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

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

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

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

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

## **School Improvement Goals**

All students will improve written language across the curriculum.  
All students will improve math problem solving skills across the curriculum.  
All students will live and learn our Catholic faith.

## **Personnel**

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

Rob Rash – Catholic Schools – 800-382-9836 – Ext. 7325

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

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

Parish Office Phone #	934-3204
Pastor	Fr. Randy Summers – Ext. 265
Parish Secretary	Mrs. Michelle Wachsmann – Ext. 251
Parish Secretary	Mrs. Brenda Moll – Ext. 277
Director of Religious Education	– Ext. 249

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

School Phone #	934-3310
Principal	Mr. Chad Moeller - Ext. 239
Administrative Assistant	Mrs. Nicki Wuestefeld - Ext. 235
Administrative Assistant	Mrs. Kathy Forbeck - Ext. 236
School Nurse	Mrs. Autumn Hurm – Ext. 283
	Mrs. Vanda Laloge - Ext 283
Cafeteria Managers	Mrs. Tammi Wintz - Ext. 224
	Mrs. Carla Prickel - Ext. 224
Cafeteria Assistant	Mrs. Denise Wintz - Ext. 224
Maintenance	Mr. Wade Ryle - Ext. 271
Maintenance	Mr. Brian Lamping – Ext 231
Athletic Director	Mr. Jon Temple
Technology Support Specialist	Mrs. Jessica Imel – Ext. 272
Educational Technology Assistant	Mr. Dominic Bryan – Ext. 242

**Teachers**

Kindergarten	Miss Jenny Meyer.....Rm. 104
	Mrs. Missy Cooper.....Rm. 101
1 <sup>st</sup> Grade	Mrs. Marilyn Amberger .....Rm. 109
	Miss Andi McKee.....Rm. 110
2 <sup>nd</sup> Grade	Mrs. Jan Narwold.....Rm. 111
	Mrs. Tammy Roell.....Rm. 112
3 <sup>rd</sup> Grade	Mrs. Jean Bossert.....Rm. 204
	Mrs. Mary Beth Linville.....Rm. 205
4 <sup>th</sup> Grade	Mrs. Amy Weigel.....Rm. 201
	Mrs. Jill Hollins.....Rm. 203
5 <sup>th</sup> Grade	Miss Tara Salatin.....Rm. 211
	Mrs. Beth Emsweller.....Rm. 212
Jr. High	Mrs. Diane Kellerman - Science.....Rm. 115
	Mrs. Linda Ortman – Math.....Rm. 114
	Mrs. Jenny Lents - Language Arts.....Rm. 117
	Mrs. Janet Wilson - Social Studies.....Rm. 217
	Mrs. Kateri Paul - Religion/Computers .....Rm. 216
	Mrs. Sherri Kirschner – Literature.....Rm. 116
Specials K-8	Mrs. Hilary Carvitti – Art.....Rm. B16
	Miss Christy Kushman - Music .....Rm. 215
	Mr. Kyle Jolly – PE.....Activity Center
	Mrs. Kristina Brooks – Spanish.....Rm. 105
Resource	Mrs. Karen Kretschmann - K-4.....Rm. 213
	Mrs. Amanda Farmer - K-5.....Rm. 210
	Mrs. Missy Bowman – 5-8.....Rm. 214

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

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

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

**School Nurse: [Nurse@st.louisschool.org](mailto:Nurse@st.louisschool.org)**

**St. Louis School Commission**

Amy Tonges – Chair	Joe Meyer
Jill Koch – Vice Chair	Dawn Krekeler
Sarah Pulskamp - Secretary	Beth Stone
Jenny Geers	

**Role of the School Commission**

The St. Louis School Commission is comprised of seven parishioners who have been elected by the parish or appointed by the pastor to serve on the commission. The primary function of the school commission is one of policy and planning. The school commission is responsible for the following:

1. Developing the annual operating budget for the school in conjunction with the Finance Commission of St. Louis Parish.
2. Achieving through the Principal, Archdiocesan and Parish goals for Catholic school education.
3. Reporting on the status of the School in the Parish.

4. Directing the implementation of Archdiocesan and Deanery educational policy in the School program
5. Participating in the performance appraisal of the Principal by providing input to the Pastor regarding how the Principal has administered Commission policy and met the goals set by the Commission.

Unlike a public school board, the School Commission has no administrative authority. The administration of the school is the responsibility of the Principal under the supervision of the Pastor.

### **Goals of the School Commission**

1. Enhance the Catholic Identity of St. Louis Catholic School
2. Increase accessibility of St. Louis Catholic School for any parishioner who values a Catholic education.
3. Continuously improve the academic achievements and personal development of each St. Louis Catholic School student.

### **St. Louis Calendar - 2013 - 2014 School Year**

Mon	Aug 5	Parent Orientation and Open House 6 PM – 8 PM
Mon & Tue	Aug 5&6	Teacher In-Service days
Wed	Aug 7	First Student Day
Mon	Sep 2	Labor Day – No School
Tue	Sep 10	School Pictures
Sun	Sep 15	St. Louis Catholic Church Festival
Tue	Oct 1	St. Louis Night at Classic Pizza
Tue	Oct 8	Parent Teacher Conferences
Thu	Oct 10	Parent Teacher Conferences
Fri	Oct 11	End of Grading Period (47 days)
Mon-Fri	Oct. 14-18	Fall Break
Sun	Oct 20	Super Sunday Bingo
Thu	Oct 24	Report Cards sent home
Thu & Fri	Nov 28-29	Thanksgiving Break – No School
Fri	Dec 20	End of 1 <sup>st</sup> Semester – Last Student Day (90 days)
Mon	Jan 6	Begin 2 <sup>nd</sup> Semester – Students return to SLS
Thu	Jan 9	Report Cards sent home
Mon	Jan 20	Martin Luther King Day - No School (Possible make-up day)
Thu	Jan 23	Preschool Open House
Sun-Fri	Jan 26-Feb 1	Catholic Schools Week
Tue	Jan 28	Italian Night, Science Fair and Book Fair
Mon	Feb 17	President’s Day – No School (Possible make-up day)
Mon-Wed	Mar 3 -12	ISTEP+ Applied Skills
Wed	Mar 5	Ash Wednesday, 7 <sup>th</sup> Grade Fish Fry
Fri	Mar 7	End of grading period (43 days)
Sun	Mar 9	Super Sunday Bingo
Tue	Mar 11	Spring Pictures
Wed	Mar 12	Kindergarten Registration
Thu	Mar 13	Report Cards sent home

Mon-Fri	Mar 17-21	Spring Break (Possible make-up days)
Mon-Fri	Mar 24-28	Spring Break
Fri	Apr 18	Good Friday – (Possible make-up day)
Mon-Wed	Apr 28-May 7	ISTEP+ Multiple Choice
Mon	May 26	Memorial Day - No School
Wed	May 28	Gr. 8 Graduation (may be moved due to weather)
Thu	May 29	Last Student Day (90 days)

Weather Make Up Days – Jan. 20, Feb. 17, Apr. 18, Mar. 17,18,19,20,21 – will occur in this order. Additional Days will be made up as needed at the end of the school year.

**\* The Archbishop reserves the right to give students a day off at his discretion.**

#### School Hours / Procedures

##### School Hours

Full days are 8:00 a.m. – 3:00 p.m.

