

St. Louis de Montfort Elementary School

Welcome

PARENT-STUDENT HANBOOK



Welcome to the Parent Student Handbook for St. Louis de Montfort School. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment, parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to St. Louis de Montfort School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the [ADLA Administrative Handbook](#).

Section-2-01

Mission Statement and Philosophy

Mission

St. Louis de Montfort Catholic School is committed to educating students in our parish and surrounding communities and impart the truth, values, and loving kindness of Jesus Christ. We provide faith-based instruction of skills and knowledge needed for lifelong success and use a challenging curriculum taught with a global perspective by highly qualified and dedicated educators.

Philosophy

Recognizing parents are a child's primary educator, teacher, and facilitators of learning, St. Louis de Montfort faculty and staff hold the following to be our guiding principles:

- Enabled by our belief in a loving and merciful God, we embrace and share the Catholic faith and teachings of Jesus Christ making them relevant to our students.
- Acknowledging each child's self-worth, we strive to treat all with respect and love and work toward developing the whole child in mind, body, and spirit.
- With Jesus as our model, we provide a friendly, warm, and supportive environment for each child, parent, and staff member.
- By connecting with our parish, civic, and world community through our good example, service, involvement, and almsgiving, our school family strives to live out the parish goal of Becoming one family in Christ.

Vision

With the collective skills of our school and church family we work to:

- Deepen our faith through opportunities to worship.
- Reach out to families and offer a faith-based academic education.
- Continuously expand educational opportunities through curriculum, technology, and facility improvements.
- Build a consultative board to promote the school and shared leadership.

- Complete a Middle School building and multi-purpose room project to meet student needs.
- Maintain a spiritual and structural environment that fosters our vision.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations



Section-2-03

History of the School

[St. Louis de Montfort School History](#) (Follow the link to read the school history.)

Section-2-04

Accreditation

St. Louis de Montfort School is accredited

by the Western Catholic Education Association and the Western Association of Schools and Colleges.



Section-2-06

School Personnel Lists

Meet our dedicated staff and faculty! Click on the link below for our directory and contact information.

[St. Louis de Montfort Staff Directory](#)

Section-2-07

School Schedule and Calendar

Please choose the link below for information about the school's daily schedule, recess and lunch schedule, and calendar of events.

Daily Schedule

7:30 Drop off begins

Early Dismissal: The Archdiocese allows early dismissal for the NSBECS school evaluation process, faculty in-services, faculty meetings, and the day before a major holiday begins. Students attend class from 8:00-12:30. Recess is as usual, but the lunch period is omitted. Parents must pick their children up by 12:30. Students remaining on campus after 12:30 are placed in the extended care program (fees apply).

[Lunch and Recess Schedule](#) (link to website)

[School Calendar](#) (link to website)

Section-2-08

School Map



Section-2-09

School website and social media

School Website and Social Media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of the student from the school.

[SLDM Website](#)

Topics

Section-2-14

Dress/Uniform Code

Dress Code Policy for St. Louis de Montfort School

Our school focus is learning. A school dress code helps us accomplish this by setting uniform standards so attire or appearance does not get in the way of learning. **Parents and students are expected to respect the dress code.**

Students must follow the school calendar for dress - typically Regular Uniform on Monday, Tuesday, Thursday; Formal Dress on Wednesday; and Spirit Dress on Friday. Days deviating from this schedule are communicated. *Students not in proper uniform receive a uniform slip from any staff member and lose spirit dress privileges the following Friday.* Repeat or severe offenses may result in the cancellation of spirit or free dress for any or all students.

Uniform pieces are to be worn as purchased; no adornments may be added. Label uniform pieces with your student's name. Uniforms must be from Dennis Uniform. Spirit shirts, sweatshirts, and school authorized jackets are available 2 – 3 times annually through All American Screen Printing.

The Principal reserves the right to make final decisions regarding what is acceptable, including questions not specifically mentioned in the handbook and responses to fads and trends.

UNIFORM DRESS (Regular Uniform Days)

Girls

- Long or short sleeved white blouse or polo with school logo from Dennis Uniform
- **TK ONLY:** Navy pull-on pants or shorts from Dennis Uniform and elastic waist logo sweatpants ordered through the school office
- **Kinder ONLY:** Navy pull-on pants or shorts from Dennis Uniform
- **TK – 8th grade:** Navy blue shorts or pants from Dennis, worn at the waist, not on the hips.
- Dennis plaid uniform skirt, skort, or jumper. Hem must not be any higher than 3” above the middle of the knee. **Leggings allowed under skirt (black, navy, royal, or white only).**
- Shorts no shorter than 3” above or longer than 3” below the middle of the knee
- Pants must be no shorter than 2” above mid-ankle bone
- Socks: Solid white, royal, navy blue, black socks of any length with only white or black logo.
- Girls may wear white, navy, royal blue, or black tights or leggings.

