

# St. Louis Catholic School



## Parent-Student Handbook

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**2019-2020**

17 St. Louis Place  
Batesville, IN 47006  
(812) 934-3310 – phone  
(812) 934-6202 – fax  
[www.batesville.k12.in.us/sls](http://www.batesville.k12.in.us/sls)

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### **St. Louis School Mission Statement**

St. Louis School, dedicated to the teachings of Jesus Christ, combines excellence in academics with a strong Roman Catholic background providing the foundation to develop the whole person and to challenge students to reach their potential.

### **St. Louis School Vision Statement**

The vision of St. Louis is to help each child reach full religious and academic potential. This vision requires giving each child a solid foundation in Catholic doctrine and heritage. This vision will require the staff to strive to meet students' spiritual, academic, psychological, social and physical needs, therefore enabling them to become caring, productive members of an ever changing world and society.

**Lessons For A Lifetime**  
**Live For Jesus**  
**Love Others**  
**Learn**

### **School Improvement Goals**

All students will improve written language across the curriculum.

All students will improve math problem solving skills across the curriculum.

All students will live and learn our Catholic faith.

## **Personnel**

### **Office of Catholic Education** – Archdiocese of Indianapolis

Gina Fleming – Superintendent Catholic Schools – 800-382-9836 – Ext. 4051

Rob Rash – Asst. Superintendent – Personnel – 800-382-9836 Ext. 1544

Ken Ogorek – Director of Religious Ed. – 800-382-9836 – Ext. 1446

### **St. Louis Church Personnel**

Parish Office Phone #	812-934-3204
Pastor	Fr. Stan Pondo – Ext 265
Business Manager	Scott Weekley - Ext 221
Parish Secretary	Mrs. Michelle Wachsmann – Ext. 251
Parish Secretary	Mrs. Brenda Moll – Ext. 277
Director of Religious Education	Mrs. Amy Tonges – Ext. 249

### **St. Louis School Personnel**

School Phone #	812-934-3310
Principal	Mr. Chad Moeller - Ext. 239
Administrative Assistant	Mrs. Tricia Gehl - Ext. 236
Administrative Assistant	Mrs. Joan Riedeman – Ext. 235
School Nurse	Mrs. Lydia Gardner - Ext 283
Cafeteria Manager	Mrs. Tammi Wintz - Ext. 224
Cafeteria Manager	Mrs. Carla Prickel - Ext. 224
Cafeteria Assistant	Mrs. Jenny Groemminger - Ext 224
Maintenance	Mr. Wade Ryle - Ext. 271
Maintenance	Mr. Brian Lamping – Ext 231
After-School Care	Mrs. Kathleen Flaspohler - Ext. 224
Athletic Director	Mr. Mike Burkhart – Ext 227
Technology Support Specialist	Mrs. Jessica Imel – Ext. 272

## **Teachers**

Preschool	Ms. Amy Watson (Teacher).....	Preschool Building
	Mrs. Amy Wanstrath (Aide).....	Preschool Building
	Mrs. Nicole Klump (Aide).....	Preschool Building
	Miss Sydney Prickel (Aide).....	Preschool Building
Kindergarten	Mrs. Amanda Farmer.....	Rm. 101
	Mrs. Krista Konradi.....	Rm. 104
1 <sup>st</sup> Grade	Mrs. Jessica Laker.....	Rm. 109
	Miss Andi McKee.....	Rm. 110
2 <sup>nd</sup> Grade	Mrs. Jan Narwold.....	Rm. 111
	Mrs. Tammy Roell.....	Rm. 112

3 <sup>rd</sup> Grade	Mrs. Jean Bossert.....	Rm. 204
	Mrs. Mary Beth Linville.....	Rm. 205
4 <sup>th</sup> Grade	Mrs. Amy Weigel.....	Rm. 201
	Mrs. Jill Hollins.....	Rm. 203
5 <sup>th</sup> Grade	Mrs. April Baxter.....	Rm. 211
	Mrs. Beth Emsweller.....	Rm. 212
Jr. High	Mrs. Diane Jones - Science.....	Rm. 115
	Mrs. Samantha Giesting – Literature.....	Rm. 116
	Mrs. Jenny Lents - Language Arts.....	Rm. 117
	Miss Koehler Flaspohler - Math.....	Rm. 214
	Mrs. Kateri Paul - Religion/Computers .....	Rm. 216
	Mrs. Janet Wilson - Social Studies.....	Rm. 217
Specials K-8	Mrs. Betty Frey – Art.....	Rm. B16
	Miss Christy Pedersen - Music .....	Rm. 215
	Miss Erin Trenkamp – PE.....	Activity Center
	Mrs. Kristina Brooks – Spanish.....	Rm. 105
Resource	Mrs. Barb Ratcliffe - K-4.....	Rm. 210
	Mrs. Theresa Swain – 5-8.....	Rm. 114
	Mrs. Candice Richardson - RTI.....	Rm. 213

**E-mail address for teachers – first initial and last name @ st.louisschool.org**

**Example: [kbrooks@st.louisschool.org](mailto:kbrooks@st.louisschool.org)**

**Cafeteria e-mail is: [slscafeteria@st.louisschool.org](mailto:slscafeteria@st.louisschool.org)**

# St. Louis Calendar 2019 - 2020 School Year

Mon	Aug 5	Parent Orientation and Open House 6:00-7:00 p.m.
Mon & Tue	Aug 5-6	Teacher In-Service days
Wed	Aug 7	First Student Day
Wed & Thu	Aug. 28-29	School Pictures -- (Inter-State Studio)
Mon	Sep 2	Labor Day – No School
Tue	Sep 3	Holiday -- No School (Staff Prof. Dev.)
Sun	Sep 15	St. Louis Catholic Church Festival
Tue	Sep 24	St. Louis Night at Classic Pizza
Tue	Oct 8	Parent Teacher Conferences
Thu	Oct 10	Parent Teacher Conferences
Fri	Oct 11	End of 1st Grading Period (46 days)
Mon-Fri	Oct 14-18	Fall Break
Tue	Oct 22	Picture Re-takes -- (Inter-State Studio)
Fri	Oct 25	Report Cards sent home
Sun	Oct 27	Super Sunday Bingo
Wed	Nov 20	Kindergarten Open House from 5-7:00 p.m.
Wed-Fri	Nov 27-29	Thanksgiving Break–No School
Fri	Dec 20	End of 2nd Grading Period – Last Student Day (42 days)
<b>Dec. 23 -- January 3</b>		<b>Christmas break</b>
Mon	Jan 6	Begin 2 <sup>nd</sup> Semester – Students return to SLS
Fri	Jan 10	Report Cards sent home
Mon	Jan 20	Martin Luther King Day - No School
<b>Sun-Fri Jan 26-31</b>		<b>Catholic Schools Week</b>
Tue	Jan. 28	Italian Night, Science Fair & Book Fair
Mon	Feb. 17	Presidents’ Day -- No School
<b>Wed Feb. 26</b>		<b>Ash Wednesday, 7<sup>th</sup> Grade Fish Fry</b>
Thu	Feb 27	Preschool Open House
<b>March 2nd -- March 13th</b>		<b>*I-Read 3 testing</b>
Tues & Wed	Mar 3-4	Spring Pictures--(Kindergarten & Pre-K on the 4th)
Wed	Mar 4	Kindergarten Registration (during the day)
Sun	Mar 8	Super Sunday Bingo
Fri	Mar 13	End of 3rd grading period (48 days)
Fri-Friday	Mar 20-27	Spring Break
Fri	April 10	Good Friday -- No School
Mon	April 13	Easter Monday -- No School
<b>Sat Apr ??</b>		<b>Cardinal Crawl - Michelle to confirm date later (Easter weekend)</b>
Mon	May 4	No School
<b>April 20 -- May 15</b>		<b>*ILEARN Testing &amp; ILEARN Biology End-of Course Assessment</b>
Fri	May 22	8th grade Graduation
Mon	May 25	Memorial Day – No School
Thur	May 28	End of 4th Grading Period -- Last Student Day (44 days)
Fri	May 29	Teachers’ Records Day

eLearning Days will take place during any weather related school closings. **\*ILEARN and IREAD-3 - Dates to be confirmed later by the Department of Education. The Archbishop reserves the right to give students a day off at his discretion.**

## **School Hours / Procedures**

### School Hours

Full days are 8:00 a.m. – 3:00 p.m.

**Half Day AM Kindergarten – 8:00 a.m. – 10:50 a.m.**

Plan B days are 10:00 a.m. – 3:00 p.m.

Walkers and car-pool children are able to get into school at 7:15 a.m. Teachers are not required to be in their rooms until 7:30 a.m. Students arriving early should go to the cafeteria, where they will have adult supervision and be released to their classroom at 7:30 a.m. Students dropped off before 7:15 a.m. are not supervised by school personnel and are the responsibility of the parents.

Parents who pick up children, please do so on the West side of the building. Students must be picked up by 3:20 p.m. Students who are not picked up by 3:20 will go to the main office to arrange for a ride home. Students should not remain in the building or on school grounds after 3:20 unless under the direct supervision of a coach, chaperone, or staff member. Student – athletes may not remain on school property waiting for a game unless they are supervised by the coach, athletic director, other school personnel or chaperone.

### **Preschool Hours**

AM Preschool 7:45a.m. – 10:45 a.m.

PM Preschool 12:00 p.m. – 3:00 p.m.