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

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

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

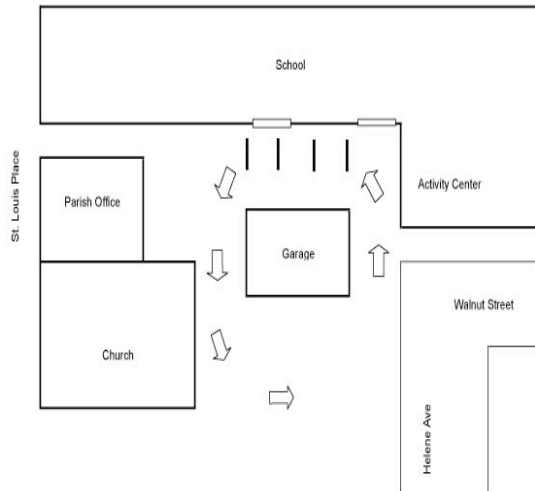
Parents who pick up children, please do so on the West side of the building. Students must be picked up by 3:20 p.m. Students who are not picked up by 3:20 will go to the main office to arrange for a ride home. Students should not remain in the building or on school grounds after 3:20 unless under the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

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

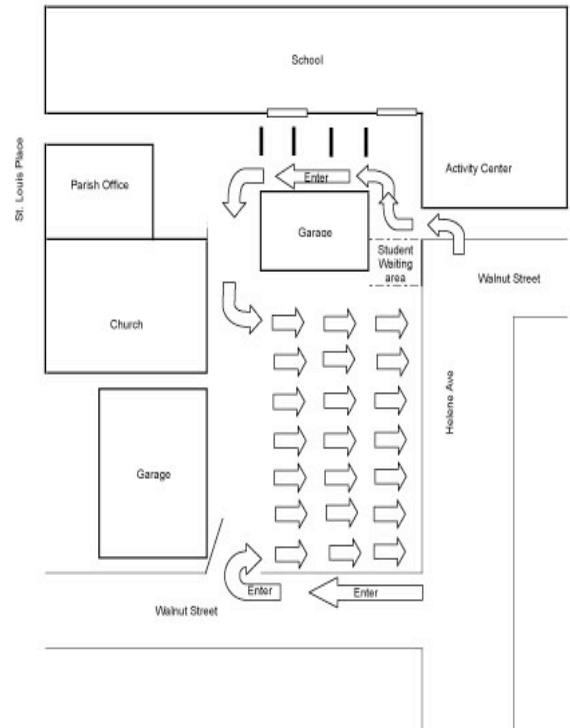
Due to concern for the safety of our students, we would like to ask parents who provide transportation for their children to and from school to observe the following guidelines. We would ask that all students be dropped off at the side doors of the building back by the maintenance garage, and that the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

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

## Drop-off Procedure



## Pick-up Procedure



## School Masses

All Masses are at 8:10 a.m.

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

## **Visiting During School Hours**

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

## **Fire, Tornado & Lockdown Drills**

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

## **Lost and Found**

We have a Lost and Found table in the main hallway. Parents and students are encouraged to check the items. Marking caps, coats, etc. with your child's name can be a big help.

## **Indoor Air Quality**

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

## **Weather Related Issues**

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

### **Early Dismissal**

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

### **Plan B**

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

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

For kindergarten Plan B, morning kindergarten students will arrive between 9:30-10:00 a.m., with class from **10:00-10:50 a.m.**

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

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

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

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

## **Attendance**

### **Attendance Policy**

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

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

### **Absences**

While St. Louis Catholic School encourages students to attend school every day we recognize that there are times when a child must miss school. Students may be excused from school a

maximum of 10 days each school year. A doctor's note is required for each absence after 10 to be considered excused.

Students may be excused from school for the following reasons:

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

### **Unexcused Absences**

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

### **Notification Procedure**

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

### **Appointments**

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

### **Partial Day Attendance**

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

### **Missed Class Work**

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

### **Tardy**

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

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

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

Excessive absenteeism or tardiness may necessitate the following actions.

1. Written attendance contract.
2. Required additional outside tutoring.



3. Retention in the same grade the following year.
4. Prosecution under Indiana State Compulsory Attendance Law  
(IC 20-8. 1-3-33)

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

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

### **Outstanding Attendance**

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

## **Medical**

### **Medication**

Prescription Drugs can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication, which can be obtained in the main office, is to be filled out by the parent. The medication must be brought to the office in the original container along with the permission form to administer medication. The medication must have the pharmacy label attached to it and the label must show students name, medication name, dosage and directions.

Over-the-counter medication can be given at school. If given, the medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package accompanied by a permission form to administer medication, which can be obtained in the main office, filled out by a parent. The school shall not stock and/or dispense non-prescription medications to children/youth other than those provided by the parents (guardians).

All medications must be brought to the office immediately. It should not be kept in pockets, lockers, desks or backpacks. It is the student's responsibility to come to the office to take the medication. Send a note to your child's teacher informing the teacher when your child should go to the office to take medication.

All medication will be sent home at the end of the prescribed time. If it is not picked up by the end of the year, it will be destroyed so no other person is able to obtain it.

### **Health Guidelines**

**At School** – You will be called and asked to pick up your child for the following ailments:

**Chicken Pox** - If your child breaks out with chicken pox. Your child may return to school 24 hours after lesions are crusted over and he/she is fever free.

**Diarrhea** - If your child does not have a medical disease that causes this.

**Fever** - If your child has a temperature >100 degrees. Your child must be fever free for 24 hours before returning to school.

**Lice** - If your child is found to have lice or nits (eggs). Your child can return to school after he/she has been treated with lice killing shampoo, nits are combed out and you find no lice or nits. Upon returning to school, your child should report to the main office to be checked.

**Pink Eye/ Conjunctivitis** - If your child has exudates (pus) coming from the eye and the eye is matted.

**Rashes** – If your child has a rash that cannot be identified. You will need to take your child for a medical diagnosis. Your child may return to school only with a written medical diagnosis of a non-contagious rash or when the rash is gone.

**Strep Throat** – If your child has a sore throat and tonsils are red and swollen with exudates (pus). Your child may return to school after being on ANTIBIOTICS for 24 hours.

**Vomiting** – If your child vomits and is sent home from school, they cannot return to school for 24 hours after vomiting, this includes vomiting at home later that day.

**Ticks** – If your child has a tick, it will be removed at school and a note will be sent home. You will not have to take your child home in this situation.

### **At Home**

**Chicken Pox** – Your child should be kept home until 24 hours after all lesions are crusted over and he/she is fever free. Please call the school so proper records can be maintained.

**Diarrhea** – If your child does not have a medical diagnosis that causes this condition, you need to keep him/her home.

**Fever** – If your child has a temperature >100 degrees keep him/her home until he/she has been fever free for 24 hours.

**Lice** – If your child has lice or nits, keep him/her home, treat with lice killing shampoo and comb out nits. **PLEASE CALL THE SCHOOL AND REPORT IT.**

**Pink Eye/ Conjunctivitis** – If your child has exudates (pus) coming from the eye or the eye is matted shut he/she should be kept home and may return to school after being on ANTIBIOTIC drops for 24 hours.

**Rashes** – If your child has a rash that you cannot identify, he/she should stay home. Please consult your doctor.

**Strep Throat** – If your child has a sore throat with red and swollen tonsils with exudates (pus) he/she must remain home. Your child may return to school after being on ANTIBIOTICS and being fever free for 24 hours. If your child is prone to strep infection please include this information on his/her medical form.

**Vomiting** – If your child vomits at home, please do not send him/her to school. They should not come back to school until it has been 24 hours since they have last vomited.

**Ticks** – Remove the tick. If your child develops a rash or fever within 4 weeks of exposure contact your doctor.

### **Breakfast**

Breakfast Time – 7:15 am– 7:55 am

Breakfast price is \$1.30

On School Delay Days – no breakfast

### **Lunch**

#### **Lunch Times**

K-2 11:00 am – 11:30 am

6-8 11:32 am – 11:57 am

3-5 12:24 pm – 12:49 pm

On School Delay Days – no morning snack for Gr. 3- 5

## **Depositing money**

Deposit slips are used to put money into your child's account and are available in the school office. Please note that if you have more than one child in school, each will have his/her own account number and will need to be listed individually on the deposit slip with an amount for his/her account. If a student's account begins to run low, the student will be informed via an account balance slip. Periodically a note will be sent home with your child, advising of his/her lunch account balance.

## **Lunch Prices**

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

The most recent federal child nutrition law requires all schools to start bringing their prices in line with the average cost to prepare the meals, eventually charging \$2.46 for the lunches we serve.

**Our current lunch price is \$1.65** Luckily, the law also allows schools to gradually get to \$2.46. We will keep our lunch prices at \$1.65 for the 2013-2014 school year, knowing we will be required to make an increase the following year.

Lunch prices for the 2013-2014 school year will be as follows:

Daily - \$1.65

Weekly - \$8.25

Extras - \$.60 (entrees only, fruits and vegetables no extra cost)

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

Grades 3-4-5--1 extra main entree is allowed. No extras for snacks.

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

All students may get additional fruits or vegetables.

K-Gr. 5 students – milk/snack break:

Gr. 6-8 students – milk only as a snack in a.m.

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

Snack - \$.25

Daily - \$.25 for snack only - \$.50 or \$.55 for both

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

## **Free and Reduced Lunch Program**

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

## **Enrollment**

### **Enrollment Policy**

It shall be the policy at St. Louis Catholic School to make every effort to limit class size to 25 students. In certain circumstances the principal may allow this limit to be exceeded. Registration

for children of parishioners will be completed before any applications from non-parishioners are considered.