Boys

- Long or short sleeved light blue polo with school logo from Dennis Uniform
- A white undershirt may be worn but is not to be visible.
- **TK ONLY:** Navy pull-on pants or shorts from Dennis Uniform and elastic waist logo sweatpants ordered through the school office
- **Kinder ONLY:** Navy pull-on pants or shorts from Dennis Uniform
- **TK – 8th grade:** Navy blue shorts or pants from Dennis, worn at the waist, not on the hips.
- Shorts no shorter than 3” above or longer than 3” below the middle of the knee

- Pants must be no shorter than 2” above mid-ankle bone
- Socks: white or black socks of any length, with only white or black logo

Shoes:

- Black or white tennis shoes or any combination of the two. No other colors can be on the shoes except a small brand name tag; no red swooshes, etc. **Tennis shoes are required for all grades.**
- Shoes must be closed-toe and closed back and must stay on the feet for safety purposes.
- Slip-on style or shoes with Velcro that comply with the rest of the Shoe Policy are permitted.

Outer Wear:

- All American SLdM sweatshirts and fleece and Dennis Uniform Microfiber and Microfleece with the school logo are the only approved outer wear. Sweatshirts and fleece are available online through All American Screen Printing three times a year (June, September, and January) at <http://www.agpestores.com/allamerican/groups.php>.

Caps, Scarves, Mittens

- Solids or combinations of black, navy, royal blue, or white. No prints or designs.

FORMAL DRESS

Worn on school Mass days and other announced days throughout the year

Girls

- White blouse or polo with plaid skirt, skort or jumper, socks, and shoes.
- Dennis Uniform sweater or vest required.
- **No shorts.**

Boys

- White uniform polo with logo (must be tucked in), pants, socks, and shoes
- Dennis Uniform sweater or vest required.
- **No shorts.**

SPIRIT DRESS

- Students wear their class color t-shirt with logo from All American and blue denim bottoms. Denim pants, shorts, or skirts must be no higher than 3” above or no longer than 3” below the middle of the knee. Denim must be free of rips, tears, or holes.
- **No yoga pants, leggings, or stretch material pants, shorts, or skirts allowed.**
- Shoes, socks, sweatshirts, and jackets – regular dress code applies.
- If students are not wearing spirit dress, they must be in regular uniform.

FREE DRESS

- Free dress is a privilege granted to students the first and last weeks of the school year and on designated days. Clothing must be neat and modest with no advertisements or inappropriate writing. All tops and dresses must have sleeves and may not be see-through material. No midriffs are to be visible, and tops must have modest necklines.
- Parents are asked to monitor Free Dress before your child leaves home for school. If inappropriately dressed, students call home for a change of clothes.
- **No yoga pants, leggings, or stretch material pants, shorts, or skirts allowed.**

GROOMING

- **Hairstyles:** No dying of hair allowed. **Changes in hair color must be rectified before student will be admitted to school.** Hair must be groomed, clean, and neat, hair is not to hang in a child's face, no patterns may be cut into the hair. Boys are to be without facial hair or clean shaven with sideburns no lower than mid-ear. Girls' hair accessories must be black, white, royal, or navy only.
- **Jewelry:** A watch (no alarms or internet accessibility), 1 stud earring per ear, and 1 religious medallion are the only acceptable jewelry for school. Earrings may be uniform colors, silver, or gold. Boys may not wear earrings. **No rings or bracelets.**
- **Make-up:** Make-up is not permitted. Clear nail polish is the only nail product allowable. Students with colored polish will have polish removed in the school office. Gel nails must be removed before coming to school or students will be sent home.

Section-2-16

School Governance

For more information about the governance of Catholic schools in the Archdiocese of Los Angeles, follow the link below.

[ADLA Handbook - Chapter 3](#) (link)

Topic-2-16-4

School Boards

[Archdiocesan Policies Governing School Boards](#) (link)

Topic-2-16-5

Parent or Parent-Teacher Organizations

[Archdiocesan Policies Governing Parent-Teacher Organizations](#) (link)

The P.T.O. supports the school and is important for the school's viability yet functions very differently than the school governors. The P.T.O. and its members do not have any authority to act independently on behalf of the school or parish as "agents" of the school or parish. Any action taken of the P.T.O. must receive written approval of the pastor and/or principal. The P.T.O. main purpose is to raise funds for the school's operational expenses, promote parent support of the school program, and to increase mutual understanding between the school and parents. P.T.O. membership includes the pastor, principal, parent/guardians, and school faculty. Financial operation of the P.T.O. is governed by the regulations for financial operations as found in the P.T.O. bylaws.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

The Sacrament of Reconciliation: is offered monthly for Grades 2-8. Para liturgies and Communal Penance Services are also provided. Classes attend Stations of the Cross each Wednesday during Lent. Special devotions to Mary are held in May.

First Reconciliation and First Communion: Second graders receive instruction in the two remaining Sacraments of Initiation. Parents are encouraged to exercise responsibility in the preparation of their children for these sacraments. Their efforts will be supplemented and guided by the teachers and priests through parent meetings held during the year.

