



**St. Louis Academy
Besancon**



**Parent / Student
Handbook
2007 - 2008**

SCHOOL PARTNERSHIP

Enrollment in St. Louis Academy is subject to the approval of the Diocese and the St. Louis Academy School Administration. In order to foster an environment which promotes the optimum education and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School

The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the School, or the fulfillment of the School's mission.

MISSION STATEMENT

The mission of St. Louis Academy is to provide a Christ-centered education as a foundation for life. All students will be challenged to reach their potential academically, spiritually, and socially.

PHILOSOPHY

As a Catholic school, St. Louis Academy is responsible for supporting the Christian principles of Jesus' life as well as those of the Catholic faith. These principles are practiced through our experiences in the parish community, in matters of faith, and in efforts to emphasize the individuality and self-worth of each student.

Our basic philosophy is that all people are unique and carry God's image within them. This presence of God makes us wholly human and deserving of respect, care, and love. In addition, this "God Within Us" demands that we extend our respect and loving care to all other people. Beyond this basic philosophy, there are several objectives included in the efforts of our Catholic school that reflect the dimensions of message, service, community, and worship:

- To set a foundation for future growth in religious faith so that students will enjoy a personal relationship with God throughout their lives.
- To develop students' respect for all life ~ born or unborn, young or old, healthy or ill.
- To help students demonstrate their understanding of the gospel values (community, forgiveness, peace and justice) in their everyday activities.
- To teach peaceful resolutions to conflict.
- To develop the students' sense of belonging to a Christian community; the school and parish family are a source of support and friendship.
- To develop the relationships among students and faculty as a faith-sharing community.
- To make students aware of the world-wide problems hurting all God's people and to help them identify realistic ways in which we participate in the solutions.
- To help students show others their willingness to forgive.
- To help students grow alert to the needs and feelings of their fellow classmates.
- To encourage family participation through home prayer and sacramental preparation.
- To develop student participation in the many forms of worship: Mass, prayer service and individual prayer.
- To teach students to use alternative methods of prayer: formal prayer, spontaneous prayer and reflective prayer.
- To develop a positive atmosphere for academic and spiritual growth for all students.

We support the Christian family as having the greatest role in teaching Christian and human values. Parents are the child's first and most important teachers. St. Louis Academy operates with the understanding that parents care about their children's education and have the responsibility to be a vital part of anything that involves this education.

St. Louis Academy
15529 Lincoln Highway, East
New Haven, IN 46774-9679
Telephone: (260) 749-5815 Fax: (260) 748-2072

Father Stephen Colchin, Pastor
Mrs. Carolyn Kirkendall, Principal

FACULTY AND STAFF

Kindergarten -	Mrs. JoEllen Smith
Grades 1/2 -	Mrs. Susan Rost
Grades 1/2 Aide -	Mrs. Rita Brueggeman
Grades 3/4 -	Mrs. Marianne Hammon
Grades 5/6 -	Mrs. Amy Wilson
Art -	Mrs. Cindy Givens
Band -	Mr. Verne Tussing
Cafeteria Mgr. -	Mrs. Jan Robbins
Computer -	Mrs. Leslie LeCoque
Librarian -	Mrs. Nicole Voglewede
Music -	Ms. Abby Amstutz
Nurse -	Mrs. Kelly Hamman
Nurse -	Mrs. Phyllis Stuerzenberger
Physical Education -	Mrs. Rachelle Burkhead
Secretary -	Mrs. Anita Bowers

SCHOOL BOARD

Father Stephen Colchin, Pastor	(260) 749-4525
Carolyn Kirkendall, Principal	(260) 223-2854
Pam Berning	(260) 623-3561
Jane Knight	(260) 623-6237
Jan Robbins	(260) 623-2338
Denny Smith	(260) 749-4339
Mike Weissert	(260) 482-4318
Margaret Witham	(260) 493-3624

ST. ROSE/ST. LOUIS COMMITTEE

St. Rose Members

Ted Jacquay
Ava Meyer
Kim Sheehan

St. Louis Members

Mike Castleman
Devonna Davis
Mark Stuerzenberger

HOME & SCHOOL ASSOCIATION (HASA)

Kelly Hamman	-	President
Nicole Platter	-	Vice President
Ellen Oberley	-	Secretary
Deb Herschberger	-	Treasurer

ATHLETIC

INDIANA FEDERATION OF CATHOLIC SCHOOL FAMILIES

Nicole Voglewede - Representative

St. Louis Academy is accredited by the North Central Association

Membership in: National Catholic Educational Association (NCEA)
Indiana Non-Public Education Association (INPEA)
Allen County Non-Public School Association (ACNPSA)

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ACCREDITATION

St. Louis Academy is accredited by the state of Indiana and in April, 2003 earned accreditation from the North Central Association Commission on Accreditation and School Improvement (NCA CASI). All textbooks and course materials are adopted to meet state as well as diocesan standards of excellence. Students receive instruction in the basic academic subjects. Music, physical education, art and computer instruction are also important components. Religious education, the fundamental core of the curriculum, meets both diocesan criteria and St. Louis Parish enrichments.

ANTI-HARASSMENT

Diocese of Fort Wayne-South Bend Policy #P4580

Harassment shall not be tolerated in the Catholic schools.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 29, 2003

Diocesan Bishop

ATTENDANCE

Diocese of Fort Wayne-South Bend Policy #P4040

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent / Legal Guardian Responsibility

Parents/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age, and:
 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or
- C. Reaches the age of eighteen (18) years.

II. Absences from School

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present

1. Serving as a page in the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointment—Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days)—Parents/guardians need to check with the individual school’s policy for arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by a parent / guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student’s return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal or attendance clerk) to the parent/ guardian to verify absence and to determine reason.