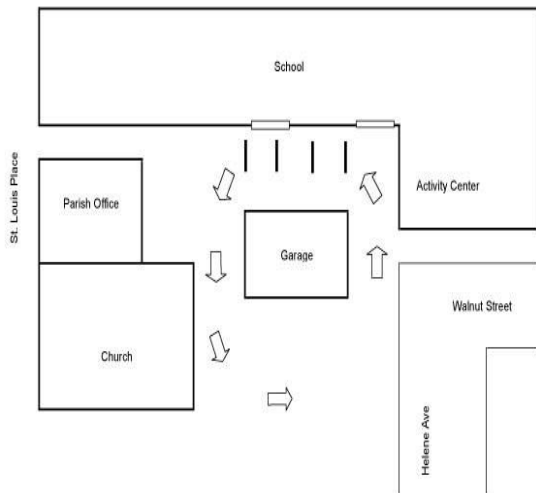
For more info on Preschool – click on the link in the St. Louis Website

### **Drop Off / Pick Up Procedure**

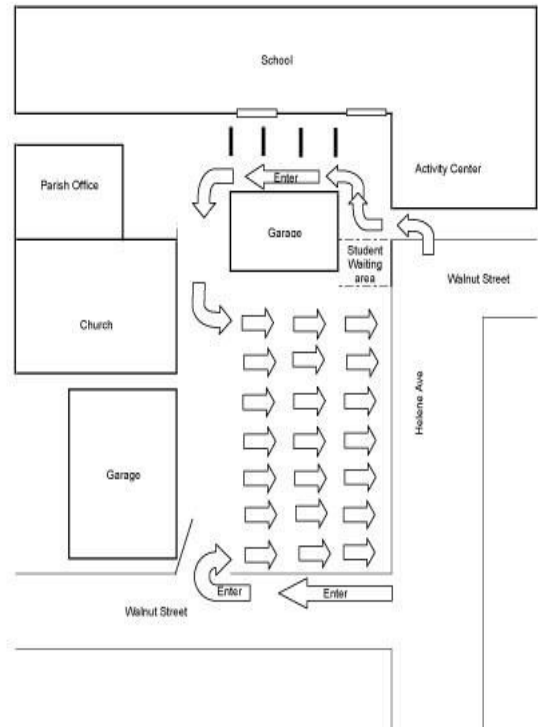
Due to concern for the safety of our students, we would like to ask parents who provide transportation for their children to and from school to observe the following guidelines. We would ask that all students be dropped off at the side doors of the building back by the maintenance garage, and that the front of the school (St. Louis Place) be reserved for buses only. The only doors that will be unlocked at this time are the front doors by the main office and the parking lot doors that are located nearest the driveway. The driveway between the parish offices and school will be closed to traffic during student arrival and dismissal. Also, please refrain from dropping your children off on Main Street.

**Bus riders are dismissed out the front doors @ 3:03.** Car riders and walkers are dismissed after the last bus has left. Walkers dismiss out the front doors. Vehicles are to pull into the parking lot on the west side of the garage from Helene St. and line up in rows. See the map below. Do not park on Helene St. as these parking spaces are for residents only. Be sure not to block Helene St. After the children are loaded in vehicles, you will be dismissed by rows. If your child has not come to your vehicle when the cars start moving, please pull out of the parking lot and circle back around. Do not park your car and leave it unattended. If you need to go into the building please park your car in the lot across from the church and wait until all the cars have left the parking lot on the west side of the garage.

## Drop-off Procedure



## Pick-up Procedure



## School Masses

All Masses are at 8:10 a.m.

Wednesday – All School Mass    Thursday – Grades 1, 2, 3, 4, 5    Friday – Gr. 6, 7, 8

## Visiting During School Hours

To ensure the safety of the students and staff at St. Louis Catholic School, all the entry doors of the building will be locked during school hours. All parents and other visitors during school hours must report to the main office to sign in. No one is to go to any classroom without permission from the main office.

## Fire, Tornado & Lockdown Drills

Monthly fire drills are held at St. Louis Catholic School. Tornado drills and lockdown drills are held one time each semester.

## Lost and Found

We have a “Lost & Found” table in the basement hallway near the cafeteria. Parents and students are encouraged to check the items. Marking caps, coats, etc. with your child’s name can be a big help.



## **Indoor Air Quality**

St. Louis School adheres to the Indiana Indoor Air Quality requirements. The IAQ Coordinator is Wade Ryle. He can be contacted at 812-934-3310 or at [wryle@st.louisschool.org](mailto:wryle@st.louisschool.org).

## **Weather Related Issues**

St. Louis Catholic School follows Batesville Community Schools for all weather related early dismissals, delays and cancellations. Sign up for nixel to receive immediate cancellations, delays and closing throughout the school year. On the web, search for [www.nixel.com](http://www.nixel.com). Follow directions to receive notifications.

## **Early Dismissal**

In the event of winter weather possibly causing an early dismissal from school listen to WRBI, Batesville, WTRE, Greensburg, and most major Cincinnati stations for any announcements.

## **Plan B**

A Plan B may be called to delay the beginning of the school day. On Plan B day's school starts at 10:00 a.m. Students may be dropped off at school at 9:30 a.m.

## **Half-Day Preschool Hours for weather**

For kindergarten Plan B, morning kindergarten students will arrive between 9:30-10:00 a.m., with class from **10:00-10:45 a.m.**

## **Plan for Dismissal in Inclement Weather**

**Lightning** – Whoever sees a strike, calls the office. The office makes an announcement to hold dismissal. We wait 3-5 minutes. If there were no strikes in that time, we dismiss like normal. If it continues, we bring the cars around to the side door to pick up students. Cars will exit north between the buildings (we will remove the barriers). Walkers are held and should call for a ride.

**Hail** – We bring the cars around to the side door to pick up students. They can exit north between the buildings (we will remove the barriers). Walkers are held and should call for a ride.

**Torrential Rain** – We bring the cars around to the side door to pick up students. They can exit north between the buildings (we will remove the barriers). Walkers are held and should call for a ride.

## **Attendance**

### **Attendance Policy**

St. Louis Catholic School recognizes that regular attendance in school is essential for a quality education. Evidence indicates that attendance and grades are directly related. Students with poor attendance can often lose interest in school and tend to feel left out. While it is possible to make up written work, missed classroom instruction is lost forever. St. Louis encourages each student/family to make 100% attendance their goal. While the following types of absences may be excused it is in the best interest of your child to schedule these activities during non-school hours and/or school breaks.

1. Medical and dental appointments (length of time away from school may affect outstanding attendance record)
2. Family trips - Absences for family trips are limited to 5 days per school year. Please try to schedule family trips around ISTEP and standardized testing.

## **Absences**

While St. Louis Catholic School encourages students to attend school every day we recognize that there are times when a child must miss school. Students may be excused from school a maximum of 10 days each school year. A doctor's note is required for each absence after 10 to be considered excused.

Students may be excused from school for the following reasons:

1. Personal illness (extended illnesses may require a doctor's statement)
2. Critical illness or death of a family member
3. Funeral

## **Unexcused Absences**

Missing School due to "skipping" or disciplinary reasons such as suspension is considered unexcused absences. Students will be given no credit for any homework, projects, tests, etc. due to these days.

## **Notification Procedure**

If a child must be absent from school the parent/guardian is expected to call the school office at 812-934-3310 by 8:00 a.m. to inform the school secretary each day of the absence. (A message may be left on the school voice mail system at any time prior to 7:30 a.m.)

## **Appointments**

A written request from the parent/guardian is required for a student to leave school at anytime throughout the day. This request should be taken to the office and an appointment pass will be given to the student to present to his/her teacher. Students must be picked up from the office and signed out by the parent /guardian before leaving the building. Upon returning to school, the student must sign in at the office before returning to class.

## **Partial Day Attendance**

If a student misses 2-4 hours of the school day a half-day absence will be recorded. For students missing more than 4 hours of the school day one full day absence will be recorded.

## **Missed Class Work**

Students are expected to make up class work missed during any absence. Make up work may be picked up after 3:15. No make up work will be given out before this time in order to avoid interruptions in the classroom. (If requested, make up work may be sent home with a sibling.) Class work missed due to family vacations will be given to students upon their return to class. No work will be given prior to a vacation. Missed class work is expected to be completed within the same length of time as the absence unless other arrangements have been made with the teacher.

## **Tardy**

Students are expected to be in the classroom ready to begin class at 8:00 a.m. Students who arrive after 8:00 a.m. will be considered tardy and must report to the school office upon arrival at school. Contact will be made with the parents by the principal if excessive tardiness occurs.

### **Consequences of excessive absences/tardiness**

When a student reaches seven absences, the school will contact the family through a phone call, email, or letter to discuss the consequences of further absences. When a student reaches ten absences a parent conference will be scheduled with the principal.

Excessive absenteeism or tardiness may necessitate the following actions.

1. Written attendance contract.
2. Required additional outside tutoring.
3. Retention in the same grade the following year.
4. Prosecution under Indiana State Compulsory Attendance Law  
(IC 20-8. 1-3-33)

### **Attendance and after school activities**

Students who do not attend all scheduled classes because of illness are not eligible to practice or participate in athletic contests on that school day. Verified appointments, including funerals, do not affect contest or practice eligibility.

### **Outstanding Attendance**

Outstanding attendance will be recognized at the end of the year. To qualify, the child must be considered present for the entire school day each day of the school year.

## **Medical/School Health Policies**

### **MEDICATION:**

1. THE SCHOOL DOES NOT STOCK AND/OR DISPENSE ANY MEDICATIONS FOR THE STUDENTS, OTHER THAN THOSE PROVIDED BY PARENT(GUARDIANS).
2. ADMINISTRATION OF ROUTINE FIRST AID TREATMENTS WILL BE GIVEN, AS NEEDED, FOR MINOR CUTS, SCRAPES, AND BRUISES.
3. ALL MEDICATIONS MUST BE BROUGHT TO AND PICKED UP AT THE SCHOOL OFFICE BY THE PARENT OR GUARDIAN -NO MEDICATIONS SHOULD BE SENT TO SCHOOL OR HOME IN SCHOOL BACKPACKS. IT IS THE STUDENT'S RESPONSIBILITY TO COME TO THE OFFICE TO TAKE THE MEDICATION. PLEASE SEND A NOTE/EMAIL TO YOUR CHILD'S TEACHER ABOUT THE MEDICATION.
4. PARENTS SHOULD ARRANGE PRESCRIPTION MEDICATION INTERVALS TO AVOID ADMINISTRATION OF MEDICATION AT SCHOOL, IF POSSIBLE. WHEN MEDICATION *MUST* BE GIVEN AT SCHOOL, PARENTS WILL NEED TO PROVIDE WRITTEN ORDER FROM THEIR MEDICAL PROVIDER REGARDING THE NEED FOR THE PRESCRIPTION MEDICATION DURING SCHOOL HOURS.
5. ST. LOUIS STAFF ARE NOT PERMITTED TO GIVE MEDICATION UNLESS PROPER MEDICATION AUTHORIZATION FORMS ARE COMPLETED.