Section-3-4

Campus Ministry

[Campus Ministry and Community Life](#)

Section-3-5

Christian Service Program

[Christian Service](#)

Section-3-6

Retreats

[Retreat Program](#)

Topic-4-03-4

Inoculation requirements of the CA Department of Health

St. Louis de Montfort School follows the inoculation requirements of the CA Department of Health detailed here:

[CA Immunization Requirements for TK-12th grade](#) (chart of immunizations)

[Shots for School](#) (full website with resources and FAQ)

Archdiocese of Los Angeles policy can be found in [Chapter 8](#) of the administrative handbook.

Section-4-04

Absence, Tardiness, and Truancy

Students are expected to arrive at school on time and ready to learn every day. Morning assembly starts at 8:00 am. A student is tardy when he/she is not with the class when school begins at 8:00 am. When a student arrives late to school they go directly to the office. The office will sign the child into school and the teachers will mark the student late in SchoolSpeak.

Topic-4-04-1

Absence

Absence

Consistent school attendance is absolutely essential for your child's success at school. Attendance problems hinder your child's progress and teach him/her that school is not important. Walking into class late or checking out early interrupts teachers and students.

Every absence must be recorded in Gradelink according to the instructions from the Archdiocese of Los Angeles.

- If a student comes to school ill or becomes ill during the school day the office will call the parent/guardian
 - *California Education Code 48263.6 defines chronic truants as children who have missed 10 percent of the s*
- When a student is absent, the parent must submit a written excuse, in accordance with state law, using the form ir*

Illness

If a student comes to school ill or becomes ill during the school day the office will call the parent/guardian to pick up the student. Parents must choose a person on the emergency list to pick up the child if the parent cannot make it within thirty (30) minutes.

If the child is sent home with a fever of 99.9 degrees or above, the child must stay home for 24 hours after the fever subsides. Please do not send your children if they are ill. We do not have the facilities or personnel to take care of sick children who come to school unwell.

Completing Work when Absent

If your child is absent their work will be left on their desk for pick up at the end of the day at 3:00 pm or 12:30 on half days. Other siblings may go to the classroom and pick up the work at the end of the day. It is the responsibility of the student and parent to keep track of missing assignments.

TK – 5th Grade Policy

Books, workbooks, and missing assignment lists will be on their desk in the classroom for pick up at the end of the day at 3:00 pm or 12:30 on half days. Other siblings may go to the classroom and pick up the work at the end of the day. Homework assignments will be posted on SchoolSpeak. It is the responsibility of the student and parent to keep track of missing assignments. Points will be deducted for work turned in late.

6th – 8th Grades Policy

Books, workbooks, and missing assignment lists will be on their desk in the classroom for pick up at the end of the day at 3:00 pm or 12:30 on half days. Other siblings may go to the classroom and pick up the work at the end of the day. Homework and daily assignments will be posted on Google Classroom. It is the responsibility of the student and parent to keep track of missing assignments.

Grading Policy

6th – 8th Grade Late Work Policy

If a student does not have their assignment with them in class at the start of class or turned in by the designated time in Google Classroom the assignment will be considered late. Each day an assignment is late, it is 10% off the final grade. If an assignment is not turned in on the fourth day, it will be given a maximum of 50%. The student is required to complete the missing work even if it is late. After attempts have been made by the teacher to obtain the missing work and it is still not turned in within 1 week, the teacher will give the student a 0% with no opportunity to complete the work at a later date. It is the students and parent's responsibility to check students' missing work on Google Classroom and grades on SchoolSpeak at least once a week.

Make Up Work Time Frame

Days Absent

1 - 2 days 2 days to complete work or to take any missing test.

3 – 4 days 3 days to complete work or to take any missing test.

5 – 6 days 4 days to complete work or to take any missing test.

7 – + 5 days to complete work or to take any missing test.

Working over the weekend is strongly encouraged to complete missing work.

Topic-4-04-2

Absences with Acceptable Excuse

Absences with Acceptable Excuse

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Medical Appointments

[Early dismissal](#) or late arrival for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make

make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours. **Parents must provide official documentation from the doctor or dentist.**

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher will discuss with the parents/guardians the possible effects of such an absence.

Topic-4-04-3

Extended Absences

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 10 or more days), official grades may be withheld. Excessive absences may result in the loss of academic credit.

Extended vacations compromise student learning and achievement and should be avoided. It is impossible for a student to make up the instruction that is missed. **Teachers are not required to provide assignments, projects, and exams in advance. They will be completed, within a designated timetable, upon the student's return to school.**

In the case of a student with significant health issues and difficulties, it may be necessary to recognize that the school is not equipped to meet the needs of every student and, therefore, a recommended transfer may be necessary.

Topic-4-04-4

Leaving School Early

Leaving School Early

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; **the student must be signed out in SchoolSpeak and in the office.** The student's reason for leaving school early must be recorded in writing in SchoolSpeak. The absence will be considered unexcused unless it meets the excused absence requirements.

Topic-4-04-5

Tardiness

Late Arrival and Early Checkout

Late Arrival and Early Checkout

3 tardies and/or early outs = 1 days absence

If a student is late or checked out early on each of four (4) days or more in one (1) school year, the student is considered to be truant.

Make sure students are on campus before 8 a.m. to avoid being late and do not leave the school before their regular dismissal time.