- B. After a student is absent six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Recommended: February 19, 2003
 Ratified: June 10, 2003

Diocesan School Board
 Diocesan Bishop

St. Louis Academy Procedure:

1. If a student must miss school, it is imperative that a parent or guardian call the school office by 8:00 AM. At that time, state the reason for the absence and make the necessary arrangements for receiving the student's homework.
2. When a child returns to school after an absence or after being tardy, a note defining the illness or absence, signed by the parent/guardian and dated is required. These notes are kept on file in the office. For your convenience, *Absenteeism Forms* are provided in the handbook folder.
3. Students who will be leaving during the school hours for doctor, dentist, or other such appointments need to present a note to the teacher from the parent/guardian stating such. The parent or person picking up the student should report to the office. The office staff will then notify the student to come to the office. This procedure is to insure the student's safety.
4. Whenever students are absent due to illness, they will receive their assignments as prearranged or upon returning to school. Assignments must be completed. Teachers will determine the make up period.
5. Students should not be sent to school if they have a contagious disease, fever, diarrhea, or are vomiting. Please keep your child at home until he/she is free of these symptoms for 24 hours. The school is also to be informed of all communicable and contagious diseases: head lice, chicken pox, pinkeye, etc.
6. Absences related to travel and vacation are the parents' responsibility.
Vacations during the school year are considered an unexcused absence and, therefore, should be planned so they do not interfere with school attendance.

A student is tardy when he/she arrives late for the beginning of either the morning or afternoon sessions. It is better to arrive late, however, than to miss the entire day.

BICYCLES

If your child rides a bicycle to school, it is to be walked onto the school/parish property and parked immediately at the northwest corner of the school building, under the fire escape. Students are not to use their bicycles on the grounds at any time during the school day. At dismissal, students should walk their bicycles off the school/parish property before departing. Any student not obeying these rules will be asked to leave their bicycles at home.

BIRTHDAY TREATS

Every child looks forward to treating classmates with snacks on his/her birthday. Treats should be limited to **individually wrapped or bagged items**, (i.e. snack cakes, brownies, chex mix, puppy chow, candy bars) that can be passed out by the child. Please do not send a treat that requires utensils to eat, such as pudding or applesauce or those requiring refrigeration. No carbonated beverages or juice boxes are to be brought as part of the treat. Water is available.

BUSINESS HOURS

School business hours are 7:30 a.m. to 4:00 p.m. After hours, all calls will be picked up by the answering service. Leave a brief message and your call will be returned as soon as possible.

If your child forgets his/her homework or any other personal item, please do not call or drop in at school to pick it up after business hours. As parents/guardians involved in training children to be responsible, you can help by teaching them to accept the consequences of forgotten homework or other personal items.

CAFETERIA

In the interest of the students' good health, a nutritious hot meal is provided at lunch time at the following cost: Student lunch \$1.50 Adult lunch \$2.25 Milk only \$.30

A student may also bring a sack lunch from home. Whatever your child chooses to do, we encourage respect for food. Often, good food is untouched and thrown away. Please talk to your child about eating slowly and not wasting food.

Cafeteria conduct should reflect good table manners and respect for others. If a student cannot behave properly, disciplinary action will be taken.

Because St. Louis Academy participates in the National School Lunch Program (NSLP), fast food and carbonated beverages are not allowed. Keep this in mind when packing a lunch.

Rarely, a daily lunch menu may be subject to change.

Lunches are prepaid only. This means a child must have paid for lunch/milk before consuming it. A lunch menu is sent home each month. Money for lunches, or milk only, is due on Monday morning – for the entire week – in a properly marked envelope. **Charges are not acceptable.** Lunches may be prepaid on a weekly or monthly basis. Overpayments are returned.

Every effort is made to accommodate children with food allergies. Substitutions can be made. Please provide a doctor's written diagnosis of the food(s) to which your child is allergic. This is required by the state and NSLP.

Any family that meets the Federal Income guidelines may apply for free or reduced lunches. Pertinent information for the hot lunch program is given to each family at the beginning of the school year. Please keep in mind that you may apply for meal benefits at any time during the school year if your income or family size changes.

If your extra-curricular activity uses the cafeteria, you must clean and sanitize all the tables, and clean the benches and floors. If you need to use the kitchen area or if you have any questions or concerns, please contact the Cafeteria Manager, Jan Robbins at 623-2338.

CURRICULUM

The curriculum at St. Louis Academy is based on the requirements and guidelines of the Indiana State Department of Public Instruction. In addition to these basic requirements, we include other programs and activities as needed for an enriched academic and religious education.

DAILY SCHEDULE

8:00 a.m.	Bell rings for students to enter the building
8:15 a.m.	Tardy bell / Classes begin
8:30 a.m.	Mass (Monday and Friday)
11:40 a.m.	Lunch / recess for grades five and six
11:50 a.m.	Lunch / recess for kindergarten through grade four
12:20 p.m.	Classes resume for grades five and six
12:25 p.m.	Classes resume for grades three and four
12:30 p.m.	Classes resume for kindergarten through grade two
2:50 p.m.	Dismissal

DISCIPLINE

Diocese of Fort Wayne-South Bend Policy #P4520

Grounds For Suspension or Expulsion of Students

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds
 - B. Off school grounds at a school activity, function, or event
 - C. Traveling to or from school or a school, activity, function or event
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or diocese.
- II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530:
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or the school.
 - D. Intentionally causing or attempting to cause physical injury or behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Possessing, handling or transmitting a knife or any other object which the under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
 - G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
 - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.

- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Recommended: February 19, 2003
 Ratified: June 29, 2003

Diocesan School Board
 Diocesan Bishop

Disciplinary Review for Students (Suspension or Expulsion)
Diocese of Fort Wayne-South Bend Policy #P4530

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

- 1. An explanation of what the student is accused of doing that is wrong; and
- 2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Recommended: February 19, 2003
 Ratified: June 29, 2003

Diocesan School Board
 Diocesan Bishop

EDUCATIONAL OBJECTIVES

The educational objectives of St. Louis Academy flow from the belief that the child, within the context of the family, is the focal point of all our efforts. We, as a staff, strive:

- To assist the child in acquiring those values necessary for a Catholic life.
- To provide the child with opportunities that will help him/her meet the challenge of Christian living here and now.
- To develop a sense of responsibility in each child.
- To help the child achieve success as well as excellence in learning.
- To adapt lessons to the individual needs of each child.
- To give the child a feeling of at-home-ness within the context of academic discipline.
- To have each child experience self-worth as a member of the human family.

