St. Louis Academy Catholic School

Parent Handbook
2025-2026 School Year

VISIT US AT:

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This is your copy of the St. Louis Academy Parent Handbook containing the rules and regulations for the 2025-2026 school year. Each St. Louis Academy family is required to sign a Handbook Acknowledgement Receipt Form to be kept on file in the school office. Failure to read the handbook or to sign or return the acknowledgment shall not relieve parents and students of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Vision- Equipping all students to positively impact the world around them living purposeful lives sharing their God-given gifts and their Catholic faith

Mission- St. Louis Academy strives to help students walk as disciples of Christ and cultivate their gifts and talents through discovering our Catholic faith and awakening wonder in their academic studies.

Values of St. Louis Academy:

- Faith: Rooted in Roman Catholic traditions, our school emphasizes students' unique contributions based on God-given gifts. We prioritize sacraments, fostering individual relationships with Christ through diverse prayer experiences. Guided by Gospel standards and saintly virtues, we teach state standards using rigorous instruction and critical thinking.

- Learning: We foster a vibrant learning community that values each individual's contributions. In our nurturing and supportive environment, our dedicated teachers seamlessly integrate faith with essential state-required content. Through diverse teaching strategies, we encourage student growth and exploration. Our curricular and extra-curricular programs prioritize collaboration, critical thinking, and problem-solving, ensuring that every student has the opportunity to thrive and learn together.

- Culture: Our culture promotes optimism and collaboration in overcoming challenges. The school community values personal health, balance, and spiritual, intellectual, physical, and social-emotional well-being. Clear, open communication is fostered, modeled, and taught. Staff support each other through prayer, conversation, and celebrations, fostering a commitment to service. Parents are partners with the school staff and work in collaboration to uphold the mission of the school.

- Our students and staff embody the heart of Jesus with attitudes like gratitude, generosity, compassion, and forgiveness.

Faculty & Staff

Pre-K	-Miss Danielle Strack
Kindergarten	-Mrs. Amber Wharton
Grade 1	-Mrs. Elly Newman
Grade 2	-Mrs. Melissa Black
Grades 3	-Mrs. Darlene Carey & Amanda Burnham
Grade 4	-Mrs. Jenna Corson
Grade 5	-Mrs. Tara Eaton
JH Social Studies & Religion	-Mr. Zachary Pepe
JH Language Arts	-Mrs. Elaine Smith
JH Math & Science	-Mrs. Sarah Carvey
SPED	-Ms. Andrea Gerig
Instructional Coach	-Mrs. Tracey Jacquay
Art	-Mrs. AnnMarie Alderman
Music	-Mrs. Stacey Turecek
Physical Education	-Mr. Sergio Compean
Library	-Mrs. Mary Harding

Educational Assistance and Resource Department Staff:

Interventionist	-Mrs. Angie Hale
Support Staff	-Mrs. Mary Harding
Support Staff	-Miss Theresa Ley
Support Staff	-Mr. Seth Watts
Support Staff	-Mrs. Carolyn Gelzeichter
Support Staff	-Ms. Tonya O'Brien
Support Staff	-Mrs. Nicole Voglewede
Support Staff	-Mrs. Katie Wharton
Interventionist	-Mrs. Nicole Pickering
Support Staff	-Miss Aubrey Douge
Cafeteria Director	-Mrs. Jennie Van Horn
Cafeteria Staff	-Mrs. Lindsay Fink
Custodian	-Mr. & Mrs. Kline
Maintenance	-Mr. Steve Braun
Secretary	-Mrs. Angie Braun
Pastor	-Father Tyrell Alles
Vice Principal	-Mr. Patrick McLaughlin
Principal	-Mrs. Vanessa Diller

School Board

Father Tyrell Alles, Pastor (Non-Voting Member)
Vanessa Diller, Principal (Non-Voting Member)
Sarah Carvey (Teacher Liaison, Non-Voting Member)
Laura Wharton, Chairperson of the Board
Jim Hale
Jennifer Gibson
Susie Brinker
Adam Schortgen
Lisa Krebs - HASA Treasurer

Parent's Role in Education- Covenant Agreement

We, at St. Louis Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Louis Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest gift in his/her life.

During these formative years, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority**. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

St. Louis Academy seeks to provide a quality, safe, Christ-centered education characterized by students loving, caring, and excelling in all areas of development. By God's grace and blessing, students are supported in achieving these goals through a mutual partnership between school and parents based on the foundation, understanding, and practice of unity, Christian love, respect, and peace.

As the Parent/Guardian of a St. Louis Academy student you agree that you will:

- Support the educational objectives of St. Louis Academy as outlined in our Parent/Student Handbook.
- Support and follow school rules, policies, and discipline protocols, and support your child in doing the same.
- Partner with and support St. Louis Academy in helping your child show respect for God, peers, parents, and those in authority.
- Set an example in word and deed of respect for God for St. Louis Academy teachers and staff, parents, and for those in authority.
- Follow proper channels for communication of issues and concerns by first going directly to the teacher and/or administrator, as applicable.
- Cultivate an environment of serenity, harmony, prosperity, and safety.
- Refrain from the use of alcohol, tobacco, drugs, or any substance that could inhibit your ability to safely and soberly supervise and care for students while serving as a school field trip driver and/or school field trip/event chaperone.
- Seek to serve cooperatively and responsibly in support of St. Louis Academy's school ministry, students, families, and staff.
- Encourage and foster unity, Christian love, respect, and peace by modeling this to all.
- Accept responsibility and accountability for your parental conduct.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Expectations of St. Louis Academy Students

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students reach their full potential academically, socially, and spiritually.

1. Students are expected to treat others in a Christian manner as they expect to be treated.
2. Students are expected to demonstrate respect for all faculty and staff members, volunteers and other students. This would include refraining from physical and/or verbal harassment as well as profanity.
3. Demonstrating true pride in being a part of the St. Louis Academy community, students are expected to respect all property and to assist in maintaining order and cleanliness in the school building, church and on school property.
4. Realizing that liturgy is an important part of the school community, students participate actively in the planning and celebration of grade level and all school liturgies.
5. Students follow all guidelines and expectations as outlined in this school handbook.
6. Realizing that all individual gifts and talents are gifts of God, students strive to use all of their gifts to develop their greatest potential and to help to build the Kingdom of God.

Mass

Serving the church: All students in grades 5-8 will be trained to properly and reverently participate in the mass through altar serving, choir singing, and lectoring. Parents who want their child opted-out of these forms of participation can send the principal an email to request their child be placed on the opt-out list for any of these three ways to serve our church community during holy mass.

Amendments to the Handbook

The Principal and Pastor reserve the right to amend this Parent Handbook at any time without advance notice. Parents/Guardians will be given prompt notice of amendments.
Those changes will also be made available, online, at the school website.

Parents As Partners

As partners in the educational process at St. Louis Academy, we ask parents:
To set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrive at school on time and is picked up on time at the end of the day.
- Is dressed according to the school uniform code.
- Completes assignments on time.
- Has a hot lunch or a packed lunch devoid of chips and candy every day.
- Takes prescribed medications.

- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness- or neglect on the part of the student.
- To notify the school when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.

- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat teachers and administration with respect and courtesy in discussing student problems.
- To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Schedule for the Day

7:35 a.m.	Students may enter the school and go to respective classroom
7:50 a.m.	School begins for all students in grades PreK-8
10:50 -12:20 p.m.	Classes break for lunch and recess at varying times
2:55 p.m.	Announcements
3:00 p.m.	Dismissal Mon, Tues, Thurs, Fri
2:30 p.m.	Dismissal Wednesday

Arrival

Car riders, walkers and bike riders are not to arrive before 7:35 a.m. At 7:35 the school doors will be unlocked and students may enter and go to classrooms. The tardy bell will ring at 7:50.

Dismissal

Students will be directed to the primary building to sit with their class. Students will be called by family name to load cars for dismissal. All staff members will help to either monitor students or direct traffic. Drinking fountains and restrooms are off limits during afternoon announcements and in the hall during dismissal.

Car riders not picked up by 3:15 p.m. will be sent to sit outside the office. If you cannot be here to pick up your child by 3:20 pm, you must use the after school care services. For their own safety, children must be supervised at all times.

