

**SAINT LUKE CATHOLIC CHURCH
SCHOOL COMMISSION**

POLICY MANUAL

(Revision Date: November 3, 2015)

The Saint Luke School Commission (hereinafter referenced as the “Commission”) has approved and the Pastor of Saint Luke Catholic Church (hereinafter referenced as the “Pastor”) has ratified the following procedures relating to the administration of Saint Luke Catholic School (hereinafter referenced as the “School”). As per the Commission Bylaws, the Pastor and the Parish Pastoral Council establish the Commission as the policy-making and planning body for the School. The Commission makes recommendations to the Pastor and School administration on key School issues, provides leadership for strategic planning, and develops and approves the annual School budget. Commission policy and decisions shall be binding throughout the School upon ratification by the Pastor.

SERIES 1000: COMMUNICATION

No. 1001 Specific School-Related Issues

Parents or guardians of children who attend the School, or any parishioner of Saint Luke Parish (hereinafter referenced as the “Party”), should use this procedure to express their concerns regarding specific school issues:

1. The Party confers with the appropriate member of the School staff.
2. If a mutually agreeable solution has not been reached, the Party confers with the Principal.
3. The Principal decides how best to deal with the issue.
4. If the Party remains dissatisfied with the resolution of the situation, the Party may contact the President of the Commission in order to schedule a time to meet with the Commission Executive Committee. Other individuals deemed necessary by the Executive Committee will also be present.
5. At this meeting, the Commission Executive Committee hears the concerns of the Party and determines if the specific School-related issue will be added to the agenda and brought to the full School Commission for discussion.
6. If the specific School-related issue is added to the agenda and brought to the full School Commission for discussion, the Party shall be allowed a rebuttal of up to five minutes immediately following the School Commission presentation or a written rebuttal to be submitted within two weeks after said presentation.
7. If the Party remains dissatisfied with the resolution of the situation, the Party may contact the Pastor in order to schedule a time to discuss the issue.

No. 1100 School Visitation

Classrooms may be visited by setting an appointment with the school administration. Parents and other interested parties are strongly encouraged to utilize the annual school visitation days. Parents may request visitation with the teacher of their child at any time.

SERIES 2000: ADMINISTRATION

No. 2100 Parent Teacher Organization

The Saint Luke Parent Teacher Organization (the “PTO”) shall be maintained to develop and support activities for the benefit of the students, the students’ families, and the teachers and staff of the School. The PTO is accountable to the Principal.

No. 2200 Sacramental Preparation

The Principal and the Director of Religious Education shall coordinate the sacramental preparation of Saint Luke School Children.

SERIES 3000: FINANCIAL MATTERS

No. 3101 Tuition

Each family is required to utilize the designated third-party vendor, presently FACTS, for payment of tuition. Setting up a FACTS Payment Plan, in conjunction with the other requirements outlined in the School’s admissions process, reserves classroom placement for a child in school for that respective academic year. Failure to set up a FACTS Payment Plan may affect and jeopardize the child’s placement.

Regular tuition payments are made by electronic payment or credit card through a third party vendor, FACTS, in one of the following three ways:

1. In ten equal payments by the fifteenth day of each month, beginning in July and ending in April of the applicable school year. An administrative charge of \$40 payable to FACTS is added to the tuition to utilize the ten-installment plan.
2. In two equal payments, on or before July 15 and December 15 of the applicable school year. An administrative charge of \$10 payable to FACTS is added to the tuition to utilize the two-installment plan.
3. In one payment by July 15 of the applicable school year. There is no administrative charge from the third-party vendor for this plan.

In each case, payment must be made by either electronic funds transfer or by credit card. There is an additional fee, based on the respective credit card companies, for credit card payments.

If a parent or guardian requests an alternative payment schedule or financial aid, such request must be approved and reflected in a written agreement among the parent or guardian, the Principal, and the Pastor. See Policy No. 3505 Financial Aid.

No. 3102 Delinquent Tuition and Fees

Student academic records, report cards, test scores, or diplomas will not be released for any quarter in which a family is in arrears in satisfying any financial obligation. The records shall not be released until the obligations are settled by payment or an approved written agreement with the Principal. The deficiency must be resolved prior to their child (children) being allowed to continue the next semester.