ENROLLMENT

Diocese of Fort Wayne-South Bend Policy #P4010

I. School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. **Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonable accommodate the disabled in its educational programs.

III. **School Entrance Requirements**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

IV. **Kindergarten Age Requirement**

School shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

Note: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. **First Grade Entrance Requirements**

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. **Children with Exceptional Educational Needs**

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonable accommodated by the school, the custodial parents or guardians will agree to enroll

their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement with the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risks – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. probability the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Recommended: February 19, 2003
Ratified: June 10, 2003

Diocesan School Board
Diocesan Bishop

Guideline for St. Louis Academy Board of St. Louis Academy Policy #101

By enrolling the child, the parents or legal guardian agree to pay tuition according to the schedule and policies set by the School Board and the Diocese of Fort Wayne-South Bend.

In April, 1996 the Finance Committee of St. Louis Academy School Board, in compliance with diocesan policies, approved the following guidelines to enroll a child at St. Louis Academy. Parishioner rates are available to those meeting these requirements:

- 1) Your family must be registered at St. Louis parish
- 2) You must be an active member in the parish, defined as follows:
 - a. attend Mass weekly
 - b. contribute time and talents to school and parish activities
 - c. ideally contribute 5% of gross income to parish and another 5% to charitable organizations in accordance with the Catholic Church's teaching on tithing.
- 3) If you are a member of another parish, the parent or guardian must provide a letter from the pastor verifying membership as outlined in #2

Recommended: 01/13/97

Ratified: 10/20/99

ENVIRONMENTAL TOBACCO SMOKE

Diocese of Fort Wayne-South Bend Policy #5430

Effective January 1, 1995 all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

Recommended: February 11, 2004
Ratified: December 14, 2004

Diocesan School Board
Diocesan Bishop

EVALUATION, PROGRESS REPORTS, AND REPORT CARDS

St. Louis Academy is required by state law to assess the knowledge of its students. The main purpose of ISTEP+ (Indiana Statewide Testing for Educational Progress) is to draw legitimate inferences about the knowledge base of students from a sample of objectives and items representing much larger fields of learning beyond those specific objectives tested. These tests are administered in September to grades 3 through 6.

Progress reports are issued midway of each grading period.

Report cards are issued quarterly for the purpose of informing parents of the child's progress in any area of the curriculum. Report cards are distributed by the classroom teacher and are sent home with the child. Parents are notified prior to distribution. Each student's report card is relative to that particular child. Parents are urged to encourage their children to do their best, but not to frustrate them with goals beyond their ability.

Discussion with the teacher is often helpful in determining the proper goals for your child. This is one benefit of the Parent-Teacher Conferences held at the end of the first grading period.

FAILURE OR REFUSAL OF PARENTS/GUARDIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING

Diocese of Fort Wayne-South Bend Policy #P4420

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34-1-7, and, in that case, the matter shall be referred to the Child Protective Services.

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION

Diocese of Fort Wayne-South Bend Policy #P4170

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

FIELD TRIPS

Diocesan Child Restraint/Safety Belt Guidelines for Field Trips in Personal Passenger Vehicles Equipped with Standard lap and Shoulder/Lap Safety Belts

Children under 8 years old:

- ❖ As determined appropriate based upon the child's weight and height, the child must be properly fastened and restrained in a child safety seat (car seat) or in a booster seat using a lap and shoulder safety belt.

Children 8 years to 16 years old:

- ❖ As determined appropriate based upon the child's weight and height, the child may be fastened and properly restrained in a child safety seat, in a booster seat using a lap and shoulder safety belt or, if the child is over 40 pounds, in any non-front seat including one with only a lap safety belt if other children who are under age 16 are using all non-front seat lap and shoulder safety belts.

Children 16 to 18 years old:

- ❖ Must use lap or lap and shoulder safety belts

If the child is over 67 pounds, and too large for a booster seat, the child may be properly restrained without a booster in a non-front seat using a lap safety belt if other children who are under 16 years old are using all other non-front seat lap and shoulder safety belts.

Field trips are encouraged and are utilized as a means of enriching the curriculum by visiting places of cultural, educational, or religious significance. They are also privileges and students can be denied participation if they fail to meet academic or behavioral requirements. All field trips must have the

approval of the principal. A field trip permission form will be sent home before any field trip. This form must be signed by the parent/guardian and returned to the school prior to the trip. Each student must also have a medical consent form on file. No student will be permitted to go without the return of the official field trip permission form.

Adult drivers provide transportation and supervision. Younger siblings of students are discouraged from accompanying a class on a trip even if a parent is a chaperone. Parents are to be able to give full attention to the students. A parent/guardian driving on school approved field trips must have the proper insurance and liability coverage. All persons in the car must be properly restrained.

FIRE AND SEVERE WEATHER DRILLS

Fire drills are conducted monthly in compliance with the State Fire Marshall and diocesan guidelines in order to ensure the safety of all students. Severe weather and tornado drills are conducted twice during each semester in accordance with Department of Education guidelines.

FUND RAISING

Diocese of Fort Wayne-South Bend Policy #2120

Fund raising is left to the discretion of the principal, in consultation with the parish pastor, in the case of an elementary school. The design of the fund raising activities should consider student safety, socio-economic factors of the parish/school, state guidelines, instructional time, state law, the Diocesan Business Office and Diocesan Development Office guidelines.