Enrollment/Re-Enrollment

- The $120.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- **A RETURN FEE OF $35.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual remote e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

Allergy Policy

St. Louis Academy recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Louis Academy, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Louis Academy makes no claim to be an allergen or peanut-free school.

4. Food Allergy Policy

In order to minimize the incidence of life-threatening allergic reactions, St. Louis Academy will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. Our St. Louis Academy does not have a nurse on staff.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
In the event of a suspected allergic reaction (where there is no known allergic history), 911 will be called and the school's Emergency Response Plan activated.
Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
All teachers and substitutes will be educated about the risk of allergies.
A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies.

6.Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Louis Academy will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Absence

When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students and is aligned with the state statutes of the state of Indiana.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM – 3:00 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.)*
Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence of 12 days or the equivalent of days absent combined with total tardies may cause a student to be retained in the current grade for another year unless waived by the principal. Families of students with continued and excessive absences and tardies without serious reason (exceeding 5 a quarter) will be contacted by the principal, and a conference may be called to discuss the matter.

Absence During the School Day
Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Students who are tardy more than 8 times a quarter may result in a parent meeting with the principal. Due to compulsory attendance requirements, excessive tardiness (totaling more than 20 in a school year) may result in a student needing to be retained and to repeat the school year.

Academic Information
Curriculum
The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Fort Wayne South Bend is posted on the diocesan website.
St. Louis Academy offers students opportunities for growth in the following major subjects:

Religion
Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Students attend Mass four times a week.

Fine Arts

Music and Art are offered to all grades.

Handwriting

Students in Grades 2 through 8 are expected to submit all handwritten work in legible writing.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra and Algebra. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 7 and 8 are placed into math groups.

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences experiences.

History

History, Geography, Economics, State History, and Current Events.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who ***can*** learn, but who choose ***not*** to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is a D or F will not be allowed to participate in any sport or academic competition until the grade has improved to a grade of C (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated, and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.

Admission Information

Nondiscriminatory Policy

St. Louis Academy admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Louis Academy:

1. Members of St. Louis Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Requirements

Children entering Pre-K 3 must be three by September 1st.
Children entering Pre-K must be four (4) years of age by September 1st.
Children entering Kindergarten must be five (5) years of age by September 1st.
Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten readiness test.

At the time of registration, all new students seeking admission to St. Louis Academy are evaluated based on current standardized test scores and report cards.
Requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Immunization Records or Religious or Medical Exemption form filled out.
- Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.) The school will determine its capacity for fully educating students with a Learning Plan or 504 Plan.

 Kindergarten students must have a dental, physical and eye exam by the first of November of their kindergarten year.

Students applying for Admission in Grades 1-8 will need to present their transcripts. These will be reviewed to determine whether the program at St. Louis Academy will meet the educational needs of the students. An interview with the principal is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Louis Academy. The recommendation and decision of the school is final. St. Louis Academy is limited in its human capital resources and will make ***reasonable*** accommodations for learning differences when possible. If St. Louis Academy cannot accommodate students who have ***extraordinary*** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered ***reasonable***, the student may need to be separated from St. Louis Academy. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Louis Academy is made by the school, the student's tuition due would be prorated if applicable.

Non-Catholic students whose parents accept the philosophy of St. Louis Academy will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

No student will be admitted to St. Louis Academy during the final 50 days of the academic year.

Consideration for admission to Grade 8 will be done on a student-by-student basis.

Ambulance
If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

Apple® Watches
Students are not permitted to wear Apple® Watches, iPods, Gizmos or other such devices to school.

Artificial Intelligence
If a quiz/test/assignment is open book and note, no other sources may be used (websites (this includes, but is not limited to Artificial Intelligence), dictionaries, other people, etc.) Any information used from outside course materials will result in a zero on the quiz/test/assignment and could also result in additional disciplinary action.

Athletics
St. Louis Academy Catholic School Athletic Association Mission Statement:
The St. Louis Academy Crusader Athletic Program is committed to offering an athletic program that facilitates the spiritual, emotional, and physical growth of our young athletes. SLA Crusader student athletes, coaches, parents, and fans are required to reflect a Christ-like spirit of sportsmanship.
For further information regarding Athletic programs please refer to the Athletic Handbook that can be requested at the school office.

Audio and Video Recording
Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of three years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

Birthday Observances
Birthday treats may be brought to school for students. Treats are to be brought to the office and will be distributed to the classroom. Due to the individual schedules of the classrooms, birthday celebrations will be held when convenient for each individual classroom. Please contact your child's teacher for allergy and other dietary restrictions of students.

Blogs
Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

St. Louis Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

Bullying and Cyberbullying

St. Louis Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written, including items posted via means of social communication, conduct or gestures directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school. The school will initiate further inquiry and action as deemed appropriate. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include removal from the classroom, detention, counseling, parent conference, suspension, expulsion, and/ or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the Principal's discretion.

Car Pool & Pick-up

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students will wait until their name(s) are called before being released to load into the vehicle.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact other carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made. The office should be advised if a child is to go home in a different carpool or by a different means on a given day.

Cell Phones

Cell phones are NOT permitted. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of school.**

The administration reserves the right to search the contents of a confiscated cell phone. Cell phones are not permitted during extracurricular activities when students are supervised by school volunteers or personnel.

Cheating
Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition. See further details on page 37.

Child Abuse Laws
St. Louis Academy abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Church
Eucharistic Liturgy will be celebrated Tuesday through Friday with PK & 1-8 students. Kindergarten students will attend Mass on Wednesdays, Thursdays and Fridays. All-school liturgies will also be celebrated for Holy Days and special feast days. Students at St. Louis Academy have the privilege of attending Mass and other spiritual exercises. This privilege allows you to grow in your love for God, our Father; Jesus Christ our Savior; and the Spirit, who dwells in you while allowing you to pray for those in need. Your prayer life together is what makes St. Louis Academy Catholic School a living Christian community. In order to take advantage of these opportunities for prayer, the following regulations must be followed:

1. All students will join in our celebrations in song and prayer.
2. When entering and departing church, you should remember that it is God's dwelling place and adore Him with a respectful reflection and proper use of holy water.
3. In reverence for Jesus present in the Blessed Sacrament, you are to be silent when entering and leaving the church.

Conduct
In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions.
All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Conferences
To discuss a student's performance, concerns and progress please telephone the school to arrange a conference or request a call back from a teacher or the principal. A teacher can usually schedule a phone call to you during the school day and in this way quickly clear up any questions before they become

problems. A conference, however, is better for longer discussions. To assure the appropriate setting and time, it is necessary to arrange a conference appointment in advance.

Please do not disrupt the learning environment by interrupting with a "stop in" visit. Teachers have requested that they be contacted at school. They are normally at school until 3:30 pm. Parent-teacher-child conferences are scheduled for all students at the end of the first quarter. The opportunity for a second and third conference at the end of the second and third quarters will be available per request of parent and/or teacher.

Counselor

Through the team effort of our faculty, we strive to provide a healthy atmosphere of learning for all our students. The school counselor's role in the school may include:

1. Direct services through referrals from the student, parents and/or faculty for individual guidance to help with specific issues that may be interfering with the student's optimal learning.
2. Classroom presentations on a variety of topics such as friendship, save boundaries, virtues, sexual harassment, self-esteem and responsibility.

Our policy through Crosswinds permits a child to be seen individually by the counselor once we receive written permission of the parent through Crosswinds permission form. The counselor is on school grounds one day a week.

Crisis Plan

St. Louis Academy implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline ***See Pg. 35 for more details***

Detention

Detention, referred to as our 'Morning Improvement Program', may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

Suspension
Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid $120.00 a day by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.

Students present on school property during an out-of-school suspension will be considered trespassers. Students must complete all class work and tests from the days of suspension upon returning in person.

Expulsion
Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others, or repeatedly fail to follow the rules of St. Louis Academy, may be expelled from St. Louis Academy. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents agreement in this handbook may also be excluded from St. Louis Academy. No tuition refund will be given if tuition has been paid by the parent, and a parent receiving a Scholarship from the state in the name of their child will be reimbursed by the parent for the days the child does not attend St. Louis Academy.

Drugs and Alcohol
Students who possess drugs and/or alcohol at school or at any school function face expulsion.

Emergency Drills
State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand silently in the designated area;
5. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head
4. Return to the classroom when a signal is given.

