

St. Luke Catholic School

# Family and Student Handbook 2018-2019



# St. Luke Catholic School

## **~OUR MISSION~**

*St. Luke Catholic School, with Jesus Christ as our model and guide, is dedicated to educating students in Catholic doctrine and practice. St. Luke Catholic School will graduate students who are prepared to attain their spiritual, academic, social, physical, emotional and creative potentials to make a positive difference in God's world.*

Our Goals for School Improvement are based on our Archdiocese and AdvancEd study and State of Indiana Accreditation Requirements.

### **CONTACT INFORMATION:**

**Address:** 7575 Holliday Drive East  
Indianapolis, IN 46260  
**Parish Office:** (317) 259-4373  
**Athletic Office:** (317) 479-7373  
**School Office:** (317) 255-3912  
**Fax:** (317) 254-3210  
**Website:** [www.stluke.org](http://www.stluke.org)

---

## TABLE OF CONTENTS

PAGE	TOPIC
5	Handbook Acknowledgement Accidents / Accident Insurance Academic Resource Support
6	Admissions After School Activities/Supervision Allergy Management Protocol
8	Asbestos Athletics Attendance Policy
10	Backpacks Behavior Conduct Code
15	Bicycles Books & Supplies Buzz Book Cafeteria
16	Carpool Procedures
18	Class Placement Computers/Technology
19	Curriculum Divorce/Legal Separation Electronic Devices E-Mail Emergency Closings
20	Emergency Evacuations Extended Care / AYS Extracurricular Activities Family Newsletters Field Trips
21	FACTS Tuition Payment Financial Policies
22	Financial Aid Handwashing Health Info
24	Immunizations Healthy Living/Wellness Policy

<b>25</b>	High School Visits Homework
<b>26</b>	Honor Roll IN Federation of Catholic Schools Invitations to Parties Library
<b>27</b>	Lunch and Recess Mass Servers
<b>28</b>	Middle School Music Nondiscrimination Parent/Teacher Conferences PTO
<b>29</b>	Parish Stewardship & Contributions Parties at School Personal Property Photograph of Students/Activities
<b>30</b>	Rediker / Parent Portal Registration Report Cards Sacramental Preparation
<b>31</b>	Safe & Sacred School Commission School Jurisdiction
<b>32</b>	Security Seclusion & Restraint Student Records
<b>33</b>	Telephones Tutors
<b>34</b>	Uniforms
<b>39</b>	Visitors & Volunteers Website Worship & Prayer
<b>40</b>	APPENDIX <ul style="list-style-type: none"> <li>• Handbook Acknowledgement Form</li> <li>• Parent Code of Conduct</li> <li>• Student Code of Conduct</li> <li>• Technology Agreement Form</li> </ul>

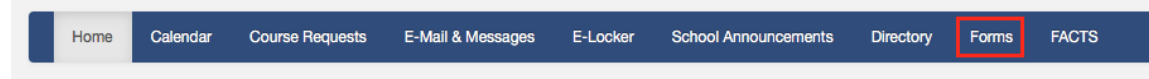
# ST. LUKE CATHOLIC SCHOOL HANDBOOK

## POLICY AND REGULATIONS OF ST. LUKE SCHOOL

### HANDBOOK ACKNOWLEDGEMENT

The St. Luke Catholic School Handbook contains the policies and procedures that will be upheld by the school, the parents and the students. Mutual support of these policies and procedures allows the school and families to be effective in collaboratively working to support and educate the students of St. Luke Catholic School.

All parents must electronically sign the Handbook Acknowledgement Form indicating that you have reviewed the the handbook online and understand your family's role in supporting St. Luke Catholic School's policies and procedures. A written copy of this form is available in the Appendix at the end of this handbook; the electronic form should be submitted via Rediker Plus Portals on or before the second Friday of the school year. (Log in to Rediker Plus Portals at <https://www.plusportals.com/StLuke> then select **Forms** from the blue menu bar at the top.)



### ACCIDENTS (ACCIDENT INSURANCE)

St. Luke School and the Archdiocese carry supplemental insurance that helps to cover common accidental injury such as a falling on the playground, etc. The insurance covers what your own family health insurance does not cover after a deductible. We work hard to avoid situations where students get hurt, but accidents do happen. Parents are to be notified of any serious injury that might require a visit to a doctor. Contact the school nurse for a simplified claim form. The insurance is designed to reimburse for deductible costs and co-pays. Note this insurance also covers injuries from CYO sports.

Please let us know at once if you find out about an injury that is not reported to the office. Contact the office if you see a potentially dangerous situation that we can correct. Remember that safety is no accident.

### ACADEMIC RESOURCE SUPPORT

St. Luke works to help all students reach their individual potentials. We have a staff of professionals geared to provide additional support. (See also MTSS.)

- **PRIMARY RESOURCE CENTER:** This center provides small group and individual support for students needing help with early learning and skills in grades K-2. Students are referred by their teachers and may move in and out of the center as needs change.
- **RESOURCE CENTER:** The Resource Center provides the services of specialists for grades 3-5 and 6-8 for students in need of remediation or other academic support services. A referral and testing process determines student placement in the program. Contact the school principal if you have any questions.
- **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS):** MTSS, previously known as RTI (Response to Intervention), is "the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions" (Batsche et al., 2005). The St. Luke MTSS system involves providing differentiated instruction to all students within the classroom environment as well as identifying and referring

students to a support team who may need additional interventions to support their academic needs. This is a lead-in process prior to referral for the potential of more intensive testing and possible support from the resource programs.

## ADMISSIONS

Contact the admissions coordinator at [admissions@stluke.org](mailto:admissions@stluke.org) for current admissions calendar and procedures.