Recommended: March 7, 2001
Ratified: April 3, 2001

Diocesan School Board
Diocesan Bishop

School parents are expected to participate in the school fund raisers. Most of these fund raisers are sponsored by the Home and School Association. The profit derived from these events benefits all St. Louis students in the way of tuition credit and funding for special events, i.e. Grandparents' Day and field trip fees.

Fund raisers are considered part of the annual income budget that sustains St. Louis Academy.

Note: See **Scrip**

GRADING SCALE

A+	100-98	B+	92-90	C+	84-82	D+	76-75
A	97-95	B	89-87	C	81-79	D	74-72
A-	94-93	B-	86-85	C-	78-77	D-	71-70
						F	69 and below
O	Outstanding	S	Satisfactory	U	Unsatisfactory		

GUN-FREE SCHOOLS

Diocese of Fort Wayne-South Bend Policy #4560

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. A violation of this policy carries an automatic permanent expulsion from school. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Recommended: October 2004
Ratified: December 27, 2004

Diocesan School Board
Diocesan Bishop

HEALTH

All students are required by law to have proof of completed immunizations. The law provides for exclusion from school for failure to comply.

- Vision screening is conducted for grades one, three, five and eight
- Scoliosis screening is conducted for grades five through eight
- Auditory screening is conducted by a speech and hearing clinician from East Allen County Schools
- Heights and weights of all students are recorded each school year

HEALTH GUIDELINES

Parent or guardian will not send child to school if:

- fever over 100 degrees
- diarrhea or vomiting
- thick discharge from nose
- open, runny sores
- unexplained rashes
- open sores around the mouth
- any known contagious disease
- persistent cough

Please keep your child at home until he/she is free of symptoms for 24 hours. These policies are for the health of all children. When healthy children are exposed to a contagious child the healthy children are at great risk for contracting the illness. If your child does not feel well in the morning, please keep him/her home.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) has as its members the pastor, principal, teachers and the parents of St. Louis Academy children. The purpose of this association is the support of parents in the education of their children. Parents are the primary educators of the children and welcome the contact with teachers in sharing this responsibility. In addition, the association holds several parent-sponsored activities to help support the school financially. HASA meetings are schedule throughout the school year, with election of officers held each May.

HOMEWORK

Homework is given in order to reinforce ideas and concepts already presented in class. The work assigned is the responsibility of the child, not the parents; however, parents are encouraged to review the assigned work. Assignments may include quiet study and reading in addition to written work. Please provide a quiet and learning atmosphere for your child. Check to see that all work is completed and that all books and materials are brought to school each day. If a student continuously finds it difficult to complete the assigned tasks independently, parents should contact the teacher as soon as possible. Assignments are made with class study time taken into consideration. If the child does not use class time wisely, the home study will, of course, be longer.

HONOR ROLL

The honor roll is designed to give recognition to those who have achieved a high standing in the academic areas:

High Honors	All A's and S's
Honors	All A's, B's, and S's

B.U.G. (Brought Up Grades) is designed to give recognition to those students who have shown more of raise in grades than a decline in grades.

HUMAN SEXUALITY

Statement Approved and Mandated by Bishop D'Arcy

The Catholic School upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

(INTERNET) ACCEPTABLE USE POLICY

Diocese of Fort Wayne-South Bend Policy #4620

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 30, 2003

Diocesan Bishop

MEDICATION

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education plans. The following guidelines must be followed for all types of medication:

I. Prescription Medications

A program for administration of prescription medications is developed and managed by the principal and/or school nurse:

- A. Written instructions such as a medication authorization form is signed and completed by the physician of the student who is to receive medication.
- B. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.
- C. All medications are kept in the office.
- D. When a medication is to be administered at school, the student's parents shall be requested to advise the principal of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.
- E. In specific cases, the school may require the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and

parent/guardian to adjust administration time to avoid the need for medications during school hours.

- F. For all medication administered, the school shall keep on file the written order of a practitioner for legend drugs. (For your convenience, *Written Consent for Administration of Medication Form* is provided in the handbook folder.)

II. Over-the-Counter Medications (OTC) This includes products such as Tylenol, Advil and cough drops.

- A. School personnel may not provide OTC medications for a student.
- B. OTC (non-prescription) medications may be administered at school with the parent's written permission.
- C. OTC shall be provided by the parent for the student with manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
- D. The parent/guardian must provide the school with a written note giving authority to the school to administer the OTC medication.
- E. For all medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC along with the written permission. (For your convenience, *Written consent for Administration of Medication Form* is provided in the handbook folder.)

III. Epi-Pen

- A. There is a separate form for bee stings and allergic reactions. If your child has severe reactions and carries an Epi-Pen, the form needs to be requested, completed and returned.
- B. If an Epi-Pen is administered, the school will call 911 and parents immediately.
- C. If your child has a reaction that is not life-threatening, the form still needs to be completed with instructions. If Benadryl or a similar product is to be given, that medication must be treated as an OTC medication.

IV. Inhalers

- A. A student who uses an inhaler and needs to carry it with him/her must have his/her physician complete the form for self-administration of medication. The parental consent form must be requested, completed and returned to school. The form will be kept on file in the school office and are valid for one school year.
- B. The student must keep the inhaler with him/her at all times.

V. Caring for Injuries and Insect Bites

- A. School personnel are allowed to clean the wound with soap and water, apply bandage, and if necessary, apply ice.
- B. For a bee sting, school personnel are allowed to apply a baking soda paste.
- C. School personnel are prohibited from applying such products as peroxide, Bactine, Neosporin, and Calamine lotion.

MULTI-MEDIA LIBRARY

Electronic Audio-Visual Resources and Print Materials

To keep on top of the implementation of technology in all of our academic programs, all students have access to and instruction in this technology in the media center and in the classroom. The multi-media equipment and materials at our school have been purchased through both budgeted and special Home and School Association and parish funds. These are an integral part of the total learning process both in classroom and lab.