Emergency Forms
Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

Emotional Support Animals
No emotional support animals will be permitted in school unless authorized by the principal.

Evaluations
St. Louis Academy is required by state law to assess the knowledge of its students. The main purpose of this test is to draw legitimate inferences about the knowledge base of students from a sample of objectives and items representing much larger fields of learning beyond those specific objectives tested. These tests are administered at various times March through May to grades 3 through 8. IREAD3 is given to third graders as required by the Indiana Department of Education in March. Third graders must pass IREAD3 to be considered for 4th grade reading curriculum. Other benchmark and progress monitoring tools may include but are not limited to IREAD K-2, Monitoring Basic Skills, DIBELS, Great Leaps, and NWEA.

Progress Reports, and Report Cards
Parents are required to monitor progress throughout the year through our SIS platform, PowerSchool.

Report cards are issued quarterly for the purpose of informing parents of the child's progress in any area of the curriculum. Grades are determined by daily assignments, tests and participation in class as well as other teacher-set criteria. Report cards are distributed by the classroom teacher and are sent home with the child. Parents are notified prior to distribution. Each student's report card is relative to that particular child. Parents are urged to encourage their children to do their best, but not to frustrate them with goals beyond their ability. Discussion with the teacher is often helpful in determining the proper goals for your child. This is one benefit of the Parent-Teacher Conferences held at the end of the first grading period.

Extracurricular Activities
Participation in extracurricular activities offered at St. Louis Academy is a privilege for which reasonable standards are established and enforced for the educational and personal welfare of the students who participate.

Extracurricular Activities Expectations
St. Louis Academy Catholic School is concerned with helping students reach their full potential socially, academically and spiritually. Realizing that extracurricular activities promote personal growth by challenging students to be the best they can be, we encourage students to participate in extra activities over and above their regular curriculum requirements. If students cannot successfully pass a normal load of class subjects and demonstrate self-discipline while simultaneously undertaking the extra demands upon time and energy required by extracurricular activities, they should concentrate time and effort on achieving in the classroom.

Based on this, St. Louis Academy Catholic School sets minimum academic achievement and conduct requirements. Students who return to school for practice of any type are not allowed to be on the school grounds until the time set for practice, nor are they to return to classrooms or the school hallway. They should use the front entrance to the gym, and are not to enter before the scheduled time and before there is an adult supervisor. After practice is over, all are to leave the gym as directed by the coaches and adult supervisors.

Students are not permitted to be dropped off to an extracurricular activity without supervision by an adult who is present for the entire extracurricular event (excluding Youth Group activities).

Scholastic Eligibility

The St. Louis Academy Athletic Board has designed policies regarding scholastic eligibility for extracurricular activities. Please see the Athletic Handbook for more information including ineligibility procedures.

Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® and other Social Media Postings of Student Photographs

St. Louis Academy works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Louis Academy adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Louis Academy are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® or any social media page. Such postings are a violation of the St. Louis Academy adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Louis Academy.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus or with parent volunteers to and from the field trip with their class.

13. All monies collected for the field trip are **non-refundable.**
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents chaperones/ drivers must: Fill out a driver's form. Be current and approved in the Safe Environment program. They must present a valid driver's license, and an insurance car for the vehicle they will be driving to a field trip destination. These items are to be presented and completed forty-eight hours before the trip.
16. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
17. Drivers fill up your gas tanks before arriving. No additional stops are permitted. Students are to be picked up from school, driven to the appointed destination(s) and returned directly from the last destination to school.

Fundraising

School parents are expected to participate in the school fundraisers. The Home and School Association, HASA sponsors most of these fundraisers. The profit derived from these events benefits all St. Louis students in the way of tuition credit and funding for special events, i.e. Grandparents' Day and field trip fees. Fundraisers are considered part of the annual income budget that sustains St. Louis Academy.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail or to the entire class.

Grading Scale

FW-SB Diocesan Grade Scale Gr. 3-12

A+ = 100-97 A = 96-93 A- = 92-90
B+ = 89-87 B = 86-83 B- = 82-80
C+ = 79-77 C = 76-73 C- = 72-70
D+ = 69-67 D = 66-63 D- = 62-60
F = 59-below

FW-SB Grade Scale Gr. K-2

O= 100-95	O = Outstanding Progress
S+=94-87	S = Satisfactory Progress
S=86-80	I = Improving
S-=79-70	N = Needs Improvement
N=69-60	U = Unsatisfactory Progress
U=59-Below	INC = Incomplete
	NA = Not evaluated at this time

Gum & Snacks

St. Louis Academy has a Wellness Plan in accordance with state requirements. Students are allowed to bring in healthy snacks as designated and described by the teacher. Teachers will allow snacks in classrooms at times scheduled according to the teacher's discretion, at least one hour (60 minutes) prior

to the class lunchtime. Students are also allowed access to a personal water bottle. The bottle must have a re-sealable lid and may not be glass. The water bottles should be taken home each night and washed. Gum chewing is only allowed in grades 6-8 with teacher permission. Students in Pre-K – 5th grades are not allowed to chew gum in school because it constitutes a serious cleanup problem.
Please see the school's Wellness Policy for more information and guidelines.

Harassment
Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Hazing
Hazing of any type will not be tolerated. Actions of hazing may result in suspension and/or expulsion.

Health
If a child has contracted a communicable disease, parents must notify the school office as to the nature of the illness. A written note from the physician must accompany the student affirming safe reentry into school in the case of out of the ordinary situations, such as impetigo, etc. This complies with Diocesan policy P4220.

Health Guidelines
Children should be kept at home from school, and will be sent home from school when:

- Fever over 100 degrees
- Diarrhea or vomiting due to illness
- Thick yellow/green discharge from nose
- Open, runny sores
- Unexplained rashes
- Open sores around the mouth
- Any known contagious disease
- Persistent cough
- If after close monitoring of student health symptoms and temperature, the student's temperature seems to be rising and/or the student visibly looks ill.

If your child has unusual symptoms or sores, please notify the office prior to sending to school. Please keep your child at home until he/she is free of symptoms for 24 hours without the aid of medicine. These policies are for the health of all children. If your child does not feel well in the morning, please monitor the symptoms for a time, if needed, before deciding to send them to school.

As a reminder, we do not have a Nurse's Office. Therefore, it is imperative that students being sent home due to illness are picked up within 1 hour of the phone notification.

Health Screening
During the school year volunteer nurses/doctors, and parent volunteers will conduct following screenings and examinations:

1. Hearing screening for students in grades 1, 4, 7 and those referred by a teacher.
2. Vision screening for students in grades 1, 3, 5, 8 and those referred by a teacher.

Our off-campus school nurse is responsible to see that all of our students are properly immunized and have an up-to-date health record on file. After reviewing the results of student screenings, the school nurse may make referrals to parents to seek outside medical attention for students in need. When referrals and health information requests are sent to parents, we ask that parents respond promptly and send the needed information back to the school nurse.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, St. Louis Academy. Official envelopes containing correspondence are sometimes sent home and should be returned the following school day. Official school-wide emergency communications are sent using Remind. Teachers' also use Dojo to communicate directly with their students' parents. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette.

Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Only communicate with teachers using the St. Louis Academy email. Email communication with teachers should be during the hours of 8:00 AM to 8:00 PM.
Teachers will respond to email within a timely manner, usually within 48 hours of emails sent during the school week. There is no expectation that teachers will respond to emails in the evening, over the weekend, or during holidays.

Homework

Formal learning activity carried on after school hours may take many forms. Homework could be daily study, completing assignments not finished in school, work given for reinforcement, and studying for tests. Parents can be of special help to their children by providing them with a quiet place to study without interruption. Some children need more parental guidance than others in planning work periods, organizing their time and establishing good study habits at home. While a certain amount of parental advice on homework is appropriate, it should not take the place of a student's work. The teachers recognize that different students, subjects and grade levels require different amounts of time for homework. Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below (10 minutes for each grade level). Teachers should consider the ability of the individual child.

Grades 1-2	10-20 minutes
Grades 3-4	30-40 minutes
Grades 5-6	50-60 minutes
Grades 7-8	70-80 minutes

We try to interrupt classrooms as little as possible during the day; therefore, homework is not to be picked up at the classroom during the day. Parents should notify the school office, or the parent they call to report an absent child, before 9:30 a.m., regarding homework to be picked
up, thus giving classroom teachers needed time to prepare the assignments. Homework will be prepared and sent to the office for pick up at the end of the day, when requested before 9:30 a.m. The responsibility for making up missed work is the job of the student and parents.