*-PRESCRIPTION medications* can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication, which can be obtained in the main office, or on the SLS website, is to be completed and signed by the PARENT AND PHYSICIAN. The medication must be brought to the office in the original container, along with the permission form to administer medication. The medication must have the pharmacy label attached and the label must show student's name, medication name, dosage, and directions.

*-OVER THE COUNTER medication* can be given at school. The medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package, accompanied by a parent permission form to administer medication, which can be obtained in the main office, or on the SLS website. A physician note will be required for any non-prescription medication needed for longer than 2 weeks.

6. NO VITAMINS, HEALTH FOOD OR HERBAL PREPARATIONS WILL BE GIVEN AT SCHOOL.

7. ALL MEDICATIONS WILL BE DISCARDED IF NOT PICKED UP BY THE LAST DAY OF THE SCHOOL YEAR.

## ILLNESSES

You will be notified and asked to pick your child up for the following:

1. Vomiting- if a child vomits and is sent home from school, they cannot return to school for **24 hours after vomiting**, as stomach viruses are **very contagious** in the classroom. This includes vomiting at home later that day.
2. Diarrhea- if a child has a diarrhea episode at school and the child does not have a medical condition that causes diarrhea, they will need to be sent home.
3. Fever- if a child has a temperature of 100.0 or above, they will need to be sent home. **Children must be fever free for 24 hours** before returning to school.
4. Strep throat- if a child is diagnosed with Strep Throat, they may return to school after being on **ANTIBIOTICS for 24 Hours**.
5. Rashes- if a child has a rash that cannot be identified, parents will be notified to seek medical evaluation for a diagnosis. The child may return to school with a written medical diagnosis of a non-contagious rash or when the rash is gone.
6. Pink Eye/Conjunctivitis- if a child has drainage coming from the eye and the eye is matted.
7. Lice- if a child is found to have lice, the parent/guardian will be notified. It is expected that the child will be treated at home that day with a medicated shampoo or lotion, following manufacturer's guidelines (regarding shampooing, nit removal and retreatment recommendations). Upon returning to school after treatment, the child will again be checked for lice. It is recommended that parents routinely check their children's heads periodically throughout the school year, to monitor for the presence of head lice.
8. Ticks- if your child has a tick, it will be removed and parent will be notified. You will not need to take your child home in this situation.

At Home:

1. Vomiting- if your child vomits at home, **do not** send him/her to school. They should not return to school until it has been 24 hours since they have last vomited, as stomach viruses are **very contagious** in the classroom.
2. Diarrhea- if your child does not have a medical condition that causes this, you need to keep him/her home for 24 hours after last diarrhea episode.
3. Fever- if your child has a temperature of 100.0 or greater, keep him/her home until he/she has been fever free for 24 hours.
4. Strep Throat- if your child has been diagnosed with strep throat, keep him/her home until they have been on antibiotics for 24 hours. If your child is prone to strep infections, please include this on the medical form.
5. Rashes- if your child has a rash that you cannot identify, he/she should stay home. Please consult your doctor.

6. Pink Eye/Conjunctivitis-if your child has drainage coming from one or both eyes, or one eye or both eyes are matted shut, he/she should be kept home. Please consult your doctor. Children with pink eye/conjunctivitis may return to school after being on ANTIBIOTIC drops for 24 hours.
7. Lice- if you find that your child has lice, keep him/her home and treat with medicated shampoo or lotion per manufacturer's directions. PLEASE CALL OR EMAIL TO LET THE SCHOOL OFFICE STAFF KNOW. Consult your healthcare provider and/or the school nurse for guidance, as needed.
8. Ticks-cleanse the site, remove tick with small, fine tipped tweezers, and recleanse the site. Monitor child for swelling at the site, rash, and fever for up to one month after tick bite, and notify your doctor for these symptoms.

\*\*\*\*Please inform the school nurse of any medical conditions that might affect your child during a school day. (Asthma, ADHD/ADD, Diabetes, Seizures, Life Threatening Allergies, Physical Disabilities, Surgeries, Migraines, etc.)

\*\*\*\*If your child is diagnosed with a communicable disease such as chicken pox, staph infection, mono, hand foot and mouth disease, or any other communicable disease, please report it to the school nurse as soon as possible.

### **Breakfast**

Breakfast Time – 7:30 am– 7:55 am

Breakfast price is \$1.40

Extras - \$.75

On School Delay Days – no breakfast

### **Lunch**

#### **Lunch Times**

K-2 11:00 am – 11:30 am

6-8 11:32 am – 11:57 am

3-5 12:24 pm – 12:49 pm

#### **Depositing money**

Deposit slips are used to put money into your child's account and are available in the school office.

**Please note that if you have more than one child in school, all of your children will be listed together on the account.** You can also go on-line to deposit lunch money. Web site is EzSchoolPay.com.

#### **Lunch Prices**

##### Federal law mandates increase in cost of school lunches

The most recent federal child nutrition law requires all schools to start bringing their prices in line with the average cost to prepare the meals, eventually charging \$2.46 for the lunches we serve. **Our current lunch price is \$2.00** Luckily, the law also allows schools to gradually get to \$2.46.

**Extras - \$.75 (entrees only, fruits and vegetables no extra cost)**

Grades K-2--No extra main entree for lunch is allowed. No extras for snacks.

Grades 3-5--1 extra main entree is allowed. No extras for snacks.

Grades 6-8--2 extra main entrees are allowed.

All students may get additional fruits or vegetables.

K-Gr. 5 students – milk/snack break:

**Milk - \$.30 juice - \$.25**

**Snack - \$.35**

**Daily - \$.35 for snack only - \$.60 or \$.65 for both**

Carla & Tammi were the 2013 and 2017 Indiana State Food Service Employees of the Year – their e-mail is: [slscafeteria@st.louisschool.org](mailto:slscafeteria@st.louisschool.org)

Our cafeteria follows the policies of the USDA and Department of Education on food preparation and storage.

All food purchased comes from nut-free facilities making our meals/snacks safe for students with nut allergies.

### **Free and Reduced Lunch Program**

Parents with low incomes are encouraged to participate in the free or reduced lunch program. St. Louis Catholic School participates in this federal program. Snacks, milk and juice are **not** included in this program. Breakfast is included in this program. Extras at breakfast and lunch are not covered by this program. For information call the school secretary, or Chad Moeller, Principal at 812-934-3310.

## **Enrollment**

### **Enrollment Policy**

It shall be the policy at St. Louis Catholic School to make every effort to limit class size to 25 students. In certain circumstances the principal may allow this limit to be exceeded. Registration for children of parishioners will be completed before any applications from non-parishioners are considered.

Families transferring students to St. Louis from other schools will follow these procedures:

1. Meet with the principal to discuss reason for transfer and the expectations at St. Louis School.
2. Provide a copy of permanent records from the former school.
3. Send a Confidential Assessment Sheet to the former school.
4. Allow the student(s) to take an Academic Placement Test in reading and math if asked by school personnel.

### **Lottery**

Students who have met school enrollment criteria may have to go through a lottery for selection if there are more applicants than spaces available. Please note this includes voucher students.

The St. Louis School lottery date for the 2018-19 school year is April 25<sup>th</sup> 2018.

Admission Priority List for kindergarten students:

1. Retained Students
2. Teachers' Children
3. Students with older siblings at SLS
4. Children of registered parishioner (priority based upon tenure)
5. Registrations received in a timely basis

In order to be enrolled in kindergarten, a child must be 5 years old by August 1, and be eligible under the school's existing enrollment policy. Occasionally, parents will ask that a child be admitted to kindergarten when that child reaches the age of 5 after August 1. In this case, the child will be considered under the following conditions:

1. There is adequate space.
2. The child is recommended by a preschool teacher.
3. The child is able to pass a readiness test.
4. Recommendation by school personnel after consultation with the parents.

A child must be six years old by August 1 to enter the first grade.

In order to participate in school activities, including interscholastic athletics, a student must be enrolled full time in St. Louis School.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

## **Financial Responsibilities**

### **Tuition Amount for 2019-2020**

#### **Families with:**

<input type="checkbox"/> Families with 1 Child in K-8	\$3,965.00
<input type="checkbox"/> Families with 2 Children in K-8	\$6,938.75
<input type="checkbox"/> Families with 3 Children in K-8	\$8,921.25
<input type="checkbox"/> Families with 4 Children in K-8	\$10,309.00
<input type="checkbox"/> Families that are <b>NOT members</b> of St. Louis Parish	\$5,252.00 <i>per child</i>

*Registration Fees are \$220.00 per child*

Parishioners are registered members at St. Louis Church, and members at any parish that does not have a Catholic Grade School. We request that each family volunteer a minimum of 40 hours at school/church functions.

Non-Parishioners are families that attend a parish with a Catholic Grade School, or are Non-Catholic. We request that each family volunteer a minimum of 40 hours at school functions.

State funded vouchers are available to all St. Louis Catholic School families, dependant upon family income set forth by the State of Indiana. SGO money is also available to all families, dependant upon family income, as set for by the SGO governing committee.

## **St. Louis School Scholarships/Grants**

### **Scholarship Granting Organization (SGO)**

If you meet the income eligibility guidelines outlined on the Institute For Quality Education website, you may be eligible for up to \$1000 off your child's tuition. To view the income requirements please go to <http://www.i4qed.org/sgo> or pick up an application in the school office. This program is funded by private donations to the Institute For Quality Education

### **Choice Scholarship**

This is also known as the voucher program, which is funded by the State of Indiana. To be eligible for a voucher, you must have received a Choice Trust scholarship in the prior year or spent the previous two semesters at a public school. That means that children in grades 1-8 who are currently attending a public school are eligible for the scholarship. The amount of assistance is determined by your income and it is possible to have your entire tuition paid for. To view the income guidelines you may go to: <http://www.doe.in.gov/choice> (look under Choice Income Guidelines) or we can help you in the school office. You will be able to apply for the Choice Scholarship beginning in April 2018. Please bring the front page of your Form 1040, or 1040A or 1040EZ with you to apply.