Topic-4-04-6

Truancy

Truancy

[California Education Code 48260](#). This law **defines a truant** as a child who, without a valid excuse, is: absent for 3 full days in a single school year,

tardy 3 times in a year,

Topic-4-05-1

Parent Teacher Conferences

Parent Teacher Conferences

Parents/guardians, teachers, and/or administrators may request a conference through email, a note, or phone call. Office personnel assist in scheduling. Teachers are not to be directly contacted at home.

Formal conferences are scheduled for all families once a year and as needed.

Topic-4-05-2

Parent Messages and Phone Calls

The office voicemail and e-mail are checked in the morning, at lunch, and at the end of the school day. Calls and e-mails are responded to within 24 hours. For any matter requiring quicker response and for emergencies, please call the office. Teacher response times may be longer due to their schedule of instruction and supervision.

So as not to interrupt class time, students will only be called out of a classroom for emergencies. The office staff has been instructed not to interrupt class in order to deliver messages to individual students. If an alternate person needs to pick up your child from school, please make sure to communicate this to your child before school.

Topic-4-05-3

Parent to School Communication

Communication must be guided by the [Christian Code of Communication](#).

Section-4-08

Arrival/Dismissal Procedures

Supervision on the patio begins at 7:30 a.m. Students may arrive at 7:30 a.m., but not earlier, and must go directly to the patio where there is supervision. Under no circumstances may a student leave school without being checked out once they have arrived on campus.

Enter the Church parking lot on Clark Ave. Come through the church parking lot and around to the front of the school. Please drive as far forward toward Harp Rd. Children are to exit the car at the end of the driveway at Harp Rd. Have them ready, with backpacks and all items needed packed the night before. You may turn **left** to the light or **right** to Ken Ave. **Do not turn from Clark onto Harp and drop the students off.**

Parents are to pick up their children at the end of the school day from the classroom (Rain or Shine).

- Parents park in the church parking lot, walk up and pick up their children from 12:30 – 12:45 pm (Wednesday) and 3 - 3:15 pm (M, T, TH, F)

- Do not park on Harp Road for safety reasons (no crossing guard) and out of respect for our neighbors.
- Do not wait on the school patio or in the office. If you arrive before 12:30/3:00 pm, you are asked to wait outside the school patio gate on the black top outside the Scrip office/Library until the bell rings at 12:30/3 pm.
- Your children will **only be released** to those people who are listed on your **emergency card**. Please let those people on your emergency card know they may be asked for identification if the teacher is not familiar with the person. If you need to add a person to your emergency card, please contact the school office at 937-5571.
- Students attending extended care will be dismissed from their classroom to a designated area on the school patio. They will then be walked down to extended care to get checked in.
- All students not picked up by 12:45/3:15 pm will be taken to Extended Care.
- Please drive safely in the parking lot. As per state law, no cell phone use allowed!
- If there is a large funeral, we will open the basketball courts for parking.

Bicycle riders and walkers crossing Clark Ave. must exit the campus north on Harp Road. Students who travel by bike must ride with traffic, close to curbing, and in single file. Bikes should be walked across street intersections. Bikes must be walked on and off school grounds. Bicycles should be equipped with locks. The school is not responsible for stolen bikes. Students, according to California State law, must wear helmets while riding bikes. Students who ride their bicycles in an unsafe manner will lose the privilege. The school will not let anyone leave campus without wearing a helmet. Students are supervised by school staff members for 15 minutes after dismissal and then if not picked up, taken to Extended Care.

**A student who has been given permission to walk if the parent does not come, must have a note on file with the teacher.

Students who regularly walk or ride bikes need to a note for the year. The students will give the note to the teacher.

Topic-4-11-04

School Procedures for Immunization and Screenings

St. Louis de Montfort School follows the inoculation requirements of the CA Department of Health detailed here:

[CA Immunization Requirements for TK-12th grade](#) (chart of immunizations)

Section-4-14

International Students

Click below for current guidelines regarding enrolling international students in a Catholic school within the Archdiocese of Los Angeles.

[International Students](#)

Chapter-5

ACADEMICS

TK and Kindergarten are full-day classes with an emphasis on religion, reading and math readiness, and science, art, music, and physical education experiences. Grades 1-8 use the standards of the State of California as approved by the Archdiocese of Los Angeles including instruction in: religion, social science, English literature and grammar, spelling and vocabulary, handwriting, mathematics, science, health, family life, safety, art, music, and physical education with religion, reading, math, English, science, and social sciences as "core" subjects. Religion, oral and written communication skills, critical thinking and study skills are all integrated into each of the academic disciplines.

Section-5-01

Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Students in grades 1-8 are eligible for honors at the end of each trimester. First Honors is given to all students who earn all "A's" or "O's" in the core subjects. Second Honors is given to all students who earn all "A's" and "B's" / "O's" and "G's" in the core subjects. A "Principal's Award" is given each trimester to those students with no homework slips.