All teachers will discuss the concept of responsibility with their students. They will stress responsibility toward personal belongings and tasks. In order to assist the school in developing this trait among students, we ask that you do not bring your child early in the morning or return to school in the afternoon with your child in order to find books, homework, shoes, jackets, lunch boxes, etc., that may have been left behind. We hope that our students will grow in personal responsibility and learn to accept the consequences of their actions, which are traits of great value through life.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments in advance for absences due to vacations. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00-3:15 PM. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Hooks, Desks, and Cubbies

Each student is assigned a hook, desk, or cubby on/in which to store clothing, personal items, and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their assigned hooks and cubbies only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Immunizations

All students enrolled in St. Louis Academy must have current immunizations or a religious exemption form must be filled out annually. Another exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year. Students are not required to receive a flu shot or a CoVid vaccine.

Instagram®

Photos and captions on a student or parent's Instagram® account that depict the school, the administration, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Instructional Coach

Our Instructional Coach serves the needs of students and teachers through class and individual consultation.

Insurance

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

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary, who will obtain information required to complete the school's portion of the claim form. The parents then mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 30 days of the date of injury.

Items Brought to School

St. Louis Academy is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. St. Louis Academy reserves the right to search any items brought to school.

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains, stuffed animals, and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Library

The school has a well-equipped automated library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

The library has been redistributed into four-color -coded sections, which correspond not only with reading level, but also with interest/maturity level.

Red: Beginning Readers (K-3)
Yellow: Lower Grades (1-3)
Green: Middle Grades (4-8)
Blue: Young Adult (6-8)

- In addition, the picture books are listed as "Everybody," because you are never too old to enjoy a good picture book!
- Each of the color-coded sections (fiction) is further divided into genres.

- Genres include: Adventure, Historical Fiction, Fantasy, Friendship/Relationship (formerly known as Realistic Fiction), Mysteries, Animal Fiction, Graphic Novels, and Science Fiction.
- Non-Fiction Genres that have been separated out include Saints and Biographies.
- The Dewey Decimal System is still used throughout the library; it is just sectionalized within each division.
- The SLA Library is now digital, and can be accessed by SLA families at home. This allows parents to view each and every book available for checkout in our library.

The web address is: http://slalibrary.libib.com

Lost and Found

Any items left in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. The basket is located in the foyer of the primary building. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a textbook, workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. If a Chromebook is damaged, the student will be required to pay for the repair or replacement.

Lunch Program

St. Louis Academy offers a hot lunch program daily. If your student is coming to school after 7:55 AM, you must contact the office with their lunch option by 9:30 am or they will have to bring a packed lunch.

Hot lunch service is through the St. Louis Academy's Cafeteria program. The Cafeteria is an entity separate from the school, operating within the compounds of the school to provide lunches. The lunch program includes milk and meets all nutrition standards and guidelines of the USDA and the Indiana Division of School and Community Nutrition. An application for free and reduced lunch can be found: https://www.stlouisacademy.org/cafeteria

When packing a lunch, students should not bring glass bottles, soft drinks or excessive amounts of chips or candy. **Parents are not to bring lunches or drinks from carry-out restaurants**. Lunches are to be paid in advance. Any unpaid balances at the end of the year will result in grade cards being held. Milk is available daily. If you have any questions please email: cafeteria@stlouisacademy.org. Parents may bring forgotten lunches to the school office. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medication

If a child must take any medication at school which is prescribed by a doctor, that medication must be sent to the office and a medication form must be completed. The medicine must be in the original container received from the pharmacy and must have on its label the following information:

a. Child's name
b. Name of doctor prescribing the child's medication
c. Frequency
d. Dose
e. Date (No expired medication will be dispensed.)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the office and a medication form needs to be filled out. The medication (in original package) should be put into a Ziplock bag and have the following information:

a. Child's name
a. Frequency
b. Dose
c. Date

Music, Band, & Choir

Music and singing are an important part of St. Louis Academy culture and all students are encouraged to sing with their whole heart and voice.

All students in grades PreK-8 are offered music as part of the instructional time during the school day. Instrumental music is taught by the music teacher as part of her curriculum throught multiple grade levels.

Students in grades 5-8 will participate in the SLA Choir. Participation in the Choir may include singing in various Sunday masses throughout the school year, performing in special events such as Grandparent's Day, the Christmas program, etc. Students will be able to try out for Pueri Cantores, a program throughout our diocese that includes special off-campus practices and a performance.

Newsletter Policy SLP1003

A school newsletter including upcoming events, student and teacher accomplishments, and information, shall be established to promote communication between the school and home. A copy of each classroom and principal newsletter will be available on through the school's website. It will be the parent's responsibility to diligently check the website and reach the classroom newsletters.

Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is highly recommended that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

Off-Campus and After Hours On-Campus Conduct

The administration of St. Louis Academy reserves the right to discipline its students for off-campus or on-campus after hours behavior that is not in line with behavior expectations of its students during the school day. This behavior includes, but is not limited to, cyber-bullying, Handbook rules and expectations, overall Christian behavior.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the School Office of any transportation changes.

Online Instruction Behavior Guidelines

In the event that instruction should be online

- Be respectful of the teacher and other students
- Use their correct names
- Be Seated in a chair or at a desk – not in bed
- Do not use cell phones during instruction
- Never share the log-in information
- Do not eat during instruction
- Pets should not be in the learning session
- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and parent/ guardian.

Out of Uniform Guidelines (Dress-up or Dress-down Days)

Classroom parties may take place seasonally and will be communicated in advance through teacher communication channels (Class Dojo, Newsletter, etc.). If a teacher would like to have a special celebration in connection with a lesson that is being taught, all rules that apply to bringing in food for birthdays apply.

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade at St. Louis Academy is based on a student's daily performance, test results, recommendations of teachers, compliance with the minimum days of attendance per Indiana law (162), and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Louis Academy.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher or principal. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Louis Academy. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Board

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

School Hours

Monday, Tuesday, Thursday and Friday- 7:50 AM – 3:00 PM, and 7:50 – 2:30 on Wednesdays. Students not in their homeroom at 7:50 AM are considered tardy.

At St. Louis Academy, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time stay in the lobby area until 7:35 AM when they can go to their classrooms.

Prayer and afternoon announcements begin at 2:55 PM Mon, Tue, Thr, Fri and 2:25 PM on Wednesday. Dismissal immediately follows with car riders first, and walkers/ teachers' children after all car riders are dismissed.

St. Louis Academy works in partnership with the AfterCare Program. Students who are enrolled in the program must pay a deposit at the time of registration. A fee of $1.00 per minute is charged for students remaining in the program after 6:00 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 3:15 PM/ 2:45 on Wed (unless in AfterCare) will receive:

1. A phone call reminding you to pick up your students on time

2. A registered letter reminding you that dropping your child off at school prior to 7:30 AM or failure to pick up your child after 3:30 PM constitutes neglect. Child Protective Services may be notified
3. Students not picked up within 30 minutes of dismissal (approximately 3:30 or 3:00 on Wed.) will be charged $20.00 per child.
4. Repeated early drop off or failure to pick up your child from school or After School Care on time will result in expulsion from the school.
5. Students who remain after 6:00 PM from AfterCare will be sent home via the New Haven Police Department.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:15 PM**.
(2:45 PM on Wednesdays.)

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

St. Louis Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously, in jest or online)** face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in Pre-K through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the New Haven Police Department will be notified.

Smoking and Vaping

Use of tobacco, portable vaporizers or other controlled substances is forbidden on campus. Any student possessing, smoking, or chewing tobacco or possessing or using a vaporizer and/ or controlled substance on campus or at a school event will be suspended for the first offense up to 12 weeks. Timeline determination will be made by the Pastor, Principal and Assistant Principal.

If you know your child is vaping, please let the school know so we can support your child. If the school knows ahead of time that your child struggles with vaping, we can stand beside you to provide your child with the help he or she needs. Possession of an electronic cigarette or e-liquid by persons under age 21 is illegal in the state of Indiana. Indiana's law goes beyond federal legislation by introducing penalties for possession, use, and purchase of these products while underage, and SLA's strict consequences reflect the seriousness of this offense. Please help us make SLA vape-free so students can learn, live, and grow to be the best person God intended them to be.