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

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

Admission Priority List for kindergarten students:

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

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

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

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

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

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

## **Financial Responsibilities**

We, the School Commission, believe that our tuition payments are an investment in your child's education and religious formation. Therefore, the School Commission accepts responsibility for recommending to the Pastor and Parish Council policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Commission to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

## Tuition Amount

- I. Families who are registered members of St. Louis with children enrolled in our school, shall receive the benefit of parishioner tuition to be determined annually by the School Commission.
- II. Families, who are not parishioners of our church, with children enrolled in our school, shall make tuition payments equal to the total cost for educating each child in attendance.

The following tuition amounts were approved for the 2013-2014 school year:

<b>Families with:</b>	<b>Tuition</b>
<input type="checkbox"/> 1 Child in Half Day Kindergarten only	\$1,990.00
<input type="checkbox"/> 1 Child in Full Day Kindergarten and/or Grades 1-8	\$3,080.00
<input type="checkbox"/> 2 Children and 1 is in Half Day Kindergarten	\$4,200.00
<input type="checkbox"/> 2 Children in Full Day Kindergarten and/or Grades 1-8	\$5,082.00
<input type="checkbox"/> 3 Children and 1 Child is in Half Day Kindergarten	\$5,693.00
<input type="checkbox"/> 3 Children in Full Day Kindergarten and/or Grades 1-8	\$6,439.00
<input type="checkbox"/> 4 Children and 1 is in Half Day Kindergarten	\$7,023.00
<input type="checkbox"/> 4 Children in Full Day Kindergarten and/or Grades 1-8	\$7,692.00
<input type="checkbox"/> 5 Children and 1 is in Half Day Kindergarten	\$8,238.00
<input type="checkbox"/> 5 Children in Full Day Kindergarten and/or Grades 1-8	\$8,845.00
<input type="checkbox"/> 6 Children and 1 is in Half Day Kindergarten	\$10,007.00
<input type="checkbox"/> 6 Children in Full Day Kindergarten and/or Grades 1-8	\$10,614.00
<input type="checkbox"/> Families that are <b>NOT members</b> of St. Louis Parish	\$4,530.00 <i>per child</i>

## Tuition Payment Options

Tuition amounts may be paid by one of the following methods. Please complete the enclosed Enrollment Agreement and Monthly Automatic Withdrawal Authorization form if applicable and return them to the school office by **May 30, 2013**.

## Tuition Payment

All families shall be expected to make tuition payments according to one of the following payment plans. Every family is required to complete and sign an Enrollment Agreement which includes the preferred manner of payment. Options for payment shall include:

- Option 1      **One payment** – Payment due by **June 30, 2013**. Invoice reminders are sent out in June. Payments should be sent to the Parish Business Manager.
- Option 2      **Two payments** – First payment due by **June 30, 2013** for the first semester and the second payment due by **November 30, 2013** for the second semester. Invoice reminders are sent out in June and November. Payments should be sent to the School Office.
- Option 3 & 4      **Monthly Automatic Withdrawals** - St. Louis Parish in conjunction with MainSource Bank will be handling the monthly automatic withdrawals for tuition payments. The annual processing fee will be \$20.00. Parents will have the option to spread their tuition over ten or twelve payments to be withdrawn from your checking or savings account using the Automatic Withdrawal payment plan. The payments will be withdrawn on the 5<sup>th</sup> day of the month or the next business day,

if the 5<sup>th</sup> day of the month falls on a holiday or weekend. The first payment will be withdrawn on either July 5, 2012 for the 12 month plan (Option 4) or August 5, 2012 for the 10 month plan (Option 3). There will be a \$20.00 processing fee for this service that will be taken out of your bank account with the first payment.

### **Late Registrations**

- A. Families registering after June 30<sup>th</sup> shall be expected to fulfill their tuition obligation according to one of the tuition payment option stated above.
- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the School Commission.

### **Late Payments**

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

**TUITION AND FEES WHICH ARE NOT PAID WHEN DUE SHALL BEAR INTEREST FROM THEIR DUE DATE UNTIL PAID AT THE RATE OF 1.5% per month** or up to the maximum interest rate permitted by law; and the School shall be entitled to recover all costs of collection, including all court costs, reasonable attorney fees and administrative costs. Legal action to recover such costs may be initiated if Tuition or Fees remain unpaid as of June 30, 2014. The School reserves the right without prejudice to recover Tuition and Fees owed by Parent(s) and to deny all privileges of enrollment to the Student in the event Tuition and Fees are not timely paid, including the withholding of education and progress reports/report cards/transcripts.

- A. **Monthly Payments** - School families who choose the ten (10) month payment plan or the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be automatically responsible for charges incurred by their bank and St. Louis Parish. While we understand that situations arise that can cause a payment to be late, repeated late payments result in additional paperwork and time for our staff. So therefore, after the third late payment, a family will be required to pay for the next and each subsequent semester prior to it starting. Excessive missed payments will require an alternate plan for paying the remaining tuition.

### **Tuition Assistance**

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

St. Louis Parish Family should be attending Mass and tithing. Being present for worship and offering support to St. Louis is vital if we are going to be good stewards of all that God has given us. Therefore, any family requesting tuition assistance must meet these criteria.

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

School families failing to pay tuition according to the agreement which they have made with the parish or who have been unwilling to make suitable alternative arrangements with the parish will be informed that their child/children will not be re/admitted to our school. All families must be current in their payment of tuition, late fees, and bank fees:

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

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

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

### **Tuition Refunds**

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

### **Registration Fees**

The registration fees are used to purchase textbooks, workbooks, supplies, materials, and countless other things needed to educate a student, including maintenance cost for existing and future technology. Since student's supplies are purchased based on registration, registration fees are nonrefundable. One half of the registration fees are due with registration forms and the balance is due by **June 30, 2013**.

#### Registration Fees if paid in full by June 30, 2013:

Kindergarten Half Day	\$110.00 per student
Kindergarten Full Day	\$220.00 per student
Grades 1- 8	\$220.00 per student

An additional \$30.00 fee per student will need to be paid if the balance is paid after June 30, 2013 or if registering after this date.
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#### Registration Fees if paid after June 30, 2013:

Kindergarten Half Day	\$140.00 per student
Kindergarten Full Day	\$250.00 per student
Grades 1- 8	\$250.00 per student

### **Textbooks**

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

## **Dress Code**

### **Dress Code Policy**

St. Louis Catholic School requires that students come to school dressed and groomed in good taste. The Uniform Policy is intended to encourage a neat appearance that is consistent with and appropriate to a learning environment. Enforcement of this policy begins at home. Parents are expected to assume responsibility for making sure that students are dressed and groomed in accordance with the policy.

Grooming styles that are disruptive and not in good taste are not permitted (this includes Mohawks and fohawks). Hair must be groomed. Feathers are not permitted. Coloring of boys or girls hair is not permitted. Boys' hair must be no longer than midway on the forehead, off the ears, off the collar, must not be long-spiked and may not be slicked back. Boys must be clean-shaven with sideburns no longer than the middle of the ear. Excessive jewelry and/or pop culture buttons are not to be worn by students. Girls are not permitted to wear large, gaudy and/or dangling earrings to school. Such earrings are hazardous and could cause injury. Girls are permitted to wear posts or hoops (no larger than a nickel). Girls are permitted to wear only 1 earring per ear and it must be in the earlobe. Earrings are to be worn by girls only. Anything not covered under this written policy is at the discretion of the administration of St. Louis Catholic School.

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

**Trousers:** Must be solid navy blue, plain, tailored pants. Tailored pants are further defined as having a straight or tapered leg with a full hem or cuff. Tailored pants also should have a button or other fastener at the waist. Pants with drawstring waist are not considered tailored. Trousers with flared or slit cuffs are not acceptable. Also not acceptable are blue jeans, corduroy, royal blue slacks, pants with colored stitching, exterior pockets or loops, pockets with flaps or pockets on the sides. Trousers should not bunch at the ankle or cover the shoe. Trousers must be worn on the natural waist. Belts are required for boys in grades 5-8. Pants must be worn with belts at the waist and belts must be through the loops. NO studded belts or large belt buckles. Pants and shirts must fit appropriately.