No. 3103 Withdrawal from the School

1. A family who withdraws their child (children) after April 30 will be responsible for 25% of the tuition;
2. A family who withdraws their child (children) after May 31 will be responsible for 50% of the tuition;
3. A family who withdraws their child (children) after June 30 will be responsible for 100% of the tuition.

Emergency or out of area transfer issues need to be put into writing and will be addressed by the Principal and/or the Pastor.

No. 3201 Definition of Parishioner

A. Parishioner Status

The Saint Luke Pastoral Council policies note that geography does not define a parishioner. Rather, the Pastoral Council defines parish membership as requiring each of the following:

1. Sharing in **Eucharist** with the community of believers
2. Sharing **Time and Talent** with the parish
3. Sharing **Treasure** as a measure of giving a return to the Lord for our blessings

The concept of parishioner status is important. Members of Saint Luke Catholic Church rightfully look to their parish community for any number of services, including, but not limited to the following:

1. Education through our Catholic elementary school (if we are able to meet any special needs required)
2. Continuing education through our Archdiocesan high schools
3. Religious education for those children not part of our elementary school through our Sunday Morning Religious Education program
4. Youth ministry for junior high and high school students
5. Liturgical services such as Baptisms, Weddings, and Funerals
6. Certification as sponsors at sacramental celebrations

B. Participating Parishioners

To be considered participating, parishioners must do each of the following:

1. Be registered in Saint Luke Parish for at least six months or, upon moving into the parish, have a letter from their previous parish indicating that they were a member in good standing.
2. Have a signed annual stewardship intention card for the parish and the archdiocese on file with Saint Luke.
3. Regularly attend the Sunday Eucharist, generally at Saint Luke.
4. Use collection envelopes on a consistent basis or make Sunday offerings through direct debit.
5. Be involved in some of the many ministries of Saint Luke.

When participating parishioner status is being verified, the parish first looks at the following information: registration form, stewardship intention card, and frequency of envelope use (not the total amount given). The parish then looks at the ministries and groups in which the family is involved.

Having a registration form and stewardship intention card on file is a prerequisite for being considered a participating parishioner at Saint Luke. While the financial support of the parish is an important aspect of sharing one's treasure, the use of envelopes is not primarily about money. The envelopes also help provide a record of Mass attendance.

C. Non-Participating Parishioners

Those who do not meet the expectations of participating parishioners listed above are classified "non-participating parishioners." This does not negatively impact the pastoral care that one receives from Saint Luke. Nor does it limit their activity in our parish ministries, including social, educational, and service. However, non-participating parishioners do not qualify for "Parish Rate" for school tuition or for archdiocesan high schools.

No. 3202 Annual Review of Parishioner Status Changes

Each January, the Pastor shall direct an annual review of each school family to confirm whether the continuation of such family's parishioner tuition rate remains warranted.

Any family not meeting the guidelines set forth in Policy No. 3201 shall be notified by the Pastor in writing by the end of February. The family will be given the opportunity to rectify the situation by the end of June. If the family fails to comply, then the family shall be notified in writing by the Pastor of the reasons for the change in parishioner status and will be required to pay the non-parishioner tuition rate beginning in July.

No. 3300 Gifts to the School

All gifts to the School will be referred to the Principal for acceptance or denial as described below. A written record shall be maintained describing each gift offered and whether such gift was accepted or denied. This written record will be maintained by the Principal and will be reviewed annually with the Commission.

- A. The Principal has the authority to determine the disposition of gifts made without a specific purpose and with a dollar amount less than or equal to \$2,500.
- B. Gifts offered with a dollar amount greater than \$2,500, with or without a specific purpose, will be disclosed by the Principal to the Commission at the next meeting. The Principal will indicate whether he/she is in favor of accepting or declining the gift, after which the Commission will vote whether to accept or decline. The Principal will also indicate, in writing with detail, his/her recommendation for disposition of the funds if accepted, after which the School Commission will vote on such recommendation.

No. 3400 Limits of Insurance Coverage

At least once annually at the start of each school year, the Principal shall in writing, through the handbook, advise teachers, staff, volunteers, and parents of students of the responsibility, risk of loss, and limits of insurance coverage for personal property and personal injury while such property or person is on the premises of Saint Luke Catholic Church.

No. 3501 Hackl Family School Endowment

The School administration shall designate \$10,000 annually from the Hackl Family School Endowment for the purpose of funding Total Catholic Education (“TCE”) grants for School personnel. In the event that funds remain from this amount (\$10,000), they shall be used first for other professional development and second for other school programs approved by the School administration.