SLA academy is committed to preventing student use of drugs, alcohol, and tobacco. However, the use of these substances may occur off school property and outside school hours. A student using drugs, alcohol, or tobacco off campus or on the weekends still brings the influence of those substances with him/her to school. Therefore, cooperation between parents and administrators is vital to promoting a drug and alcohol-free lifestyle in our school. While many parents are rightly concerned about illegal drug use among young people, attention must also be given to prescription medications kept in the home. Because alcohol is not an illegal substance, greater acceptance may be attached to its use in some circles. But it is illegal to serve alcohol to minors and the drinking age in the state of Indiana is 21. Parents have an obligation to communicate honestly with one another and work together to address the problem of teenage drinking and drug use.

Student Records

St. Louis Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or email. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office.

All forms should be submitted to the office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Surveillance Cameras

St. Louis Academy recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Technology Other:
Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone
Permission to use the telephone must be obtained from the school secretary or teacher. Students must submit a note from their teacher if sent to the office to use the phone. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the hall is for the use of the teacher only unless the student is given permission to use it. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

Testing
Students will not be permitted to retake a quiz or a test in order to improve their academic standing.
The ILearn is given in grades 3-8, and IRead in grades 2 & 3.
NWEA is given K-2 three times a year. Middle School students (Grades 7 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Title IX
St. Louis Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Tuition Credit Policy SLP1301
Scrip, and private donation credits will be applied once annually. This amount will be credited in August and will apply to the following year's tuition. Individuals using the envelope system to donate through St. Louis Parish for a specific family will have the credit applied once the school is notified by the parish business manager.

Scrip
Scrip credits will be provided to families in August. Please contact the parish office for more information regarding scrip.

Uniforms and Dress Code ***See pg 39 for more details***

All students (K-8) must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniform for Physical Education

Students in grades 3-8 are to wear their PE clothes to school on gym days. Students in grades 3-8 will no longer be required to change into PE clothes at school.

Shirts: Cotton all-black athletic shorts (boys: https://a.co/d/gy2PDh7, men: https://a.co/d/icmUKkK, girls: https://a.co/d/2Z5q1Wq, women: https://a.co/d/9Y4hEVz) and solid black t-shirts. **To compete with cooler weather, all-black crewneck sweatshirts can be worn over t-shirts, and all-black full-length, closed-bottom, lined pants (no leggings) can be worn over shorts throughout the year. Both the sweatshirt and pants must be worn over PE uniforms during our winter dress code, from after Halloween (October 31) through spring break.** Sweatshirts and pants will be removed for PE class. Here are links for fleece closed-bottom black pants (not "cargo" or "oversized") boy's- https://a.co/d/9h1ow5O, men's- https://a.co/d/eUuNpbI), girl's- https://a.co/d/74p3fHy, women's- https://a.co/d/4pOc00e, and for classic (not "oversized" or "cropped") sweatshirts: boy's-https://a.co/d/iR1U3iG, men's-https://a.co/d/5oKQozG, girl's-https://a.co/d/9f1AaXf, women's-https://a.co/d/hRd3qFY.

Shoes and Socks: Gym/tennis shoes must be worn for gym with socks. A separate pair of gym shoes may be kept at school. **Tennis shoes need to have a white bottom for all grades!**

Uniform Guidelines (Abbreviated)

All students – Student hair should be clean, well-groomed, and out of the child's face at all times.
Hair coloring, highlighting, and bleaching are not permitted.
Modest cosmetics only; clear lip gloss, clear or light pink nail polish.
No glitter, hair extensions, fake nails, or mascara.
No artificial eyelashes.
No tattoos of any kind. No Hologram contact lenses.
No body piercing except pierced ears. Girls may wear **one** pair of earrings, not hanging below the ear lobe longer than a dime. Boys may not wear earrings of any type.
Rings, watches, and loose jewelry should not be worn on days when students have gym class. Student jewelry should be modest in style. Only one set of small studded earrings or small hoops are permitted. Earrings may not hang below the earlobe longer than a dime. These are not permitted: Large or dangling styles of any type of jewelry, including earrings. Necklaces (limit 1, not including scapular) are to be modest and of a religious nature (holy medal, cross, etc.) or plain, thin chains. Rings (limit 2 total) are to be modest in appearance. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) No rubber band jewelry. Simple watches are fine. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate. Fit Bit or other health-monitoring devices may be worn with the approval of the student's homeroom teacher. If any jewelry becomes a distraction according to the teacher or staff, students may be asked to remove it. Apple watches, smart watches, Gizmo Pals or other wearable communication devices are not permitted during the school day.

The uniform should be clean with all buttons attached and hem intact.
Acceptable Pants: Dress slacks or Dockers® in black or navy. Khakis – NO CARGO PANTS. Straight legged with no adornments.
Jumper or Skirts for girls: Black, Navy, Khaki – solid in color. Leggings in solid color may be worn underneath and are required Nov. 1 – April 1. (Black, Navy, White in color)
Shoes: Gym/tennis shoes with laces. Shoes must be kept tied. Separate gym shoes are to be kept at school for students in Grades 3-8, and used only in gym classes. HeyDudes with laces, normal shoe lining (no fur lining), and with full backs are permitted.
If your child has a shoe in question of approval, see Mrs. Diller.
NOT PERMITTED: High heeled pumps; sandals; shoes with partial backs; clogs; jellies; flip-flops; water shoes, shoes with fur lining, slippers.
Socks/ tights: Must be worn at all times. They must be solid white or black in color with no logos or adornments.
Shirts: Shirts can be long or short-sleeved styles with a collar tucked in at all times. They must have a collar and be a polo type shirt. Only the top button may be left unbuttoned and shirts must be completely tucked in at all times and may not be rolled or tucked up at the waist.
Shirt Colors: Solid colored only: white, cardinal red, navy blue, light blue, black, maroon, and hunter green.
Undershirts: All t-shirts worn beneath school shirts must be plain white.
Hoodies: NOT PERMITTED
Turtlenecks: Turtlenecks are to be of cotton or cotton blend with a collar that folds down and fits snugly around the neck. The turtleneck must be of a modest fit. Turtlenecks are allowed in white, cardinal red, navy blue, light blue, black, maroon, and hunter green.
Pullover sweaters: are to be solid navy blue v-neck sweaters. The v-neck pullover sweater may be worn in the classroom from October 15-March 31 over their polo shirts.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention. Persistent violations will result in involuntary removal from St. Louis Academy.

Visitors
School visitors must come to the office in the main building. (Door 1) For safety and security reasons, each person is required to sign in when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not go into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers
All individuals who volunteer in the school must show a valid ID, and complete the Diocesan mandated training (Safe Environment in CMG) and a background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made via a message on Remind®. St. Louis Academy follows EACS on most occasions.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Discipline Policy SLP1018

Disciplinary action will be taken by any faculty, staff, or administration for inappropriate student behavior. This is in accordance with Diocesan policies P4560, P4520, P4530, and P4420.

Discipline Procedures

Self-discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Louis Academy Catholic School students. Students are expected to be honorable, charitable and responsible. Disciplinary actions are corrective measures taken by a faculty member or administrator as responses to inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior.

1. Teachers will handle all normal discipline problems that occur in their classrooms. They will communicate with parents concerning problems so they can work together to correct these.
2. Problems that occur in the cafeteria or on the playground will be referred to the student's homeroom teacher.
3. The teachers will notify the principal about any serious offense.
4. Students who are sent to the office for behavior issues three times in one quarter will result in a conference with a student intervention team.

Restorative Discipline Model Guidelines

Restorative Discipline works for the purpose of healing and forgiveness after infliction has occurred. This effort is worked out between the victim or community and the offender. In studies, using restorative approaches helps both the victim and offender through a fair process that maximizes the student's learning and growth to create long-term change. The core of this model is through healing, empowering, and respect.

Key elements of Restorative Discipline are:

- Students taking responsibility
- Making amends
- Creating jointly produced outcomes through direct dialogue with the student, reflection, and/or students to carry out a restorative plan.