## AFTER SCHOOL ACTIVITIES/SUPERVISION

Students participating in any after school activities must be supervised at all times. Students may not wait in the gym area, around the school, or on parish grounds for an activity to start. Coaches, leaders, sponsors, or other appropriate adults must provide effective supervision for students once school has dismissed for the day. Sponsors, leaders, or coaches must stay with students after the event until the student is picked up by a parent or other approved person. Parents will be called to pick up a child who is left unattended. Failure to provide proper supervision may require removal from or cancellation of the event

AYS is available to provide such supervision from dismissal to 6:00 PM most days. Students left in late carpool or the office after 3:30 will be sent to AYS for supervision. Parents need complete appropriate AYS enrollment paperwork and will be responsible for AYS fees. (See EXTENDED CARE/AYS)

## ALLERGY MANAGEMENT PROTOCOL

### 1.) St. Luke School's Allergy Management Protocol includes the following:

**Allergies:** Please alert us to any significant allergies your children may have, such as bee sting, food allergies, etc. on your child's emergency form. Parents must provide medicines, (Epi-pen, etc.), if they are required. We have several students with severe food allergies, especially to nuts of any type. These allergies can be life threatening. *Do not allow your children to exchange lunch or treats with others.* **Do not bring class treats with nuts of any kind or products containing nuts, such as peanut butter.** Thank you for your cooperation.

**Wellness:** Parents are asked to restrict sweets and candy at school or for birthday celebrations. Fruits and other nutritious treats are requested. Never bring nuts, nut containing products or peanut butter for class treats due to severe allergies (see allergies).

### 2.) Classrooms are Peanut-free areas.

3.) **Epi-pens** are provided by the parents and kept in the nurse's office/cafeteria/classrooms, if enough are supplied. Each Epi-pen is placed in a clearly labeled bag, with the child's name and contains not only the medication needed, but a care plan provided by the child's doctor, containing symptoms and directions on when to give Epi-pen, Benadryl or inhalers. It also lists emergency contacts and how and when to call 911.

4.) The **cafeteria staff members** are educated on food allergies at the beginning of each school year by the school nurse. They are given a demonstration on how to use an Epi-pen and then must give the school nurse a return demonstration using a trainer. They are also taught, if

they give an injection, the next phone call is 911. The severe allergy protocol is reviewed each year at this time. Additional training is given throughout the year as needed.

**5.)** Names of students with severe allergies are shared with all departments in a confidential manner.

**6.)** Each teacher is notified at the beginning of the school year, of any student in their classroom, with a severe allergy, the symptoms that they have demonstrated in the past, what medications they need and where to locate these medications. They are also instructed to call 911 if they administer an injection.

**7.)** Each year, teachers are asked to watch a video demonstrating how to administer Epi-pens. They may also come to the nurse's office as many times as they like to give the school nurse a return demonstration.

**8.)** If a child has an Epi-pen at school, it is sent on field trips, along with any other medications required for an anaphylactic reaction. The child's individual care plan with instructions on how to proceed if child is having a reaction is also sent. Teachers are instructed to call the school nurse or 911 if they have questions.

**9.)** All office staff are educated individually each year on signs and symptoms of an anaphylactic reaction, where to locate Epi-pens and list of children with severe allergies, how to give an Epi-pen and how to call 911. They must also give a return demonstration on administering an Epi-pen injection.

**10.)** Lunchroom tables are cleaned each morning by the cafeteria staff before lunch starts. Children with severe allergies are not allowed to clean the cafeteria tables..

**11.)** The cafeteria keeps a confidential list of students with severe allergies and an Epi-pen, if supplied by the parent. Each person working the register keeps a book that lists the student's name and allergy. Update: The cafeteria now has both an adult and child epi-pen that is kept in the kitchen for any child or adult who would need one. (10-14-15)

**12.)** If a student has a peanut allergy and is not old enough to know what precautions to take, they are observed and moved, if they sit by another student at lunch who has a peanut product.

**13.)** Students are encouraged by the cafeteria staff to not lay their food directly on the table but to put it on a napkin instead.

**14.)** The cafeteria has a specific protocol for preparing peanut butter sandwiches. They are made in a specific area so that cross contamination is avoided. This protocol is posted in the cafeteria above the prep area.

**15.)** A Registered Nurse is on staff from 8 – 3 pm to handle any food allergy occurrences.

**16.)** Severe food allergy protocols for St. Luke School, are based on the most recent recommendations from the National School Board Association. For a copy of these guidelines and more information, please go to the following website: <http://www.nsba.org/safe-school-and-ready-learn-comprehensive-policy-guide-protecting-students-life-threatening-food>

## ASBESTOS

St. Luke School does contain some asbestos in non-friable, sealed locations in the older part of the school. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around the asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. Federal law requires this notice.

## ATHLETICS

The parish athletic program at St. Luke is under the supervision of the St. Luke Athletic Committee (SLAC). The program includes a variety of sports for both girls and boys. All are under the supervision of the Athletic Committee, and are sanctioned by CYO. All fees are due before a student will be placed on a team. It is the policy of the St. Luke School Commission that students participating in the CYO sports programs must maintain at least a passing grade (D or better) in all subjects beginning with the issuance of the first mid-term report.

**Academic Exclusion Policy:** A student participating in sports, and whose grade average in a subject falls to a D or an F on any midterm or report card will be suspended from sports and other school sanctioned extracurricular activities, including practices. This suspension will be in effect until a passing grade is achieved on the next grade report. (This could be the mid-term or quarter report card - whichever is next in sequence.)

Parents are at liberty to remove their child from teams if they feel that participation is impairing their academic progress.