CJSF (California Junior Scholarship Federation) Grades 7 and 8 - Our school participates in the CJSF program. The organization holds high standards of scholarship, service and citizenship on the part of the students in junior high schools in California. Students are responsible for applying for membership. Membership is neither automatic nor compulsory, efforts, good conduct, and service are requirements for membership. Scholarship eligibility shall be determined as follows: grades earned the previous trimester must be equivalent of "C" or better. Students earning a grade of "D" or "F" lose eligibility for membership. Courses in which a student is enrolled for the equivalent of one class period per day or per block schedule shall grant 3 points for an "A" and 1 point for a "B." The points earned must be twice the number of subjects in which the student is enrolled. Students in grades 7 and 8 take seven core subjects: Religion, Math, English Literature, Grammar, Social Studies and Science. Therefore, a CJSF member must earn 14 points per trimester. Students who have made CJSF for at least 2 trimesters in grade 7 and all three trimesters in grade 8 earn gold seals on their diplomas.

Topic-5-01-3

Homework

Homework is a tool used to reinforce learning by encouraging further research by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide children a homework space free from distraction and that is conducive to good study habits. If a problem arises with completing homework, teachers must be informed. Any make-up work due to tardiness or absence or incomplete homework must be completed per teacher instructions. Repeatedly not completing assignments may result in an Incomplete Grade. Teachers notify parents when there are missing assignments. Students may turn work in the following day for a lower grade. A sick child can make up work over the weekend for full credit. If there is an issue with completing homework in the allotted time, they will write a note of explanation and have parents sign it. If a student repeatedly cannot complete assignments in the allotted time, parents should discuss with the teacher. The school provides each student with a planner where students are required to write daily assignments. Parents are strongly encouraged to check daily homework. Distractions should be eliminated during homework time with weeknight activities detrimental to schoolwork being discouraged. Grades K-8 should have some homework each night. Each student should be reading 20 minutes per day whether school is in session or not. Homework assignments are available on the school website on individual class pages.

Archdiocesan Homework regulations are as follows:

1. Grades 1-2 not to exceed one half hour.
2. Grades 3-6 not to exceed one hour.
3. Grades 7-8 not to exceed two hours.

The following guidelines apply:

- Assignment of written homework is limited to days on which the school is in session, unless make-up work or long-range assignments are required.
- Homework shall not be assigned as punishment.
- The principal and teacher will consult to determine homework requirements for students with modified curriculums. Responsibility for knowing and completing class and homework assignments on time is an essential building block of good study skills. Parents can help develop this trait in their children by holding them accountable for writing down their assignments, bringing home the proper book(s), and counseling them should they receive a Homework Notice for work that is late or missing.

Middle School late work Policy:

If a student does not have their assignment with them in class at the start of class or turned in by the designated time in google classroom, the assignment will be considered late. Each day an assignment is late, it 10% off. If an assignment is not turned in on the third day it will be given a 65%. If a student is absent. the missing work policy

assignment is not turned in on the due date, it will be given a zero. In a student's absence, the missing work policy applies.

Topic-5-01-4

Graduation Requirements

8th grade students having satisfactorily completed the requirements for graduation will be awarded a diploma upon graduating. Students must receive a "D" average or better in all academic subjects in order to receive a diploma. The principal reserves the right to refuse award of diplomas for poor academic achievement or poor conduct.

Topic-5-02-1

Assessments

Grades 1-8 take the STAR test in the Fall and indicates the level of work each student can perform. Teachers and the principal analyze and review these scores. Grades 5-8 take the Assessment of Catholic Religious Education (ACRE) in January. Other assessments are done daily to measure student progress. It is important students are not absent during standardized testing. Teachers use class participation, class work, homework, and oral and written tests to evaluate student progress.

Topic-5-02-2

Grading Scale

GRADING SCALE

The following percentages and letter grades have been set by the Archdiocese to be used for grading:

A 93 – 100%

Topic-5-02-3

Elementary School Grade Reporting

To effectively partner with parents/guardians and meet local reporting needs, the archdiocesan report card is the official vehicle to report student academic progress as well as work habits and behavior to parents/guardians.

The purpose of report cards is to effectively communicate student progress in achieving learning goals. The marks for content area subjects reflect student mastery of grade-level standards. Work habits, including homework completion and behavior, are recorded separately in their respective sections.

Guidelines

Report cards include a legend that clearly explains the criteria applied for each grade. Report cards may not include information that identifies students as having a disability.

Grading is individually done by each teacher, using the archdiocesan scales. Information is given out at "Back-to-School Night." Grades do not indicate the *ability* of the individual, but an average of actual *performance* and *effort* of an individual.

1. A student will receive an "A" for doing superior work, which means the synthesis of ideas and original ideas about the topic.
2. A student will receive a "C" for doing average work, which is reproducing exactly what is taught in class.

Topic-5-02-5

Make-Up Work/Absences

NEED TO REVISE THIS

If you know in advance that your child will miss school, contact your child's teacher at least 48 hours in advance. Your teacher determines if work that can be sent home ahead of time, if your student will be given time to make up their work upon their return, or if another arrangement is best.

All school assignments are posted on SchoolSpeak. It is advised that students or parents monitor SchoolSpeak for assignments, grades, and missed assignments.

assignments, grades, and missed assignments.

If your child is missing school due to illness, they do have access to assignments on SchoolSpeak. Your child's teacher will determine what work needs to be made-up upon their return to class.