### **St. Louis School Scholarship**

The last form of financial help is a scholarship from St. Louis School. There is a tab available on the top of the FACTS Website that must be filled out. You will need your 1040 and financial information to complete. If you have any questions about any of this, please contact Scott Weekley in the parish office at 812-934-3204.

### **Tuition Payment Options**

All families shall be expected to make tuition payments according to one of the following payment plans, unless your child's tuition is paid in full by a state funded voucher. Every family is required to go on line to <https://online.factsmgt.com/Signin>

- Option 1        **One payment** – Payment due by **July 5<sup>th</sup> or 20<sup>th</sup> 2018**. Invoice reminders are sent out as a reminder by Facts Mgmt. Payments can be made online or in the School Office. There is no charge for this type of payment.
  
- Option 2        **Two payments** – First payment due by **July 5<sup>th</sup> or 20<sup>th</sup>, 2018** and the second payment due by **January 5<sup>th</sup> or 20<sup>th</sup> 2019**. There is a \$10 fee through Facts for this type payment plan.
  
- Option 3        **Monthly Automatic Withdrawals Plan** – When setting up a monthly payment schedule through FACTS, you will be charged a \$45 fee to set up monthly withdrawals. You have a choice of the 5<sup>th</sup> or 20<sup>th</sup> of each month for your payment to be taken out of your checking, savings or credit card. Withdraws are made from July through June.

### **Late Registrations**

- A. Families registering after June 30<sup>th</sup> shall be expected to fulfill their tuition obligation according to one of the tuition payment option stated above.



- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the School Commission.

### **Late Payments**

It shall be the responsibility of each school family to keep the Principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

**TUITION AND FEES WHICH ARE NOT PAID WHEN DUE SHALL BEAR INTEREST FROM THEIR DUE DATE UNTIL PAID AT THE RATE OF 1.5% per month** or up to the maximum interest rate permitted by law; and the School shall be entitled to recover all costs of collection, including all court costs, reasonable attorney fees and administrative costs. Legal action to recover such costs may be initiated if Tuition or Fees remain unpaid as of June 30, 2019. The School reserves the right without prejudice to recover Tuition and Fees owed by Parent(s) and to deny all privileges of enrollment to the Student in the event Tuition and Fees are not timely paid, including the withholding of education and progress reports/report cards/transcripts.

**Monthly Payments** - School families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be automatically responsible for charges incurred by their bank and St. Louis Parish. While we understand that situations arise that can cause a payment to be late, repeated late payments result in additional paperwork and time for our staff. So therefore, after the third late payment, a family will be required to pay for the next and each subsequent semester prior to it starting. Excessive missed payments will require an alternate plan for paying the remaining tuition.

### **Tuition Assistance**

Tuition assistance is available from the school for families experiencing economic difficulties. Requests for such assistance should be made at the time of registration so that families can be notified by the end of the school year. However, since such circumstances often are unpredictable, families should not hesitate to inform the Pastor or Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the parish as soon as possible when they are experiencing economic difficulties. In order to be considered for financial assistance parents will be required to demonstrate their inability to pay by completing a financial needs assessment form administered by Facts. Although reduced cash contributions are the norm, other equitable arrangements are possible to enable school families to fulfill their commitment of financial support for our school. The Pastor will work out these arrangements with families on an individual basis and in a way that respects the concern and commitment of all our school families for the education and religious formation of their children.

### **Non-Admission of Students Due to Tuition Delinquency**

School families failing to pay tuition according to the agreement which they have made with the parish or who have been unwilling to make suitable alternative arrangements with the parish will be informed

that their child/children will not be re/admitted to our school. All families must be current in their payment of tuition, late fees, and bank fees:

- **By the last day of school:** If not, students will not receive report cards and permanent records will not be released by the school administration.
- **By August 1<sup>st</sup>:** If not, students will not be admitted on the first day of school.

### **Delinquent Tuition From Previous Year**

All previously unpaid tuition, late fees, and bank fees must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the School. If payment is not possible, suitable arrangements must be made with the Pastor.

### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. However, any registration fees paid will be forfeited. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.

### **Registration Fees**

The registration fees are used to purchase textbooks, workbooks, supplies, materials, and countless other things needed to educate a student, including maintenance cost for existing and future technology. Since student's supplies are purchased based on registration, registration fees are nonrefundable. Registration fees are due with registration forms.

#### Registration Fees:

Grades K - 8

\$220.00 per student

### **Textbooks**

The responsibility of caring for textbooks is the student to whom the book is issued. Fines will be issued for the damage of textbooks.

### **Dress Code Information:**

#### **Dress Code Policy**

St. Louis Catholic School requires that students come to school dressed and groomed in good taste. The Uniform Policy is intended to encourage a neat appearance that is consistent with and appropriate to a learning environment. Enforcement of this policy begins at home. Parents are expected to assume responsibility for making sure that students are dressed and groomed in accordance with the policy. **Anything not covered under this written policy is at the discretion of the administration of St. Louis Catholic School.**

**Please know that we have extra uniform clothing available at the preschool. If your child's uniform is looking worn or is getting too small, please contact Amy Tonges in the parish office (812-934-3204).**

## **Outdoor Recess Dress Code**

Knowing that outdoor activity is crucial to a healthy lifestyle, we will go outside for recess every day that we can. But living in Indiana requires adaptability to frequent weather changes. Please watch/listen to local weather reports to help your child dress according to our guidelines below.

### **Clothing Guidelines for Recess**

**\*60 – 69 degrees - Jacket or long sleeves recommended**

**\*40 – 59 degrees - Coat recommended**

**\*30 – 39 degrees - Coat required. Students with no coat will either be provided one or stay inside.**

**\*29 degrees & below - Coat required with hat & gloves recommended. Students with no coat will either be provided one or stay inside.**

**\*19 degrees & below - No outdoor recess.**

**\*These temperatures represent the wind chill factor. For example, it may actually be 40 degrees, but because of the wind, it feels like 28. So please use the wind chill (“feels like” when referring to the chart above).**

**Walking to Church - These guidelines apply to walking to church as well.**

## **Basic Dress Codes:**

### **Boys Dress Regulations (Grades K-8)**

#### **Trousers:**

Solid navy blue, plain, tailored pants

Must be worn on the natural waist

Should have a button or other fastener at the waist, NOT a drawstring

NOT acceptable - flared or slit cuffs

NOT acceptable - colored stitching

NOT acceptable - blue jeans, corduroy, or royal blue slacks

NOT acceptable - exterior pockets or loops, pockets with flaps, or pockets on the sides.

#### **Belts (Grades 6-8)**

Belts are required

Must be worn at the waist and through the belt loops

Must be navy, black or dark brown

NOT acceptable - studded belts or large belt buckles

#### **Hair:**

Must be groomed

Must be no longer than midway on the forehead, off the ears, and off the collar.

Must be clean-shaven with sideburns no longer than the middle of the ear

Must be in good taste

NOT acceptable - mohawks and fohawks

NOT acceptable - long-spiked or slicked back.

NOT acceptable - feathers

NOT acceptable - coloring

Hair Coloring/highlighting/dye may result in “U” on report card

**Jewelry:**

Boys may not wear earrings

**Girls Dress Regulations****Uniform:**

Blue plaid jumper (**Grades K - 5**)

Blue plaid skirt (**Grades 6-8**)

Blue plaid jumper or skirt length must be no shorter than 2" off the floor when kneeling.

**Slack:**

Solid navy blue, plain, tailored slacks

Must be worn on the natural waist

Should have a button or other fastener at the waist, NOT a drawstring

NOT acceptable - flared or slit cuffs

NOT acceptable - colored stitching

NOT acceptable - blue jeans, corduroy, or royal blue slacks

NOT acceptable - exterior pockets or loops, pockets with flaps, or pockets on the sides.

**Leggings (worn under a skirt or jumper):**

Must be solid navy blue, black or white

**Hair:**

Must be groomed

Must be in good taste

NOT acceptable - feathers

NOT acceptable - unnatural coloring

Hair Coloring/highlighting/dye may result in "U" on report card

**Jewelry:**

Permitted to wear posts or hoops (no larger than a nickel)

Only 1 earring per ear and it must be in the earlobe

NOT acceptable - excessive jewelry

NOT acceptable - large, gaudy and/or dangling earrings

**Boys and Girls Dress Regulations****Shirts:**

Solid white or light blue polo shirts with collar

Long or short sleeved

Solid white or light blue turtlenecks

Cardinal polo shirt is permitted

NOT acceptable - other insignias

Shirt must be tucked into trousers or shorts

**Sweater:**

Solid navy blue, long sleeved cardigan

Solid navy blue, long sleeved pullover

Solid navy blue sweater vest

Cardinal sweatshirt is permitted.

**Sweatshirts:**

Solid black, red, navy blue, gray or white Cardinal sweatshirts are permitted.

Camouflage with Cardinal logo from The Town Stitchery is permitted.

May contain students' first and/or last name.

May have cardinal logo

May have "St. Louis", "St. Louis School", "St. Louis Catholic School", or "St. Louis Cardinals"

NOT acceptable - sports team logos

NOT acceptable - student nicknames

Students wearing any other sweatshirt to school will have to remove it

**Socks:**

Solid white, black, or navy blue only.

Must be worn daily

**Shoes:**

Tennis shoes with backs

Shoes that tie or have a fastener to secure

Warm winter boots. Boots need to be appropriate to wear during mass and students need to bring tennis shoes on days they have PE. Warm winter boots are allowed from November 1 to Spring Break.

NOT acceptable - sandals, slippers, clogs, crocs, slip-ons or other unusual shoes.

**Shorts:**

Solid navy blue, plain tailored shorts

May have two pockets in front, up to two back pockets

NOT acceptable - pockets on the sides

Length of the shorts (range) - 3" above the floor when kneeling

Shorts are allowed from 8/01/16 through 9/30/16, and beginning again 5/1/17 thru the end of school in May/June.