***A student who is absent due to illness or suspended from school during the day may not participate in an athletic practice or game on that same day.***

**Exception:** A student may request an exception from academic exclusion from the principal if the following criteria have been met:

1. The student serves a one-week athletic suspension
2. The student brings his or her grade up to a passing grade
3. The student needs to meet with an administrator, procure an Academic Exclusion Form from the Athletic Department, and get the form signed by an administrator, the classroom teacher for which the student had a D or an F, the parents and the student to confirm that grades are acceptable

## ATTENDANCE

Regular attendance is extremely important. It is also important that students arrive on time each day. The following is expected:

1. Students are expected to attend school every day that they are not ill.
2. **Middle School students (grades 7 & 8) must be in their homerooms ready for their first class by 7:50am.** *They need to arrive at school at 7:45am AT THE LATEST in order to visit their lockers and be in their homerooms by 7:50am. Anyone not in homeroom by 7:50am is tardy.*
3. **Elementary Students (K – 6) will be able to go to their homerooms at 7:50am. They must be in their homerooms by 8:00am.** *The K-6 tardy bell is 8:00am. Any student who arrives to homeroom after 8:00am will be marked tardy.*
4. Students who are not in their homerooms at the 8:00am will need to check in at the office.



5. Students dropped off after 8:00am MUST be signed in by a parent. Please walk your child into school.
6. Greater than 3 tardies in a month is considered excessive. An administrator or school counselor will contact parents in cases of frequent tardiness to work out a positive solution.
7. All tardiness, no matter what the reason, is listed as tardy.
8. Absences that are legally excusable are:
  - a. Personal illness
  - b. Death in immediate family
  - c. Family emergency
  - d. Page for state legislature
  - e. Court appearance
  - f. Doctor or dentist appointment
  - g. Work at polls on Election Day
9. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.
10. **Parents should email St. Luke School at [attendance@stluke.org](mailto:attendance@stluke.org) by 9:00am to report an absence. Please copy the student's homeroom teacher. We do not send homework home for illness or other absences.** If a child is too sick to come to school, they should be resting, not doing homework. Check the grade book system for assignments. Students are allowed one day for each day absent to turn in work missed due to illness or any other excused absence. It is the student's responsibility to check with teachers for any missed work due to absences.
11. A doctor's statement may be required after three (3) consecutive days of absence.
12. A written note is required to excuse a child from an activity for medical reasons. A doctor's note is needed if the restriction is for more than one day. Please send the note directly to the school nurse.
13. Doctor and other necessary appointments should be scheduled after school hours if possible. If several appointments are necessary, please schedule them at different times during the day and on different days of the week if at all possible. This keeps the student from consistently missing the same classes.
14. Removing students from school for family vacations, trips, athletic or other such event is an unexcused absence. **Teachers will not prepare work or assignments in advance for any such trip.** Parents choosing to remove a student for vacations take responsibility for their child's education during the absence.
15. Student work that is missed during such an absence will be considered late if it is not in class on the day of return. Work may be faxed or e-mailed to the teacher. Tests or quizzes must be made up the day of return or at the teacher's discretion. Students are responsible for making up missed work as stated in the homework policy. See "Homework" section for late work policies.
16. It is the policy of St. Luke that a student who does not attend a full day of school because of illness or any other reason will be unable to attend school functions or participate in any academic, extracurricular, or athletic activity on the same day. **Following CDC guidelines, students who vomit, run a fever of 100\* or more, or have diarrhea may not participate in ANY school or athletic event**

**until they have been free of these symptoms for at least 24 hours.**

17. Frequent absence may impact both academic performance and grades, and may result in non-promotion at the end of the year.
18. Students who are more than two hours late or who leave more than two hours early will be considered absent one-half day.
19. These policies do not apply to family emergencies, funerals or other significant events that have been cleared with the principal.
20. Students arriving more than two hours late (after 10:00am) or leaving more than two hours early (before 1:00pm) will be considered absent one-half day.

## **BACKPACKS**

Students may use backpacks to and from school, but not between classes. Rolling backpacks must be carried inside the school building during dismissal. Should a child not be able to carry a backpack for the walk out of the building, the child may wait in the room and walk out after the hall has cleared. Please monitor your child's backpack. Backpacks and other personal property may be searched if deemed necessary.

## **BEHAVIOR CONDUCT CODE**

**The goal of discipline is self-discipline.**

Students are expected to live out Catholic Christian values by:

- 1) Praying and participate reverently in all worship and religious services
- 2) Treating others, students and staff, with respect
- 3) Being prepared and on time for class
- 4) Doing their own work with their best effort and ability
- 5) Reaching out to help others in need
- 6) Treating school & parish property and the property of others with respect
- 7) Following the uniform code and dress with respect
- 8) Following staff instructions quickly and quietly
- 9) Representing St. Luke School in a positive way in any public situation or event

*Citizenship/Conduct grades will be given each quarter for grades 3-6. In grades 7 & 8 a conduct grade is included in each individual core class*

Each of the grade level groups have specific age appropriate reporting systems that are explained to students and parents at the start of each year. Positive and appropriate behavior is expected. We believe that we all are responsible for our own behavior choices. Children must be given the opportunity to realize this by learning from their mistakes.

*Children can and do misbehave occasionally and need correction.* Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation FIRST and evaluate the situation carefully before deciding if it is necessary to contact the adult involved for additional information.

1. Use email to contact the teacher directly to request a phone call or meeting. Discuss the situation directly with the staff member BEFORE contacting administration. Approach the situation with an attitude of collaboration. Do not discuss the matter with another parent or staff member.
2. If you and the teacher are not able to work the problem out together, contact an administrator to schedule a meeting. This does not mean you will get the answer you hoped to get; it means we will work to reach a mutual understanding.

3. If further concerns still exist, the pastor may be contacted, but ONLY after following steps 1-2 first.

### **“Blue” Category**

These behaviors are initially handled by individual classroom teachers or the staff member that is supervising and warrant a referral to administration after infractions are repeated. Infractions must be documented.

