RESEARCH AND EVIDENCE-BASED INSTRUCTION ON CHILD ABUSE AND CHILD SEXUAL ABUSE**

The school provides age appropriate and research and evidence-based instruction on child abuse and child sexual abuse to students in kindergarten through grade 8, per Child Abuse Education and Policies (IC 5-2-10.1-12; IC 20-19-3-11; IC 20-26-5-35.5; IC 20-30-5-5.7) and per Diocese Safe and Sacred requirements.

### **HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE OF A MINOR**

If you or someone you know has been a victim of child sexual abuse in the past or present day by clergy (priest or deacon) you are requested to report the incident in the following manner:

1. Make a report to Child Protective Services by calling 800-800-5556 or local law enforcement.
2. Call Victim Assistance Coordinator of the Diocese of Lafayette-in-Indiana at (765) 464-4988.
3. Thereafter, an investigation will be undertaken by or on behalf of the Diocese of Lafayette-in-Indiana.

If you or someone you know has been a victim of child sexual abuse in the past or present day by someone working in a parish or school for the Roman Catholic Church in the Diocese of Lafayette-in-Indiana (such as religious sister or brother, lay employee, lay volunteer, etc.) you are requested to report the incident in the following manner:

1. Make a report to Child Protective Services by calling 800-800-5556 or local law enforcement
2. Call our Ethics Hotline 855-375-6796, or go to [dioceseoflafayetteinindiana.ethicspoint.com](http://dioceseoflafayetteinindiana.ethicspoint.com). OR
3. Call Director of Human Resources at 765-269-4604.

## **COMMUNICATION WITH PARENTS**

1. Emails
2. Conferences
3. Telephone Calls
4. Notes or flyers in backpacks
5. Regular Parent Newsletter (Wednesdays)
6. School Website [www.sldmcatholicsschool.org](http://www.sldmcatholicsschool.org)
7. Automated phone calls, text messages, and emails from school office
8. "Remind" text groups

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.

Communication with parents (students in Preschool-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.

## **SCHOOL-WIDE COMMUNICATION**

If SLDM needs to contact all parents an instant phone messaging system will be utilized. Parents will provide the school with one contact number per family for the contact system. The automated or personalized message will be delivered to this number. The school will also communicate through email and text messages (optional sign up for Remind) to all parents or specific groups of parents.

### **DAILY SCHEDULE**

- Full day PreK (PKC) - grade 8: 7:50AM-3:10PM
- 3s Preschool and Part-time PreK (PKA, PKB, 3PA, 3PB): 9:00AM-1:00PM
- Extended Part-time Preschool arrival option: 7:30
- Extended Part-time Preschool dismissal option: 3:10

Full time students should arrive between 7:30AM-7:45AM using the **school's** main entrance.

The late bell rings at 7:50AM.

PKC-8<sup>th</sup> grade: Parents must escort the child through the main entrance to the main office. Sign in your child and provide a reason for your child's tardiness.

**Preschool building (PKA, PKB, 3PA, 3PB):** Parents should escort the child through the school's main entrance to the office. Sign in your child and provide a reason for your child's tardiness. **Then escort your child to the preschool building.**

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

### **DIRECTORY**

The school will publish an online directory with the parents' names, email addresses, and phone numbers using Directory Spot. 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. Parents are responsible for informing the school during the yearly registration process the names and addresses of parent(s) who receive school communication.

### **DRESS CODE and UNIFORM REQUIREMENTS** (updated October 2019)

The principal and assistant principal may determine appropriate dress, accessories, hair, etc. All clothing should be neat, clean, and well-maintained.

### **GRADES KINDERGARTEN - 8**

#### **Pants**

- Boys and girls
- Grades Kindergarten-4: navy blue
- Grade 5-8: khaki
- May be worn all year
- Uniform style: no pull on or cargo
- Worn at the waist
- May be purchased from Lands End, Schoolbelles, or another store

#### **Shorts**

- Boys and girls
- Grades Kindergarten-4: navy blue
- Grades 5-8: khaki
- May be worn all year
- Uniform style: no pull on or cargo
- Must not be shorter than 2 inches above the knee
- Worn at the waist
- May be purchased from Lands End, Schoolbelles, or another store

#### **Jumpers**

- Girls grades Kindergarten-3
- Must be purchased from Schoolbelles
- Must not be shorter than 2 inches above the knee.
- Used Lands End plaid uniform jumpers may be worn if they follow uniform requirements.
- Shorts must be worn under the jumper.

#### **Skirts and Skort**

- Girls grades 4-8
- Must be purchased from Schoolbelles
- Must not be shorter than 2 inches above the knee.
- Used Lands End plaid uniform skirts may be worn if they follow uniform requirements.
- Shorts must be worn under the skirt.