Students participate in computer class weekly; however, the lab is available to teachers for other projects and resource information in addition to computer class.

The printed material in our library consists of reference books, fiction, non-fiction, and magazines. Each year, new books are purchased or are donated to the library. Books are checked out for two weeks and videos for one week. If a student has an overdue book or video, that student's name will be posted in the library and no book or video can be checked out by that student until the article is either returned or paid for. Charges will be as follows regardless of the age or condition of the book or video:

video	-	\$15.00
hardback book	-	\$10.00
Paperback book	-	\$ 5.00

Each class has an assigned time to visit the library each week throughout the school year. Students are also encouraged to use the library for reference work with the permission of their teacher during school hours.

PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE
Diocese of Fort Wayne-South Bend Policy #2310

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem.
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Recommended: March 7, 2001
Ratified: April 3, 2001

Diocesan School Board
Diocesan Bishop

The parents should treat the faculty and staff with the same respect which the faculty and staff treat the students. The school is a partnership with the administrators, faculty, staff, and parents all working together to make the Catholic learning experience for the students the best it can be. When and if this partnership breaks down, the issues cannot be resolved through the above process because of student discipline issues, communication problems, or parental harassment, as a last resort, students and/or parents may be asked to withdraw from the school.

PARISH SUPPORT AND TUITION

St. Louis Academy is a non-discriminating parochial school. Financial upkeep is entirely dependent upon the parish and our school families. It is understood that all registered members of the parish whose children attend St. Louis Academy must share the responsibility for the financial upkeep of the school by contributing their fair share to the parish support by using their weekly envelopes. If everyone in the parish is contributing, then everyone is carrying their fair share of the burden which the teaching of the gospel entails in this parish.

Next to the parish subsidy, tuition is our most reliable source of income for the school. It is essential for the future of our school that we work for its financial stability. Financial stability will give the school the

kind of security and freedom it needs to be the kind of school we want it to be. Tuition income is one of the necessary components for achieving this financial stability.

Tuition aid is available through the parish and through the Diocese of Fort Wayne-South Bend for families who find it impossible to meet the total amount of tuition. Tuition aid is not considered “charity.” Tuition aid is not a free grant, but a no-interest loan. The understanding is that you will pay it back at some later date when you are able. Tuition aid is handled through the parish office and is strictly confidential.

Tuition Rates for 2007-2008

Cost per Student -\$4,400

<u>Grades</u>	<u>St. Louis Besancon</u>	<u>Active Catholic Rate</u>			<u>Non-Active Catholic</u>
1-6	or Your Parish Support	Tuition	Book Fee	Reg. Fee	Non-Parishioner Rate
1 st child	\$2,750	\$1,650	\$175	\$25	Same as Parishioner
2 nd child	\$3,150	\$1,250	\$175	\$25	rate plus \$1,040.00
3 rd child	\$3,575	\$ 825	\$175	\$25	(\$20 X 52 weeks)
Additional	\$4,400	\$ 0	\$175	\$25	2. b. Also applies
<hr/>					
Kindergarten	Our cost per student - \$2,650				Same as Parishioner
1 st child	\$1,400	\$1,250	\$125	\$25	rate plus \$1,040.00
2 nd child	\$1,825	\$ 825	\$125	\$25	(\$20 X 52 weeks)
<hr/>					
2. b. Also applies					

All families will be billed in eight payments – due at the end of the month from August 31, 2007 through March 31, 2008. Anytime a student’s tuition payments are two months behind, students may not return to class without a letter from the Pastor and a letter from the Principal.

PLAYGROUND RULES

The playground equipment demands special attention and respect to avoid injury.

1. Swings—swing back and forth with only one person per swing; no standing; no twisting, no swinging sideways, no jumping off a moving swing. Students should not throw the swings up and over the top cross bar, thereby tangling the chains.
2. Slide—slide feet-first only; do not stand or walk on the slide.
3. Students are to play in the following areas:
 - a. On the playground
 - b. In the field play area
 - c. In the pavilion (no throwing stones on the cement floor or on the roof)
4. Students are not to play in the following areas:
 - a. In front of or to the sides of school
 - b. The yard in front of and surrounding the parish office
 - c. Near the parked cars
 - d. Behind the hall and fence
5. The following activities and behaviors are not allowed:
 - a. Rough play such as wrestling and tackle football
 - b. Rude behavior such as talking back
 - c. Bad language
 - d. Tree climbing
 - e. Throwing snowballs
 - f. Running with sticks.

6. The following items are not to be brought to school:
 - a. Harmful objects such as hard balls, baseball bats, sharp objects
 - b. Electronic equipment such as, but not limited to, cell phones, pagers, CD players, radios, hand-held games, remote controlled cars, head phones

Students must have permission from the playground supervisor before coming back into the building during recess. Students are to come in for emergencies only. Students are to use the restroom and get a drink of water before they go outside. Food and drink from the cafeteria are not to be taken outside.

When on duty, playground supervisor has the same authority as a teacher. The children are to obey and respect the supervisor.

PLAYGROUND SUPERVISION

It is of the very utmost importance to have an adult on the playground at all times that the students are outside. The safety of our children during recess depends on adult awareness. We count on parents to supervise the children on the playground at noon recess. Each family is assessed a playground fee for the school year which is incorporated into each family's tuition. Those parents who have agreed to supervise noon recess will be ***credited \$5.00 off their tuition bill*** each time they work. A sign-in sheet is located in the school office. It is imperative that the supervisor arrive, sign in, and be on the playground by 11:45 a.m.

PROFESSIONAL SERVICES

The students at St. Louis Academy have the assistance of several professional and para-professional persons. These include:

- School nurse (professional parent volunteer)
- Speech and Hearing Specialist
- Testing services
- Teacher aides / parent volunteers
- Counseling through Catholic Charities

RECESS

The students need fresh air and exercise to stay alert and healthy; therefore, they will not be permitted to stay indoors when the weather is decent. If a child is to be excused from outside recess, a ***written note*** must be sent to the teacher daily. If it is raining or the weather is extremely cold, the students go to the parish hall for recess. If the parish hall is not available, the students stay in their classrooms.