- Disruptive behavior in the classroom
- Insubordination/Failure to follow directions as indicated by the teacher
- Disrespectful comments
- Improper use of electronic devices and cell phones
- Dress code violations
- Profanity
- Missing homework or lack of supplies

### **“Gold” Category**

#### **All incidents reported to Administration**

- Continuous disruptive or disrespectful behavior towards teachers, classmates or facilities
- Disrespect to campus, school environment and culture; Socially rude interactions that continue regardless of interventions or corrective actions
- Academic Integrity violation
- Disrespect to school personnel
- Lying or Dishonest behavior

**Depending on the situation, the Assistant Principal will follow the referrals below:**

- 1st referral–Parent/teacher/administration conversation; detention
- 2nd referral–in school suspension (1 Day) and referral to the School Counselor
- 3rd referral–in/out of school suspension (1-3 days)
- 4th referral–out of school suspension (3-5 days); conference with Monsignor Schaedel

### **“White” Category**

#### **All incidents are sent to Administration**

These behaviors are considered severe and warrant immediate referral.

- Bullying or threatening another student physically or emotionally, including misuse of social media
- Fighting or causing harm to another student or teacher
- Sexual harassment
- Theft/possession of stolen items
- Vandalism to school/parish property or another student’s property
- Inappropriate use of technology

**Depending on the situation, the Assistant Principal will follow the referrals below:**

- 1st referral–Parent/teacher/administration conversation; out of school suspension up to 3 days
- 2nd referral–Conference with parent, teacher, administration, and Monsignor Schaedel in addition to an out of school suspension (5 days)

## **“Ram” Category**

### **Send to Administration**

These behaviors are considered severe and warrant suspension or expulsion

- Possessing, passing, using or being under the influence of drugs, alcohol and/or tobacco products on school/parish property or at school functions
- Physical action or threats with malicious intent toward a student, staff member, or any other person at school
- Possession of a gun, knife, or any other weapon on school/parish property or at school functions

1st referral—out of school suspension (8 days), conference with Monsignor Schaedel, Administration and the School Counselor to determine time of expulsion/exclusion hearing.

### **Administration reserves the right to change/modify disciplinary actions.**

#### **School- wide Consequences:**

- **Restitution** -- Students may be required to work, clean up, repair, replace, or pay for damage.
- **Before-School Detention for Grades 6-8** – Held from 7:00 a.m. – 7:30 a.m. Prompt arrival is expected.
- **In-School Suspension** -- The administration may determine that the student receive an in-school suspension, which is served during regular school hours. The student is suspended from attending regular classes. The student is expected to complete class assignments and will earn credit for work/tests completed that day. ***Student will be suspended from all extracurricular activities for those days – including CYO sports.***
- **Out-of-School Suspension** -- Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. Students receiving an out-of-school suspension are expected to remain current with class assignments. 50% credit will be given for work/tests completed. Students receiving such suspensions may be considered for exclusion/expulsion. ***Student will be suspended from all extracurricular activities for those days – including CYO sports.***
- **Exclusion/Expulsion** -- Should exclusion or expulsion become necessary, the parent(s)/guardian(s) may be given the option of withdrawing the student from school.

#### **Academic Integrity:**

A student with academic integrity is not involved with the following behaviors that outline academic dishonesty. At St. Luke Catholic School we expect academic integrity.

Academic dishonesty includes, but is not limited to:

#### **Cheating**

- copying from others
- using information or technology to assist on an assessment without teacher permission
- giving or receiving improper assistance on assignments or assessments

#### **Plagiarism**

- Turning in any assignment for credit that is not based on your own research and and

writing. You may not copy part or all of another person's paper or an online resource and turn it in as our own work.

### **Illegal Actions (Alcohol/Drug Abuse, Weapons):**

A student shall not possess, use, transmit, or be under the influence of any drug, hallucinogenic drug, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds at any time, off the school grounds at any school activity, or when traveling to or from school sponsored activities.

Possession or use of weapons of any type (i.e. guns, explosives/fireworks, knives, etc.) is forbidden and may result in a eight-day, out-of-school suspension pending exclusion/expulsion at the administrator's discretion. Any illegal materials will be confiscated and turned over to proper authorities. A teacher or school administrator, if deemed necessary, can search any property on the campus.

### **Bullying or Harassment Policy:**

Students are to respect all students and staff. Harassment in any form by a St. Luke School student during school hours or at school-sponsored activities is strictly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated if reported to the school administrators in a timely manner. The parents of the suspected offender and reported victim will be notified. Consequences will be determined.

### **Definition of Bullying & Harassment:**

**Bullying:** Any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean)
- Power over another person

Bullying and harassment may include, but are not limited to:

- 1) overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) [*Ind. Code 20-33-8-0.2*]
- 2) physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment [*Ind. Code 20-33-8-0.2*]
- 3) any foul or obscene behavior or communication including technology
- 4) inappropriate or unwelcome touching of another
- 5) the display of explicit sexual visual material
- 6) the use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable
- 7) inappropriate comments about race or religion
- 8) speaking ill of or telling lies about others
- 9) encouraging others to use any of the above behaviors.

Harassment does not include [*Ind. Code section 20-33-8-0.2(b)*]:

1. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
2. Participating in a religious event or activity
3. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more

adults

4. Participating in an activity undertaken at the prior written direction of the student's parent
5. Respectful disagreement and dialogue between students regarding matters of national, state, and/or local news.

**[Ind. Code section 20-33-8-0.2(b)]**

Harassment by means of electronic media, including, but not limited to the internet, Facebook, Instagram, Twitter, Snapchat, or any other social media platform, text messaging, or any other means of communication employing digital and/or analog signals – **even outside of school** - is subject to the same review.