#### **Polo Shirts**

- Boys and girls
- Grades Kindergarten-4: White or red shirt
- Grades 5-8: White, red, or black shirt
- Grade 8 leadership polo: grey with 8<sup>th</sup> grade SLDM logo
- Purchased from Land's End or Schoolbelles with SLDM logo
- Short or long sleeves
- Tucked in around the entire waist

#### **Undershirts**

- Boys and girls
- Girls may wear camisoles or tank tops instead of undershirts.
- Grades Kindergarten-4: optional
- Grades 5-8: required
- Plain white (no writing)
- If long-sleeved shirts are worn under short-sleeved polos, they must be plain white (no writing)

#### **Socks**

- Boys and girls
- Required
- Visible and matching

#### **Leggings**

- Girls only
- Optional
- Solid black
- Worn under jumpers and skirts, not to be worn in place of uniform pants

- full length (no capri leggings)

#### **Tights**

- Girls only
- Optional
- Solid black or white; Plain, no patterns (cabled or ribbed are acceptable)
- Opaque

#### **Belt**

- Boys and girls
- Grades Kindergarten-2: optional
- Grades 3-8: required
- Worn with pants and shorts
- Navy, black, brown, tan, or white; Solid color
- No large belt buckles

#### **Shoes**

- Boys and girls
- Athletic shoes (prefer ties and light soles), flats, buckle shoes, or dress shoes
- Heels must be one inch or less
- No sandals, crocs, flipflops, or boots/booties
- Boots may be worn traveling to and from school only.

#### **Fleece and sweaters**

- Boys and girls
- Optional
- Must be purchased from Land's End or Schoolbelles with SLDM logo.
- Sweatshirts are not permitted during school hours

#### **Hair**

- Girls: Hair ornaments should match the school uniform.
- Boys: Hair must not touch the collar or eyebrows; No ponytails, buns or hair clips; **boys must be clean shaven (no facial hair)**
- Cut, length, color, or ornaments that distract from the conservative nature of the uniform code are not permitted.
- No designs may be cut into the hair.
- Color should be natural.

#### **Jewelry**

- Boys and girls may wear small Catholic medals on chains.
- Girls only: Post or small hoop earrings only due to playground activity.
- Optional
- Must not distract from the learning process or conservative nature of the uniform code.
- Other piercings and tattoos are not permitted.

#### **Make up**

- Optional
- Grades 7-8 girls only: Light blush, lip gloss, and minimal eye make-up (Please keep in mind that less is more.) Students may be required to remove make-up at school.
- Grades Kindergarten-8 girls only: Nail Polish if worn must be tastefully painted and maintained.

### **PRESCHOOL AND PRE-KINDERGARTEN**

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

### **MASS DAYS**

- Servers are required to follow the shoe guidelines.
- Eighth graders are encouraged to 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 are expected to change into PE clothing, even on days where the school is out of dress code.
- Students in grades 4-8 can wear any color crew neck t-shirt or any SLDM spirit wear shirt, if it is appropriate for school. Athletic shorts can be any color but must be the appropriate length for school.

### **SPECIAL OUT OF UNIFORM DAYS**

Special out of uniform days follow all dress code requirements except for the following:

#### **DRESS-UP DAYS**

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

#### **CARDINAL MONDAYS**

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

#### **JEANS DAYS**

- Appropriate non-uniform shirt
- SLDM (only) hoodies may be worn (no other hoodies)
- Jeans or capri jeans: wear at waist; no sagging pants; neat (no holes, cut-offs)
- Approved SLDM Cardinal spirit sweatpants are permitted. (no spirit wear shorts)
- No shorts except for school uniform shorts are permitted.
- No jean shorts, leggings or jeggings
- Students may wear school uniform.

#### **PEP RALLY DAYS**

- SLDM spirit wear shirts or SLDM team shirts for those being recognized during pep rally. (t-shirt required underneath tank-type jerseys)
- Sports uniform bottoms, including cheer skirts, are not to be worn during the school day. Cheerleaders may change into cheer uniform 15 minutes before the pep rally begins.
- Jeans or capri jeans: wear at waist; no sagging pants; neat (no holes, cut-offs)
- Approved SLDM Cardinal spirit sweatpants are permitted. (no spirit wear shorts)

- No shorts, leggings or jeggings.
- No shorts except for school uniform shorts are permitted.
- SLDM (only) hoodies may be worn.
- Students may wear school uniform.

### **SPECIAL TEAM RECOGNITION DAYS**

- Members of a team who win a city championship may wear jerseys after the championship game.
- Cheerleaders of the city championship team may wear cheer t-shirts.
- Classmates of the city championship team may wear SLDM spirit wear shirt and sweatshirt. (no spirit wear shorts)
- Jeans or capri jeans: wear at waist; no sagging pants; neat (no holes, cut-offs)
- Approved SLDM Cardinal spirit sweatpants are permitted. (no spirit wear shorts)
- No shorts except for school uniform shorts are permitted.
- Students may wear school uniform.

### **DRESS CODE VIOLATIONS**

- When a student has a dress code violation, a teacher or staff member may give the student a “Dress Code and Uniform Reminder Form”. This form will detail what the dress code violation is and request that student and/or parent correct the violation.
- Middle School students may receive a uniform mark on their Accountability Sheet.
- Repeated reminders to students and/or parents may result in consequences such as lowered behavior grade, loss of dress down day, or conference with the administration.

### **E-LEARNING DAYS**

SLDM School started using E-Learning Days for planned teacher professional development days and weather emergencies in 2017.

Planned E-Days: Planned E-Days are on the school calendar and are used for teachers to participate in professional learning or Parent-Teacher Conferences. These usually occur once per semester.