Please see to it that your child is dressed for the weather, especially the cold blustery days of winter. Children need hats, gloves, and boots to play comfortably in the cold weather. Special note: **When there is snow**, students not wearing boots will need to remain on the pavement area of the playground. No students will be allowed to play on the snow mounds or roll in the snow; therefore, there is no need for snow pants.

RELEASING OF STUDENTS FROM SCHOOL GROUNDS

Board of St. Louis Academy Policy #402

When someone other than a parent or guardian will be picking a child up after school or during the school day, the school office must have a written note or receive a phone call from the parent or guardian stating the name of the person who will be picking the child up. The child is to remain in the classroom until the responsible adult arrives. If the child is sick, he/she is to remain in the school office until the responsible adult arrives. This person is to check in at the office. If the school employee does not know this person, they are to ask for identification. At this time, the office personnel may contact the teacher to release the child. No child will be released to the care of anyone other than the parent, legal guardian or designee.

Recommended: February 14, 1994

Ratified: May 12, 1999

RELIGION PROGRAM

The school children regularly attend Holy Mass. Students experience a loving and joyful encounter with Christ in the Eucharistic Celebration. Through their participation at Mass, the children learn to proclaim Christ to others by living the faith which expresses itself through love. All liturgies are directed toward a greater response to the gospel in the daily life of the children. The children take a special part in Mass by singing, cantoring, lecturing and serving. The children also participate in special liturgies, prayer services, and paraliturgical services marking the seasonal cycles of the church year, special holy days, and traditional Catholic Christian practices and prayers. In addition to the celebration of the liturgy, the children participate in religion classes and daily prayer as part of the regular classroom curriculum. Students in grades one through six celebrate Mass each Monday and grades Kindergarten through six each Friday.

RELIGIOUS ISSUES

Diocese of Fort Wayne-South Bend Policy #4410

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 29, 2003

Diocesan Bishop

SACRAMENTAL PREPARATION

Reception of the sacraments is of prime importance at St. Louis Academy. Parents are asked to become involved as the child approaches Christ in the reception of the sacraments.

First Reconciliation and First Holy Communion are special celebrations of the second graders and Sacramental Preparation classes are scheduled throughout the year for parents and children..

Throughout the school year, the students have an opportunity for Reconciliation.

SAFETY

Because we are concerned with the safety and well-being of our students, St. Louis Academy and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather. In addition, the plan provides for responding to crises situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through counselors on the staff at Catholic Charities.

Diocesan policy stipulates that all visitors and parents sign in at the office when entering the school. Please do not come into the building and go into the classrooms. Make an appointment if you need to speak to the teacher. If your child forgets his/her lunch, books, etc. bring the item to the school office. This regulation is for the safety of the children.

SCHOOL BOARD

The Board of St. Louis Academy is an advisory and policy-making Board established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of all matters pertaining to the parish school. The Board consists of six elected members, one appointed member, the pastor, and the principal. Members are elected for a three-year term and are selected from the parent community of the school. There is one appointed member who serves a one-year term. School Board meetings are held once per month from August through May.

SCHOOL CALENDAR

The school calendar is published in August and is distributed to the school families at the beginning of the school year.

SCHOOL CLOSINGS / DELAYS

Local radio and television stations are prepared to handle bulletins alerting you to school closings or delays. St. Louis Academy will always conform to East Allen County Schools' bus schedule in the event of a closing or delay.

- A *two hour delay* means school will begin at 10:10 a.m.

SCRIP

SCRIP can be referred to as "shopping cart fund raising." Each week the school buys gift certificates (SCRIP) at discounts from grocery, restaurant, retail, drug, department, and specialty stores all over the United States. A percentage discount is given to us at the time of purchase. We then resell the SCRIP to school families, relatives, and other parish members at full face value and realize substantial profits. St. Louis is one of a few schools in the diocese that gives 100% back to its school families. Each quarter you will see 50% of your family's profit deducted right off of your tuition statement. The parish priest will distribute the other 50% throughout the year in the form of other various deductions on your statement.

SCHOOL PROPERTY

Proper respect of school property includes the school building, the playground equipment, the school grounds, the furniture in the school and the parish hall, books, supplies, etc. Students are expected to keep their feet off the walls and not make deliberate scuff marks on the floors. Many hours of hard work and the devotion of our school parents and parishioners go into maintaining our school building and grounds.

Students are also to respect the property of others.

SCHOOL RULES

The rules at St. Louis Academy are made to ensure the health, safety and orderly conduct of the students. Parents can help in the enforcement of these rules by explaining your expectations for your child's conduct in and around the Church and school.

A quiet manner is encouraged and expected. Students are to walk at all times while in the school building. There is to be no loud talking in the cafeteria at lunch time and in the halls when going to and from art, gym, library, lunch, the bathroom, etc. Swinging from the pipes in the cafeteria and hanging on banisters will not be tolerated.

Gum is not permitted on the school premises at any time.

Respect to all students, teachers, supervisors and volunteers is expected at all times. Regardless of grade, each student has the right to be respected. Any threat or harassment of a student in any way, at any place (including the bus) should be reported to the school office immediately.

Students will not be permitted to stand around or play in front of the school building at any time. For the safety of your children, please drop them off and pick them up in back of the school building.

SPORTS

The St. Rose/St. Louis Twins sport's program is a joint effort between St. Joseph School Monroeville and St. Louis Academy.

Students are encouraged to participate in our school's sports programs. Parents are responsible to see that their child's academic progress is not hindered by his/her involvement. The school has the right to remove a student from sports program due to unsatisfactory academic work or conduct. If on any given day, a student is not well enough to attend school or is not in attendance due to other circumstances, s/he is not to participate in sports.