It is the policy of St. Luke to presume that any harassment by electronic means against faculty, staff, and/or students has the effect of substantially interfering with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]** and will not be tolerated. This presumption exists regardless of location or the harassment, date/time of the harassment, or communication network used for the harassment. Should a person accused of harassment claim that the harassment did not interfere with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]**, the accused person must provide proof thereof by clear and convincing evidence.

This includes taking pictures or videos in the classroom or depicting students or teachers, which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class (see Electronic Devices). Such items will be confiscated and returned only to a parent.

**Method for Reporting an Incident of Harassment or Bullying:**

**THE ADMINISTRATION MUST KNOW ABOUT BULLYING SITUATIONS IF WE ARE TO HELP. All incidents MUST be reported as soon as possible to the individuals denoted below. If the incident happens...**

- 1) ...at school: report the incident to a teacher, staff member or administrator.
- 2) ...at an athletic event: report the incident to the coach or Athletic Director.
- 3) ...at a youth ministry activity: report the incident to a chaperone or YM.
- 4) Report all incidents promptly. **DO NOT WAIT OR IGNORE!** The situation will NOT get better if the "bully" thinks he/she has gotten away with it.

A conference will be held which will include all parties involved. Consequences will be determined at that time.

## BICYCLES

Students who ride bicycles to school are expected to exercise caution and observe proper bicycle rules. Due to school traffic, students must walk their bikes once on school property. Riding a bike on school property during school arrival and dismissal times, or at recess, is not permitted. Parents are urged to require the use of helmets. Bicycles are to be parked and locked at the bicycle rack on the east side of the school. Use of skateboards, roller skates, roller blades, or motorized vehicles of any kind is not permitted on school/parish property.

## BOOKS/SUPPLIES

The cost of texts, consumable workbooks, tests, online access to materials and other educational supplies are included in the book and supply fee, which serves as the deposit. The St. Luke School Commission determines this fee yearly. Students are expected to return books in good condition. Replacement cost will be assessed for damaged or lost materials. All hardback books are to be covered and the student's name written on the inside the cover.

## BUZZBOOK

The *Buzzbook* is the St. Luke School Directory. It contains contact information for staff and parents as well as directions to area Catholic schools, parishes and CYO sports venues. **The information in the directory is for personal use only and may not be used for business or non-school or non-parish solicitations.**

## CAFETERIA

Lunch is served each day in the cafeteria. Information on free and reduced lunch is available in the school office and on the website. The lunch menu is posted on the parent communication website. Lunches are ordered on a daily basis. A lunch account is established for each student and paid for in advance through [PayFort.net](http://PayFort.net). Families are responsible for ensuring that their students maintain a positive lunch balance. An e-mail alert will be sent out periodically to remind families to replace the funds in the account. Check the webpage for the current cost per lunch. Families with negative cafeteria balances will be restricted on lunch options until the balance has been paid. Report cards, test results will be withheld and records cannot be forwarded if there is an outstanding balance in a student lunch account.

Students are expected to observe polite table manners and courtesies in the cafeteria. Students are responsible for cleaning their own space and tables as assigned. Failure to cooperate may result in exclusion from the cafeteria. **CARBONATED BEVERAGES ARE NOT PERMITTED IN THE CAFETERIA DURING STUDENT LUNCH HOURS.** Please do not send soft drinks, even for birthday or other occasions.

**It is important to alert the cafeteria manager about any food allergies or dietary restrictions.** Contact the cafeteria manager if you have any questions regarding the cafeteria at extension 221. Note that federal guidelines do not allow the substitution of water for milk as part of a school lunch. Water may be purchased separately for those with milk allergies.

### St. Luke Catholic School Cafeteria Rules

1. Respect all staff; listen to and follow instructions.
2. Stand in alphabetical order while in the serving line.
3. Speak quietly and respectfully to each other. Do not shout.
4. Sit in assigned place. Limit: 3 students per bench; 12 per table.

5. Respect your food. Do not play with, throw, or waste the gift of food.
6. Stay seated. Raise your hand to leave table for any reason.
7. Be responsible for your own trash. Pick up your trash and place it in proper receptacles.  
Place the tray in the dish-tank window.
8. Wait to be dismissed.
9. Clean tables and police floor around the table when it is your job.

**Following these rules will help assure a smooth lunch. It shows respect for the gifts God has given us. Rule violations disrupt lunch and cause problems.** Students who cause problems may be required to eat alone or do extra clean up duty immediately at the direction of the supervisor

### **Federal Lunch Program:**

St. Luke School participates in the federal lunch program. If your family income qualifies for the free or reduced rate, complete the application or contact the cafeteria manager. All applications and information is kept confidential. The students order lunch in the same manner as all other students. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. **fax:** (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **CARPOOL**

Safety is the chief concern for student drop-off and pick up. Drivers must follow the directions of the supervising staff members. Always drive slowly and carefully on school/church property. Insist that your passengers wear seat belts, and **do not use cell phones when driving in carpool areas**. Turn off your engine if you leave your car.



A detailed overview of the St. Luke Carpool Procedures can be viewed in detail using the [Carpool PowerPoint](#).