No. 3502 Maximum Annual TCE Grant

The School may fund an annual maximum of \$10,000 for TCE grants for all staff.

No. 3503 Individual Maximum TCE Grant

The School may approve an individual maximum request of \$10,000 for TCE grants (\$5,000 parish/school liability and \$5,000 archdiocesan liability). Special School staffing needs may allow for variation from this limit with administration approval and verified funding.

No. 3504 Calendar Year Budget Adjustment

Any line item budget adjustment(s) in excess of \$10,000.00 within the current fiscal year must be approved and voted on by the Commission.

No. 3505 Financial Aid

Saint Luke also has a financial aid fund designed solely to help Parishioner families with greater need. A third-party who specializes in the financial aid procedures will process all aid requests. The third-party manages the financial aid information, considers special need situations, and reports on total need.

The following procedure will apply to all those seeking school-related financial aid:

- A. Application for Parish financial aid must be submitted through the third-party website and all supporting documentation must be provided by the posted deadline each year.
- B. The Pastor, Parish Manager, and Principal will review the third-party recommendations.
- C. Grant amounts will be determined and communicated to applicants along with the Financial Agreements each year.
- D. Additional requests after the initial posted deadline each year must go through the same third party vendor and will be reviewed on a case-by-case basis and as funds may become available.
- E. No more than eighty percent (80%) of the tuition aid fund should be used to fund initial applicants. At least twenty percent (20%) should be held back for applicants during the academic year (at least ten percent (10%) for the first semester and at least ten percent (10%) for the second semester).
- F. The total aid amount is derived from the third party recommendation and total funds available. Once the total aid amount is determined, funds will be granted in the identical percentage to each student, based upon the amount of demonstrated family need, with the third party recommendation being the only variable in the calculation.
- G. Families must respond to aid offers within the designated timeline by signing a financial agreement and providing any other needed documentation in order to reserve their financial grants.

No. 3506 SGO

The School maintains an SGO School Scholarship through a state qualified granting organization (“SGO”) to provide financial aid as permitted by state law.

An admitted student’s family is eligible to apply for the program if the student is a member of a household with an annual income of not more than two hundred percent (200%) of the amount required to qualify for the federal free or reduced price lunch program. To qualify for an initial scholarship, eligible students must have been enrolled in a public school the prior year or must be entering Kindergarten.

1. Applicants for SGO aid must first be admitted to the school through the normal admissions process.
2. Applicants must present required documents (such as application and income tax documents) to the Principal or designee by the statute deadline.
3. Upon approval by the Principal or designee, the application and documents will be sent to the SGO agency for processing.
4. The School Commission finance committee shall annually determine the total amount of SGO funds to be granted and the grant amount for each income category. No more than one third of the SGO account fund shall be dispensed in a given year.
5. The School Commission finance committee shall determine the amount of SGO funds to be held in reserve. No less than two thirds of the SGO account fund shall be retained for reserves each year.
6. No more than eighty percent (80%) of the SGO funds designated to be granted in a given year shall be used to fund initial applicants. At least twenty percent (20%) should be held back for applicants during the academic year (at least 10% for the first semester and at least 10% for the second semester).
7. The aid amount is determined based upon the student’s household annual income as a percentage of the amount required to qualify for the federal free or reduced price lunch program. Grants are awarded at three levels:
 - a. One hundred percent (100%) of the amount required to qualify for the federal free or reduced price lunch program.
 - b. One hundred and fifty percent (150%) of the amount required to qualify for the federal free or reduced price lunch program.
 - c. Two hundred percent (200%) of the amount required to qualify for the federal free or reduced price lunch program.
8. Once total scholarship funds are determined, three grant levels will be recommended by the School Commission finance committee and presented to the Commission for approval. All grants will be approved in identical amounts for each student within one of the three respective income categories, based upon the level of demonstrated family need as determined by the student’s household annual income as a percentage of the amount required to qualify for the federal free or reduced price lunch program.
9. Grants will be awarded based on the same priorities as established for admission to the School. See Policy 5001 Section G for further detail.

10. Families must respond to grant offers within two (2) weeks of receiving the offer in order to reserve the SGO grant.

No. 3507 Vouchers

The School participates in the Indiana Choice Scholarship Program (i.e. vouchers).