### **Dress Regulations for Girls**

**Uniform: Grades K-5:** Blue plaid jumper.

**Grades 6-8:** Skirt or jumper (both blue plaid). Length must be no shorter than 2" above the top of the kneecap and no longer than at the knee.

**Slacks: K-8: May be worn from October 1-April 30.** Must be solid navy blue, plain, tailored slacks. Tailored slacks are further defined as having a straight or tapered leg with a full hem or cuff. Tailored pants also should have a button, snap or other fastener at the waist. Pants with a drawstring waist are not considered tailored. Slacks with flared or slit cuffs are not acceptable. Also not acceptable are blue jeans, corduroy, royal blue slacks, slacks with colored stitching, exterior pockets or loops, pockets with flaps or pockets on the sides. Slacks should not bunch at the ankle or cover the shoe. Slacks must be worn on the natural waist. Leggings worn under a skirt or jumper must be solid navy blue.

### **Dress Regulations for All Students**

**Shirts:** Solid white or light blue polo shirts with collar, long or short sleeved or solid white or light blue turtlenecks. Cardinal polo shirt is permitted. No other insignias are permitted. Shirt must be tucked into trousers or shorts.



**Sweater:** Solid navy blue, long sleeved cardigan or pullover, or navy blue sweater vest. Cardinal sweatshirt is permitted.

**Socks:** White or navy blue only. No anklets. Socks must cover the entire ankle.

**Shoes:** Tennis shoes with backs or dress shoes except on gym days. No sandals, slippers, clogs, crocs, slip-ons or other unusual shoes.

**Shorts:** Solid navy blue, plain tailored shorts. The shorts may have two pockets in front, up to two back pockets and no pockets on the sides. The length of the shorts must be in an acceptable range. That range is stated as: no longer than below the kneecap, and no shorter than 3” above the kneecap. All students have the option of wearing shorts from 8/07/13 through 9/30/13, and beginning again 5/1/14 and worn thru the end of school in May/June.

\*Baseball caps are not to be worn in school.

**Sweatshirts:** Black, red, navy blue, gray or white Cardinal sweatshirts are permitted. The sweatshirts may contain the students’ first and/or last name. It may have a cardinal logo on or say “St. Louis” or “St. Louis Cardinals”. Nothing else is permitted on the sweatshirt including sports team logos or student nicknames. Students wearing any other sweatshirt to school will have to remove it during class time.

### **Out of Uniform Days**

Several times during the school year students may dress out of uniform. These days are usually announced in advance. On out of uniform days, regular school uniforms are not required. There are days in which the entire student body may be out of uniform, or, on some occasions, groups or individuals are allowed to be out of uniform as a reward. It is important to know that when students are allowed to be out of uniform, there are still some guidelines that must be followed. Blue jeans and trousers of various colors are permitted. Girls may wear Capri pants. Other clothing such as tee shirts and sweat pants must be in good taste. Logos or lettering on clothing that promote alcohol, tobacco, or other offensive material is not permitted. Tops must cover the entire mid-section and shoulders. Sleeveless tops, tank tops and halter-tops are not permitted.

**Yoga pants (leggings) should not be worn unless the shirt or skirt covers the girl’s entire bottom.** Shorts or skorts are not to be worn on out of uniform days unless the occasions for being out of uniform occur during the time of year in which shorts may be worn as the regular uniform. The length of the shorts must be in an acceptable range. **No running shorts are allowed.** Socks or hosiery are required on out of uniform days. May wear casual shoes, flats, loafers, tennis shoes in good condition, etc. Girls may wear conservative boots. No sandals, flip-flops, clogs, crocs, or combat-style boots. Girls may not wear any backless shoes or shoes or boots with heels over 1 inch. All clothing must be in good taste per acceptable school standards.

### **School Spirit Days**

Several times during the year students are permitted to wear red or white. We expect that the shirt, dress, or outfit be predominately red or white, or SLS spiritwear. For example, a shirt of another color with a patch of red or white is not acceptable. **Bottoms may be red, white, blue denim, khaki or black.** Other clothing on red and white days must follow the rules for out of uniform days.

### **Uniform Providers**

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

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

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

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

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

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

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

**SLS sweatshirts and t-shirts** – sold by the Athletic Department are available in the school office. Items are also available at Fullenkamp Sporting Goods and A Stitch in Time, both located on George Street in Batesville.

## **Communication**

### **Communication Policy**

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

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

## Communication from Home

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

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

### Student specific issues:

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

### Personnel Issues:

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

### Policy Issues

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

## Communication from school

SLS Update	Newsletter e-mailed or sent home each Thursday
PTO Meetings	September, January, May
Internet	<a href="http://www.batesville.k12.in.us/sls/">www.batesville.k12.in.us/sls/</a>
PowerSchool	Grades and attendance available on line
My Big Campus	

## Title IX GRIEVANCE PROCEDURE DEFINITIONS

### Article I DEFINITIONS

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

- 1.4 **COMPLIANCE COORDINATOR:** the school principal or designee. 1.5  
**SUPERINTENDENT OF SCHOOLS:** Executive Director, Office of Catholic  
Education or Designee.

**Article II LEVEL ONE PROCEDURE**

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

**Article III LEVEL TWO PROCEDURE**

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

**Report Cards**

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

**Parent Teacher Conferences**

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

**School and Classroom Expectations**

**School and Classroom Rules**

1. Students are to be in uniform.
2. Gum is not permitted on school premises during the school day. Snacks, treats, candy and cafeteria food is to be eaten in designated areas only.
3. Treats are not to be brought in to share with friends for birthdays, Halloween, Valentine's Day or any other holiday.
4. Riding bikes and skateboards is not permitted on school premises and St. Louis Place during school hours.
5. Fighting, pushing, shoving, grabbing, roughhousing, dangerous play, or running or playing in a manner that could lend injury to oneself or another is not permitted. Only safe equipment designated by the principal can be used on the playground.
6. Suspected cases of truancy and tardiness will be reported to the principal.
7. No tobacco products, alcohol or chemical substances of any kind are permitted on school premises at any time. Medications from home are to be brought to the office.
8. Proper behavior, courtesy, and good manners are expected at all times. This includes classrooms, hallways, cafeteria, church, restrooms, field trips, playground and all

- activities. Students will play in designated areas only. Students are not to be in areas (inside or outside) unless supervised or assigned by a teacher.
9. No profanity, vulgarity, obscene or disruptive gestures, offensive language, malicious gossip written, spoken or e-mailed will be permitted.
  10. Bullying of any type (verbal, written, email, etc.) will not be permitted.
  11. Items such as electronic devices, toys, cameras, squirt guns, money (other than what is needed for necessary school purposes), etc. are not to be brought to school. This includes cell phones. If cell phones are necessary they must be given to the homeroom teacher or dropped off in the office by 8:00 and picked up at 3:02. The school is not responsible for lost, stolen or damaged items.
  12. School property and property of others is to be respected at all times. Students and parents will be held responsible for damage to the property of others.
  13. Talking back, showing disrespect, lack of cooperation, disregard of directions, poor attitude or gestures of disrespect are not permitted.
  14. No running, pushing or shoving, grabbing, loud talking, or line-jumping in the halls is permitted.
  15. Students should use the computer and internet responsibly. Students should not be on inappropriate websites. Students should not e-mail from school.

### **Homework**

Homework is an essential extension of the classroom. Generally the purposes for homework are: to practice new skills, reinforce concepts, complete regular daily work, review for tests and do research. Assignments are to be definite and geared to the appropriate grade level. There is cooperation among teachers, especially in departmental work, and flexibility in the amount of time necessary for homework. Teachers will request a reasonable amount of outside written work or study, keeping in mind that students work at an individual pace. Long term assignments are given by most teachers. The school cannot schedule the out of school time. Encouraging students to begin a long term assignment early saves the last minute midnight oil.

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

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

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

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

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

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

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

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

## **Discipline**

### **Discipline Policy**

The philosophy at St. Louis Catholic School is to help each child reach his/her full religious and academic potential. Not only does this philosophy require giving each child a solid foundation of religious and academic experiences, but it encourages each child to achieve these ideals by being able to develop responsible behavior in a structured, yet friendly atmosphere. The St. Louis discipline policy promotes responsible behavior in each person's daily life.

Responsible behavior includes respect for self and others, trust, justice, service to others and following school and classroom rules and policies.