Topic-5-02-6

Course Deficiency/Failure

Academic Probation, Retention, and Transfer

Promotion of students to the next grade or retention in their present grade is based on consideration of the overall will make final decisions regarding grade placement. "Promotion" indicates a student has satisfactorily completed c Students with grades lower than C- in academic subjects or NI in conduct or effort are placed on "Academic Probation" and asked to enroll in another school the following school year.

If a student receives 2 "Fs" in 2 core subjects, the student will not be promoted to the next grade without a parent conference. The student will not be promoted to the next grade without a parent conference. There will be times that teachers and aides may offer extra help to a small group of students or individuals.

St. Louis de Montfort School may not promote or issue a diploma to any student who fails to meet the academic requirements.

Section-5-03

Standardized Testing

Grades 1-8 take the STAR test in the Fall and indicates the level of work each student can perform. Teachers and the principal analyze and review these scores. Grades 5-8 take the Assessment of Catholic Religious Education (ACRE) in January. Other assessments are done daily to measure student progress. It is important students are not absent during standardized testing. Teachers use class participation, class work, homework, and oral and written tests to evaluate student progress.

Section-5-04

Recess and Lunch/Nutrition

Playground Supervision

During recess and lunch playgrounds are supervised by a paid yard supervisor, parent volunteers, aides, teachers, and/or the principal.

Snacks and Lunch:

- Students have time daily to eat morning snack – time is unique to each class and scheduled by the teacher. Students must bring their own snacks. Please provide your student with a **healthy** snack that is enough to satisfy their hunger until lunch time.
- Hot Lunch is available by pre-order 4 times per week. Daily orders are available for viewing on SchoolSpeak. If you do not pre-book hot lunch for your child, please send in ample food for them to eat at lunch time.
- Students may not leave the school grounds during school hours without written permission and someone authorized picking them up. If a student is to leave campus for lunch, they must have a note stating this from their parent/guardian.
- Only parents and family members may deliver food for students. No delivery services are accepted at school.

If a parent brings lunch for their child, they should bring lunch for their child only. Do not bring lunch for other students. There is a cart for lunches for all grade levels to be left outside of the 1st Grade Classroom. Please bring any lunches/snacks in time so that your student does not miss their "snack time". Do not deliver lunches directly to student classrooms.

Section-5-06

Honors and Awards

Students in grades 1-8 are eligible for honors at the end of each trimester. First Honors is given to all students who earn all "A's" or "O's" in the core subjects. Second Honors is given to all students who earn all "A's" and "B's" / "O's" and "G's" in the core subjects. A "Principal's Award" is given each trimester to those students with no homework slips.

CJSF (California Junior Scholarship Federation) Grades 7 and 8 - Our school participates in the CJSF program. The organization holds high standards of scholarship, service and citizenship on the part of the students in junior high schools in California. Students are responsible for applying for membership. Membership is neither automatic nor compulsory, efforts, good conduct, and service are requirements for membership. Scholarship eligibility shall be determined as follows: grades earned the previous trimester must be equivalent of "C" or better. Students earning a grade of "D" or "F" lose eligibility for membership. Courses in which a student is enrolled for the equivalent of one class period per day or per block schedule shall grant 3 points for an "A" and 1 point for a "B." The points earned must be twice the number of subjects in which the student is enrolled. Students in grades 7 and 8 take seven core subjects: Religion, Math, English Literature, Grammar, Social Studies and Science. Therefore, a CJSF member must earn 14 points per trimester. Students who have made CJSF for at least 2 trimesters in grade 7 and all three trimesters in grade 8 earn gold seals on their diplomas.

Section-5-08

Academic Probation, Retention/Transfer

Promotion of students to the next grade or retention in their present grade is based on consideration of the overall welfare of the student including academic, emotional, and social factors. The principal in consultation with the parents and faculty will make final decisions regarding grade placement. "Promotion" indicates a student has satisfactorily completed grade level requirements for advancement.

Students with grades lower than C- in academic subjects or NI in conduct or effort are placed on "Academic Probation" and are given one trimester to show improvement and must maintain a higher grade for the remainder

of the year or may be asked to enroll in another school the following school year.

If a student receives 2 "Fs" in 2 core subjects, the student will not be promoted to the next grade without a parent conference. The teachers and school administration will then determine if there is outstanding course work to be completed prior to being promoted. There will be times that teachers and aides may offer extra help to a small group of students or individuals. The easiest way to improve student grades is by the student paying attention in class and completing all assignments.

Progress reports will be sent home midway into the quarter. If a student is earning below a "C" average in a core subject, he or she will enter a probationary period for two weeks. If there is sufficient evidence (e.g. tutoring, extra credit, improved grades) that the student is trying to improve grades, he or she will be allowed to remain on the team. If a student does not show evidence of trying to improve grades, the principal will inform the student and parents of his or her removal from the team. Teachers continually monitor academic and social behavior to be certain the students maintain the requirements.