### 1) Morning Drop Off:

- St. Luke School offers supervision for students at 7:30 AM. Students should not be dropped off before that time.
- **TARDY:** Students in grades K-6 will be considered tardy if they arrive to class after **8:00am**. Students in grades 7-8 will be considered tardy if they arrive to class after **7:50am**.
- Students should never be dropped off at the main church circle. If students need assistance getting into the building, parents are to park in a parking spot and accompany their child inside.
- **HOLLIDAY DR EAST:** *Those who live west of Illinois should enter north (gym) parking lot off of Holliday Dr East.* Enter the parking lot via the main entrance on Holliday Drive East. Drive to the north parking lot by the gym. Pull as far forward as possible along the gym walkway. Students must exit cars via the door that is directly adjacent to the sidewalk so they do not have to walk in front of traffic. Once the student has exited, stay behind the car in front of you. Please do not pull around the car in front of you as there may be other people's children exiting those cars. Stay to the right, pull around the parking lot and exit back on to Holliday Drive. Please follow any instructions given by the staff member on duty.
- **ILLINOIS ST:** *Those who live east of Illinois Street should use the Illinois Street parking circle.* Enter the circle drive via the north entrance and pull up as far as possible toward the main parking area. Students should exit their vehicle via the door adjacent to the sidewalk so they do not have to walk in front of traffic. Once the student has exited, stay behind the car in front of you. Please do not pull around the car in front of you as there may be other people's children exiting those cars. Exit the circle drive via the south exit onto Illinois Street. Please follow any instructions given by the staff member on duty.
- All students should go directly to the gym area for morning supervision. It is best to arrive between 7:30 and 7:45am.

### 2) Dismissal Pick Up:

Dismissal pick up is done from the main church parking lot (south). *Families or carpools living east of Illinois should enter from the south end of the Illinois Street side of the lot. Those living west of Illinois Street should enter from the south end off of Holliday Drive.* Form single file lines from the north end of the lot near the front of the church. Please do not block the back gate and lanes. Start or move to a new line so others may enter the lot. Always follow the directions of the staff member on duty. Do not allow children out of your car unsupervised, as it is dangerous to have young children running between cars as others are pulling in to line up for carpool. The parking lot gate will be closed at 3:15pm once bell rings so that students may safely enter the lot. Go to late carpool if you come late. Do not call students out to the street to get into your car. Once the students come to the lot all drivers must return to their cars.

### 3) Late CarPool:

Students who are not picked up on time, or whose parents arrive after 3:15pm, will go to the Late Car Pool area on the circle drive by the school door on Illinois Street. Any car coming late (after 3:15pm) should go directly to this area. **The circular drive by Holliday Drive is NOT a late carpool, so please do not arrange to pick your child up there.** The late carpool line will be available from 3:15 – 3:30pm. All students should be picked up from late carpool by 3:30pm. Do not ask your children to go to another spot for pick up. Students who are still in late

carpool/school office by 3:45 may be sent to AYS at their parent's expense.

#### **4) Urgent Pick Up:**

If you have an urgent need to pick up your child and can't wait for regular carpool, please park your car on the church side and come to the office to sign your child out early (before 3:05). Students will not be released from the office until they have been officially signed out by a parent or guardian.

#### **5) Change in Pick Up Plans:**

Should you need to change your pick up plan for student, please e-mail the homeroom teacher directly by 1PM. Be sure your child knows to go to late carpool area if you are late. It is best to plan ahead and include a written note and follow up e-mail, especially for younger students.

#### **6) Release of Student during School Hours:**

For the safety of the children at St. Luke School it will be necessary for the parent or guardian to send a written note or e-mail to the homeroom teacher if the child is to be picked up during the school day. Children will be released only to those persons whom the custodial parent has authorized. Parents/guardians/authorized persons calling for a child during the school day must come to the school office in person and sign out the student. Students must report to the school office before returning to class.

Student arriving more than two hours late (after 10AM) or leaving more than two hours early (before 1PM) will be considered absent one-half day.

## **CLASS PLACEMENT**

Students are placed in homerooms based on many factors. The male-female ratio, leadership, academic and behavior needs of the children are included in determining class make up. The teachers have responsibility for class list for the following year, and they take this job very seriously. It is not appropriate for parents to request a specific teacher. You have trusted us with your children; please trust us with their class placement. We will not reassign students once the class lists are posted.

## **COMPUTERS/TECHNOLOGY**

St. Luke is blessed with a computer lab, a networked computer system with multiple computers in the classrooms, classrooms equipped with electronic whiteboards, and mobile labs containing computers and iPads. All students and staff have access to the network. Computer technology is used at all levels for instruction, word processing, student engagement, data management and research. Respect of others' files and copyright laws are expected. Cheating or vandalism using the computer will not be tolerated. Software from outside the school is not permitted on our computers due to risk of computer virus infection.

St. Luke students have access to the Internet for school projects. They must be trained in Internet use and have an Internet use agreement signed by their parents. Inappropriate use of school-owned technology to gain access to Internet sites such as those dealing with pornography, hate groups, or contrary to Catholic teachings is prohibited. Use of the Internet or other technology – inside or outside of school - for bullying or harassment in any form is a serious violation and may be subject to disciplinary action, including expulsion from school.

## CURRICULUM

St. Luke is fully accredited by the State of Indiana Department of Education and complies with the requirements therein. St. Luke offers a challenging curriculum in religion, reading, English, math, science, social studies, music, art, physical education, and computers. The Archdiocese posts a curriculum guide on the web at [www.archindy.org](http://www.archindy.org). Please check the [www.stluke.org](http://www.stluke.org) under the school link to see grade level curriculum guides.

## DIVORCE/LEGAL SEPARATION

Parents who are divorced or legally separated must provide legal (court) documents regarding custody, financial responsibility and other information related to the educational well-being of the children involved. Both parents have access to school and academic information unless restricted by a court order. Parents have the responsibility of keeping the school informed in writing of any changes. Contact the administration if you have any questions.

## ELECTRONIC DEVICES

Students are not permitted to use or carry cell phones or other portable communication devices (ex. apple watches) during school hours. Cell phones or Smart watches that are brought to school should remain turned off and in the student's locker during the academic school day. Personal iPads/tablets, apple watches, or other electronic devices/toys such as iPods/MP3 players, etc. are not appropriate for school and may not be brought to school without specific staff permission. Such items may be confiscated and will only be returned to a parent.