### **Acknowledgement for Responsible Behavior**

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

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

### **Consequences for Unacceptable Behavior**

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

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

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

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

**Fourth Offense:** after school detention (30 minutes). Parents will be notified. Student will do extra assignments, writing of a beneficial nature, or a consequence appropriate for the offense.

**Fifth Offense:** three after school detentions (30 minutes each). Parents will be notified.

Students will do extra assignments, writing of a beneficial nature, or a consequence appropriate for the offense such as in school suspension, game or activity suspension, or Saturday School.

**Sixth Offense:** student suspended from school with parent notification. Readmission to school may be made after a conference with the principal, teacher and parents. During the time of suspension, the student will not be permitted to participate in after school activities that are school related. The students will receive a zero for all school work missed during the suspension. Homeroom teachers keep a record of the offenses in order to determine the cooperation grade for the report card at the end of each nine weeks.

Note: Parents will be notified as timely as possible by the homeroom teacher if/when a student reaches 6 names. 10 names result in loss of athletic, extra curricular and honor roll privileges. 15 names results in a Saturday School. For every 3 names after 15, another Saturday School is assigned.

### **Suspension/Expulsion**

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

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

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

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

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

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

### **Bullying**

Bullying is an undesirable behavior that has a negative impact on the learning environment and is disrespectful to the individual who is being bullied. According to Indiana Code (IC 20-8.1-5.1-0.2) bullying is defined as overt, repeated acts or gestures by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This behavior may be exhibited in various manners such as:

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

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

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

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

#### Guidelines for Catholic Schools on Respecting Persons

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

### Honor Roll System

#### Academic

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

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

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

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

\*A fine arts grade will be used for purposes of finding these averages. This grade will be the average of the 4 grades given in PE, Art, Music, and Spanish for grades 4-5, and will be the average of the 5 grades given in PE, Art, Music, Computers and Spanish for grades 6-7-8. The fine arts grade must also be 90 or above for 1<sup>st</sup> honors, 85 or above for 2<sup>nd</sup> honors and 80 or above for 3<sup>rd</sup> honors. In addition, a grade of 75 or above is required in each of the fine arts subjects.



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

#### **Grading Scale**

A = 95 – 100

B = 94 – 86

C = 85 – 76

D = 75-70

F = 69 or below

#### **Cooperation Scale**

0 – 0-1 names

S – 2-5 names

NI – 6-9 names

U – 10 or more names

### **Scholarships for Graduating Eighth Graders**

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

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

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

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

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

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

**KOMP Good Shepherd Scholarship** – The Disimile Family has pledged \$5,000 for the purpose of providing a \$500 annual scholarship to a graduating St. Louis student who is continuing his/her education at a Catholic High School. This award will be presented as the KOMP Good Shepherd scholarship in honor of three current teachers and our Principal, who like good shepherds always look out for their flock. The four staff members are Mrs. Sherri Kirschner, Mrs. Linda Ortman and Mrs. Kateri Paul, and Mr. Chad Moeller. Any interested student must submit his/her name to one of the three teachers, who will inform students when their applications are due.

### **After School Activities**

1. Students are encouraged to be in after school activities such as sports, enrichment programs, and other school activities and projects.
2. Parents are encouraged to be involved in after school activities such as coaching or sponsors of enrichment programs
3. Students and parents involved in after school programs have certain responsibilities:

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

## **Extra Curricular**

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

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

## **Sports Information**

### **Athletic Board**

#### **Jon Temple – Athletic Director**

Adam Maple	Bruce Scott
Bob Hurm	Jill Reidy
Tim Cooper	Cindy Todd
Michelle Wachsmann	

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

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

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

Football – for boys in grades 7 and 8  
 Wrestling – for boys in grades 7 and 8  
 Cross Country – for girls and boys in grades 6-8

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

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

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

### **Civility Policy**

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

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

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

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

- Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of a

school or facility which are not open to parents/guardians and the general public.

- Using loud and/or offensive language, swearing, cursing or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Any other behavior that disrupts the orderly operation of a school, a school classroom or any other school facility.

### **3. Parent Recourse**

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

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

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

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

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

## **Volunteering**

### **Volunteer Policy**

A policy was instituted by the Archdiocese of Indianapolis on July 1, 2003 to ensure a safe environment for children. The policy requires a Background Check to be completed every five years for any volunteer who works with or around children. A Code of Conduct form must also be signed and on file at school. For example, if you volunteer for a PTO committee, field trip, Religious Education, Preschool, Vacation Bible Camp, you should complete these forms. It is not necessary if you volunteer solely to be a Bingo worker (weekly or Super Sunday); Festival worker or other parish related activity that does not involve working with children. Both forms must be completed 2 weeks prior to volunteering.

The completed Background Check forms will be sent to an independent third party in Indianapolis. NO FINANCIAL INFORMATION WILL BE OBTAINED. We will receive an acknowledgement that the form has been processed. If there is a situation where a volunteer has a criminal history, the results will be sent directly to the pastor. All information will be kept confidential.

The Code of Conduct must be completed after reading the policy on sexual misconduct, which can be obtained from the school office or online at [www.archindy.org](http://www.archindy.org). NOTE: The school and/or parish will not be allowed to accept your act of volunteerism unless you have completed both forms and you are approved.

### **Virtus Training**

In addition to obtaining a Background Check and completing the Safe and Secure Form, the Archdiocese is requesting that all volunteers working in contact with children go through a training session called Virtus. These training sessions are offered periodically at St. Louis and other Deanery and Archdiocesan parishes. Training sessions can be found at [www.virtus.org](http://www.virtus.org).

### **Goals of PTO**

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

### **Recommendations for Volunteering**

The School Commission recommends that families of students are strongly encouraged to volunteer 40 hours per year.

### **Fundraising**

PTO conducts four major fundraisers during the year.

1. Kroger Rewards Program – PTO’s largest fundraiser generating approximately \$13,000.
2. The next fundraiser is the spring pizza/candy sale. We make approximately \$8,000 on this fundraiser.
3. Another major fundraiser is the rummage sale in June, which consistently raises over \$10,000 each year.

4. In the fall PTO raises money through the St. Louis Trash Bag Sale. We make approximately \$10,000 on this fundraiser.

In addition to these major fundraisers, PTO provides workers for the weekly Parish bingo and the two Super Sunday bingos that raise approximately \$200,000 annually for St. Louis School.

Lastly, we do a number of script and rebate programs including:

- Campbell Soup Labels -The school redeems points for free merchandise like computers, library books and playground equipment.
- General Mills Box Tops for Education – 10 cents goes back to St. Louis School. If it is a bonus, the amount could be as high as 30 cents per box top.
- Ink Cartridges - Saint Louis Catholic School earn up to \$4.00 per ink cartridge.
- Cell Phone Recycling - Saint Louis Catholic School earns up to \$10.00 per cell phone  
iPods are also included in this recycling program.
- Lands End school uniform rebates. (We earn 3% on every purchase from the Lands End School catalog or Web site that includes our Preferred School number **9000-9324-6**).

### **Services provided by PTO**

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

- Providing each teacher with \$200.00 at the beginning of each school year for classroom supplies.
- Paying for wish list items.
- Hosting a Christmas party for the teachers and staff.
- Hosting a teacher and staff appreciation breakfast at the end of the school year.

PTO enriches the educational experience of each student by:

- Providing each student with beginning school supplies including, a pencil bag, a ruler, pencils, crayons, glue, pens etc.
- Sponsoring the cultural arts program by paying for admissions and buses for field trips.
- Paying the school's portion of the cost for the Rural Alliance for the Arts, Arts in Education and Visiting Artist programs.
- Purchasing magazines and dictionaries for the library.
- Purchasing games and equipment for indoor recess as well as for the playground.
- Donating funds to support technology in the school with input from the St. Louis Technology Committee.
- Supporting academic teams and clubs as needed.
- Giving each child a small gift for holidays.
- Awarding four \$500.00 scholarships to eighth grade students who wish to go to a Catholic High School. Scholarships are to recognize students who show outstanding leadership, citizenship, grades, and spirituality.
- P.T.O. hosts a Volunteer Appreciation Dinner to thank the parents and parishioners who volunteer on all the P.T.O. committees.