1. Applicants for state Choice Scholarship must first be admitted to the school through the normal admissions process.
2. Applicants must present the required documents (such as income tax documents) to the Principal or designee by the statute deadline.
3. Applicants must meet with the Principal or designee to complete the online application and sign appropriate forms.
4. Regulations for Choice Scholarship qualification and processing will be followed as required.

SERIES 4000: PERSONNEL

No 4101 Teacher Vacancies

All teachers shall be licensed by the state of Indiana. The Principal, when filling a teacher vacancy in the School, should actively seek to fill that vacancy with a licensed teacher who is a professed and practicing Catholic.

No. 4102 Notification of Non-Renewal

School teachers who are not to be rehired for the following school year, except in the event of declining enrollment, will be notified no later than June 15.

No. 4103 Full-Time Employee Tuition Waiver

All full-time employees of the School and Church shall be granted a 75% waiver of tuition, from the parishioner rate, for their children who attend the School.

No. 4104 Substance Abuse; Impermissible Sales and Purchases

Any staff member under the influence of, selling or buying an illegal drug, improperly used prescription drug, or alcohol during the school day may be suspended pending psychological assessment, counseling, and possible treatment. Such treatment is available through the Employee Assistance Program of the Archdiocese. Employees may be suspended or terminated for violations of this policy.

No. 4105 Threats or Acts of Violence

Any threats or acts of violence, whether written, verbal, physical, or otherwise toward a person or the facility, shall be considered serious with possible criminal consequences.

Any adult, parent, staff or other making such a threat or action may be forbidden to enter the property or have contact with persons pending possible criminal or civil action. A staff member may be terminated for making a threat of violence or committing a violent act.

No. 4106 Weapons

Possession or use of weapons of any type (for example guns, explosives, fireworks, knives, clubs, etc.) is forbidden and may result in a suspension or termination at the Principal's discretion. Any weapons will be confiscated and turned over to proper authorities.

No. 4107 Tobacco

The School campus is a smoke free zone. Smoking is not allowed at any time in the school building, which includes the gymnasium, cafeteria, conference rooms, school library, restrooms, and the faculty lounge, or on the school grounds. Staff members may not smoke or use tobacco products on campus or in sight of students. Staff wishing to quit tobacco use may use the Employee Assistance Program of the Archdiocese.

No. 4108 Technology Policy

All use of school or parish owned or supplied computers and internet access shall be for the appropriate use of our staff. No staff member shall use such technology to access pornographic, hate, violent, or other similar web-sites or to distribute emails of a similar nature. Use of such technology to commit any illegal act is also prohibited. Deliberate or repeated accessing of such sites may result in loss of access to the internet and may result in the termination of the employee. Cell phones, pagers, electronic games, and other similar devices must be turned off when in a classroom or during other instructional time.

SERIES 5000: STUDENTS

No. 5101 Admissions and Wait List for Kindergarten through Eighth Grade

POLICY STATEMENT

In order to ensure an orderly and equitable admission for children to Saint Luke Catholic School, this policy and procedure is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum, and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Parishioner Status

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. Families meeting these criteria will be deemed “participating parishioners” for purposes of determining the rate of tuition. All other families will be considered “non-participating” for purposes of tuition. See policies 3201 and 3202 for further detail on parishioner status.

C. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by the School from the contributions of parishioners. See policy 3505 for further detail.

D. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the Student Handbook.

E. Non-Discrimination

The Commission, Administration, and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the School to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic Faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

F. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges and provide any educational/psychological testing results at the time of registration. The School has limited resources to meet certain challenges and in the best interests of the student and the School, the Administration may recommend educational alternatives that may better serve the needs of some students.

G. Admission Selection Procedures

New students applying for admission into all grade levels (kindergarten through eighth grade) must fully complete all of the application requirements before being considered for admission to the School. Based on the maximum capacity of classrooms as set by the Commission (as defined in Section I below), eligible students will be selected and placed in the School according to the following categories in order of preference:

1. Catholic children of participating parishioners who are siblings of students currently attending the School or students who have graduated from the School
2. Catholic children of participating parishioners
3. Children of full-time employees of the Parish
4. Catholic children of non-participating parishioners
5. Siblings of non-Catholic students currently attending the School
6. Catholic children of non-parishioners
7. Non-Catholic children (prioritized in the following order):
 - a. Grandchildren of current participating parishioners
 - b. Children or siblings of a graduate of the School
 - c. All other non-Catholic children

After the annual application deadline, priority will be given according to the date of submission of a fully completed School application.