**Hats:**

NOT acceptable - Hats are not to be worn in school (Exception - specially designated "Hat Day")

**Out of Uniform Days**

Several times during the school year students may dress out of uniform.

Blue jeans and trousers of various colors are permitted.

Girls may wear Capri pants.

NOT acceptable - Yoga Pants

Other clothing such as tee shirts and sweatpants must be in good taste.

NOT acceptable - logos or lettering on clothing that promote alcohol, tobacco, or other offensive material

Tops must cover the entire mid-section and shoulders.

NOT acceptable - sleeveless tops, tank tops and halter-tops

NOT acceptable - shorts or skorts - UNLESS the occasions for being out of uniform occur during the time of year in which shorts may be worn as the regular uniform. The length of the shorts must be in an acceptable range.

NOT acceptable - short running shorts

Socks or hosiery are required

May wear casual shoes, flats, loafers, tennis shoes in good condition.

Girls may wear conservative boots

NOT acceptable - sparkly light up boots, sandals, flip-flops, clogs, crocs, or combat-style boots.

NOT acceptable - any backless shoes or shoes or boots with heels over 1 inch.

All clothing must be in good taste per acceptable school standards.

### **School Spirit Days**

Several times during the year students are permitted to wear red or white.

Shirt, dress, or outfit should be predominantly red or white, or SLS spiritwear. For example, a shirt of another color with a patch of red or white is not acceptable.

Bottoms may be red, white, blue denim, khaki or black.

Other clothing on red and white days must follow the rules for out of uniform days.

NOT acceptable - **YOGA PANTS** (leggings)

### **Uniform Providers**

**Diane Gehring** is a local seamstress who makes skirts and jumpers for St. Louis Catholic School students. She can be reached by calling 934-5241. Diane also coordinates the sale of used uniforms. Please contact her if you have a uniform to sell or would like to purchase a used uniform.

**Lands End** – sells shirts and pants for boys and girls as well as jumpers and skirts for girls. Lands End will donate 3% of net sales for any orders that include St. Louis School's Lands End preferred number 9000-9324-6. You can add our Cardinal logo to Lands End sweatshirts, jackets and backpacks by using logo number 0377291K. Jumper stock #'s are: 06500-95Y2 – Little Girl sizes, 06501-05Y5 – Girl regular sizes– 06501-15YX – Girl plus sizes. Skirt stock # is 21942-3AH8 – color of our plaid is Classic Navy. Catalogs are available in the school office. **Please be sure to use the correct pattern for jumpers and skirts.**

**Buckhead** - has uniforms for girls at [www.buckheaduniforms.com](http://www.buckheaduniforms.com) or at 800-373-6248.

**Frank Bee** – sells our jumpers – Color 57PC, Style 94, high neck kick pleat. They can be reached at 800-372-6523 or [www.schooluniforms.com](http://www.schooluniforms.com) **Please be sure to use the correct pattern for our jumper**

**French Toast** – has skirts for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade girls. The skirt pattern is the navy/gold plaid. They also sell uniform shirts and blouses. We are now enrolled in a program with French Toast and receive cash back in the amount of 5% of the value of the items when ordered from FrenchToast.com or the French Toast Catalog. To qualify for credit, orders must contain the SLS identifying code **QS44VGK** when ordering off the website or from the catalog. They can be reached at 800-373-6248 or [www.frenchtoast.com](http://www.frenchtoast.com). **Please be sure to use the correct pattern for our skirt.**

**Schoolbelles** – sells jumpers and skirts for girls in their store at 9695 Kenwood Road, Keystone Plaza in Blue Ash, Ohio. Jumper style 1421, skirt style 1517. They also sell shirts, slacks and shorts. You can purchase items in the store or go to [www.schoolbelles.com](http://www.schoolbelles.com)

**School Uniform Exchange Program** – This program provides the opportunity for parents to exchange the uniforms they no longer need for those they are in need of. The exchange is open once a month. It is usually the first Saturday from 9:00 am – 11:00 am with a few exceptions. Please check the SLS update for specific dates. If you have any questions or suggestions, please contact Amy Tonges at 933-0988 or [atonges1@aol.com](mailto:atonges1@aol.com).

**SLS sweatshirts and t-shirts** – sold by the Athletic Department and can be ordered on line at [jtspspiritwear.com/sls](http://jtspspiritwear.com/sls). Items will be delivered to school by the 14<sup>th</sup> of the following month. You may also purchase items at Joan’s T-shirt Printing on Boehringer Street in Batesville.

## **Communication**

### **Communication Policy**

The education of a child is a cooperative effort between the parents and school personnel. Good communication between these parties is an essential element of this relationship. The staff and administration of St. Louis Catholic School encourage parental input regarding how best to meet their child’s educational needs. Teachers at St. Louis are encouraged to contact parents when problems occur and parents are encouraged to do the same.

Students who feel harassed, threatened, bullied, shunned or sexually harassed in any way should report the incident to the homeroom teacher or principal.

### **Communication from Home**

Parents may initiate communication with the staff through e-mail, written correspondence, or by phone and may expect a timely response from the school personnel. Teacher e-mail addresses may be found on page 3 of this handbook. By working together, we can create a positive learning experience for each and every child.

On occasion, an issue may arise that requires greater attention. It is important that the issue be directed to the appropriate party in order to resolve the issue in a timely manner. The nature of the issue determines the individuals involved in resolving the issue. Issues are categorized and addressed in one of three ways listed below.

#### **Student specific issues:**

- The concern should be brought to the attention of the involved teacher. A meeting should be arranged between the parent and the involved teacher to discuss and resolve the issue. Additional meetings may be necessary to reach a resolution.
- If the issue is not resolved at the parent/teacher meeting, a meeting involving the principal, teacher and parent should be arranged.
- If either party is not satisfied with the outcome of this meeting a special meeting with the pastor may be arranged.

#### **Personnel Issues:**

- The concern should be brought to the attention of the principal and a meeting should be arranged with the principal (and possibly the involved teacher) to discuss the parent’s concern.
- If either party is not satisfied with the outcome of this meeting, a special meeting with the pastor may be arranged.

#### **Policy Issues**

- The concern should be brought to the attention of the principal and a meeting should be arranged with the principal.
- Either party may contact the school commission for further explanation or discussion of the policy.

## **Communication from school**

SLS Update	Newsletter e-mailed and available on the website.
PTO Meetings	September, January, May
Internet	<a href="http://www.st.louisschool.org">www.st.louisschool.org</a>
PowerSchool	Grades and attendance available on line

## **Title IX GRIEVANCE PROCEDURE DEFINITIONS**

### **Article I DEFINITIONS**

- 1.1 GRIEVANCE:** an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.
- 1.2 STUDENT:** any person enrolled as a student in St. Louis School operated by the Archdiocese of Indianapolis.
- 1.3 EMPLOYEE:** any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered in St. Louis School.
- 1.4 COMPLIANCE COORDINATOR:** the school principal or designee. **1.5 SUPERINTENDENT OF SCHOOLS:** Executive Director, Office of Catholic Education or Designee.

### **Article II LEVEL ONE PROCEDURE**

- 2.1** The student or employee who has a complaint and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.
- 2.2** The Coordinator's responsibilities:
- (a) investigate, within seven school days, the circumstances of the complaint;
  - (b) render a decision within ten school days after receipt of complaint and notify the complainant in writing;
  - (c) provide the complainant seven school days to react to the decision before it becomes final.
- 2.3** (a) accept the decision, in writing, addressed to the Compliance Coordinator, or (b) disagree with the decision, in writing, addressed to the Compliance Coordinator within seven days. A level two procedure will be initiated.

### **Article III LEVEL TWO PROCEDURE**

- 3.1** The Compliance Coordinator requests the Executive Director to review the complaint.
- 3.2** The Executive Director will schedule a meeting within one week of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Executive Director or Designee.
- 3.3** The Executive Director or Designee will make a decision within one week, which shall be final. The complainant and the coordinator will receive copies of the decision.

## **Report Cards**

The school year is divided into 4 nine weeks periods for grade cards. The school calendar indicates the beginning and end of each 9 weeks period.



## **Parent Teacher Conferences**

Parent-teacher conferences are held during the first 9 weeks grading period. Conferences may be requested at any time during the school year by parents, teachers, or the principal.

## **School and Classroom Expectations**

### **School and Classroom Rules**

1. Students are to be in uniform.
2. Gum is not permitted on school premises during the school day. Snacks, treats, candy and cafeteria food is to be eaten in designated areas only.
3. No coffee or misc. drinks allowed in classrooms due to allergies.
4. Treats are not to be brought in to share with friends for birthdays, Halloween, Valentine's Day or any other holiday.
5. Riding bikes and skateboards is not permitted on school premises and St. Louis Place during school hours.
6. Fighting, pushing, shoving, grabbing, roughhousing, dangerous play, or running or playing in a manner that could lend injury to oneself or another is not permitted. Only safe equipment designated by the principal can be used on the playground.
7. Suspected cases of truancy and tardiness will be reported to the principal.
8. No tobacco products, alcohol or chemical substances of any kind are permitted on school premises at any time. Medications from home are to be brought to the office.
9. Proper behavior, courtesy, and good manners are expected at all times. This includes classrooms, hallways, cafeteria, church, restrooms, field trips, playground and all activities. Students will play in designated areas only. Students are not to be in areas (inside or outside) unless supervised or assigned by a teacher.
10. No profanity, vulgarity, obscene or disruptive gestures, offensive language, malicious gossip written, spoken or e-mailed will be permitted.
11. Bullying of any type (verbal, written, email, etc.) will not be permitted.
12. Items such as electronic devices, toys, cameras, squirt guns, money (other than what is needed for necessary school purposes), etc. are not to be brought to school. This includes cell phones. If cell phones are necessary they must be given to the homeroom teacher or dropped off in the office by 8:00 and picked up at 3:02. The school is not responsible for lost, stolen or damaged items.
13. School property and property of others is to be respected at all times. Students and parents will be held responsible for damage to the property of others.
14. Talking back, showing disrespect, lack of cooperation, disregard of directions, poor attitude or gestures of disrespect are not permitted.
15. No running, pushing or shoving, grabbing, loud talking, or line-jumping in the halls is permitted.
16. Students should use the computer and internet responsibly. Students should not be on inappropriate websites. Students should not e-mail from school.

