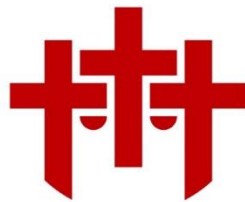


St. Louis de Montfort Catholic School

Middle School

Handbook

2021-2022



SAINT LOUIS de MONTFORT
Catholic School



The Middle School Handbook is in addition to, not in place of,
the SLDM Family Handbook.

Items in red are new to this year's Middle School Handbook.

Revised June 2021

St. Louis de Montfort Catholic School MIDDLE SCHOOL HANDBOOK

[Please read and return Parent Signature Form.](#)

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ACADEMIC HONESTY

Academic honesty is an integral part of a Catholic education. SLDM prohibits cheating, plagiarism, copying, or forgery in any form. Students will be instructed and informed throughout the year about *academic dishonesty* and given strategies to avoid it. Copying work from a classmate or using former students' materials to complete assignments or tests are forms of cheating. Students need to be aware that using an older sibling's or previous student's work, either word for word or as a guideline, is considered academic dishonesty and is not allowed. It is especially tempting to look for answers or writing from internet sources. Students must remember that turning in any work that is not completely and originally their own is considered cheating. Students must not allow other students to cheat from them or copy their work. Any academic dishonesty, such as cheating, copying, plagiarism, or allowing another student to copy, may result in detention and/or a zero on the assignment or test.

ACADEMIC TESTING

The same policies apply for academic testing as stated in the Family Handbook. ILEARN takes place at the end of the school year. NWEA testing is also administered to middle school students. 6th to 8th graders take the Mathematics, Reading, Language and Science subject area tests. The assessment data is used to inform teachers of current student levels, growth, strengths, and weaknesses and to help aide teachers when meeting students' needs. Please refer to the school calendar for testing dates and do not make appointments or vacation plans during the testing window. It is important for all students to get a good night's sleep and eat breakfast on testing days.

ATTENDANCE

The same policies apply for attendance and make up work as stated in the SLDM Family Handbook. Refer to Family Handbook for more details.

Middle School Attendance and Makeup Work Goals

1. To promote health in and outside of school
2. To learn and continue strong self-advocacy by students' direct communication with teachers
3. To practice good time management skills

Middle School Student Responsibilities

1. If a student is absent due to sickness, he/she should stay home, get rest and return to health.
2. If a student feels healthy enough, he/she should check their Google Classroom accounts to see if homework is posted and to check the test calendar. By checking these online resources, they can complete what homework they are able with the materials they have at home.
3. Students cannot request homework from teachers ahead of a known absence. They can, however, use Google Classroom or anticipate what they expect will be assigned while they are gone.

4. When student returns to school, he/she must talk to each teacher to record missed assignments or ask questions about missed instruction.
5. When recording assignments, they should write down the assignment they missed AND the materials they need to take home to complete missed homework.

Tardiness

Tardy to school: A student is recorded as tardy to school if he or she is not in class by 7:50AM. Parents must sign in the tardy student at the school office. Middle School students will be marked tardy to school if they are at their lockers/in hallway instead of in the classroom at 7:50.

Tardy to class: Middle School students may be marked tardy if they are late to any class during the day. Class tardies are recorded on the Accountability Sheet. Chronic tardiness can result in the need for corrective measures.

ASSIGNMENT NOTEBOOKS

Each student is provided with an assignment notebook at the beginning of the school year. It is required that students bring their assignment notebooks with them to each class and that they record their assignments. It is not required for middle school student to have them signed, unless there is an intervention put in place by parents and teachers to help a child who is struggling to hand assignments in on time.

BACK PACKS

Middle school students carry their back packs to classes to keep necessary materials and so that items do not get lost in transit. Students must turn off cell phones and Apple watches or other smart watches and keep them in their back packs. Back packs are not allowed in the bathrooms, and are placed in the hallway against the wall when a student uses the rest room. Students are not to go into other students' back packs or belongings. Back packs can be searched by school personnel or whenever deemed necessary.

BAND and CHOIR

Middle School band and choir meet weekly. A practice and performance schedule is provided by the director. Performances that occur outside of the school day are required, and parents must communicate with the director if there is an unavoidable conflict. If you have questions about joining band or choir, please contact the director.

BULLYING AND HARASSMENT

Definition (IC 20-33-8-0.2)

Bullying means the overt, repeated acts or gestures, including (1) verbal or written communication transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm the student.

The complete bullying policy is the Family Handbook.

Discipline for Bullying

The consequences for bullying may include, but are not limited to the following: meetings with the students, reduction in Conduct grade (conduct marks), parent-teacher conferences, apology (verbal and/or written), detentions, in-school suspensions, out-of-school suspensions, community service, manual labor, meeting with the pastor, meeting with the social worker, behavior contract, and expulsion. The administration determines the consequence for bullying behavior.