In the event that a grade-level has more applicants than openings, an admissions lottery will be conducted. Students will be admitted into the grade-level based upon the priority categories above. When a category (e.g. category 6 – Catholic children of non-parishioners) is reached where there are more applicants than openings, the names of all of the children in this category will be placed into a bin. The Principal will draw student names out of the bin until all openings are filled. The Principal will post the names and communicate the results to all of the parents involved. This lottery process will be conducted for all grade-levels where there are more applicants than openings.

H. Wait List

In the event that the number of applicants exceeds the number of open spots for any grade level, eligible students not admitted may be offered the option of being added to a wait list for that grade. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures (see Section G above). The wait list shall terminate when that school year ends.

I. Class Sizes

The maximum capacity for the classrooms in first through eighth grade is twenty-three (23) students. The School supports three classroom sections for each of these grade level classes, making the maximum capacity per grade level class (for first through eighth grades) sixty-nine (69) students.

The maximum capacity for a full-day kindergarten classroom is twenty (20) students. If offered, the maximum capacity for a morning half-day kindergarten classroom is fifteen (15) students, and the maximum capacity for an afternoon half-day kindergarten classroom is fourteen (14) students. The School supports three full day classrooms, or, alternatively, two full day classrooms and a morning half-day classroom, and an afternoon half-day classroom, making the maximum capacity for an entire kindergarten class of three full-day classrooms sixty (60) students, or two full day and two half day classrooms sixty-nine (69) students.

The Pastor, Administration, and Commission are committed to providing a Catholic values-based education. To support this educational environment, no less than eighty-five percent (85%) of any grade level class will be comprised of Catholic students. In classes where this calculation results in a fraction of a student, the maximum capacity will be determined by rounding down. In practical terms, a grade level class with 51 Catholic students may have up to 60 total students, while a grade level class with 50 Catholic students may only have up to 58 total students.

Special circumstances do arise where exceptions to the maximum capacity guidelines are appropriate. Where exceptions have been granted, these classes will be allowed to remain together through eighth grade graduation. Where attrition occurs within classes with this exception, the maximum capacity guidelines will be re-applied. As exceptions are sought to accommodate children of parishioners, the Principal will submit a brief description (without confidential information) of the situation to the Pastor and copy the Commission on the request. The Pastor will then grant or deny the exception and notify the Principal and Commission accordingly.

J. Re-registration

Once enrolled, the student and family are not required to re-apply as long as re-registration requirements are met for the following year.

K. Application for Admission

In order to administer the application process, the School requires completion of application forms, submission of copies of certain documents, and payment of related fees.

Once school has started, applications will be accepted only for students moving into the Indianapolis area. Students transferring from within the Parish will only be considered at the beginning of each semester and only if applications are submitted no later than two weeks before the start of the respective semester.

For an application to be complete, copies of the following documents must be included:

1. Completed application
2. Applicant's birth certificate
3. Applicant's baptismal certificate (if applying as a Catholic student)
4. Applicant's immunization record
5. Applicant's standardized test scores for two previous years (Grades 3 – 8)
6. Applicant's report cards for two previous years (Grades 1 – 8)
7. Applicant's disciplinary records from the previous school
8. Letter from current parish stating applicant's family is participating fully, or family is considered a participating parishioner (if Catholic and transferring participating parishioner status). Registration in Saint Luke Parish and continued worship and evidence of support of Saint Luke Parish is expected in order to maintain participating parishioner status.

For an application to be complete, two non-refundable fees must be paid by separate checks. The School requires a non-refundable application fee to defray the costs related to processing applications for students who would be new to the School. The School also requires a book and supply deposit be paid for both new applicants and returning students. If placement for the applicant is not offered, the administration will refund the book and supply deposit.

L. Kindergarten Admission

Children seeking admission to kindergarten must be five (5) by September 1 of the school year for which they are registering to be eligible for consideration for admission. The School shall seek to offer full day programs for kindergarten. The School may also offer half-day kindergarten if deemed necessary by the School administration or Pastor.

All applicants must be evaluated by the kindergarten teachers during a kindergarten screening. Placements in all kindergarten programs will be done after the screening process is completed. Those applicants who screen ready for the kindergarten

program will be placed in the applicant pool and prioritized according to the admissions selection process (see Section G above).