Reverse Detention

A reverse detention allows the parents and school to work in collaboration to resolve discipline issues of the student. When a reverse detention is assigned, at least one parent must accompany the student to school on an agreed upon date within ten (10) days of the issued reverse detention. These will primarily be issued for students in grades 4-8.

Suspension and Expulsion

The principal has the right to discipline a student, up to and including suspension and/or expulsion, for any violation of the school's policies or rules and regulations of student behavior. Diocesan policies P4520 and P4530 (listed following) will be adhered to in discipline cases warranting suspension and/or expulsion.

Suspension

Type I - In School

The student is removed from the normal school situation, placed in a private work area. When a student is assigned to in-school suspension, a substitute teacher will be provided to ensure a structured learning environment and the cost of the substitute teacher will be covered by the parent of the student serving the in-school suspension. If multiple students are serving the same sentence, the cost will be divided equally among the families of the students serving.

The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. Term not to exceed five days.

Type II – Out of School

The student is placed under parental supervision and is sent home. According to diocesan policy no make-up work is allowed when a student is suspended out of school. All school related extracurricular activities of the student will cease through the duration of the suspension. Term not to exceed five days. Suspensions can be given for the following violations:

1. Fighting with another student or aggressive behavior toward another person such as hitting, kicking, scratching, etc.
2. Retaliation against another student for an aggressive action.
3. Biting another person or spitting at another person.
4. Bringing to school or having on his/her person matches, lighters, firecrackers or any other incendiary item such as shotgun shells.
5. Actions that fall under the categories as listed in Diocesan Policy *(P4520)* specifically stealing belongings from any other person, another student, school employee, or school.
6. Racial or Sexual statements directed toward another person.
7. Bringing to school or having on his/her person any item that could be deemed dangerous to another person or self. For example: laser pointers, toy guns with projectiles, etc.
8. Having medication of any kind on their person or in their belongings.
9. Inappropriate text messages, MySpace pages, Facebook pages, YouTube videos, etc. that involves the school in any negative way or causes any disruption to the school or its purpose.
10. Bringing to school or having in his/her possession a vape, vape materials, e-cigarette, marijuana, alcohol, or drug.

Expulsion

There are some extreme incidents which of their very nature may incur the penalty of immediate expulsion. The following offenses are considered examples of extreme incidents: Proven delinquency; incorrigible behavior; setting fires; stealing; carrying dangerous weapons; serious destruction of school property; possessing, selling, using, buying, transmitting or secreting any illegal substance, including alcohol; blatant disrespect toward any school authority; real or attempted physical assault upon any person.

The following behaviors have more specific consequences because of the seriousness of their nature and their opposition to the teaching of the Catholic Christian faith.

Cheating

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. (The consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses will be directed to the Intervention Team.

1. First offense results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The student will call the parent/guardian in the teacher's presence.
2. Second offense results in a zero on that particular graded assignment plus one day in-school suspension. A conference with a student intervention team.
3. Third offense results in the student being asked to withdraw or student expulsion as determined at a conference with the student intervention team.

Pornography

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device that is lewd, suggestive or pornographic in nature. Students may not bring material from email that fits this category. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrators.

1. First offense results in a one-day in-school suspension and a conference with the student intervention team.
2. Second offense results in the student being asked to withdraw or student expulsion as determined by the intervention team.

Diocese Explanation for Reasonable Suspension or Expulsion of Students

I. The grounds for suspension or expulsion below apply to student conduct, which occurs:

1. On school grounds;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.

II.

The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

5. Threatening or intimidating any individual for whatever purpose.
6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
7. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the use of a drug, as outlined by the rules of Indiana, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
10. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
11. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
12. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
13. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:
1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

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

Seclusion & Restraint Plan

Pursuant to Indiana Code 20-33-8-12(a)(1), effective July 1, 2014, St. Louis Academy Catholic School maintains a student Seclusion and Restraint Plan. If needed for perusal, a plan copy may be requested from the Principal.

Sexual/Racial Harassment Policy SLP1032

It is the policy of St. Louis Academy to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature. Please contact the principal for the diocesan procedure for

reporting sexual harassment. This is in compliance with Diocesan policy P4580 and procedure for P4580.

Harassment Prohibition

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church. It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities. See Procedure to P4580 & P3630-Legal Issues: Harassment Prohibition (Personnel)

I. Sexual Harassment

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
2. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.

The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

II. Other Forms of Harassment

1. Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
2. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion, national origin, age, disability, or other protected trait. See also Policy 4620 – Diocesan Acceptable Use and Policy 4630 - Student Use of Internet Off Campus.
3. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

III. Complaint Procedures for Students

1. Students and/or their parents/guardians may bring a harassment complaint by notifying the

pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must ensure that the complaint procedure explained below in Section III, C is followed.

2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.

3. All complaints of harassment shall be handled in the following manner:

a. Complaints must be made by student, and parent/guardian if under age 18, in writing on forms supplied by the school.

b. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.

c. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;

d. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:

- Complete the Investigative Report of Alleged Harassment;
- Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;
- Contact the parents of all students known to be involved.
- The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent.
- The principal is responsible for the decision in the matter but may establish a Discipline Board assist. The report and results of the investigation will be utilized by the school to:

1. Determine appropriate disciplinary action;
2. Determine need for counseling referral; and,
3. Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

IV. Sanctions for Misconduct

A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the pastor/principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.

V. False Reporting

Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

Substance Abuse

St. Louis Academy Catholic School believes that drugs and alcohol are to be handled legally and responsibly. We also realize that adults, and even elementary school students, can fall victim to drug and alcohol abuse. It is our duty as a school, then, when dealing with issues of substance abuse, to make decisions that are in the best interest of the safety of our students and employees, and yet decisions that are tempered with compassion where possible. This is in compliance with Diocesan policy P4570.

Alcohol Policy SLP1010

No alcohol will be allowed in the presence of students before, during, or after any school sponsored activity, including all extracurricular activities.

Alcohol Guidelines

1. Any person or persons violating this policy will be asked to leave St. Louis Parish property.
2. Any person in a leadership role who willfully violates this policy will be asked to resign from that role.

Substance Abuse per Diocese Guidelines

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian('s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or students' parent(s)/legal guardian(s) refuse to cooperate; the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

School Uniform Policy SLP1001

All students in grades PreK-8 will follow the St. Louis Academy Catholic School dress code.

School Uniform Policy SLP1001

All students in grades PreK-8 will follow the St. Louis Academy Catholic School dress code.

Dress Code

St. Louis Academy Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The St. Louis Academy dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor - not outward appearance, etc. all of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere. All students - Clothes must be modest in fit and style.

Should changes or clarifications to the St. Louis Academy Uniform and Dress Code be needed, parents and students will be informed. All students are obligated to follow this dress code from the first day through the last day of the school year unless otherwise stipulated by the principal. Dress code for all St. Louis Academy students is as follows:

*****PreK Boys & Girls*****

Hair: Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, or tinted hair is not permitted - no extreme styles.
Shirts: PreK 3 and 4 students are to wear clean shirts with sleeves, with traditional length, of any color. These are not permitted: shirts with holes, strapless shirts, cut off shirts, mesh or see through.
Pants: PreK 3 and 4 students are to wear clean pants, jeans, khakis, or sweats, of any color. These are not permitted: pants with holes, pants with words on the rear.
Shorts: PreK 3 and 4 students are permitted to wear shorts from the first day of school to November 1, and from April 1 to the end of the school year. Students are to wear clean shorts, jean shorts, khaki shorts, or athletic shorts, of any color. Girl shorts will be of modest length. These are not permitted: shorts with holes, "dance" shorts, shorts with words on the rear.
Shoes and Socks: All students must wear shoes and socks at all times. Gym/tennis shoes are preferred. These are not permitted: high heels, flip flops, shoes without backs or straps on the heel.

***** Girls (K-8)*****

Hair: Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, highlighted, or tinted hair is not permitted - no extreme styles. No tinsel, beads, or other inserts are permitted to be worn in the hair at school.

Shirts: Shirts are limited to long or short-sleeved styles with a collar and must be tucked in at all times. The top button only may be unbuttoned and shirts must be completely tucked in at all times and may not be rolled or tucked up at the waist. Shirt colors are the following solid colors: white, red, light blue, navy blue, maroon, hunter green, and black. These are not permitted: Shirts of denim, chambray or silk material, shirts that are oversized, shirts with contrasting colors of collars or plackets.