### **PTO Officers**

**President** – Amy Wonnell

Home 934-3612      Cell 209-9544      E-mail [awonnell@etczone.com](mailto:awonnell@etczone.com)

**Co-Vice President** – Rebecca Myers

Cell 904-412-4913      E-mail [rebeccamyers@bellsouth.net](mailto:rebeccamyers@bellsouth.net)

**Co-Vice President** - Sarah Pulskamp

Home 934-0399      Cell 212-2106      E-mail [dapsep@etczone.com](mailto:dapsep@etczone.com)

**Secretary** – Denise Hillenbrand

Home 934-45411      Cell 216-9038

E-mail [dmhindy@aol.com](mailto:dmhindy@aol.com)

**Treasurer** – Sherri Rudolf

Home 934-1485      Cell 212-3138

E-mail [redrudolf31@gmail.com](mailto:redrudolf31@gmail.com)

### **Duties of Officers**

#### President

- Sets up committees, selects a chair for each committee, and supervises the committees to ensure that each committee accomplishes its duties.
- Updates the PTO portion of the student handbook.
- Works with the Principal, Pastor and the School Commission in a creative way.
- Conducts three general meetings for all parents and executive meetings at least bi-monthly.
- Attends School Commission meetings, and any other meetings deemed appropriate for PTO.

#### Vice-President

- Assists the President and fills in for the President if the President is unavailable and prepares for being President by staying informed.
- Sets up the volunteer workers for the cafeteria.
- Responsible for any publicity needed for PTO.
- Attends all general and executive meetings.

#### Secretary

- Keeps an accurate record of all meetings
- Prepares any necessary correspondence for PTO.
- Contacts all members of the executive board to inform them of meetings.
- Posts notice of the general meetings in the SLS newsletter and in the church bulletin.
- Organizes staff Christmas party and the end of year Volunteer Appreciation Dinner.
- Attends all general and executive meetings.

#### Treasurer

- Keeps accurate record of all bookkeeping.
- Works through and with the rectory on accounts of PTO.
- Attends all general and executive meetings.
- Handles all funds for rummage sale.

### **PTO Committees**

Chairpersons ONLY are listed. Chairpersons will be provided a list of committee members and their contact information.

**Cafeteria Decorating Committee** Does simple decorating of the cafeteria 3 to 4 times a year. *6 volunteers needed.* Ideal for stay at home parents & great for those with other children.

**Chairperson: Sarah Tekulve 934-9119 – [sarahtekulve@hotmail.com](mailto:sarahtekulve@hotmail.com)**

**Cafeteria Help** Each school day 4 cafeteria helpers are needed to help prepare and serve the food, as well as clean up tables and dishes. To completely fill the schedule *200 volunteers* are needed. The hours are 9:30 to 1:30 one day a month. We do have several volunteers who share a

day each alternating every other month, one working and the other babysitting. Please note, if you do volunteer to take a shift, it is very important that you show up or locate a substitute. Workers are generally willing to trade shifts. Younger siblings can come. **Chairpersons: Rebecca Myers 904-412-4913 – rebeccamyers@bellsouth.net / Sarah Pulskamp 934-0399 - dapsep@etczone.com**

**Campbell's Labels for Education** Save your Campbell's labels for this ongoing fundraiser. The school can redeem collected labels for educational and athletic equipment. For more information on this program visit the Campbell's web site at <http://www.labelsforeducation.com/index.asp>. Great for everyone. **Chairpersons: Anne Meer 933-0125 – rmeer@nalu.net / Stephanie Bauer 513-602-0632 – Stephanie@bauer-cpa.com**

**Enrichment** A chairman or co-chairs are needed for researching possible programs, recruiting instructors, preparing information package for student after school activities. *6 volunteers* (1 for each event) are needed for each of the activities. This takes place once in the fall & once in the spring. **Chairperson: Lynda Voegele 212-5525 – lyndavoegele@aol.com**

**General Mills Box Tops for Education** Clip and collect General Mills Box Tops logos for this ongoing fundraiser. The school can redeem collected Box Tops logos for cash. For more information on this program, including a list of participating products, visit the General Mill's web site at <http://www.boxtops4education.com/index.asp> Great for everyone. **Chairperson: Dawn Krekeler 812-663-2273 - dawnpccook@hotmail.com**

**Hospitality/Welcoming** Donate and prepare part or whole meal for family in need. Delivery may be required. Prepare and deliver baby and new student gifts. Help with Open House for Kindergarten. Assist the principal with introducing parents of prospective students to St. Louis School by giving tours of the school. Help with snacks and lunches for teachers' meetings. *22 volunteers needed*. Great for all parents because the times & specific needs are varied. **Chairperson: Wendy Deal 933-0259 – wjdeal@msn.com**

**In-School Service** Assist teachers with clerical duties, including making copies and laminating. Cutting, counting and organizing Campbell Soup labels and General Mill's labels. Each of these three provides cash or merchandise to the school. *25 volunteers are needed*. Ideal for the at home parent, can bring younger sibling along. **Chairperson: Dawn Krekeler 812-593-5515 - dawnpccook@hotmail.com**

**Kroger Rewards:** St. Louis earns rewards back on purchases made at Kroger's when you register your Kroger Card. Keep this in mind when buying gift certificates and groceries. You need only to sign up on the Kroger website – **enter code 81013 for St. Louis to benefit from your purchases. Kroger website is [www.Kroger.com](http://www.Kroger.com)**

**Library** Assist librarian with preparing books and magazines to be placed on the shelves, including covering books or entering them into the library system. Computer skills are required for both book covering and computer entry. Volunteers will also help with Scholastic Book Fair's held at various times throughout the school year. *25 volunteers are needed. 1 volunteer per school day for 1 to 3 hours.*  
**Chairperson: Judy Eckstein 933-0804 - davideckstein7@aol.com**



**RIF Grades K – 5:** Help organize and staff the three parties for Grades K-5. Parties include Halloween, Christmas, Valentine’s Day and the End of the Year Carnival. 6 volunteers are needed. **Chairperson: Marta Schebler 933-5845 - rmscheb@gmail.com**

**PTO Festival Booth** Help distribute letters & collect donations. Work in the booth on the day of the Parish Festival in September. Please make sure if you sign up to work this that you don’t sign up or agree to work another booth that day. *25 volunteers needed to work 2 hour shift the day of the St. Louis Church festival.* Great for all parents because some help can be done at home & it falls on the weekend for those that work Monday through Friday. **Chairperson: Sarah Pulskamp 934-0399 – dapsep@etczone.com**

**Recycling Electronics** Save your used inkjet & laser toner cartridges, i-pods, and cell phones for this ongoing fundraiser. The school can recycle them through online companies to receive cash and through Staples to receive rewards certificates used to buy classroom supplies. The original boxes are not needed. Just put items in a plastic bag and place in a collection box outside the school office or in the back of church. **Chairperson: Mary Scott 934-6682 - bamscott@etczone.com**

**Rummage Sale** The Rummage Sale is one of the major fundraising events for PTO. It regularly raises well over \$10,000 for PTO. It is extremely labor intensive. We ask each parent to donate some time to the enormous job of sorting, folding, and displaying the many items donated or working during the sale as a cashier. Workers are needed day and evening, weekdays and weekends, before and during the sale. Families are contacted closer to the sale for specific jobs and times. *Everyone is needed!* **Chairpersons: Missy Cooper 933-0383 – mcooper@st.louisschool.org / Jan Narwold 933-0484 – jnarwold@st.louisschool.org**

**St. Louis Trash Bag Sale** Prepare sales packets for students, process orders, pack and distribute bags and collect money. The St. Louis Trash Bag Sale begins in the fall. *35 volunteers are needed.* **Chairperson: Michelle Wachsmann 933-9025 – mwachsmann@st.louisschool.org**

**Spring Fundraiser (Pizza & Candy)** Help organize this spring fundraising event. Responsibilities may include assisting chairman in selection of vendor and merchandise, packing and distributing merchandise to students, and helping students collect money. *5 volunteers are needed.* **Candy Chairperson: Jessica Imel 614-5049 – jimel@st.louisschool.org, Pizza Chairperson: Michelle Wachsmann 933-9025 – mwachsmann@st.louisschool.org**

**Super Sunday Bingo** Super Sunday Bingo is held twice a year in March and October. This event is a very important fundraiser to St. Louis Catholic School. Since its inception, the Bingo program has generated over \$5,000,000 to support our school. Annually, Bingo raises approximately \$500 per student. *In order for this event to be a success, the help of every parent is needed and expected.* **Contact: Lori Nobbe 933-0699 - lorinobbe@hotmail.com**

**Teacher/Staff Christmas Gift Committee** Committee members solicit gift ideas form SLS faculty and staff, generate gift cards, create the *Giving Tree* bulletin board, and are available during Parent-Teacher conferences to facilitate the gift card and/or contribution form distribution. *14 volunteers needed.* **Chairpersons: Amy Tonges 933-0988 - atonges1@aol.com**

**Uniform Exchange Program** This program provides the opportunity for parents to exchange the uniforms they no longer need for those they are in need of. The exchange is open once a month. It is usually the first Saturday from 9:00 am – 11:00 am with a few exceptions. Please check the

SLS update for specific dates. If you have any questions or suggestions, please contact **Amy Tonges 933-0988 - atonges1@aol.com**

**Weekly Bingo** Kitchen helpers, floor helpers, and bakers are needed. Kitchen helpers set up concessions, prepare and serve the food. Floor helpers clear tables and watch for bingos. Bakers make cakes, pies, cookies, or brownies for Bingo. All helpers and bakers only work one Thursday a month. Hours are flexible and people are available to sub if you cannot make it a certain month or shifts can be shared to work every other month. *There can't be too many volunteers!* This starts in the evening so perfect for those working parents.