## **SLS Homework Policy**

### **What is The Recommended Homework Time in Elementary School?**

Experts vary on the exact numbers, but SLS recommends that students receive no more than 10 minutes of homework per night in kindergarten, 10-20 minutes in first grade, 20 minutes in second grade, and so on, growing by 10 minutes each grade level.

### **Maximum Homework Suggested by SLS**

Kindergarten	10 minutes per night
First Grade	10-20 minutes per night
Second Grade	20 minutes per night
Third Grade	30 minutes per night
Fourth Grade	40 minutes per night
Fifth Grade	50 minutes per night
Sixth Grade	60 minutes per night
Seventh Grade	70 minutes per night
Eighth Grade	80 minutes per night

These are the maximum we want students spending on homework each night. That is our goal when assigning work. With that in mind, we need to consider the following:

1. Students work at different paces. Some may take a little longer depending on various factors: attention, interest in certain subject, fatigue, etc.
2. The degree of difficulty for each class can affect the numbers. For example, 8th graders taking high school level classes Algebra and Biology should expect more work with an increased level of difficulty, resulting in a little extra work.

### **After considering the factors above, what if I'm concerned my child is consistently spending more time on homework than SLS recommends?**

Contact the homeroom teacher. We want to know what is going on. It's possible we misjudged how long some assignments should take and it affects all students. It's also possible this only affects your child, but we still want to help.

Homework can be an important tool to reinforce learning. But we also know that family time and having time to relax is important. This policy is intended to reach a healthy balance and get everyone on the same page. The policy helps parents know what we are striving to achieve.

### **Homework**

Homework is an essential extension of the classroom. Generally the purposes for homework are: to practice new skills, reinforce concepts, complete regular daily work, review for tests and do research.

Assignments are to be definite and geared to the appropriate grade level. There is cooperation among teachers, especially in departmental work, and flexibility in the amount of time necessary for homework. Teachers will request a reasonable amount of outside written work or study, keeping in mind that students work at an individual pace. Long term assignments are given by most teachers. The school cannot schedule the out of school time. Encouraging students to begin a long term assignment early saves the last minute midnight oil.

**Students in Grades 3 thru 5 who do not complete homework for the assigned times as designated by the teacher, will automatically have 10% deducted from the grade of that assignment. If that assignment is not completed at the next designated time, a grade of "F" will be given for that assignment.**

#### **Junior High Late Assignment Policy**

**Any student who does not complete a homework assignment on time will receive a "closed lunch" period. The student will report to the assigned room with his/her lunch and needed materials to finish the assignment. If the assignment is completed and time remains, the student will read in his/her AR book. Once a student receives five (5) late assignments, a name will be issued.**

**The above policies do not pertain to students who are absent on the date of the assignment is given or the date the assignment is due. Students who are absent are expected to make up homework within the same length of time as the absence unless other arrangements have been made with the teacher.**

Students in grades 2-8 are given an organizational plan book at the beginning of each school year to use for homework and other things to help them keep organized.

Parents of students in grades K-1 will be informed of their homework policy at the beginning of each school year. Generally, students in grades K-1 make up homework at times designated by their teachers.

Any junior high student (grades 6,7,8) who chooses to do work from a class other than the one they are currently attending, without specific permission, will have that work taken away and the teacher who gave the assignment will give the student a zero for it.

Class work missed due to illness may be picked up after 3:15. No make up work will be given out before this time in order to avoid interruptions in the classroom. Class work missed due to family vacations will be given to students upon their return to class. No work will be given prior to a vacation.

## **Discipline**

### **Discipline Policy**

The philosophy at St. Louis Catholic School is to help each child reach his/her full religious and academic potential. Not only does this philosophy require giving each child a solid foundation of

religious and academic experiences, but it encourages each child to achieve these ideals by being able to develop responsible behavior in a structured, yet friendly atmosphere. The St. Louis discipline policy promotes responsible behavior in each person's daily life. Responsible behavior includes respect for self and others, trust, justice, service to others and following school and classroom rules and policies.

### **Acknowledgement for Responsible Behavior**

Students who choose responsible behavior will be acknowledged in various ways. Some of the ways students may be acknowledged are:

- Citizenship honor roll – awarded twice yearly at the end of each semester to students who do not receive any detentions, have received no more than 5 names, and who maintain an 'O' or 'S' for their cooperation grade.
- Homeroom or grade level treats or activities – methods to achieve these are determined by the staff.
- Verbal acknowledgements of exceptional behavior – can be individual or large groups depending on the occasion.
- Service awards – usually awarded to eighth grade students at graduation.
- Satisfactory or Outstanding cooperation grade.

### **Consequences for Unacceptable Behavior**

Students who do not choose responsible behavior may have one of the following consequences:

**First Offense:** verbal warning and/or name on board/pink slip

**Second Offense:** name on board or a check mark by name and/or written assignment of a beneficial nature and/or removal from the activity and/or consequence appropriate for the offense. (Example: cleaning desks, picking up litter, etc.)

**Third Offense:** after school detention (30 minutes) and/or a consequence appropriate for the offense and/or a conference with the principal. Parents will be notified.

**Fourth Offense:** after school detention (1 hour 45 minutes). Parents will be notified. Student will do work with Mr. Wade Ryle and the cleaning crew, or a consequence appropriate for the offense.

**Fifth Offense:** Parents will be notified. Students will have a consequence appropriate for the offense such as in school suspension, game or activity suspension, or Saturday School.

**Sixth Offense:** student suspended from school with parent notification. Readmission to school may be made after a conference with the principal, teacher and parents. During the time of suspension, the student will not be permitted to participate in after school activities that are school related. Students receive a zero for all school work missed during any suspension.

Homeroom teachers keep an updated record of the offenses in order to determine the cooperation grade for the report card at the end of each nine weeks.

Note: Parents will be notified as timely as possible by the homeroom teacher if/when a student reaches 6 names. 10 names result in loss of athletic, extracurricular, honor roll privileges, and results in an "U" on the report card. 15 names results in a Saturday School. 18 names results in an in-school suspension. 21 names results in an in-school suspension and meeting with principal, teachers, parents, and students. For every 3 names after 21, another suspension is assigned.

### **Junior High Pink Slip Policy**

1 pink slip = 1st offense \*3 pinks in a day = noon detention, 4 in a day = 60 minute after school detention to be served on the day of penalties

6 pink slips= Needs Improvement. A copy of each pink slip will be sent home for the parents to review and discuss with their child. Parents will sign a verification letter and return to homeroom teacher

7-8 pink slips = additional parent contact from homeroom teachers

9 pink slips = Meeting with child, parents and Jr. High teachers to discuss behavior modifications that can be made

10 pink slips = Loss of privileges (examples: field trip, field day, AR auction, etc), parent contact, Unsatisfactory recorded on report card which suspends student from extracurricular activities

15 pink slips = 4 hour Saturday school

18 pink slips (and every 3 thereafter) = in-school suspension, no credit for work, parent contact

### **Suspension/Expulsion**

In addition to the school's discipline policy, students and parents must be aware that certain acts could lead to long term suspension or permanent expulsion from school. Included with suspension or expulsion will be an automatic U for the report card cooperation grade. The following acts are considered to be serious and therefore may result in suspension or expulsion:

- Extreme vandalism or destroying of school and church property, or property belonging to others.
- Bringing to school any implement with the intent to frighten or cause danger to the student or others.
- Leaving school grounds without permission.
- Behaving in such a manner as to cause serious injury to another person.
- Deliberate and intentional profanity, or criticism and severe disrespect, verbal, written, or sent, of school personnel or students.
- Threats, harassment and bullying, physical, verbal, written or sent. This includes deliberate shunning of students, which is a form of bullying.
- Sexual misconduct, including harassment, verbal, physical, written or sent.
- Stealing of school property or property of others.
- Any other incident deemed to be serious by the school.

Missing school due to disciplinary reasons is considered an unexcused absence. Students are given no credit for homework, projects, tests, etc. due on these days.

The following offenses are considered to be extremely serious in nature and may result in immediate expulsion:

- Possession, use, passing, or sale of controlled substances or drugs, including alcohol and tobacco.
- Possession of any weapon on school or church property.
- Any other incident deemed to be extremely serious by the school.

Students involved in any of the above activities may also be recommended for counseling in order to help overcome any problems that may have been a contributing factor to the activity. In some cases counseling may be a requirement for continued enrollment. Students and parents must be aware that some activities may be cause for involvement of legal authorities.

### **Bullying**

Bullying is an undesirable behavior that has a negative impact on the learning environment and is disrespectful to the individual who is being bullied. According to Indiana Code (IC 20-8.1-5.1-0.2) bullying is defined as overt, repeated acts or gestures by a student or group of students against another

student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This behavior may be exhibited in various manners such as:

- Physical/Direct bullying – Behavior that intentionally inflicts bodily harm (ie. hitting, pushing, punching, kicking)
- Emotional/Indirect bullying – Verbally oriented and includes words to humiliate or hurt the victim (ie. name calling, teasing, racial slurs, insults)
- Relational bullying – Behaviors that attempt to harm the relationships of the victim. This includes peer exclusion and rejection through rumors, lies, embarrassment and manipulation.

Bullying will not be tolerated at St. Louis Catholic School and will result in disciplinary action. This applies when a student is:

- On the school or parish grounds, immediately before or during school hours, immediately after school hours or at any time when the school or church is being used by a school group (i.e. Sporting events, enrichment classes, liturgical preparation etc.); or
- Off school grounds at a school activity, function or event; or
- Traveling to or from school or a school activity, function or event; or
- Using property or equipment provided by the school or parish.

St. Louis Catholic School will work cooperatively with the Batesville Community School Corporation to address this issue.