## E-MAIL

St. Luke School and church staff members have e-mail addresses. Parents and students may contact staff members by e-mail. A response to a question should be received within 24 hours, except on weekends, or for certain part-time staff who are not at school daily.

***An e-mail is great for sharing or requesting information, but not so great for problem solving.*** Ask for a meeting or phone call to solve a problem or discuss a concern. See the directory for addresses of staff members. Most are "first initial last name@stluke.org. (e.g. Jane Smith would be [jsmith@stluke.org](mailto:jsmith@stluke.org))

## EMERGENCY CLOSING

School closings due to emergency conditions will be communicated in the following manner:

- **Severe Weather:** St. Luke will make an individual decision regarding closing. We will try to make the choice for delayed opening rather than total closing whenever possible. A one-hour delay would mean that school would start at 9:00 AM; a two-hour delay would open school at 10:00 AM. Dismissal would be at the regular 3:15 time. Supervision will begin 30 minutes before the adjusted start time.
- TV Channels 6, 8, 13 and 59 will announce emergency closings. BE SURE TO LOOK FOR ST. LUKE SCHOOL or ST. LUKE CATHOLIC SCHOOL WHEN THERE IS A CHANCE OF CLOSING DUE TO SEVERE WEATHER. We will **not** automatically be closed if MSD Washington Township closes, as our families live in a wide range of areas and our students do not stand at bus stops. **An e-mail alert and text alert will normally be sent through our communication system.** Please make sure that you alert the school office should your phone or email change so we can update the communications system.

- Decisions about delayed opening are based on the condition of roads around the St. Luke parish area (northern Washington Township). Parents may decide if their local conditions are more severe to further delay or not come to school that day. Such decisions will be considered excused tardy or absence if the parent calls and informs the school office that day. Send a follow up note to be sure the records are correct.

St. Luke will usually make up any school days missed according to the snow make-up days on the calendar. This will not normally apply to Christmas or spring breaks. Any changes in schedules will be communicated by school administration.

## **EMERGENCY EVACUATION**

Should St. Luke School require emergency evacuation due to fire or some other reason, all students will be moved to the community room of Second Presbyterian Church at 7700 North Meridian Street. Parents should pick up children at Second Presbyterian in such an event. Announcements on local media will provide information. This is a reciprocal agreement. Should the early childhood programs at Second Presbyterian require evacuation they will come to our Reception Room. Announcements will be made by radio and television should such a situation occurs.

## **EXTENDED CARE/AYS**

**After School Care:** AYS, an after-school care program, is available for St. Luke students. The childcare program provides creative, recreational, and physical activities at St. Luke School. Call 283-3817 for information. The fees for AYS are payable to AYS, not to St. Luke School. All St. Luke School rules and behavior expectations apply to AYS. All students must be picked up by 6:00 PM.

**Before-School Care:** AYS does not provide extended care in the morning. Students may arrive at school as early as 7:30 am for teacher supervision in the gym. Students should not be left on St. Luke grounds prior to 7:30am.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities include school sanctioned CYO sports, scouts, choir, after school enrichment classes, Student Council, Junior High Youth Ministry, etc. Criteria for participation in these activities will be the same as those that apply to *Athletics*, and *Attendance*.

## **FAMILY NEWSLETTERS**

**Family Newsletters** will be sent home each week via email. This newsletter contains important dates and upcoming events at St. Luke School as well as updates pertaining to CYO, Youth Ministry and local high schools. Families should read these emails carefully to stay abreast of all events taking place at St. Luke School.

## **FIELD TRIPS**

Field trips are planned by the teachers and authorized by the administration. Educational objectives are required for each trip. Proper student behavior is expected. Failure to achieve

academic or behavioral expectations in the classroom may prevent a student from attending a given field trip. Alternate work will be given to make up for the experience missed.

**Permission slips signed by parents or guardian must be on file for each child before the field trip. Insurance regulations prohibit participation without written permission. No exceptions.** Teachers normally send home specific forms but there is a generic form on the website that may be used.

Parents are often asked to drive or chaperone for field trips. Parents wishing to drive must complete a driver insurance verification form each year, have completed a background check and taken the "Safe and Sacred" child abuse prevention online course. This is needed only once a year, unless you change insurance companies. Parents wishing to chaperone must have completed the Archdiocesan background check and "Safe and Sacred" training. Two adults, driver and chaperone, are required for each vehicle unless the class is traveling in a "convoy". All drivers on school field trips must be over 21 with a valid license and a properly completed insurance verification. Drivers with poor driving records or impairments of any sort may not drive on school trips. School staff may refuse to accept any driver or car for a field trip.

**Indiana's Child Restraint Law requires that children under the age of 8 to be properly restrained in an approved booster seat.** Therefore, we will use rented school buses for younger grade field trips. Parent chaperones will normally follow in cars. **All students and parents on a field trip must wear a seatbelt if in private vehicle.** Students younger than sixth grade must sit in the back seats of cars. Certain small students may be required to be in the back no matter the age. Parents must enforce proper behavior and control noise levels while driving. Parents must follow the directions of school staff. Students are expected to use polite behavior and follow all school rules while on field trips.

**Preschool children and children not enrolled at St. Luke may not come on school field trips. Drivers may not make extra stops** (such as a fast food place) on a field trip, unless specifically authorized by the permission slip. It increases the driver's liability and disrupts schedules. Drivers must be sure students have been transferred to a teacher or another authorized person for supervision before leaving. **Drivers may not use cell phones while the car is in motion**, except in emergency situations. Drivers have the responsibility for the safety of all on board. That requires one hundred percent attention to driving.