Emergency E-Days: These are not planned and occur due to bad weather and other emergencies that requires the school building to be closed.

E-Day lessons will be posted no later than 8:30 am on E-learning day and no earlier than 4 pm the day prior to a planned E-Learning day. E-Learning days consist of 100% asynchronous learning, so students will not have live classes or Zoom calls.

Students and families can organize their day in a manner that suits them. Students are required to complete all work before it is due, but there is no specific time requirement otherwise. Therefore, the family may choose to start early if they wish. Families are reminded to adhere to the teachers’ office hours of 9-12 for contacting the faculty.

### **Expectations for Students:**

- Attendance will be taken by the teacher. Be sure to follow their instructions for attendance (may be on Google Classroom).
- Use the technology and internet safely and responsibly.
- Have your usernames and passwords where you need them.
- Follow all of your teachers’ directions.

- Access your E-Learning day assignments and verification sheet before or during office hours in case you have any questions that need to be answered.
- Students can begin work on E-day assignments as soon as they are posted and up until they are due.
- If unsure about an assignment, ask questions during office hours. (9am-12pm)
- Questions asked after office hours may be answered the next school day.
- Ask questions in Google Classroom or email teachers' SLDM email address.
- Return verification form with homework.
- Turn in assignments when they are due. Assignments turned in after the second day back to school will be considered late.
- Academic Support teachers will be available during office hours for students who utilize Academic Support
- Students experiencing technical difficulties must report these difficulties and will be expected to turn in assignments ASAP.

### Expectations for Parents:

- An E-Learning day is "school in session" and should be treated as such.
- Plan ahead
  - Ensure that home technology is working, wifi is hooked up, printer has ink, etc.
  - Space out workload, plan for computer and device usage for multiple children.
  - Ensure your child has the required online textbook and program usernames and passwords at home.
- Support the learning process
- Check that your child has completed work.
- Ensure your children answer their attendance questions posted by the homeroom teacher. This counts for attendance for a day of school.
- Teachers can be reached only by their SLDM email address during office hours (9am-12pm). Inquiries made after office hours may be answered the next school day. **Teachers will not answer questions sent to personal phones/texts or personal email accounts.**
- Your family can organize your day in a manner that suits you. (ie. start the night before if you have the materials, sleep in, play in the snow).
- Teachers plan lessons carefully so that children are not on the computer all day long.

### Expectations for Teachers:

- Attend professional development or Parent-Teacher Conferences, as assigned.
- Work as a grade level to prepare engaging e-learning day lessons.
- Post e-day lessons no later than 8:30 am on E-learning day and no earlier than 4 pm the day prior.
- Test websites, links, and activities prior to posting.
- Provide logins and passwords for all school resources (online textbooks, programs).
- Plan assignments while cognizant that some families have multiple users on one computer. Therefore, not all work will be done on the computer. There will be some "paper and pencil" and book work.
- Assignment deadlines and late policy must be consistent throughout school: Verification form is due with the assignments and must be signed by the caregiver. Assignment due date is the 2nd day of return to school.
- Attendance must be taken during the E-Day.
- Prepare hard copies of assignments or alternate assignments for children who do not have internet access. This applies only to families who confirmed that they have no access ahead of planned e-day.
- Address special education needs with Academic Support.
- Be available to students and/or parents via email and Google Classroom during office hours of 9am-12pm. Inquiries after office hours may be answered the next school day.
- Family questions asked through personal phone, text or personal email accounts will not be addressed.

- May use textbook web resources if applicable.

### **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.

### **FAMILY HANDBOOK AMENDMENTS**

The administration 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.

### **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.
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](mailto:mcrowley@sldmfishers.org).
7. All Chaperones must not consume or use "intoxicants", defined as "consumed substances, whether legal or illegal, that are likely to cause physical or psychological impairment," while serving on school field trips, including overnight field trips.
8. 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.
9. Fees may be assessed to parents for fieldtrips.

### **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 Advisory 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 of 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 is primarily concerned with the following areas:

- Planning: establishing a mission statement, goals, vision/direction, future plans.
- Policy Development: formulating policies that give general direction for administrative action.
- Finances: developing plans/means to finance the education programs, including tuition, development, and fund-raising.
- Public Relations: communicating with various groups in the school, parish, and community about the programs, recruiting students, and promoting the educational programs.
- Evaluation: determining whether the school's and board's goals are being met.

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. The principal is responsible for supervising staff and students. Therefore, the council does not get involved in personnel, curriculum, or student issues.

### **GRADING SCALES**

#### **Preschool and Prekindergarten**

- 1- Beginning
- 2- Developing
- 3- Satisfactory
- NA- Not assessed at this time

#### **Kindergarten**

##### **Academic Grade Scale**

- 1- The student shows little understanding of the concept or skill.
- 2- The student is progressing toward consistently applying concept or skill.
- 3- The student consistently applies the skill or concept correctly.

##### **Non-Academic Grade Scale**

- N: Needs Improvement  
S: Satisfactory  
O: Outstanding

**Grades 1-5**

A	100-94%
B+	93-89%
B	88-85%
C+	84-80%
C	79-75%
D	74-72%
D-	71-70%
F	69-0%

- 1 Little understanding or growth of the concept
- 2 Satisfactorily progresses to consistently apply the skill
- 3 Consistently and correctly applies the skill or concept.