Section-5-11

Summer School

SLdM School sponsors "Camp Royals" when there is interest. The principal is responsible for administration of Camp Royals. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger.
- The summer program staff shall participate in an orientation that includes:
 - o The mission of the Catholic school
 - o Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
 - o Field trip policies
 - o Safety and health procedures, i.e., first aid and CPR
 - o Supervision of students

Emergency/Disaster plans

Section-6-01

Before & After School Policies and Programs

Supervision on the patio begins at 7:30 a.m. Students may arrive at 7:30 a.m., but not earlier, and must go directly to the patio where there is supervision. Under no circumstances may a student leave school without being checked out once they have arrived on campus.

Extended Care is held in Rm. 3 (John and Cathy Mahan Room) of the Community Center, the lunch area, and the playground. Our grounds are safe, our supervisors are well-qualified, and the discipline standards of St. Louis de Montfort School and Los Angeles Department of Catholic Schools.

Admission

Those enrolled in St. Louis de Montfort School are eligible for registration in the Extended Care Program.

Activities

Lunch (Wednesdays and early dismissal days only)

Outdoor recreation, independent and directed

Homework period

Indoor games, directed and independent

Arts and Crafts

Possibility of tutoring available

Fees

Registration: \$20.00 per family (nonrefundable) - This covers program documentation and part of the snack provided.

Hourly: \$4.00 per hour for 1 or 2 children, \$3.50 per hour for three or more children.

Fees billed by the ¼ hour (any minutes after a ¼ hour are rounded up to the next ¼ hour).

Extended Care fees are billed to your TADS account. There is a \$20.00 service charge for any check returned by the bank.

Section-6-02

School Field Trips and Excursions

- Require prior permission of the principal.
- Require preparation, follow-up, and specific educational goals for students.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on a safe environment must be followed, including background checks for vendors providing the trips, as applicable
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities and class work missed by students.

- State law requires a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.
- If the teacher has asked you to accompany the class as a chaperone you need to be there as a supervisor. Non-school age children are not allowed on field trips where a parent is serving in a supervisor capacity.
- Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements in class on a regular basis.
- Field trip drivers are not allowed to stop at any other destinations going to or coming from the actual field trip destinations. (e.g. to get students sodas on a hot day)
- Only G-Rated movies may be viewed on car DVD Players or on electronic devices.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

[Parent/Guardian Release for Student or Minor \(Noncommercial\)](#)

Section-6-10

Student Identification Cards

Student ID cards are provided by Cornerstone Photography following fall picture day.

Section-6-12

Athletics

7th and 8th graders participate in league Volleyball and Basketball. Grades 3-8 may participate in the Track program.

The following requirements must be met in order to participate in the sports program:

1. Academic: Students must maintain at least a "C" average and no "F"s in each core subject area.
2. Social: Behavior must meet St. Louis de Montfort standards. A behavior or academic referral can result in suspension from the current sport.

Progress reports will be sent home midway into the quarter. If a student is earning below a "C" average in a core subject, he or she will enter a probationary period for two weeks. If there is sufficient evidence (e.g. tutoring, extra credit, improved grades) that the student is trying to improve grades, he or she will be allowed to remain on the team. If a student does not show evidence of trying to improve grades, the principal will inform the student and parents of his or her removal from the team. Teachers continually monitor academic and social behavior to be certain the students maintain the requirements. Practices are held after school. Game and practice schedules are sent home each season. Team players must be picked up at the end of practice and immediately after the end of each game. If students are left after practice, the coach send them to Extended Care. It is unfair for parents to expect coaches to be responsible for watching students until parents arrive. Teams are under direct supervision of the coaches. Boys and girls from other grades or siblings are not allowed at practices or games unless accompanied by an adult because of the need for supervision. The school or coaches are not liable for students after school that are not in the sports program.

School insurance covers participation in school sponsored athletic events and practices. Parent permission forms and payment must be on file in the office before any student can participate in the sports program. If there is a cheerleading squad, it is for students in grades six, seven and eight. Cheerleaders are expected to purchase their

own uniforms and adhere to the sports eligibility requirements.

Sport Games and Tournaments

Parents and athletes are expected to model a respectful and supportive attitude toward coaches and referees. Any demeaning comments made to a coach or referee results in a parent or athlete being dismissed from the game.

Students attending games must have a parent or guardian present and responsible for them.

Section-7-1

Tuition and General Fees

[2023-2024 Tuition Schedule](#) (link)

Section-7-2

Tuition Collection

SLdM partners with TADS Tuition for the processing and collection of our families' tuition and fees.

[TADS](#)

[Parent Portal](#)

Through TADS, St. Louis de Montfort offers the following payment methods.

1. Automatic payment from a bank account
2. Automatic payment via a credit card
3. Payment dates: 10 , 15 , 20 , 25

If payment is not received by chosen payment date, a late fee of \$5 as well as a TADS follow-up fee of \$35 are assessed. A \$35 fee applies for failed autodebit and failed checks.

Any family two tuition payments behind will be given thirty days notice to pay the tuition which is due or to find an alternative placement for their child or children. Arrangements can be made with the principal and/or pastor if a hardship exists.