M. Transfer Students

Students in good standing at another school with average or above average academic records and a history of positive behavior will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed and related documents submitted (see Section K above).
2. The student must complete a visitation for assessment. The child will also take a grade-level readiness assessment in reading/language arts and math.
3. A conference with the Principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
4. If available and applicable, two years of educational records have been supplied to the School including: grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. The Principal may require direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Applicants for admission to grades 6, 7, and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School and are required to be submitted along with the application documents.
7. Applicants seeking to transfer to the School from another Catholic school must have satisfied their financial obligations to their previous school before being considered for admission to the School.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists, the student may be admitted either on a probationary basis or without restriction.

No. 5102 Kindergarten Admission – Policy deleted and incorporated into Policy No. 5101.

No. 5200 Dress Code

The Principal shall determine the student dress code.

No. 5300 Safety and Discipline

The Principal is responsible for providing a safe, secure, and disciplined Catholic educational environment. The Principal shall take the necessary steps as stated in the behavior code in the Saint Luke School Handbook to maintain proper and consistent discipline among students. Behavior rules and consequences shall be published annually in the school handbook and updated as necessary. Students, parents, and staff are expected to follow behavior rules in fact and in spirit.

No. 5301 Corporal Punishment

Corporal punishment shall not be administered by personnel of the School.

No. 5400 Weapons

Possession or use of weapons of any type (for example guns, explosives, fireworks, knives, clubs, etc.) on the school or parish grounds or at any parish-sponsored event is forbidden and may result in a three-day out-of-school suspension or expulsion at the Principal's discretion. Any illegal weapons will be confiscated and turned over to proper authorities.

No. 5500 Alcohol and Drugs

A student may not use, possess, transmit or be under the influence of any illegal drugs (for example narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, etc.) on the school or parish grounds, or any parish sponsored event. Violation of this policy may result in a three-day out-of-school suspension and enrollment in a substance abuse program to assess the student's need for treatment approved by the Principal. The cost of the program is the parents' responsibility. A second violation may result in expulsion.

No. 5600 Tobacco

Students may not possess, use, or transmit any smoking, tobacco, or electronic cigarette products (for example cigarettes, cigars, chewing tobacco, etc.) on school or parish grounds or during any school or parish sponsored event. Violation of this policy may result in a three-day out-of-school suspension and enrollment in a smoking abatement program at the parents' expense. A second violation may result in expulsion.

No. 5700 Threats or Acts of Violence

Any threat or act of violence, whether written, verbal, physical, or otherwise toward a person or the facility shall be considered serious with possible criminal consequences.

Any student making such a threat or action may be suspended for a minimum three-day out-of-school suspension or expulsion at the Principal's discretion. Criminal or civil action may be taken. Psychological assessment and counseling may be required prior to consideration of re-admission to Saint Luke School. Any adult, parent, staff or otherwise making such threat or action may be forbidden to enter the property or have contact with persons pending possible criminal or civil action.

No. 5800 Gangs

The School has zero tolerance for gangs or gang activity. A gang is generally defined as two or more people organized for criminal activity. Any person who is involved with a gang or gang activity may be banned from Saint Luke's School and Church property. Students may face suspension, expulsion, civil, or criminal action. Adults or others involved in gang activity may face civil or criminal action.

No. 5900 Technology Policy

All use of school or parish owned or supplied computers and internet access shall be for the appropriate use of our students and guests. No student or guest shall use such technology to access pornographic, hate, violent or other similar web sites or to distribute emails of a similar nature. Deliberate or repeated accessing of such sites or use of such technology for the commission of an illegal act may result in loss of access to the internet, and may result in suspension or expulsion from school. Cell phones, pagers, electronic games and other similar devices must be turned off during school hours.

SERIES 6000: INSTRUCTION

No. 6100 Sacramental Preparation

Parents of children in the school program shall be involved in the students' preparation for the sacraments of Reconciliation, the First Holy Eucharist and Confirmation.

No. 6200 Class Size – Policy deleted and incorporated into Policy No. 5101.

No. 6300 Volunteer Use Policy

The Principal shall develop, communicate and implement rules for the use of parent or other volunteers in the school and classroom which respects student privacy, the primacy of teacher directed instruction, assessment, and supervision. The rules shall be part of the teacher handbook and therefore part of the contract.