### **Guidelines for Catholic Schools on Respecting Persons**

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer are vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

## **Academics**

### **Honor Roll System**

The honor roll is for students in grades 4-8 and recognizes three levels of academic achievement. Students are awarded honor roll certificates at the end of each grading period.

**First Honors:** 95 average or above in all subjects with no grade below a 90. \*

**Second Honors:** 90 to 94 average in all subjects with no grade below an 85. \*

**Third Honors:** 85 to 89 average in all subjects with no grade below an 80. \*

\*A fine arts grade will be used for purposes of finding these averages. This grade will be the average of the 4 grades given in PE, Art, Music, and Spanish for grades 4-8. The fine arts grade must also be

90 or above for 1<sup>st</sup> honors, 85 or above for 2<sup>nd</sup> honors and 80 or above for 3<sup>rd</sup> honors. In addition, a grade of 75 or above is required in each of the fine arts subjects.

If a student receives a cooperation grade that is unsatisfactory, it will disqualify him/her from the honor roll. Students in grades 4-8, whom average a 95 or above in each subject, including specials, are recognized each semester by the Batesville business community.

### **Grading Scale**

A = 95 – 100  
B = 94 – 86  
C = 85 – 76

D = 75-70  
F = 69 or below

### **Cooperation Scale**

0 – 0-1 names  
S – 2-5 names  
NI – 6-9 names  
U – 10 or more names

## **Scholarships for Graduating Eighth Graders**

**Father Herculan Scholarship** – This scholarship is available for incoming freshman students attending a Catholic High School. An essay is due to the Parish Office by March 1 and awards will be granted by March 30. Criteria for the essay are:

1. How have you given of your time, talent, and treasure to St. Louis Parish and to the community?
2. Explain your financial assistance need.

**PTO Scholarship** – The PTO provides \$2000 in scholarship money for students who choose to continue their Catholic education after grade school. The scholarships recognize students who show outstanding citizenship. Students are chosen by an independent committee. Citizenship criteria may include grades, behavior, leadership, school involvement, relationship with teachers and peers, and effort.

**K of C Scholarship** – The Batesville Knights of Columbus offers \$10,000 in scholarships for the following categories:

- \$4,000 for boys/girls going to a Catholic High School or Seminarian School
- \$2,000 for boy/girl currently in a Catholic High School or Seminarian School
- \$2,000 for boy/girl going to college or tech school
- \$2,000 for boy/girl currently in college or tech school

Anyone interested in any of these scholarships can pick up an application from the Batesville Knights of Columbus on Delaware Road. Applications are usually available around February 1. All applications need to be dropped off at the K of C or postmarked no later than April 1<sup>st</sup>. Any questions contact Mike Nordmeyer at 934-4980.

**The Knights of St. John** - have established 2 scholarships for 8<sup>th</sup> grade St. Louis students that will be attending a Catholic high school, preferably Oldenburg Academy. The scholarships will be awarded to a male and a female, chosen on the basis of citizenship, attitude and grades.

To apply for this scholarship, the student must type a short essay stating why they wish to attend a Catholic High School. Turn the essay into Mr. Moeller by April 29, 2017. The announcement of the \$500 scholarship awards will be made at the graduation mass.

## **After School Activities**

1. Students are encouraged to be in after school activities such as sports, enrichment programs, and other school activities and projects.
2. Parents are encouraged to be involved in after school activities such as coaching or sponsors of enrichment programs
3. Students and parents involved in after school programs have certain responsibilities:
  - a. Coaches, parents and teachers who are in charge of the supervision of students after school must keep students in their assigned area until dismissal of activity.
  - b. Supervisors of activities must know that at dismissal of the activity, students must leave the premises. Chaperones will stay with students until they all have been picked up by parents.
  - c. Students who are involved in after school activities are to be in their assigned area at all times. Hallways are to be free of students and their belongings.
  - d. Students involved in after school activities are under the supervision of the coach or sponsor in charge of the activity.
  - e. No after school activity will take place unless adequate supervision is provided.
  - f. Those in charge of their activity must be on time for the activity to make sure students are supervised.
  - g. Students should not remain in the building or on school grounds after 3:15 unless under the direct supervision of a coach, chaperone or staff member.

## **Extra Curricular**

### **Academic Teams, Band, Chorus, Speech Policy and Student Council**

Students involved in interscholastic academic competitions such as 5<sup>th</sup> and 6<sup>th</sup> grade Brain Game or Speech Team, or 7<sup>th</sup> and 8<sup>th</sup> grade Academic Teams, Band, Chorus, and Yearbook must maintain at least 76% in each subject (both core and special area classes are included) and have no unsatisfactory cooperation grade. Student eligibility will be reviewed after each report card and mid-term progress report. If a student is considered ineligible at the time of registration for the competition, that student will not be allowed to compete with the team.

## **Sports Information**

### **Athletic Board**

#### **Mike Burkhart – Athletic Director**

Jill Weber	Jill Reidy
Tim Reder	Diane Dierckman
Jenny Miles	Beth Beiser
Michelle Wachsmann	Kelsey Weber
Erin Trenkamp	

### **Sports Offered at St. Louis Catholic School**

Volleyball - for girls in grades 7 and 8  
Basketball – for boys and girls in grades 5, 6, 7 and 8  
Cheerleading – for girls in grades 5, 6, 7 and 8  
Golf – for boys and girls in grades 6-8  
Track – for boys and girls in grades 6-8



## **Sports Offered Through Batesville Middle School**

Football – for boys in grades 7 and 8

Wrestling – for boys in grades 7 and 8

Cross Country – for girls and boys in grades 6-8

### **Eligibility (Grades/Behavior)**

1. If a student receives one failing grade, in any subject, at the end of the nine week grading period or on a midterm progress report, that student will be ineligible to participate in any practice sessions or games for two weeks. At the end of the two-week time period, the principal will check all the grades for that student. The student must be passing all subjects at that time to regain eligibility to participate in practices and games.
2. If a student receives two or more failing grades at the end of the nine week grading period or on a midterm progress report, that student will be ineligible to participate the rest of the season.
3. All school rules as stated in the school handbook must be followed by student athletes at school, at practices, and at games.
4. Students who receive an unsatisfactory cooperation grade at the end of the nine week grading period or on the midterm progress report will be ineligible to participate in any games until the cooperation grade is raised to satisfactory on the next midterm progress report or report card, whichever is issued first. Students are expected to participate in practices and sit with the team during games.
5. If a student receives a failing grade and an unsatisfactory cooperation grade at the end of the nine week grading period or on the midterm progress report he/she will be ineligible to participate for the rest of that sports season.
6. If a student receives a Saturday School, an in-school suspension, or is suspended from school he/she will be ineligible to participate for the rest of that sports season.

## **Parent / Adult Code of Conduct**

### **Civility Policy**

The purpose of this policy is to provide rules of conduct for parents, visitors to St. Louis School and St. Louis employees. It is the intent of the School Commission to promote mutual respect, civility and orderly conduct among employees, parents and the public. It is not the intent of the School Commission to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Commission encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

#### **1. Expected Level of Behavior**

- School personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors to school facilities will treat teachers, school administrators and other school staff with courtesy and respect.

#### **2. Unacceptable/Disruptive Behavior**

- Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of a school or facility which are not open to parents/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Any other behavior that disrupts the orderly operation of a school, a school classroom or any other school facility.

**3. Parent Recourse**

- Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.

**4. Authority of School Personnel to Direct Persons to Leave School Premises**

- Any individual who:
  - a. disrupts or threatens to disrupt school operations;
  - b. threatens or attempts to do or does physical harm to school personnel, students or others lawfully on school premises;
  - c. threatens the health or safety of students, school personnel or others lawfully on school premises;
  - d. intentionally causes damage to school, school property or property of others lawfully on school premises;
  - e. uses loud or offensive language or who without authorization comes on school premises.
  
- This individual may be directed to leave the school premises by the school's principal or principal's designee who is in charge of the school. If the person refuses to leave the school's premises, the principal or designee shall seek the assistance of law enforcement.

**5. Authority of School Personnel to Deal With Persons Who Are Verbally Abusive**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving the appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school premises, any employee may request that the administrator or designee direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement takes such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

## **Volunteering**

### **Volunteer Policy**

A policy was instituted by the Archdiocese of Indianapolis on July 1, 2003 to ensure a safe environment for children. The policy requires a Background Check to be completed every five years for any volunteer who works with or around children as well as an on line course called Safe & Sacred. For example, if you volunteer for a PTO committee, field trip, Religious Education, Preschool, Vacation Bible Camp, you should complete these forms. It is not necessary if you volunteer solely to be a Bingo worker (weekly or Super Sunday); Festival worker or other parish related activity that does not involve working with children. Both things must be completed 2 weeks prior to volunteering. The completed Background Check forms will be sent to an independent third party in Indianapolis. NO FINANCIAL INFORMATION WILL BE OBTAINED. We will receive an acknowledgement that the form has been processed. If there is a situation where a volunteer has a criminal history, the results will be sent directly to the pastor. All information will be kept confidential.

**The Safe & Sacred on line course must be completed by going to: [safe&sacred-archindy.org](http://safe&sacred-archindy.org) Register and follow directions. NOTE: The school and/or parish will not be allowed to accept your act of volunteerism unless you have completed both the background check and the safe & sacred course. A background check must be updated every 5 years.**

### **Goals of PTO**

The primary goal of PTO is to support St. Louis School in its mission statement. We accomplish this by promoting cooperation between the parents, the school faculty and staff, and the parish. PTO raises money to financially provide fine arts and cultural arts opportunities for the students, pays for small capital improvements and wish list items for teachers and staff, and manages numerous committees of volunteers to support the academic, physical, psychological, social and spiritual well being of each student.

### **Recommendations for Volunteering**

The School Commission requires that families of students volunteer 40 hours per year.

### **Fundraising**

PTO conducts fundraisers throughout the year.

- 1. Kroger Rewards Program**
- 2. Rummage sale in June**
- 3. Trash Bag Sale**
- 4. Smile.Amazon.com**--support St. Louis School every time you shop at Amazon.com. Simply use smile.amazon and select St. Louis School/Parish in Batesville IN as your charity and we'll receive a donation every time you shop.