Sweaters: **Students will only be permitted to wear a solid, flat, navy blue knit V-neck pullover sweater in the classrooms over their polos**. Here are the links for boys' https://a.co/d/2nYYbOb, girls' https://a.co/d/itdTFhf, men's https://a.co/d/cKqhgUR, and women's sizes https://a.co/d/cETx4Ju. Students may wear them throughout the year and will be taught to tie them around their shoulders if they

do not want to wear them over their polos but want to keep them close throughout the day. This will prevent the need to place it in the locker and interrupt learning to retrieve it if they get cool. They must still wear polos tucked in each day.

Skirts and Jumpers: Should touch the tops of the knees when standing. The backs of the skirts and jumpers should also touch the knee crease in the back of the leg while standing. Please consider the growth of a child over a school year when hemming or buying uniform skirts or jumpers. If shorts are worn under the jumper or skirt, they may not extend below the skirt or jumper. Rolling of skirts at the waist is a violation of the dress code. Skirt and Jumper may be the following colors: Khaki or navy blue.

***Tights or leggings must be worn under a child's skirt/jumber beginning November 1-March 31.**
Slacks (Pants): Slacks are to be plain, tailored pants of twill or corduroy. These slacks are to be khaki, solid black, or solid navy. Slacks are to be straight-legged (as in a Docker-style pants). They must be hemmed or cuffed.

Walking Shorts: Shorts are to be plain, tailored, twill shorts and are to be khaki, black, or solid navy. They must be hemmed or cuffed. Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted: Shorts with rivets, shorts that are faded or royal blue or shorts with "cargo pockets". **Shorts may be worn from the beginning of school until Nov. 1st and from April 1 until the end of the school year.**

Socks: Students must wear solid black or solid white socks visible above the shoe. **Socks may feature a small brand logo.** No stripes, other images, or designs will be permitted.

Tights/Leggings: Girls may wear only tights with feet with their jumpers and skirts. Tights of various materials are allowed: fleece lined, cable knit, etc. Leggings must be worn during the school day with jumpers or skirts between November 1 and March 31. Leggings are to be solid material and plain in color – red, white, navy blue, and black. Please consider temps for outdoor recess.

Shoes: Gym/tennis shoes with laces are to be worn. HeyDudes with laces are permitted with normal shoe lining (no fur) and full backs. Separate gym shoes are to be kept at school for students in Grades 3-8, and used only in gym classes. HeyDudes are not permitted for gym class. These styles are examples of those not permitted: High heeled or pump styles; sandals; partially backless shoes; clogs; jellies; flip-flops; water shoes, shoes with fur lining, or shoes that appear to be slippers. Shoes must have laces and must be tied and remain so.

Make-Up: Girls only may wear the following: clear lip gloss, clear or light pink nail polish. These are not permitted: Heavy foundation, blushes, eye make-up of any kind (mascara, eye shadow, eye liner, etc.), dark lipsticks, or dark nail polish. False nails are not permitted. Any girl in violation of the make-up guidelines will be told to wash off the make-up and will receive a dress code violation.

Jewelry: Rings, watches, and loose jewelry should not be worn on days when students have gym class. Student jewelry should be modest in style. Only one set of small studded earrings or small hoops are permitted. Earrings may not hang below the earlobe longer than a dime. These are not permitted: Large or dangling styles of any type of jewelry, including earrings. Necklaces (limit 1, not including scapular) are to be modest and of a religious nature (holy medal, cross, etc.) or plain, thin chains. Rings (limit 2

total) are to be modest in appearance. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) No rubber band jewelry. Simple watches are fine. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate. Fit Bit or other health-monitoring devices may be worn with the approval of the student's homeroom teacher. If any jewelry becomes a distraction according to the teacher or staff, students may be asked to remove it. Apple watches, smart watches, Gizmo Pals or other wearable communication devices are not permitted during the school day.

Other: No strong perfume or cologne may be worn.

***** Boys (K-8)*****

Shirts: Shirts are limited to long or short-sleeved styles with a collar and must be tucked in at all times. The top button only may be unbuttoned and shirts must be completely tucked in at all times and may not be rolled or tucked up at the waist. Shirt colors are the following solid colors: white, red, light blue, navy blue, maroon, hunter green, and black. These are not permitted: Shirts of denim, chambray or silk material, shirts that are oversized, shirts with contrasting colors of collars or plackets.

Undershirts: All t-shirts worn beneath school shirts must be plain white.

Sweaters: **Students will only be permitted to wear a solid, flat, navy blue knit V-neck pullover sweater in the classrooms over their polos**. Here are the links for boys' https://a.co/d/2nYYbOb, girls' https://a.co/d/itdTFhf, men's https://a.co/d/cKqhgUR, and women's sizes https://a.co/d/cETx4Ju. Students may wear them throughout the year and will be taught to tie them around their shoulders if they do not want to wear them over their polos but want to keep them close throughout the day. This will prevent the need to place it in the locker and interrupt learning to retrieve it if they get cool. They must still wear polos tucked in each day.

Trousers (Pants): Trousers should be worn at an appropriate height. Trousers are to be plain, tailored pants of twill or corduroy and are to be Khaki, solid black or solid navy. Trousers are to be straight-legged (as in a Docker style pants). They must be hemmed or cuffed. These are not permitted: Trousers with rivets, trousers that are faded blue or royal blue, trousers with "cargo pockets", trousers that are of jeans material or have a contrasting color of topstitching or metal ornamentation, or pants with a drawstring waist. Deck pants, any pants with zippers on the legs, parachute pants, or pants with monograms or decorative emblems are also not permitted. Trousers may not be rolled or tucked into socks. "Lowriders", slit pants, back pocket flaps, outside pocket stitching.

Walking Shorts: Shorts are to be plain, tailored, twill shorts and are to be khaki, solid black or solid navy. They must be hemmed or cuffed. Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted: Shorts with rivets, shorts that are faded or royal blue or shorts with cargo pockets. Walking shorts may be worn from the beginning of school until November 1, and from April 1 until the end of the school year.

Socks: Students must wear solid black or solid white socks visible above the shoe. **Socks may feature a small brand logo.** No stripes, other images, or designs will be permitted.

Shoes: Gym/tennis shoes with laces are to be worn. HeyDudes with laces are permitted with normal shoe lining (no fur) and full backs. Separate gym shoes are to be kept at school for students in Grades 3-8, and used only in gym classes. HeyDudes are not permitted for gym class. These styles are examples of those not permitted: Cowboy boots, sandals, clogs, flip-flops, water shoes, Teva sandals, partially backless shoes, shoes with fur lining or shoes that appear to be slippers. Shoes must be tied and remain so.

Hair: Should be clean and combed. Dyed, streaked, highlighted or tinted hair is not permitted - no extreme styles. Hair should be above the collar. No ponytails. No lines or designs may be cut into the hair. Boys must be clean-shaven. These should be visible: the face, half the ear, bangs at least an inch above the eyebrow.

Jewelry: Necklaces (limit 1) are to be modest and of a religious nature (holy medal, cross, scapular, etc.). Rings are not permitted. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) Watches, as always, are fine. No earrings are permitted. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate. Fit Bit or other health-monitoring devices may be worn with the approval of the student's homeroom teacher. If any jewelry becomes a distraction according to the teacher or staff, students may be asked to remove it. Gizmo Pals or other wearable communication devices are not permitted during the school day.

Other: No strong cologne or after-shave. Coats, jackets, and zip up sweaters with hoods may not be worn during class.

Out of Uniform Days

Occasionally for holy days, holidays, spirit days or week, etc., students will be allowed to dress out of their uniform. Clothing must be neat and not torn. Instructions for what may be substituted for the uniform will be given by the teacher/principal. The school uniform may be worn on any of these days. If dressing out of uniform the following guidelines will prevail:

Spirit Wear

In an attempt to increase school pride and spirit, students may wear St. Louis Academy Spirit T-Shirts or Crewneck sweaters with a St. Louis Academy logo (sold through our online Spirit Wear Store at http://stlouisspirit.logoshop.com) on **Mondays** ONLY throughout the school year. Students playing on sports teams may wear their sport uniform shirt or practice jersey on game days. If a student has a game over the weekend they may wear their uniform shirt or practice jersey the following Monday. Uniform shorts or practice jerseys that are sleeveless must be worn with a short- or long-sleeved T-shirt underneath. All shirts must be completely tucked in at all times.