A current sports physical must be on file in the school office.

Students may participate in the following St. Rose/St. Louis Twin sports, depending on current enrollment:

SPORTS	Grades			
	3	4	5	6
BOYS				
Basketball	X	x	X	x
GIRLS				
Volleyball		x	X	x
Basketball	X	x	X	x

Athletic Fee

Each athlete in grades 5 and 6 will pay a \$20.00 fee per sport (volleyball, basketball, and cheerleading). This fee includes the CYO fee. The remaining amount will be used to offset the other athletic expenses, such as, team fees, tournament fees, uniforms, equipment, etc. All athletic expenses will be evenly divided (50/50) between the two schools.

St. Rose/St. Louis Athletic Advisory Board

The Board consists of six members. Each school will be represented by three members. Of the three, both male and female will be represented, one of which may be a coach. Members will be appointed by the School Board with the pastor's and principal's approvals. The Board will undertake all projects with the approval of pastor and principal. The Board will approve and appoint all head coaches who appoint the assistant coaches.

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT

Diocese of Fort Wayne-South Bend Policy #4550

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

Recommended: February 19, 2003
 Ratified: June 29, 2003

Diocesan School Board
 Diocesan Bishop

STUDENT INSURANCE

A portion of each student's tuition fee is for student / athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at St. Louis Academy or during school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form

along with an Explanation of Benefits and corresponding itemized bills to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. **Completed claim forms must be submitted within 90 days of the date of the injury.**

STUDENT LOCKER AND VEHICLE SEARCHES

Diocese of Fort Wayne-South Bend Policy #4590

All students who enroll in a diocesan school must consent to the search of their person and personal belonging, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 29, 2003

Diocesan Bishop

SUBSTANCE ABUSE

Diocese of Fort Wayne-South Bend Policy #4570

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 29, 2003

Diocesan Bishop

SUPERVISED CHILDREN

While at school for any reason (playground supervision, helping in classrooms, after school activities, appointments, etc.), ***please keep your children with you at all times. You and your children are allowed only in the areas of the given activities.***

Also, while at the parish hall for school functions (games, programs, breakfasts, dinners, etc.) children should be kept with you, or in the company of an adult, at all times. Left unsupervised, accidents happen and equipment and supplies are compromised.

TEACHERS AND CONFERENCES

The presence of teachers who express a Christian approach to learning and living in their own lives offers the students religious truth and values integrated with the rest of life. The teachers at St. Louis Academy are licensed and qualified to teach the students in their care.

Parent/teacher conferences are held at the end of the first grading period. If at any time it becomes necessary to have a conference about your child's needs, ***please make an appointment. Drop-in visits are disruptive and not recommended.*** Also, please do not call teachers at home regarding class work. Please call the school during business hours to set up an appointment. The teacher may also want to contact you in the best interest of your child.

TELEPHONE

Use of the school telephone by students should be for emergencies only, and only with permission from the student's teacher and/or from the office personnel. The students are not to call requesting forgotten assignment, gym clothes, etc.

TRANSPORTATION

Bus - If bus transportation is available, students are expected to take advantage of this service. The East Allen County School system bus drivers are an extension of our school. Students are expected to be obedient and respectful toward them. Those riding buses are asked to observe all safety laws and be very concerned about the safety of others. Loud noise, running on the bus, throwing objects, and talking back to the driver is out of order and extremely dangerous. The bus drivers do stop in our school office to report misconduct. They will suspend a student from bus service if that student is uncooperative, and a notice will be sent to the parents.

Students are not permitted to ride the bus to another classmate's home. It is an East Allen County Schools transportation policy not to allow students to ride another bus unless it is an emergency.

Both the Woodlan shuttle bus and the Heritage shuttle bus will drop off and pick up riders on the front west side of the school building. These children should enter and exit the school by the main entrance doors. No cars should park on the west side of the school building during these times.

Private car - Students may enter the building at 8:00 AM. If you bring your children to school, please enter the west side driveway, head toward the hall, and come around the "two-tree island" heading back south. When the 8:00 AM bell rings, then proceed, one or two at a time, to drop off children at the middle of the sidewalk in back of the school. After drop off, continue immediately to the back of the parking lot toward the hall and circle back heading south out of the driveway.

If you pick up your students at the end of the day, park in the back-to-back spaces facing west. The supervising teacher will direct the traffic flow.

If students are already being dismissed when you arrive, that is, students are on the parking lot, please stop by the fence and wait until the cars are dismissed. When the lot is clear, you may then proceed toward the school.

If you have business in the school at the time you are bringing or picking up your children, please do the dropping off or picking up first, then return to the front of the school, park, and come into the building.

UNIFORM POLICY FOR GRADES 1-6

The main purpose of a uniform policy is to nurture our environment conducive to learning – learning our Faith and our world. Many solid research studies strongly demonstrate the positive educational, moral and character-building values of simple rules and codes of dress. A uniform policy/ dress code:

- Reduces the pressures of economic disparities among families.
- Reduces getting-ready-for-school hassles.
- Encourages greater focus and concentration in the classroom.
- Mitigates the ill-placed importance placed on what one is wearing.
- Eliminates distractions in the classroom
- Promotes modesty, self-respect, and respect for others.
- Emphasizes Christ-like behavioral patterns and the importance of rules, and establishes a healthy Christian social and academic atmosphere.

Meeting the uniform policy/dress code requirements is the responsibility of the students and the parents. The teachers are encouraged to enforce it and to handle violations as a discipline problem.