Parents unable to pay full tuition and fees will be asked to make partial payment and give some form of additional service to the school. Students may be dismissed from school because of parent inability to pay if the parents do not follow the terms of the hardship agreement they sign with the pastor and principal.

Steps to be followed for parents who are unable to pay the published tuition:

1. Parents make an appointment with the principal to discuss the hardship.
2. The principal drafts an agreement for the parents which clearly indicates the amount of tuition that will be paid on a specific day each month and the additional service that will be rendered. Both principal and parents sign the agreement.
3. The agreement is reviewed at the end of each trimester. If the amount of the tuition indicated on the agreement has not been received by the school according to the terms of the agreement, parent will be asked to withdraw their child from the school permanently at this time.

Terms of the agreement terminate at the end of a school year. Parent must follow the same procedure at the time of registration for an additional school year.

or registration for an additional school year.

Section-7-3

Tuition Assistance

[Tuition Assistance Information Sheet](#)

Section-7-4

Parent Service and Fundraising Requirements

All St. Louis de Montfort families are required to participate in the following:

- 1.
2. **Fall Fundraiser – An information packet is sent at the beginning of the school year. You are required to sell \$175 in product. You can opt out of this fundraiser by paying \$100.**
3. **Service Hours- 10 hours of service to the school each year. A penalty of \$50 will be charged for each hour not completed.**

We ask parents who are available during the school day to help with the on-campus program, leaving the at-home and fundraising jobs for the working parents. All jobs are of importance to the school. Every effort will be made at the beginning of school to help parents choose a job that best fits their schedules and interests, and one that will be of the most benefit to the school.

Topic-8-1-01

Discipline and Procedures

1. Cellular phones can be brought to school but are to be turned off and kept in the student's backpack and may not be used on campus. The office phone is to be used if students need to contact parents or vice versa. Violation of this rule will result in the phone being confiscated and parents will have to come to school and pick it up. Parents, please don't text or call your student on their cell home unless you are sure their device is turned off.
2. The school phones are only to be used in an emergency. Students calling for forgotten homework assignments or after school social arrangements can only be made with the teacher's permission. These types of phone calls do not constitute an emergency. The natural consequences of the above are a part of the students' learning process.
3. iPods, games, toys or "fad" items (including but not limited to cell phones, laser pointers, hand-held computers), are not to be brought to school or they will be confiscated and retained until parent's pickup said items.
4. Chewing gum and sunflower seeds in the pod are not allowed on the school premises at any time.

- 4. Smoking, gambling and gambling devices in the pool are not allowed on the school premises at any time.
- 5. Food and drinks are to be consumed only in designated areas.
- 6. Eating, loitering or playing in the restrooms is never permitted.
- 7. Lost or damaged books must be paid for by the student.
- 8. Classes should not be interrupted for personal deliveries of such things as lunches, books, glasses, etc. Parents should bring such items to the school office where they will be delivered to the student as soon as possible with minimal class disturbance.
- 9. Proper behavior is expected in Church. Talking and disturbances in church will not be tolerated. Participation in our religion classes, school liturgies and services by non-Catholic students, as well as by Catholic students is expected.
- 10. For safety's sake, students may not enter a classroom, Parish hall, or Community Center without adult supervision.
- 11. Since the school owns the desks and lockers, we reserve the right to check the contents and cleanliness of the school property.
- 12. Under reasonable cause and with consultation of the administration, locker, desks, backpacks, gym bags, purses and pockets may be searched and emptied. Teachers and parents are asked to check all students' notebooks to ensure they are being used for schoolwork and to help students organize their work.
- 13. Party invitations may not be handed out in the classroom or on school grounds unless:
 - o they are given to all girls in a class.
 - o they are given to all boys in a class.
 - o Parents have a right to invite whomever they want to a party but use the postal system since hurt feelings could result.

-
- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
-

The basic rules for discipline are: (1) *The Ten Commandments*, (2) *The Two Great Commandments*, and (3) *The Beatitudes*. All discipline procedures in the Archdiocesan Handbook are followed regarding suspension and expulsion. Parents will be called at home or at work whenever the Principal deems this appropriate or necessary. Among the offenses which warrant an immediate phone call are the following:

-
- Continued use of improper language.
- Repeated failure to return progress notes, report slips, notices from the office, etc.
- Continued violation of the uniform code.

Final decisions are made at the discretion of the principal or vice-principal. If in the judgment of the principal or vice-principal a severe or seemingly deliberate offence has occurred, warning and detention may not apply, and the student faces immediate suspension or expulsion.

INFRACTION	1st Offense	2nd Offense	3rd Offense
Failure to follow verbal directions or posted instructions (including those found in the student/parent handbooks)	Conduct Referral	Call parents Conduct Referral/Possible Detention	Call parents Detention/Possible suspension
To include rough play, profanity, inappropriate bathroom activity, wasting/throwing food, negative or mean behavior, inappropriate gestures, and failure to obey supervisor	Conduct Referral	Call parents Conduct Referral Detention	Call parents Detention Possible suspension
Acts of Violence and Dishonesty: Including harassment, threats, bullying, cheating and plagiarism	Detention or Suspension	Suspension or Expulsion	Probable expulsion