Students' Conduct Responsibilities

1. Strive to model the actions of Jesus.
2. Attend and participate in Mass each weekend and Friday.
3. Always conduct oneself as a representative of St. Louis de Montfort School.
4. Follow the school expectations as given by adults or in the Family Handbook.
5. Demonstrate honesty, respect, fairness, and courtesy in all actions and interactions.
6. Be accountable for all personal actions.
7. Treat school and church property respectfully.
8. Be prepared and participate in class.
9. Strive for personal best.
10. Promptly report incidences of bullying to a teacher, staff member or administrator.

CONDUCT

Students receive a Conduct grade. Every student begins each quarter with 100% in Conduct. The grade is lowered each time a student receives a conduct mark. Conduct grades are not included in the GPA. However, if a student's Conduct grade is below a 90%, the student will not be on any honor roll regardless of student's GPA.

Accountability Sheets

For these young, emerging leaders, the Accountability Plan is based on respect and leadership. Inappropriate behavior is marked, using the teachable moment as an opportunity for personal growth.

The students will receive a new accountability sheet at the beginning of each quarter. Please contact your child's teacher for specific questions regarding the Accountability Plan. A sample of the Accountability sheet is an addendum to this document. Accountability sheets are kept in the blue middle school data folders.

Parents must sign the Accountability Sheet at the end of each week. It is checked for signatures every Monday by the homeroom teacher.

Consequences

Certain infractions may result in immediate detention (regardless of accumulation of prior discipline marks) or other disciplinary action (up to and including suspension, and/or expulsion), dependent on the staff/administrator's discretion.

Discipline mark: 2 points

Detention*: 6 points

In-School Suspension*: 12 points

Students may receive a Detention if there are three conduct marks in one week.

*These consequences may be assigned for an accumulation of discipline marks or as an instantaneous response to a specific incident.

CURRICULUM

All students are expected to participate in all the education programs that are a part of the school curriculum. Below is a list of the middle school faculty who will be involved in implementing the curriculum and what they are responsible for.

Mr. Stewart	Principal
Mrs. Bentivoglio	Assistant Principal
Mrs. O'Connor	Academic Support teacher
Mrs. Berger	6A homeroom teacher, English: grammar and writing Student Council coordinator
Mrs. Madden	6B homeroom teacher, Religion Service Hours, school masses, Living Stations of the Cross
Mrs. Board	7A homeroom teacher, Literature: reading and writing Yearbook coordinator
Miss Clark	7B homeroom, Social Studies International Fair, Geography Bee
Mrs. Hauschild	8A homeroom, Mathematics 6 th gr Math Bowl, Washington DC, Living Stations of the Cross, May Crowning, Graduation
Mr. Oneacre	8B homeroom, Science Science Fair, Washington DC, Living Stations of the Cross, May Crowning, Graduation
Mrs. Cosenza	Spanish
Mrs. Wijesekera	Music Band, Choir
Mr. Deason	Physical Education Student Council co-coordinator
Miss Schurr	Technology
Mrs. Brenner	Art

DATA FOLDERS

Students have a blue folder which represents each student's overall academic and behavioral goals and achievements. The data folder includes sheets outlining the SLDM mission, Middle School expectations, and Middle School accountability sheet. Please carefully review these sheets. Students must bring their data folders with them to all classes. Infractions will be recorded and converted into a conduct grade.

DISPLAYS OF AFFECTION

Displays of amorous affection between boys and girls are prohibited at school and may result in behavior marks and discussion with parents.

DRESS CODE

The complete dress code information, including out of uniform days, can be found in the Family Handbook.

The principal and assistant principal may determine appropriate dress, accessories, hair, etc.

When eighth graders grow out of their SLDM uniform, they may wear uniform pants and shorts from Guerin Catholic High School or Cathedral High School if they follow SLDM length and fit requirements.

Mass Days

Middle school girls may wear uniform pants, uniform shorts, or skirts. Boys may wear uniform pants or uniform shorts. 8th grade students wear gray uniform shirts. Servers are required to follow the shoe guidelines per the priests.

General Guidelines:

1. All clothing should be neat, clean, and well-maintained.
2. Shirts must be tucked in around the entire waist with the waistband of the pants or skirt visible.
3. Long-sleeved shirts worn under short-sleeved polos must be white.
4. Students must wear pants or shorts that are the proper size and wear them at the waist. Girls may not roll skirts or gym shorts.
5. Hooded sweatshirts or non-uniform sweatshirts may not be worn during school hours. The only exception is SLDM hoodies on the special days.
6. Body piercings and tattoos are not allowed.