**Contact: Natalie Wanstrath 932-4822 – [nataliewanstrath@gmail.com](mailto:nataliewanstrath@gmail.com)**

## **St. Louis School Bingo**

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

Weekly Bingo – Kitchen and Floor workers are needed one Thursday per month. Persons are also needed to provide baked goods. If you are not listed below and would like to help, contact **Natalie Wanstrath 932-4822 - [nataliewanstrath@gmail.com](mailto:nataliewanstrath@gmail.com)**

Super Sunday Bingo – Super Sunday Bingo is held twice a year, the second Sunday in March and the third Sunday in October. Each family is asked to help in some way on these two Sundays. Super Sunday Bingo, for the 2013-2014 school year, will be held on October 20, 2013 and March 9, 2014. Families are contacted before each Super Sunday Bingo for specific jobs. Contact **Lori Nobbe 933-0699 – [lorinobbe@hotmail.com](mailto:lorinobbe@hotmail.com)**

Resolved, that for the purpose of the Indiana charity gaming laws, the “members” of the school include the students’ adult parents, step parents, adult siblings, relatives occupying the same household, guardians, and other adult persons in the students’ immediate family, and adult parishioners of St. Louis Parish.

## **Bingo Committee**

Whitey Weberding	934-4929	Joe Wuestefeld	934-3822
Eddie Nobbe	934-4666	Albert Amberger	934-4514
Matt Weberding	934-2926	Brad Nobbe	933-0699
Jerry Mauk	934-4830		

## **Volunteer Coordinator**

Natalie Wanstrath	932-4822 - Weekly
Loir Nobbe	933-0699 – Super Sunday

**IF YOU CANNOT WORK ON YOUR ASSIGNED DAY, PLEASE TRY TO FIND A REPLACEMENT AND LET YOUR CAPTAIN KNOW.  
THANK YOU!**

## **FLOOR WORKERS SUB ANY WEEK**

Jim Fangman	934-3542	Zach/Crissy White	812-756-0208
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## WEEK 1

Reg. Sales 5:45 – 7:45 Ann Roell 934-5017

### Floor 6:15 – 10:00

**Captain:** Sebastian Moster 933-9955  
**Caller:** Matt Hirt 933-0090  
**Bank:** Donna Niehoff 934-4749  
**Bank:** Carol Prickel 934-5217  
**Floor:** Kurt Amberger 933-1652  
Michael Brelage 932-6205  
Sebastian Moster 933-9955  
John Irrgang 934-5265

**Sub:** Anita Brelage 934-3095  
Bill Koehne 812-663-5273  
Millie Koehne 934-3283  
**Instants:** Tony Greiwe 934-3283  
Terry/Paul Messerschmidt 934-6057

**Sub:** Millie Koehne 934-2325 **Cashier**  
**Sub:** Shannon Roell 593-1376

### Kitchen 5:00 -10:00

**Cap:** Ann Gutzwiller 934-4125  
**Cap:** Renee Douglas 513- 476-4647  
Laura or Tom Vogelsang 934-6067  
Amy Weigel or 934-6312  
Marty Doll 934-5810  
Erin Huey 513-518-3444

**Bakers:** Nancy Meer 933-0336  
Joan Karbowski 934-2743  
Angie Voegele 934-2306  
Kathie Flannery 934-3628  
Jenny Miles 812-209-9011  
Andrea Meyer 933-0325  
Beth Koester 933-5821  
Amanda Peters 212-7459

## WEEK 2

Reg. Sales 5:45 – 7:45 Kevin Macke 933-0650

### Floor 6:15 – 10:00

**Cap:** Julie Cox 934-4512  
**Caller:** Andy Saner 932-0488  
**Bank:** Alisha Salatin 934-2438  
**Bank:** Jill Reidy 934-2416  
**Floor:** Julie Cox 934-4512  
Ed or Beth Hoog 933-1050  
Char/BJ Weberding 212-1763  
Renee/Dan Abplanalp 934-5681  
Bob/ Autumn Hurm 934-3140  
Kathy/Doug Amberger 933-0316  
**Instants:** Adam Maple 932-1888  
Jill Weber 932-3402  
Or Natalie Wanstrath 932-4822

### Kitchen: 5:00 – 10:00

**Cap:** Ann Edwards 934-6602  
Carin Walsman 934-4424  
Anne Schebler 934-6690/  
Brooke Maple 932-1888  
Nic Wonnell 934-3612  
Christy Moenter 932-1789  
Keith Moenter 932-1789  
**Subs:** Cheryl Baechle 934-3014  
Carol Roell 934-5382  
Flo Giesey 934-5684  
**Bakers:** Arlene Garcia 933-1060  
Mary Beth Freyer 934-3175  
Michelle Schwettman 934-0206  
Monica Butz 934-4205  
Christie Eckstein 933-1989  
Kim Schrank 212-9930  
Susi Wolfe 934-3462  
Angie Siefert 934-0423

### Week 3

Reg. Sales 5:45 – 7:45

#### **Floor 6:15 – 10:00**

**Cap:** Heather Masavage 212-0976  
**Caller:** Sam Wintz 934-5786  
**Bank:** Sue Siefert 934-3111  
**Bank:** Don Moorman 934-2350  
**Floor:** Heather Masavage 212-0976  
Barb Koester 934-3792  
Martin Weiler 934-4667  
Mike Gerstbauer 212-4965

**Instants:** Jill Koch 933-0800  
Steve Harmeyer 933-0436

#### **Kitchen: 5:00 – 10:00**

**Cap:** Jennifer Meer 934-5221  
**Cap:** Susan Gigrich 934-2733  
Lorraine Hampson 934-5477  
Alex Woolwine 932-1050  
Karen Eckstein 934-6344  
Cecilia Taulbee 934-4914  
Gina Meadows 934-6213  
**Sub:** Joe Meer 934-5221  
Mary Jo Wuestefeld 934-3822  
Todd Gigrich 934-2733  
**Bakers:** Carrie Wessler 933-1519  
Rachel Werner 933-0668  
Angela Price 934-4658  
Rhonda Stenger 623-4807  
Sarah Tekulve 934-9119  
Diana Sheets 689-4768  
Carrie Oppelt 933-6717  
Jennifer Steinkamp 933-1197

### Week 4

Reg. Sales 5:45 – 7:45 Tara Rahe 934-2409

#### **Floor: 6:15 – 10:00**

**Cap:** Steve Eckstein 933-1989  
**Caller:** Todd Tekulve 933-0206  
**Bank:** Brenda Moorman 934-4964  
**Bank:** Sue Siefert 934-3111  
**Floor:** Dave Eckstein 933-0804  
Steve Eckstein 933-1989  
Chuck Stone 932-0217  
Scott Lamping 934-6044  
Jade Ritter 934-6678  
Mark Grieshop 934-6241  
Jim Vankirk 934-5434

**Sub:** Sandy Weberding 934-4929  
Peggy Williams 934-5834  
Susan Roell 933-0704

**Instants:**  
Spot & Marty Doll 934-5810  
Tim Dietz 934-0209

#### **Kitchen: 5:00 – 10:00**

**Cap:** Jan Narwold 933-0484  
Julie Raver 933-0233  
Jenny Lents 934-6295  
Rose Obermeyer 933-0445  
Carmie Meyer 934-4922  
Connie Meyer 934-3118  
Kayla Wuestefeld 212-2116  
Marge Walke 934-3418  
**Bakers:** Faith Batta 933-0432  
Bonnie Hertel 934-2840  
Julie Vankirk 934-5434  
Holly Lipps 933-5858  
Pat Ertel 934-5841  
Sherri Rudolf 932-1485  
Brenda Ratcliffe 932-144