In addition to the above fundraisers, PTO conducts additional fundraisers and fundraising events which are subject to change. Your participation in these fundraisers is vital in order to provide the money needed for services for every St. Louis student.

Lastly, we do a few rebate programs including:

- **General Mills Box Tops for Education** – 10 cents goes back to St. Louis School. If it is a bonus, the amount could be as high as 30 cents per box top.

- **Coke Rewards** - St. Louis School earns from 5-38 cents on each code entered depending on the type of Coke family product. Codes may be entered at home or turned into school for PTO to enter.
- **Lands' End school uniform rebates.** (We earn 3% on every purchase from the Lands End School catalog or Web site that includes our **Preferred School number 9000-9324-6**).

### **Services provided by PTO:**

PTO supports the teachers and staff of St. Louis School by:

- Providing each teacher with up to \$200.00 in reimbursement each school year for classroom supplies. Paying for wish list items.
- Providing dinner for teachers during Parent-Teacher Conferences in the Fall.
- Providing regular, small Teacher & Staff Appreciation gifts
- Providing multiple Teacher & Staff appreciation lunches throughout the year
- Hosting a Teacher & Staff appreciation breakfast at the end of the school year.

PTO enriches the educational experience of each student by:

- Providing each student with beginning school supplies including, a pencil bag, a ruler, pencils, crayons, glue, pens etc.
- Sponsoring the cultural arts program by paying for admissions and buses for field trips.
- Paying the school's portion of the cost for the Rural Alliance for the Arts, Arts in Education and Visiting Artist programs.
- Purchasing games and equipment for indoor recess as well as for the playground.
- Supporting academic teams and clubs as needed.
- Giving each child a small gift for holidays.
- Awarding up to four \$500.00 scholarships to eighth grade students who will be attending a Catholic High School. Scholarships are to recognize students who show outstanding leadership, citizenship, grades, and spirituality.
- Provides funds to support Catholic Schools Week
- Organizes and supports Enrichment Classes for students K-8 h grade
- Provides funds to support Field Day at the end of the school year
- PTO hosts a Volunteer Appreciation Dinner at the end of the school year to thank the parents and parishioners who volunteer on all the PTO committees.
- Developing "The Cardinal Flash" which is inserted in bulletins every other week during the school year to keep St. Louis Parishioners notified of current events, as well as accomplishments, at school.

### **PTO Officers:**

President – Jill Weberding Cell phone--865-250-5908	E-Mail: nurseadvocates@jillweberding.com
Vice-President – Amy Streator Cell phone—812-212-0420	E-Mail: astreator@hotmail.com
Secretary –Natalie Wanstrath Cell Phone: 812-212-2617	E-mail: nataliewanstrath@gmail.com
Treasurer – Jane Lieland Home 812-584-1017	E-mail: jbar32@yahoo.com Work 513-255-7390
In-Service Coordinator -- Natalie Scheibler Cell Phone: 812-593-0156	

## **Duties of Officers:**

### **President**

- Sets up committees, selects a chair for each committee, and supervises the committees to ensure that each committee accomplishes its duties.
- Updates the PTO portion of the student handbook.
- Works with the Principal, Pastor and the School Commission in a creative way.
- Conducts three general meetings for all parents and executive meetings at least bi-monthly.
- Attends School Commission meetings, and any other meetings deemed appropriate for PTO.
- Works with Treasurer and approves all PTO expense/reimbursement requests
- Plans and prepares the end-of-year scholarship process for outgoing 8th grade students.
- Makes sure everyone carries out his/her responsibilities.
- Works with Treasurer and approves all PTO expense/reimbursement requests
- Plans and prepares the end-of-year scholarship process for outgoing 8th grade students.

### **Vice-President**

- Assists the President and fills in for the President if the President is unavailable and prepares for being President by staying informed.
- Prepares for the President's office by keeping informed and aware of the activities of the President and St. Louis School.
- Prepares and distributes the Volunteer Sign-up sheets to recruit volunteers for the committees for the upcoming school year, including cafeteria.
- Organizes volunteer appreciation dinner at the end of the year
- Responsible for determining what holiday gifts are provided to the students from PTO.
- Assists President with 8th grade PTO Scholarship Applications & Review panel.
- Attends all general and executive meetings.

### **Secretary**

- Keeps an accurate record of all meetings and unfinished business
- Prepares any necessary correspondence for PTO.
- Responsible for the publicity of the organization.
- Contacts all members of the executive board to inform them of meetings.
- Posts notice of the general meetings in the SLS newsletter.
- Attends all general and executive meetings. Takes attendance of Board Members at all meetings.

### **Treasurer**

- Keeps accurate record of all bookkeeping including maintaining proper documentation of receipts for each check written on PTO account.
- Works through and with the business office on accounts of PTO.
- Reconciles journal entries from the bookkeeper for each month. Attends all general and executive meetings.
- Handles all funds for rummage sale.
- Works with the fundraising committee chairmen and helps with the financial items.

**PTO Committees:**

**Please check out the SLS website for the list of committee chairpersons.**

[www.st.louisschool.org](http://www.st.louisschool.org)

**CARDINAL CAFÉ VOLUNTEERS:** Four volunteers are needed each day to help prepare and serve lunch as well as clean up tables and dishes. Hours are 10:00-1:30 one day a month or more if you'd like. Smaller siblings are welcome to come if needed. Happy to also have volunteers willing to "sub" when the need arises.

**HOSPITALITY/WELCOME COMMITTEE:** We love our unique "School Family" environment at SLS! Help us continue to build our school community as we welcome new students, new babies and assist SLS families in need throughout the year with our Cardinal Meal Train. Great opportunity for anyone as varied times and needs are available.

**IN-SCHOOL SERVICE:** Volunteers work 1-2 hours per month assisting teachers with copies, laminating and other classroom needs. A great opportunity for any parent as schedule is flexible. Simply show up anytime during school hours on your scheduled day to help. This opportunity allows you to bring younger children with you if needed.

**HOLIDAY PARTIES K-3:** Help organize and staff three events for Grades K-3 and assist with Young Hoosier Party if needed. Parties include Halloween, Christmas, and Valentine's Day.

**RUMMAGE SALE:** This is our second largest fundraising opportunity for SLS parents. Help is needed sorting, folding, and displaying the many items donated. Cashiers are also needed. Day, evening, weekdays and weekend shifts available. Many hands are welcome!

**TEACHER/STAFF APPRECIATION:** We know we have amazing teachers at SLS & we want to keep them in our school family! They have a passion for our kids, and we want to help show them some love throughout the year!

**TRASH BAG FUNDRAISER:** Volunteers are needed to prepare sales packets, assist with sales to local businesses, process and distribute orders. This is our #1 PTO fundraiser for the year!

**FUNDRAISING COMMITTEE:** Volunteers are needed to help assist with school fundraising efforts throughout the year (For rummage/trash bag sales--please check specific boxes above). Fundraising is a great way to provide the extras needed for our school since we don't get state money. It's also a great way to meet other parents & have fun!

**ENRICHMENT PROGRAM:** Do you have a special skill or talent you would like to share with our St. Louis students? Whether you're crafty or not--there's always something that can be led/taught at our after-school enrichment programs where you will share your expertise with students. Only 1-2 class commitment. Typically occurs late winter/early spring. Sign up to help organize or help with a class.

## **Weekly Cafeteria Help**

Each school day, four cafeteria helpers are needed to help prepare and serve the food and clean up tables and dishes. Our cafeteria volunteers help us keep lunch costs affordable. The hours are 10:00 to 1:00. It is very important that you show up or find a sub. If you cannot find a replacement, call Tammy Wintz or Carla Prickel at school at 934-3310, ext. 224.

## **St. Louis School Bingo**

St. Louis Weekly and Super Sunday Bingos play a critical role in supporting our school. Bingo contributes in excess of \$180,000.00 to the school every year. Without the support of Bingo, it would cost parents approximately an additional \$500.00 per child in tuition.

Weekly Bingo – Kitchen, Floor Workers and Bakers are needed one Thursday per month. If you are able to help, contact **Amber McGuire at 812-934-3204 ext 222 or [amcguire@st.louisschool.org](mailto:amcguire@st.louisschool.org)**.

Super Sunday Bingo – Super Sunday Bingo is held twice per year, the second Sunday in March and the third Sunday in October. Each family is asked to provide 8 volunteer hours on each of these two Sundays. Families are contacted before each Super Sunday Bingo to volunteer for specific jobs. Contact **Amber McGuire at 812-934-3204 ext 222 or [amcguire@st.louisschool.org](mailto:amcguire@st.louisschool.org)**.

Volunteer Data Required - All “members” of the school, i.e. all associated adult volunteers, need to provide data for our Charitable Gaming Licenses. For the purpose of Indiana charity gaming laws, the “members” of the school include the students’ adult parents, step parents, adult siblings, relatives occupying the same household, guardians, and other adult persons in the students’ immediate family, as well as adult parishioners of St. Louis Parish. Please complete here: <https://goo.gl/ojcVyS>

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### **Bingo Committee**

Joe Wuestefeld	934-3822	Andy Saner	932-0488
Kevin McGuire	932-9015	Nic Wonnell	934-3612
Chris Rudolf	933-1066	Deanna Hill	932-0098
Tony “Turk” Greiwe	934-3283	Michael Brelage	932-6205
Dustin Walke	934-4886		

### **Volunteer Coordinator**

Amber McGuire            934-3204 ext 222    [amcguire@st.louisschool.org](mailto:amcguire@st.louisschool.org)

**\*\*IF YOU CANNOT WORK ON YOUR ASSIGNED WEEK, YOU MUST SWITCH WITH SOMEONE FROM ANOTHER WEEK OR CONFIRM A SUB. NOTIFY YOUR CAPTAIN ONCE YOU HAVE FOUND A SUB. THANK YOU!**

For a complete list of workers, subs and contact information, go to [www.st.louisschool.org](http://www.st.louisschool.org)  
Once on the website, go to Parents, Bingo info.

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