ELECTRONIC DEVICES

During the school day, use of personal electronic devices is prohibited. If you feel your student needs a cell phone at school, it must be in his/her backpack and turned off during school hours. Electronic devices may not be in uniform pockets. The power must be turned off. There are no exceptions. The office phone may be used in case of emergency. No electronic devices (cell phones, hand-held video games, Apple watches, smart watches I-Pods) are permitted outside of the backpack at any time during the school day, or seen or heard (alarm, ring tone, etc.). Violation of these rules will result in confiscation of the electronic device. A parent or guardian must pick up the confiscated device from the school office. Students' cell phones may be searched by administration if there is a concern for student safety or well-being.

EXTRA CREDIT

Teachers may give extra credit at their discretion. Extra credit is neither expected nor required. Students are strongly encouraged to not put themselves in a position where extra credit is needed.

FAMILY HANDBOOK

This Middle School Handbook is supplemental to, not in place of, the SLDM Family Handbook. Therefore, there are policies and procedures not included in this Middle School Handbook that are included in the Family Handbook. Some examples include dress code, technology, Honor Roll, etc. Students and families agree to follow all policies and procedures in the SLDM Family Handbook and the SLDM Middle School Handbook.

FAIRS, INTERNATIONAL and SCIENCE

International Fair and Science Fair take place on alternating years. Students in grades 7 and 8 participate in these academic fairs. Students are given preparation time in school to work on their projects, and additional work will be required at home as well. Teachers will give detailed instructions in Science or Social Studies classes.

HALLWAY AND STAIRWAY RULES AND ETIQUETTE

Middle school students travel independently throughout the building. To ensure safety for the students and a quiet learning environment for other students and teachers in the building, there are specific hallway and stairway rules. Students may talk quietly at their lockers or as they switch classes in the 8th grade hall. There must be silence when travelling on the stairs and in front of and around lower grades' classrooms. There is no yelling, shoving, pushing, running, skipping steps, or fighting permitted. Students must keep their hands to themselves and be respectful and helpful to others always. Students may receive permission from the office to use the elevator for temporary periods of time (for medical reasons). They may travel in the elevator with one helper of the same gender.

HOMEWORK

Homework consists of daily assignments which are an extension of the learning process that has taken place at school. It may be assigned for review or enrichment. A typical day's homework would normally not exceed 90-120 minutes of work for students in grades 6-8.

Late Work

If a middle school student has a late assignment, he/she will receive 25% off the grade. Students will earn a zero for work that is over a week late. Teachers will use their discretion for when it is no longer accepted, and student has earned a final assignment grade of zero for not completing or attempting to complete an assignment.

Think Tank

Students who have multiple missing/late assignments, assignments that need to be redone, or have accumulated multiple days' incomplete assignments or tests may be assigned to Think Tank.

Think Tank takes place on Mondays, Tuesdays, Wednesdays and **Thursdays** during lunch and recess in a teacher's classroom. It is monitored by a teacher. Detention is also served in Think Tank.

LOCKERS

Each middle school student is assigned a locker and given the combination. Students are not permitted to share their locker combination with another student. Students keep their books, notebooks, folders, binders, pens, pencils, etc. in their lockers and carry their back packs with them. Lockers should remain locked when not in use. Lockers are property of St. Louis de Montfort and can be searched by school personnel at any time.

LUNCH ROOM

Middle school students enter Craig Willy Hall quietly, get their food and drink (if needed), sit down, and eat lunch using good table manners. Yelling, throwing food, or making a mess is not permitted.

Students will be assigned duties to wipe the tables and sweep the floor. Students are expected to treat adults with gratitude and respect.

MIDTERM GRADES

Parents and students should regularly check students' grades online, especially around the middle of the terms to determine if the students are on track or need extra support at home or at school. If a parent or student is concerned with their grades, they should contact the subject area teacher.

PARENT-TEACHER CONFERENCES

Parent Teacher Conferences are in the fall and spring. In Middle school, conferences are not mandatory. Parents may request to see individual teachers on the Sign Up Genius link that is made available. If teachers have a concern about a specific student, they will send a notice to parents that a conference is requested.

RELIGIOUS EDUCATION AND ACTIVITIES

Confession

The students go to confession during **Advent and Lent**.

Class planning all school mass

Religion classes plan school masses when it is their turn.

Living Stations of the Cross

The Living Stations of the Cross presentation is performed by the eighth-grade students with the help of eighth grade teachers and Religion teacher. Each eighth grader will be assigned a role.

Retreats

Middle school students attend at least one grade level retreat during the school day on campus. The retreats are planned by youth ministers, homeroom teachers, and the Religion teacher.