Dress Up

Clothing worn on these days is worn for a special occasion. Boys: Dress shirt (ties may be worn), dress pants, dress shoes. Girls: Dress, skirt, blouse or dress pants. Jeans are not permitted on dress up days. Guidelines for girls' dresses as follows:

1. Dress length should be no more than four inches from the floor when kneeling.
2. Heel height of shoes no more than one inch high. To check, set the shoe on a flat surface & measure the back of the heel.

3. No spaghetti strap, tank top, or sleeveless dresses allowed without the use of a sweater, shrug, or wrap to cover up the top. No bare shoulders or bare backs should be showing.
4. Camisoles should be worn under dresses with a lower front. Cleavage should not be showing.
5. Do not highlight or color your hair in any way. This includes the graduation ceremony.

Dress Code Violation Grades K-8

This dress code is a policy determined by the school's administration and has been chosen to maximize instruction and to fulfill our school's mission. It will be strictly enforced. Only the attire stated above may be worn. The Principal and staff have the authority to determine if student apparel falls under the dress code.

St. Louis Academy

15529 Lincoln Hwy East
New Haven, IN 46774
Office: 260.749.4525 Fax: 260.748.2072

Student Records/Transcripts Request

This form is utilized to request student permanent records/transcripts for students who attended your school last year. Please send all records including Home Language Survey, Immunization/Health Records and any IEP or Service Plans.

Student Information

Student Name:	Parent Name:
Current Address:	Student date of birth:
Primary Phone Number	Alternate Phone Number

Previous School Information

Name of Last School Attended	Last Year of Attendance
Address of School	School Phone Number
School's Email Address	School Fax Number

Requesting School Information

School St. Louis Academy	
School's Email Address abraun@stlouisacademy.org	School Phone Number 260-749-5815
School Mailing Address 15529 Lincoln Hwy East New Haven, IN 46774	School Fax Number N/A

Requesting Principal Vanessa Diller

Date Requested: _____

Parent's Signature: _____

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Allen County Non Public School Association

STUDENT MEDICATION INFORMATION
AND
CONSENT FORM

I have read and understand the medication policies as indicated on the reverse side.

For Prescription Medication(s)

Please administer to **my child (printed name)**_____, the medication as prescribed below by my child's healthcare provider. The label affixed to the medication bottle/package will meet the requirement for the physician's written order.

AND / OR

For Over-The-Counter Medication(s)

Please administer to **my child (printed name)**_____, the medication as described below.

(REMINDER: Prescription and over-the-counter medications must be kept in the original container with the pharmacy or brand label affixed. Medications will only be given as either prescribed by the practitioner or the FDA instructions that are found on the OTC medication label.

NO MODIFICATIONS OF DOSAGE OR FREQUENCY WITHOUT THE WRITTEN CONSENT BY THE CHILD'S HEALTHCARE PROVIDER.

MEDICATION	**Dosage amount and/or # of tabs**	**Time to Be given at school**	**Date medication is to be discontinued**	**Reason for medication**	**Precautions/ Side Effects**
1.					
2.					
3.					
4.					

_____ _____
Parent/Guardian Signature Date

FULL MEDICATION POLICY On NEXT PAGE

MEDICATION POLICIES AND
WRITTEN CONSENT FOR ADMINISTRATION OF MEDICATION

In order to protect the health and welfare of the students and school staff alike, Indiana laws require that parents/guardians consent, in writing, to the administration of medication. In order for the school nurse, volunteer school nurse, or a staff member to administer medications to your student, the medication form on the reverse side must be completed and signed. Please read carefully the school policies regarding medication administration during school hours.

1. The school must have on record a written order from the prescribing physician/practitioner and written consent from the parent/guardian for prescription medications. There must be a written request from the parent/guardian for Over-the-Counter (OTC) medications before they will be administered to a student at school. **(NOTE: The label on the prescription bottle/package will meet the requirement for physician's written order.)**

0. Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following: Student's name, name of medication, dosage of medication, and prescribing physician/ practitioner (if applicable).

0. Herbal medications will not be given at school.

0. Medication brought to the school must be checked in at the office and kept in a locked cabinet.

0. Only a one-week supply of medication is to be brought to the school.

0. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school.

0. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.

0. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication

0. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.

0. All prescribed medication will be administered strictly in accordance with the written order of the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school secretary/staff cannot take a physician order over the phone.

0. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.

IC 20-34-3-18 Indiana State Code reads that a school corporation MAY NOT send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:

The student's parent/guardian OR an individual who is at least 18 years of age **and**, designated, **in writing,** by the student's parent/guardian to receive the medication.

A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student in grades 9-12 if the student's parent/guardian provides **written permission** for the student to receive the medication.



PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Louis Academy. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Louis Academy.

Signed:_____

Date:_____

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St. Louis Academy Handbook Receipt Acknowledgment *(P4510)*

All families at St. Louis Academy are required to sign this form and return it to school.

By signing below, we acknowledge that we have received a copy of the St. Louis Academy Student/Parent 2024-2025 Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne/South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Each student's parent/legal guardian and all students must acknowledge in writing that they have the handbook and have reviewed its contents with the student.

Family Name printed: _____ Date: _____

Parent Signature: _____

Parent Signature: _____

Student Name Printed: Student Name Signed:

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Internet User Agreement Students in Grades K-8

***ONE PER FAMILY** **(Please read this document carefully before signing.)**

As a user of the St. Louis Academy Catholic School computer network, I hereby agree to comply with the stated rules, terms, and conditions, honoring all relevant laws and restrictions.

I understand that my use of technology and the Internet in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook.

I understand that I am expected to abide by the generally accepted rules of technology and network etiquette. These include (but are not limited to) the following:

Network and Technology Etiquette

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Use technology and network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on line contact immediately.
10. Handle with responsibility and care any computers, computer systems, computer networks, iPads, and/or any other school technology made available to you by the school.

I understand that the following are not permitted:

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, computer networks, or iPads or attempting to harm or destroy data of another user.
5. Violating copyright laws.
6. Unauthorized use of another's password.
7. Trespassing in other's folders, work, or files.
8. Intentionally wasting resources.
9. Employing the network for commercial purposes.
10. Transmission of any material in violation of any U.S., state or local law.
11. Obtaining software or data fraudulently or illegally.
12. Revealing one's own or another's personal address or phone number.

Student _____ Student _____

Student _____ Student _____

Student _____ Student _____

Parent/Guardian Signature _____

St Louis Academy

15529 Lincoln Hwy New Haven, IN 46774 | 260.749.5815 | StlouisAcademy.org

Parent/Legal Guardian Concerns Procedure

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

Step 1: Address the issue with the classroom teacher in a formal manner (face-to- face or in writing).

Step 2: Address the issue with the department chair. Step 3: Address the issue with the Principal.

Step 4: Address the issue with the Pastor (elementary schools only).

Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 6: Contact the Catholic Schools Office.

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

Enrollment

I. School Admission Policy

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

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

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

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the

school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.
Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.
A child entering kindergarten must be five years old prior to August 1, or date set by the State.
A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.
Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.
Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.
Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.
However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in

accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.
Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:
A. the nature of the risk – how the disease is transmitted;
B. the duration of the risk – how long the carrier is infectious;
C. the severity of the risk – the potential harm to third parties;
D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be

Attendance IC § 20-33-2-6

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

I. Parents/Legal Guardian Responsibility

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

A. Graduates; or

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years.
whichever occurs first.

II. Absences from School

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

A. Absences which are counted as present.

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

8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

B. Excused Absences

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

C. Unexcused Absences

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

III. Truancy

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

The following may be evidence of habitual truancy:

A. Refusal to attend school in defiance of parental authority.

B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.

C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

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

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

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

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

B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Grounds for Suspension or Expulsion of Students P4520

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

A. On school grounds;

B. Off school grounds at a school activity, function, or event;

C. Traveling to or from school or a school activity, function, or event; or

D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.

B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.

D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

E. Threatening or intimidating any individual for whatever purpose.

F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.

G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non- prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.

H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.

I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.

J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.

K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.

L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.

M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.