**Grades 6- 8**

A	100-94%
B+	93-89%
B	88-85%
C+	84-80%
C	79-75%
D	74-72%
D-	71-70%
F	69-0%

GPA Scale

Principal's List = 4.0

High Honor Roll = 3.75 -3.99

Honor Roll = 3.50 - 3.74

See Honor Roll section for more details.

**HEALTH SERVICES****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.

**COVID-19**

See school COVID-19 policy in a separate document for current details.

**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**

Parents must self-check children at home before coming to school for symptoms of 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 and the Indiana Department of Health, a student should be temporarily excluded for:

1. A temperature of 100.4 degrees or higher. Temperature should be below 100.4 degrees for 24 hours without fever-reducing medication 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.

### **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](mailto:sldmnurse@sldmfishers.org).

### **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 clinic. Emergency medication, if provided by the parents, may be kept in the cardinal café and/or classrooms.
2. The health clinic 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.

### **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 grade levels may be screened at the teacher's discretion.

### **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:

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 6-8 who achieve at the following academic levels:

Principal's List            4.0

High Honor Roll            3.75 - 3.99

Honor Roll                  3.50 - 3.74

A grade of D or F in any subject will eliminate a student from being on any honor roll, regardless of GPA. Conduct grades are not included in the GPA. However, if a student's Conduct grade is below a 90%, the student will not be on any honor roll.

### **HOW GPA IS CALCULATED**

Based on the student's grade in each class, find the corresponding grade point. Add all the grade points and divide by the number of classes (except service hours and conduct).

100-94 is worth 4 grade points.

93-89 is worth 3.5 grade points.

88-85 is worth 3 grade points.

84-80 is worth 2.5 grade points.

79-75 is worth 2 grade points.

74-72 is worth 1.5 grade points.

70-71 is worth 1 grade point.

69-0 is worth 0 grade points.

### **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.

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, **visitors must** check in at the school office.

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.

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.

### **PARENT TEACHER CONFERENCES**

Parent teacher conferences are conducted at the end of the first quarter. The first quarter report card **and spring ILEARN student report** 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 conferences are also held on a specific evening in the spring and are optional. The teacher or parent may request a conference to take place during this time.

### **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 to 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. Valentines distributed in the classroom must be given to each child and they should all be the same or similar. For home parties, please mail invitations; do not distribute them at school.

### **PESTICIDES**

Occasionally, the school employs a company to apply pesticides inside and outside the school after school hours. If you would like to be notified prior to the application of pesticides, please contact the school office.

### **POWER SCHOOL**

Power School is the education technology platform utilized to communicate the academic progress of our students. Power School helps increase parent involvement, raise student achievement, and save on paper-related operating expenses. PowerSchool student grades will not be accurate up to the minute. The general expectation of teachers is that they update PowerSchool grades once every couple of weeks. If a check of PowerSchool grades seems alarming, or if you feel the PowerSchool grade is not relatively current, contact the teacher for a more accurate picture your child's grade.

Students' private information is visible only to their parents who login with their own screen name and password. To begin using your Power School account, you will need to activate your account. Please contact the school's Administrative Assistant at 317-842-1125.

### **RECESS**

Recess is scheduled for all grade levels each day. While at recess, students are always expected to demonstrate a Christian attitude - 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**

Catholic teaching asserts that the parents are the primary educators of their children. St. Louis de Montfort school supports the faith formation that occurs at home and works as partners with parents and families. 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. **All SLDM students are required to attend and participate in Religion classes.**
3. Students in Kindergarten through grade 8 attend Mass each Friday (8AM) and/or on Holy Days.
4. Students are encouraged to be trained as altar servers.
5. Priests are visible and available to the staff and students.
6. Sacramental preparations are provided through the school and parish (2<sup>nd</sup> grade- First Reconciliation and First Eucharist).
7. Retreats are scheduled for students in some grade levels.
8. Students participate in Advent Services, Stations of the Cross, Adoration, Rosary, and other Catholic traditions.
9. Students who are not Catholic are expected to attend **school masses, and** all religious education and faith formation activities.
10. Confirmation classes are led by the Youth Ministry during a student's high school years.

### **REPORT CARDS**

Students in kindergarten through grade eight receive report cards four times per year. Parents for students in grades 3-8 are encouraged to check grades on PowerSchool, especially at mid-terms. The teacher will communicate to parents if a student has a grade below 80% at mid-terms. Teachers will notify parents if a student is at risk of failing approaching the end of the quarter. Please see the master school calendar for mid-term and end of quarter 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.

### **SAFETY**

Safety at St. Louis de Montfort School is of paramount importance. The School Safety Committee is comprised of faculty and staff, including certified Indiana School Safety Specialists who participate in annual Indiana School Safety Specialist training. There is a comprehensive School Safety Plan in affect which follows guidelines established by NIMS (National Incident Management System) and which is approved by the Diocese of Lafayette-in-Indiana.