Service Hours

Service hour record sheets, due dates, and additional information is shared with students at the beginning of each school year.

One of the primary purposes of Catholic school is the education of young people in the ways of faith. This education is a process that begins at our baptism and continues throughout our lives. Parents are encouraged to participate with their children in these service projects as role models of mature Christian adults. Service hours are included in the Religion grade.

Students may complete hours through the following activities:

- Assisting with PTO-sponsored events
- Working a parish events and functions (VBS, IHN, Fall Festival, etc.)
- Assisting Scout leaders with special events
- Assisting teachers after school or at special events (Safety patrol, etc.)
- Students may perform other activities not listed that truly provide service to another promoting the mission of our program.

Although service among family is a natural part of Christian life, qualifying service hours must be provided for people other than **immediate** family members. SERVICE PERFORMED FOR IMMEDIATE

FAMILY WILL BE RETURNED TO THE STUDENT AND WILL NOT BE COUNTED. To experience a variety of activities, students need to choose from at least **two** different areas (Parish/church, community, school) in completing their required hours. All service hour forms must be signed by the event coordinator.

Unless the parent is the event coordinator, parent signatures will not be accepted.

Below you will find the number of hours needed for the year and the point system used. Hours due in October hours may not be completed before the end of the previous school year. Likewise, the hours due for each due date may not have been completed during previous due date. Teachers will give you the exact due dates for this school year.

Grade	Total hours Required	due October	due December	due March	due May
6th	16	4	4	4	4
7th	20	5	5	5	5
8th	24	6	6	6	6

Service Hour Point System:

- 12pts per hour
- Late: 50% off the hours not turned in if late. It is a zero on the fourth day after the due date.
- 2pts off for no signature
- 5pts off for no reflection or loss of points for incomplete/ inadequate reflections
 - Teachers may have students correct the signature and/or reflection. However, those sheets turned in after the due date will lose points.

SCHEDULES

Each student will be given a copy of his/her schedule. Please refer to their schedules when making appointments.

SHADOWING HIGH SCHOOL

St. Louis de Montfort School supports eighth graders in making good high school selections. Two excused absences for shadowing will be granted to eighth grade students. The eighth-grade teachers will share the guidelines with the parents and students in the fall. Shadow dates for SLDM students begin October 1st and **end February 1st.**

STUDENT COUNCIL

Student Council consists of representatives from sixth to eighth grade and includes a President, Vice President, Secretary, and Commissioner of Service Activities. These are elected positions, except Commissioner of Service Activities is appointed. Student Council serves as the democratic representation for all students in our school. It is the duty of Student Council representatives to present the views and ideas of SLDM students at monthly council meetings. As a collective body, the Council serves as role models and leaders for the entire student body.

WASHINGTON D.C. TRIP

Eighth grade students go to Washington DC for 3 days. Preparation for the Washington DC trip begins in seventh grade. The purpose is to gain a deeper understanding about our nation's history and government.

Students are to remember that they represent St. Louis de Montfort School and are expected to be on their best and most respectful behavior. This includes behavior in public and in the hotel, as well as respectful behavior towards staff, chaperones, tour guides, and peers. School rules apply on the trip (bullying, conduct, uniform, phones, etc.). Students may be disciplined for misbehavior and/or breaking school rules while on the trip. Students may be excluded from the trip by school administrators if they are suspended or have other disciplinary issues at any time leading up to departure.

WATER BOTTLES

Water bottles are permitted, and should be labeled with student's name. Water bottles must contain only water. They may not be used near any computer or iPad. Students must follow teachers' directions regarding water bottles because they are a privilege and may be revoked. Water bottles must be clear **and plastic (not glass)**.

Continue to next page to print sign off sheet.

St. Louis de Montfort
Middle School Handbook

Parent Signature Form

Attention parents:

Please take the time to read through the *St. Louis de Montfort Middle School Handbook* with your students. Included you will find updated and important policies, procedures, and helpful information. New information for the current school year is printed in red.

Please sign this form and send it to your child’s homeroom teacher. **If you have more than one student in middle school, please turn in a signed copy for EACH child to his or her homeroom teacher.**

If you have any questions, please contact your child’s homeroom teachers.

Thank you!

The Middle School teachers and SLDM Administration

This signed form indicates that I have read and discussed *St. Louis de Montfort Middle School Handbook* expectations with my son(s) or daughter(s) and we agree to abide by the polices within. **We also understand that this Middle School Handbook is supplemental to the SLDM Family Handbook and does not replace the policies and procedures set in the SLDM Family Handbook.**

Parent’s signature

Date

Student’s signature

Homeroom

Date