## **Week 5**

**Reg. Sales** 5:45 – 7:45    Maureen Harpring    812-852-4877

### **Floor: 6:15 – 10:00**

**Cap.** Nathan Wanstrath    932-4822  
**Caller:** Matt Hirt    933-0090  
**Bank:** Nicki Wuestefeld    212-1361  
Teana Cooper    934-3109  
**Floor:** Nathan Wanstrath    932-4822  
Eugene Laker    934-3894  
Charlie Raab    934-3215  
Kathy Forbeck    933-0309

**Instants:** Ryan Rahe    934-2409  
Mike Gerstbauer    212-4965

Sub: Millie Koehne    934-2325

### **Kitchen 5:00 – 10:00**

**Cap:** Nic Wonnell    934-3612  
Missy Cooper    933-0386  
Mary Beth Linville    934-5781  
Amy Wanstrath    933-1664  
Maureen Esser    933-9099

**Sub:** Kateri Paul    934-5837  
Diane Kellerman    933-0583

**Bakers:** Marilyn Amberger    934-5106  
Linda Ortman    934-3310  
Natasha Kellerman    933-1316  
Tammy Greiwe    934-3283  
Beth Preston    812-528-4123  
Mindy Raab    934-3215  
Lisa Brown  
Diane Kellerman    933-0583

### **Weekly**

**Instants:** Ed Nobbe    934-4666  
Jerry Mauk    934-4830  
Whitey Weberding    934-4929  
Albert Amberger    934-4154  
Joe Wuestefeld    934-3822  
Matt Weberding    934-2926

### **Instant**

**Subs:** Bill Fisher    934-3056  
Joe Gander    934-3982  
Larry Enzinger    934-5120  
Don Moorman    934-2350  
Brad Weberding    932-4606  
John Brelage    934-3095  
Nathan Wanstrath    932-4822

## **Weekly Cafeteria Help**

Each school day, four cafeteria helpers are needed to help prepare and serve the food and clean up tables and dishes. Our cafeteria volunteers help us keep lunch costs affordable. The hours are 9:30 to 1:30. It is very important that you show up or find a sub. If you cannot find a replacement, call Tammy Wintz or Carla Prickel at school at 934-3310, ext. 224.

## St. Louis School Cafeteria Volunteer Schedule 2013-2014

1 <sup>st</sup> Monday	1 <sup>st</sup> Tuesday	1 <sup>st</sup> Wednesday	1 <sup>st</sup> Thursday	1 <sup>st</sup> Friday
<b>Kelly Poltrack</b> 933-1113 <b>Diana Storms</b> 932-2468 <b>Mellonne Gillman</b> 934-4087 *	<b>Lisa Tuveson</b> 934-6607 <b>Laura Hollins</b> 933-1556 <b>Kate Beiser</b> 933-1451 <b>Carmie Meyer</b> 934-4922	<b>Ann Gutzwiller</b> 934-4125 <b>Betty Gigrich</b> 933-1037 <b>Joann Oesterling</b> <b>Ruth Siefert</b> 934-3446	<b>Erin Huey</b> 513-518-3444 <b>Lisa Brown</b> 933-0513 <b>Mellonne Gillman</b> 934-4087 *	<b>Joe Price</b> 934-4658 <b>Amy Tonges</b> 933-0988 <b>Beth Moorman</b> 812-593-1724 <b>Dawn Moorman</b>
2 <sup>nd</sup> Monday	2 <sup>nd</sup> Tuesday	2 <sup>nd</sup> Wednesday	2 <sup>nd</sup> Thursday	2 <sup>nd</sup> Friday
<b>Natalie Robertson</b> 932-8519 <b>Pauline Kuntz</b> 934-2769 <b>Mellonne Gillman</b> 934-4087 *	<b>Bob Huntteman</b> 934-3742 <b>Rich Riehle</b> 934-4780 <b>Pat Voegele</b> 212-5542 *	<b>Rachael Werner</b> 933-0668 <b>Diane Huntteman</b> 934-3742 <b>Michelle Webb Mellonne Gillman</b> 934-4087	<b>Shirley Laker</b> 933-0716 <b>Mary Bossert</b> 934-3079 <b>Marlene Greiwe</b> 934-2747 <b>Bernice Lambert</b> 934-2620	<b>Tara Rahe</b> 934-2409 <b>Mellonne Gillman</b> 934-4087 <b>Dawn Krekeler</b> 812-593-5515 *
3 <sup>rd</sup> Monday	3 <sup>rd</sup> Tuesday	3 <sup>rd</sup> Wednesday	3 <sup>rd</sup> Thursday	3 <sup>rd</sup> Friday
<b>Joan Weisenbach</b> 934-2835 <b>Helen Prickel</b> 934-3271 <b>Elaine Bentfield</b> 934-4270 <b>Cynthia Decker</b> 933-0992	<b>Renee Abplanalp</b> 934-5681 <b>Anne Schebler</b> 934-6690 <b>Pauline Kuntz</b> 812-212-3820 <b>Natalie Wanstrath/Jill Weber</b> 932-4822/932-3402	<b>Mary Gehring</b> <b>Mary Lou Giesting</b> 934-4864 <b>Bettina Rose</b> 934-4440 <b>Kathleen Flaspohler</b> 812-623-3625	<b>Mellonne Gillman</b> 934-4087 <b>Joe Meyer</b> 934-4615 <b>Anne Meer</b> 933-0125 *	<b>Mindy Bunselmeier</b> 812-689-4375 <b>Cindy Wanstrath</b> 934-2317 <b>Amy Anderson</b> 812-391-3399 <b>Lisa Hunter/Kathy Mattucci</b> 932-1969/934-2526
4 <sup>th</sup> Monday	4 <sup>th</sup> Tuesday	4 <sup>th</sup> Wednesday	4 <sup>th</sup> Thursday	4 <sup>th</sup> Friday
<b>Denny Lents</b> 934-6295 <b>Natalie Robertson</b> 932-8519 <b>Steve Bauer</b> 812-623-2473 <b>Mellonne Gillman</b> 934-4087	<b>Jill Duerstock</b> 934-2395 <b>Kim Schrank</b> 212-9990 <b>Rita Wilder/Amy Wonnell</b> 934-2415/934-3612	<b>Marta Schebler</b> 933-5845 <b>Lissa Ritter</b> 934-6678 <b>Mellonne Gillman</b> 934-4087 *	<b>Faith Batta</b> 933-0432 <b>Julie Cox</b> 934-4512 <b>Angie Moster</b> 933-9955 *	<b>Renee Douglas</b> 513-476-4647 <b>Susan Harmeyer</b> 934-4602 <b>Laura Vogelsang/Beth Rohlffing</b> 934-6067/934-2878

<b>5<sup>th</sup> Monday</b>	<b>5<sup>th</sup> Tuesday</b>	<b>5<sup>th</sup> Wednesday</b>	<b>5<sup>th</sup> Thursday</b>	<b>5<sup>th</sup> Friday</b>
<b>Jen Saner</b> <b>Deanna Hill</b> 812-623-1298 <b>Beth Stone</b> 932-0217 <b>Susan Harmeyer</b> 934-4602	<b>Betty Gigrich</b> 933-1037 <b>Susan Dreyer</b> 934-5248 <b>Denise Giesting</b> 933-1790 <b>Julie/Jason Laudick</b> 934-5775	<b>Jenny Geers</b> 934-9091 <b>Beth Enneking</b> 934-6570 <b>Denise Hillenbrand</b> 934-5411 *	<b>Julie Cox</b> 934-4512 <b>Heidi Shenk</b> 934-9518 <b>Wendy Deal</b> 933-0259 *	<b>Holly Lipps</b> 933-5858 <b>Susan Dreyer</b> 934-5248 <b>Betty Gigrich</b> 933-1037 <b>Denise Giesting</b> 933-1790

**Substitutes: Mellonne Gillman 934-4087 or 812-525-5236**

**JoAnn Peters 812-934-4878**

**Beth Schutte 933-0801**

**Amy Harmeyer 933-0436**

**Jill Koch 933-5579**

**Judy Eckstein 933-0804**

**Erin Wilson 934-2057**