### **ALCOHOL AND DRUGS**

No student, employee, or adult on parish property may possess a controlled substance other than a prescribed medication. Alcohol may not be possessed other than for Mass or for a suitably licensed social activity (i.e., Parish Fall Festival). Alcohol and illegal substances are not permitted on school property or in the school building during the school day or during school-sponsored extracurricular sport or academic events.

### **DISCIPLINE FOR SAFETY INFRACTION**

If an item, in the opinion of school administration, viewed as a weapon, alcohol, drugs, or tobacco is found on or associated with a student, that item shall be confiscated. The student will be subject to disciplinary action. A student who possesses a weapon, alcohol, drugs, or tobacco products on school property or at a school-sponsored event could be expelled immediately. The police may be notified.

## **EMERGENCY DRILLS**

Students and teachers participate in emergency fire, tornado, earthquake, and lock-down practice drills. Any person in the building must participate in the drill.

## **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.

## **SECURITY VIDEOS**

Security cameras are used to monitor and improve student safety. Cameras are in various places in and outside of the school building and school grounds. Images of students captured on security recordings are maintained by St. Louis de Montfort School. The school principal is the FERPA designee as the school's "law enforcement unit" to maintain security cameras and determine the appropriate circumstances in which the school will disclose recorded images. Video from the security cameras may be seen by school personnel as needed. Security videos may be disclosed to law enforcement authorities without parental consent. (See FERPA 34 CFR § 99.8)

## **THREATS**

In the event of a threat made by a student in any form (verbal, written, online, social media, etc.) in which the student implies or states possible or actual intent to harm self or others, a threat assessment will occur. The threat assessment team is comprised of, but not limited to school administrators, school social worker, Fishers Police Department, Diocese of Lafayette-in-Indiana Schools superintendent. The threat assessment team will determine the level of threat. The student in question's parents will be notified by either school administrators or police of the threat assessment. The student will be subject to disciplinary action including possible suspension or expulsion.

## **TOBACCO**

The use of tobacco products in any form, including vaping products, is prohibited on Diocesan property (School or Parish campus or building).

## **WEAPONS**

A weapon could be any instrument, tool, device, or body part that can cause bodily harm to any individual and/or cause damage to personal property. This includes Swiss Army Knives and outdoor knives used by Boy Scouts. This also includes BB and Airsoft type guns, which can cause bodily harm or cause property damage. Weapons will not be permitted on school property or at any school-sponsored events.

## **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 [sldmcatholicsschool.org](http://sldmcatholicsschool.org).

## **SECLUSION AND RESTRAINT PLAN**

As an Indiana accredited school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure 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. Parents are invited to access a full copy of our school’s plan by contacting the administrators.

### **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 6 = 18 hours

Grade 7 = 20 hours

Grade 8 = 24 hours

### **SHADOWING HIGH SCHOOL**

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. **Students must fill out the shadow form at least one week prior to the shadow date. 7<sup>th</sup> graders may visit a high school for a special event (7<sup>th</sup> grade shadow day, little sibs’ day, etc.), but they will be given an “Absent” attendance code, not the “Shadow” attendance code. Students are responsible for filling out the correct paperwork on time and for making up all missed assignments upon returning to class. Parents should email [attendance@sldmfishers.org](mailto:attendance@sldmfishers.org) to notify the A.P. of the student’s absence. Students are NOT permitted to shadow during ILEARN testing dates.**

### **SOCIAL WORK/ COUNSELING SERVICES**

Social work/counseling services are provided on a part-time basis to our school through a contractual agreement with Catholic Charities Indianapolis. Services include individual counseling, small group counseling, preventative classroom guidance programs, consultation to teachers, and consultation with parents. Students may be referred to the social worker by parent and/or teachers, or if the student is in grade 6-8, we invite the student to refer themselves as needed. In the case of a student referring themselves, we ask that if parents do not want their child to see the social worker/counselor, that they notify the school of their decision. In the event of e-learning, the social worker/counselor, who is trained in telehealth, will continue to provide services remotely. The social worker/counselor will use technology to reach out to students virtually either through their class meetings or individually to ensure they are performing to their best ability.

### **STANDARDIZED TESTING**

- NWEA testing is administered to grades K-8 three times per year.
- ILEARN tests assess students in grades 3-8 in the late spring.
- IREAD is administered to **second and** third grade in the spring.
- Please refrain from scheduling appointments during standardized testing. Consult the school calendar and parent newsletter for testing days.

## **FAMILY TECHNOLOGY HANDBOOK**

### **TECHNOLOGY**

## **BLOGS AND SOCIAL MEDIA**

Engagement in online blogs or social media sites, apps, or other outlets may result in disciplinary actions if the content of the student's posts includes profane or vulgar language, behavior contrary to Catholic teachings or prohibited by law, defamatory comments or inferences regarding the school, the faculty, students, or the parish. Photos and captions on a student's or parent's social media app accounts (such as Instagram, Facebook, Twitter, SnapChat, TikTok, etc.) that depict the school, the faculty, students, or the parish in a defamatory way will result in disciplinary action. Students should remember that in or out of school uniform, they represent not only themselves, but also their families, school, and the Catholic faith.