Any type of dress that violates the spirit of St. Louis Academy is unacceptable, and the administration reserves the right to decide if a student's style of dress and/or appearance is in violation of prescribed regulations and if it constitutes a disruption of the education process. **Therefore, students are not to wear any clothing or use items (i.e. bookbags, book covers) displaying public grade/high school logos to St. Louis Academy at any time.**

SHIRTS

- Solid Color
 - Red
 - White
 - Hunter green
 - Navy blue
- Style
 - Polo
 - Cotton shirts / blouses with collars
 - Long or short sleeved
- Buttoned except for the top button
- Worn tucked in at all times
- Small manufacturer's logos are acceptable; however, monograms or emblems are not permitted
- Only the St. Louis Besancon fleur-de-lis emblem is permitted

TURTLENECKS

- Solid Color
 - Red
 - White
 - Hunter green
 - Navy blue
- Style
 - Collar that folds down and fits snugly around the neck
 - No small design prints

SWEATERS

- Solid Color
 - Red
 - White
 - Hunter green
 - Navy blue
- Style
 - Vest
 - Cardigan – *button or zipper, no hood*

- V-neck
- Crew neck
- Worn over a collared shirt or blouse , or a turtleneck shirt
- Must be of traditional length, not cropped
- May be flat or cable

SWEATSHIRTS

- Solid Color
 - Red
 - White
 - Hunter green
 - Navy blue
- Style
 - Pullover
- No **public** high school or grade school logos are permitted
- Sweatshirts that are zip-up, hooded or with logos may not be worn in class as a sweater. This includes the St. Rose/St. Louis Twins sweatshirts. The Twins sweatshirt may be worn during P.E. classes and recess
- Sweatshirts must be worn over a collared shirt, blouse or turtleneck

JUMPERS AND SKIRTS

- Color
 - Solid navy blue
 - Khaki
 - “St. Charles” plaid
- Style
 - Pleated
 - A-line
- Jumpers and skirts should be no shorter than 2-inches above the knee when standing
- If shorts are worn under the jumper or skirt, they may not extend below the hem line.
- Rolling of skirts at t he waist line is a violation of the dress code

PANTS / SLACKS

- Solid Color
 - Navy blue
 - Khaki
- Style
 - Must be ankle length; hemmed or cuffed
 - No flair-legged / bell bottom
 - No stirrups
 - No leggings
 - No deck

 - No capri
 - No cargo or carpenter
 - No monograms or decorative emblems
 - No hip-huggers or low-ride

- Bib overalls may not be worn as slacks
- May have no more than two (2) top front and two (2) top back pockets
- Material
 - Cotton / polyester
 - No denim
 - No knit
 - No parachute or nylon
- Pants that have a drawstring at the waist may be worn by K – 4 only
- Worn with black, brown, or navy blue belt unless elastic or drawstring waist

SHORTS / SKORTS (The opening day of school through September 30th and from May 1st until the end of the school year)

- Solid Color
 - Navy blue
 - Khaki
- Style
 - Natural waist line
 - No cut-offs or frayed
 - Modest, Christian length; no more than 3-4 inches above the knee
 - No cargo
 - No biker
 - May have no more than two (2) top front and two (2) top back pockets
- Material
 - Cotton / polyester
 - No denim
- Worn with black, brown, or navy blue belt unless elastic or drawstring waist

GENERAL

- Clothing
 - Neat and clean with no holes or frays
 - Objects may not be hung from the clothing
- Hair
 - Neat and clean
 - No extreme hair styles or colors
 - No glitter
 - Girls
 - Hair styled so eyes are not covered
 - Boys
 - No longer than shirt collar or below eyebrows

- No facial hair or sideburns

FOOTWEAR

- Socks which cover the ankles or hose must be worn at all times
- Socks are to be worn with sandals
- No socks with lace, bows, decorations or trim
- No footies
- Shoelaces must be tied
- Sandals must have a heel strap
- Flat or small (1" or less) heels
- Sandals are permitted only from the start of school until September 30th and from May 1st to the end of the school year.

JEWELRY

- Worn in moderation; safe and not distracting
- Earrings
 - Girls only
 - Earrings smaller than the earlobe; no hoops
 - Earrings should only be worn in the ear
 - Boys are not permitted to wear earrings at any time

COSMETICS

- Make-up is not permitted in any grade
- Hair spray, nail polish, perfume, etc. may not be brought to school

GYM CLOTHES

- Should not have offensive pictures or writing
- No public school logos
- T-shirts, sweatshirts, sweatpants, shorts and wind pants are all acceptable
- Spandex or biker shorts are not permitted
- Shorts must be modest length (3-4 inches above knee), and loose fitting

SPECIAL DAYS: On occasion, the administration may allow a “dress down” or spirit day. For this day an announcement of what is acceptable dress will be made ahead of time. Dress on this day is to be within the spirit of St. Louis Academy; within the guidelines announced; must be neat and clean; and free from holes, rips or tears. Shirts with inappropriate messages will not be permitted. ***Cropped tops are not permitted at any time.***

DRESS CODE VIOLATIONS: If a child’s clothing is deemed inappropriate to wear at school, a *Dress Code Violation* will be issued, which will outline the nature of the violation. This form will be given to the child to take home and have signed by his/her parent(s) and returned the following day.

DRESS CODE GUIDELINES: We recommend that you use the **Lands’ End** catalog as your ‘guide’ when purchasing uniform clothes for school. By following *styles and colors* found in this catalog, we can help eliminate any dress code violations. While you are not required to purchase uniforms from **Lands’ End**, you should shop in the uniform section of local stores to assure your child’s uniform looks like the uniforms in this catalog only.

VACATIONS (Extended)

If it becomes necessary to extend a scheduled school break/recess or to take an additional break/vacation, the parent/guardian must submit a written note to the principal stating the purpose and the dates on which their child will be absent.

The teacher is not required to prepare the assignments ahead of time. It is the parents' responsibility to make the necessary arrangements for acquiring the class work missed during their child's absence. They also need to monitor their child's completion of missed work.

According to the diocesan Attendance Policy #4040, vacations are considered as an unexcused absence (Section II,C,3). As noted in Section IV, the school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused.

VISITORS

Before going to the classrooms or any other area of the school, all visitors must check in at the office. This regulation is for the safety of the students.