Students at no time should be involved in messaging, texting, reading or posting to social media accounts during the school day. Students that are utilizing social media apps on their phones or any device during the school day are subject to disciplinary action including detention, suspension, and/or expulsion.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

As new technology emerges, please be advised that if the family's personal device can make a phone call, send texts, take (directly or remotely) photographs, or access the internet, it cannot be in the student's possession during the school day. A student in possession of a cell phone, other electronic device (i.e. iPhone, iPod), or any type of smart watch that can send messages (i.e. Apple Watch) must ensure that it is put away **in locker or backpack and turned off** from 7:30 am until dismissed from the school building. St. Louis de Montfort School is not responsible for the loss or damage of any electronic device that is brought to school.

If needed, the school office phone is available for students to call home during these times. Parents who need to leave a message for their child, can do so with the school secretary.

If a cellphone or other electronic device is used, seen, or heard during school hours, it will be confiscated and sent to the office. It will be released by a school administrator to a parent or legal guardian. Further disciplinary action may be taken.

Students are not permitted, under any circumstances, to photograph, voice record, video record, or use any social media site that displays in any way other students or staff members without their consent. Individuals' right to privacy and personal dignity is always to be respected and maintained.

## **CYBER-BULLYING**

Cyberbullying is when a person is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the Internet, interactive and digital technologies, social networks or cell phones. We reserve the right to discipline students for actions taken off-campus if actions are intended to have an influence on another student or they adversely affect the safety and well-being of a student while in school.

## **FILTERING SOFTWARE**

SLDM uses Hapara for filtering and protection service. It provides teachers and administrators with a portal to direct students' attention to specific online resources and close off-topic tabs on one or more devices. The goal of Hapara is to help keep students on-task and away from inappropriate content. Any time a student is logged to any computer using their school-provided Google Account, we monitor student internet activity and school email accounts with Hapara. Students using their Google accounts or school devices inappropriately, including accessing websites, inappropriate searches, searches that are not related to an assignment, and personal or inappropriate email may face disciplinary action at the discretion of teacher or administrator.

Students must sign out of their Google accounts when they are done working at school or done doing work at home. The students are ultimately accountable for signing in and out of their Google accounts at school and home. They may receive consequences for misuse or inappropriate searches that occur on their account while they are signed in. **Students must never share their passwords.**

### **GOOGLE CLASSROOM and GMAIL**

Students and teachers use Google Classroom to collaborate, educate, learn, and further our mission. All parties are to abide by the terms of use and practice good digital citizenship. Students are subject to the Technology Acceptable Use Policy. Google Classroom is further explained within the classroom.

**Students are provided with a school email address. In older grades, students are given access to use their school Gmail account (@sldmfishers.org) to communicate with their teachers or peers in their study or project group. Students are NOT permitted to use the school Gmail account for personal use. Students may face disciplinary action for using it for personal use and/or inappropriate or unkind message content. Student Gmail accounts are monitored.**

### **INAPPROPRIATE PHOTOS OR CONTENT**

Students involved in transmission or possession of inappropriate photos or communication on their cell phones or other electronic devices are subject to disciplinary action including police involvement, suspension, or expulsion.

### **POLICY ON SCHOOL-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICE AND NETWORKS**

In making decisions regarding student access to the internet, SLDM considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to prepare students for higher education and the job force. Access to the internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people from around the world. SLDM expects that the faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Outside of school, families bear responsibility for the same guidance of internet use as they exercise with information resources such as television, telephones, radio, movies and other possible offensive media.

Use by students of SLDM provided internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of SLDM. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

### **RESPONSIBILITY OF NETWORK COMMUNITY MEMBERS**

1. NEVER share your password or account with anyone. Everyone, student or teacher, has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to their account.
2. Do not knowingly degrade the performance of the Network.

3. Honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law and must be honored.
4. Do not quote personal communications in a public forum without the original author's prior consent.
5. Use of the network for any illegal activity is prohibited.
6. Avoid knowingly or inadvertently spreading computer viruses.
7. Use appropriate language. Profane or obscene language is not permitted at any time.
8. Avoid using inflammatory speech. Be courteous and polite.

SLDM is pleased to offer its students access to the internet. Computer technology will help propel our school through the communication age, allowing students and staff to access and use resources from distant computers; communicate and collaborate with other individuals and groups around the world; and significantly expand their available information base. The internet is a tool for lifelong learning.

Families should understand that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which the student's parents or guardian would be liable.

While the School's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. If the School decides to install technical methods or systems to regulate Internet access, those methods could not guarantee compliance with the School's acceptable use policy. The School believes the benefits of students having access to the Internet exceeds the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

#### **TECHNOLOGY MISSION STATEMENT**

St. Louis de Montfort Catholic School, in collaboration with the parish community, provides a learning environment rich with diverse, contemporary technology that integrates with the curriculum and augments learning goals and Indiana Proficiency expectations. Our mission is to use technology in a competency-based curriculum for Kindergarten through 8th grade, and to keep our staff trained in the use of new technology as it emerges.

#### **TECHNOLOGY PLAN**

The school maintains a school Technology Plan. The school provides the Technology Plan to the Office of Catholic Schools on an annual basis as instructed by the Superintendent.

#### **TEXTING**

At no time during the school day should students be on their personal phones or other devices texting. Students involved in texting at school are subject to disciplinary action including suspension or expulsion.

#### **VIRTUAL REALITY SITES AND VIDEO GAMES**

Virtual Reality sites and online video games pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators use these sites to groom their victims. Violent video games also have a detrimental effect on the development of children. Parents must closely monitor their child's use of online sites and teach them appropriate use and behavior. Students whose avatars depict other students, teachers, or parish staff in a defamatory light are subject to disciplinary action including detention, suspension, and/or expulsion.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

*NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.*

No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization. To become authorized to use the building level computer network, individuals must be assigned a user code/password.

Students are prohibited from sending, receiving, viewing, or downloading materials that are harmful to minors on computers and other technology related devices owned by the school. SLDM uses hardware or software on computers and technology-related devices to filter or block access to such materials.

**The following uses of school-provided Internet access are not permitted:**

- 1. To access, unload, download, or distribute pornographic, obscene, or sexually explicit material*
- 2. To transmit obscene, abusive, or sexually explicit language*
- 3. To violate any local, state, or federal statute*
- 4. To vandalize, damage, or disable the property of another individual or organization*
- 5. To access another individual's material, information, or files without permission*
- 6. To violate copyright or otherwise use the intellectual property of another individual without permission.*

**Acceptable usage of the internet includes but is not limited to the following activities:**

- 1. To facilitate research*
- 2. To facilitate distance learning activities*
- 3. To develop school approved web pages*
- 4. To develop skills pursuant to job orientation*
- 5. To improve communication in the school and community*
- 6. To improve school/business partnership within the community*
- 7. To gain access to technical support for hardware or software*
- 8. To download necessary software support*
- 9. To gain access to trial software programs for evaluation.*

The school computers and network are available to all students for learning. Since the computers are available to all students in the school, it is important that they are taken care of by every user. Computer use is a privilege, not a right.

Any violation of SLDM policy and rules may result in the loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

SLDM makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The School will not be responsible for any damages users suffer, including— but not limited to—loss of data resulting from delays or interruptions in service. The School will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives or servers; nor the accuracy, nature, or quality of information gathered through school-provided internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the internet.

***As a student and computer user at St. Louis de Montfort, I will:***

- 1. Be responsible for the care of school computers, equipment, iPads. I will carefully handle the computers, iPads, and all other equipment.***

- 2. Only use school computers and iPads for education. I will only look at and visit websites approved by a teacher when using the internet. I will only play the games my teacher has approved.*
- 3. Wait for teacher instructions before using or touching the computer or iPad.*
- 4. Always be honest in my use of the computer or iPad. I know that using the computer or iPad is a privilege and misuse will take away my privileges.*

This Acceptable Use Policy will also include any future electronic equipment. **Attendance at St. Louis de Montfort school indicates agreement of students to comply to the Technology Acceptable Use Policy.**

## **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 PARISHONERS**

Parishioner rates are given to active parishioners. All families will be asked annually to have a completed Stewardship Renewal Commitment Card on file. Families who do not qualify for parishioner rates will be notified. The parishioner must be the parent or primary guardian with whom the student resides.

Parishioners at Holy Spirit at Geist, St. John Vianney, and St. Elizabeth Ann Seton are offered the St. Louis de Montfort parishioner rates with a current confirming membership letter, submitted each Spring, from the home parish on file with St. Louis de Montfort.

### **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 **lose books or** return books in poor condition will be charged a replacement cost.

### **FEES**

FACTS fees are not refunded after the August 5<sup>th</sup> 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 10<sup>th</sup> day of each month, then the monthly tuition and a late fee per child will be charged to the credit card.

### **FINANCIAL AID OPPORTUNITIES**

#### **- INDIANA CHOICE SCHOLARSHIP PROGRAM**

The Choice Scholarship (“voucher”) Program was established in 2011 to provide every Indiana student access to the school that best meets their learning needs. The Choice Scholarship provides qualified students financial aid to help pay tuition at a non-public school of their choice. SLDM started participating in the Choice Scholarship Program in 2021. To qualify: 1) Meet income requirement; 2) Meet a Pathway; 3) Meet deadline to apply. Please contact the business manager for specific details.

#### **- INDIANA TAX CREDIT SCHOLARSHIPS THROUGH A SCHOLARSHIP GRANTING ORGANIZATION (SGO)**

Indiana's Tax Credit Scholarship program was created in 2009 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. Please contact the business manager for specific details.

- **PARISH FINANCIAL ASSISTANCE**

Through SLDM parish donations and other donations, financial assistance is available for families with children in grade Kindergarten through grade 8 who cannot afford the full cost of tuition. Families need to apply for assistance through the accounting office and may need to utilize other scholarship programs available, depending on the situation. Throughout the school year, circumstances may change (loss of job, family illness, etc.) which may make it impossible to make all tuition payments. Contact the business manager for specific details.

**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.

**VISITORS**

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, sign out at the office. Visitors must always be supervised and not alone with students.

**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.

**WATER BOTTLES**

Water bottles are permitted and should be labeled with student's name. Water bottles must contain only water. They may not be used near any computer or iPad. Students must follow teachers' directions regarding water bottles because they are a privilege and may be revoked. Water bottles must be clear and plastic (not glass).

**WEATHER CLOSINGS AND DELAYS**

Please exercise your best judgment as to whether 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. This information will be shared via our KSwift communication system and communicated via television stations (Channels 6, 13, 59).

If it is determined that school will be closed due to weather, SLDM will transition to E-Learning that day.

In the case of a two-hour delay, school starts at 9:50 and students may begin arriving at 9:30. Part-time Preschool and Prekindergarten students will attend school on two-hour delay days at the adjusted start time of 9:50AM.

## **WELLNESS POLICY**

### **MEMBERS**

Members of School Safety Committee are authors of the School Wellness Policy. This policy is reviewed and updated as needed.

### **MISSION**

The faculty and staff of St. Louis de Montfort Catholic School recognize that physical activity and healthy eating patterns are essential for students to achieve their full academic potential, for physical and mental growth, and for lifelong health and well-being. We believe that our school can encourage positive wellness attitudes and actions to help prevent future health problems for our students and staff by having the knowledge and skills to practice a healthy lifestyle.

### **GOALS**

- We promote children's health and well-being.
- We maintain a tobacco, drug, and alcohol-free environment.
- We teach healthy living habits and wish to play a role in preventing health risks related to student choices in nutrition, physical activities, and other related areas.
- We support adults serving as role models in providing education about wellness and healthy choices.

## **EDUCATIONAL COMPONENTS**

### **Nutrition Education**

- Nutrition education occurs in Health class.
- Educate students, staff and parents about food allergies and other restrictions some students experience in relation to their diets.
- Encourage classroom teachers to incorporate healthy nutrition lessons and examples in their classroom, lessons or between lessons.

### **Health Class**

- Taught by PE teacher to grades 4 and 5.

### **Physical Education**

- Taught by certified PE teacher to grades PKC (full-time Prekindergarten) to 8.
- Encourage classroom teachers to incorporate physical activities in their lessons or between lessons.

### **Recess**

- All students have recess daily.
- Students in Preschool- grade 1 have recess two times some days.

### **D.A.R.E.**

- 5th grade participates in the Fisher's Police Drug and Alcohol Resistance Education program.

## **FAMILY COMMUNICATION AND INVOLVEMENT**

- Nurses often provide health updates and current illness alerts in weekly newsletter.

- Nurses provide health tips to maintain a healthy lifestyle (such as hand-washing reminders).
- Walkathon is a cooperative event with school and families.

## **FOOD AND BEVERAGE**

### Vending machines

- There are no vending machines in or along the outside of the school building.
- Students are not permitted to access to soda during school hours.

### Approved snack list

- The nursing staff creates the “Permitted/Approved/Peanut Free/Egg Free/Berry Free Snack Food List” that is updated yearly and sent to staff and families.
- Foods on this list are the only food permitted for individual snacks, shared class snacks, and parties or celebrations.

### Lunchroom accommodations

- There is a peanut-free table available for students with allergies. Students can invite up to two friends to sit with them at the peanut-free table.

## **MENTAL HEALTH**

SLDM has a part-time school Social Worker who provides a variety of services. She is available to counsel students by appointment with prior parent approval, or 7th and 8th grade students may request appointments. She provides lessons to every class about bullying. Also, the social worker teaches the A.A.A.A. (Admit, Apologize, Accept, Amends) and M.O.P. (Me, Others, Property) rules for accepting responsibility and making good choices. See: Social Work/ Counseling Services

The Mental Health Committee (Strong In Every Way) is led by parents and offers information and training for parents and families regarding mental health issues. Per SEA 230, SLDM maintains a Suicide Awareness and Prevention policy.

## **STAFF PROFESSIONAL TRAINING**

- SLDM provides professional in-service to faculty and staff about children’s physical and mental health issues.
- SLDM staff receives yearly First Aid and CPR training.
- Per House Enrolled Act 1430, faculty and staff will participate in at least two hours of evidence-based in-service youth suicide awareness and prevention training every three school years.

**VISION AND HEARING SCREENINGS** are conducted by school nursing staff.

Vision: Grades 1, 3, 5, 8

Hearing: Grades 1,4,7

## **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.

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CONTINUE TO *PARENT SIGNATURE FORM* ON THE NEXT PAGE.

**PRINT AND TURN IN**  
**St. Louis de Montfort**  
**Family Handbook and Technology Handbook**

**Parent Signature Form**

Attention parents:

Please take the time to read through the *St. Louis de Montfort Family Handbook and the Technology Handbook* found within, with your students. You will find updated and important policies, procedures, and helpful information. New information for the current school year is printed in red.

Please sign this form and send it to your child's homeroom teacher. If you have more than one student at SLDM, please list all students' names and turn in the form to the **homeroom teacher of the youngest child by the first Monday of school.**

*Thank you!*

*SLDM Teachers and SLDM Administration*

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This signed form indicates that I have read and discussed *St. Louis de Montfort School Family Handbook and Technology Handbook* expectations with my son(s) or daughter(s) and we agree to abide by the policies set within.

<hr/>	<hr/>	<hr/>
<b>Parent's signature</b>		<b>Date</b>
<hr/>	<hr/>	<hr/>
<b>Student's name or signature</b>	<b>Grade</b>	<b>Date</b>
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