## **FACTS TUITION PAYMENT/FINANCIAL AID**

St. Luke uses the FACTS tuition collection system for all tuition payments. Parents must set up an account on the FACTS system. Tuition payments must start on July 15 of each year and normally end on April 15. Contact the church business office for details or problem solving. There is a fee for payment options other than full payment. This system is also used for all financial aid requests.

## **FINANCIAL POLICIES**

St. Luke is dependent on the prompt payment of tuition and fees to meet its responsibilities. All tuition is due by the fifteenth of each month from July to April. Parents may pay tuition in one of three ways, 1) over ten months (July to April) by direct debit, 2) by semester payable in two equal payments on July 15 and December 15, 3) by year with full tuition due on July 15. Parish families must meet PARISH STEWARDSHIP guidelines to qualify for parish tuition rates. (See Parish Stewardship and Contributions)

It is the policy of St. Luke School that all tuition or fees must be paid up-to-date to receive report cards or standardized tests. We may not forward records if there are outstanding financial obligations. Please contact the parish bookkeeper to correct errors or make special financial agreement. All such agreements must be in writing. Contact the principal to request information about financial aid.

Late fees will apply for tuition or fees received after the due dates.

Note: We must pass on the bank fees charged to us for returned checks. Families with two bounced checks will be required to pay by cash, money order or cashier's check. Tuition is considered late after the fifteenth of the month it is due.

Note that direct debit of tuition; your parish tithe or other contributions may be set up through the parish office. Contact the parish bookkeeper at 259-4373, ext. 246 for details. Parishioners see "Parish Stewardship" section.

Parents are responsible for any outstanding tuition or fees, should they unilaterally decide to withdraw their child from school, once a place is accepted. Requests for consideration of exceptions to this policy, for such things as moving from the city, etc, must be requested in writing to the principal.

## FINANCIAL AID

St. Luke provides limited financial aid to active parish families. Families seeking any type of financial aid must fill out the online application for our third party service, FACTS. The link, [www.FACTS.com](http://www.FACTS.com), is on the school website. Check the calendar for the deadline for first round consideration. Applications received after the posted date will be considered only if there are funds left. Families whose income meets Federal Free and Reduced Lunch requirements may also apply for aid through the Institute for Quality Education, the St. Luke SGO. We do participate in the state Choice Scholarship (voucher) program for those who meet the qualifications.

## HAND WASHING

Please stress the importance of hand-washing in the prevention of the spread of disease. Students should come to school with clean hands and wash hands after using the toilet. Parents are requested to take time, especially with younger children, to teach proper hand washing with soap and water. The teachers will also stress this but your support and help will keep problems of contagious disease to a minimum.

## HEALTH INFORMATION

We are pleased that we have a school nurse to help us meet the health and safety needs of our children and staff. The nurse's normal hours are 8AM to 2:30PM each school day.

**Please inform the school nurse, in writing, of any medical problem or limitation.** Examples of this would include asthma, allergies, bee sting reactions, respiratory or heart conditions, epilepsy, diabetes, etc., as well as any temporary physical conditions. Specific written information on treatment, medication, and emergency procedures must be provided. **The nurse must have a doctor's note on file to excuse a student from more than one PE class for**

**medical/injury reasons. If a child cannot participate in PE class, that child will also not participate in recess or athletic activities.**

**Medication:** Prescription and non-prescription medicines must be dropped off by an adult, kept in the school office, and dispensed at the written direction of the parent/guardian by properly designated school personnel. The written authorization should include:

- (A) Student's name
- (B) Type of medicine
- (C) Dosage
- (D) Hourly time of administering
- (E) Any side-effects

The prescribing physician must sign a specific medication release form for prescriptions that must be administered daily on a long-term basis. Parents must make arrangements for picking up any medication when necessary. Any left-over medication will be disposed of at the end of the school year.

We cannot give non-prescription drugs such as generic Tylenol or generic Benadryl, etc unless the parent provides the medication and we must have direct parent contact and permission in each instance. **Following CDC guidelines, students with temperatures of 100 degrees F or higher, are vomiting, or have diarrhea must be sent home.** Students must be free of these symptoms for 24 hours before they may return to school. Any communicable disease requires that students go home.

**Asthma:** All students who have been diagnosed as having asthma must have a (current) asthma management plan on file in the school office. Please contact your physician about completing the form.

**Allergies:** Please alert the office/nurse and the homeroom teacher if your child has a serious food, bee sting, or other potentially life-threatening allergy.

**Communicable Diseases: Call the school office if your child has a communicable disease.** Health Department Regulations will be followed in the event of a student having a communicable disease (e.g. Measles (Rubella), Chicken Pox Impetigo, Ringworm, Pink-Eye, Mumps, Scarlet Fever, Strep Infections, Head Lice). The school nurse will communicate the time that a student needs to remain out of school based on their condition.

**Diabetes:** All students who have been diagnosed as having diabetes must have a current diabetic health management plan on file in the school office. Your physician will be able to provide you with this information.

**Injuries:** All injuries should be reported as soon as possible to the school office. A written record of the injury will be kept. Serious injuries require a complete incident report being filed. Normal accidents are not covered by the school's insurance. Parents are encouraged to take the very low cost accident insurance offered at the start of the year. (See Accidents.)

**Medical Conditions:** Please alert the office staff and homeroom teacher of any significant medical condition, such as diabetes, seizure disorders, neuromuscular conditions, cancer, etc impacting your child's health.

**Screenings:** St. Luke School has the services of the Public Health Nurse; these include

health/safety/nutrition programs, vision screening for grades 1, 3, 8; hearing screening for grades 1, 4, 7. Immunization forms are kept for each student in the school office. It is the responsibility of the parents/guardians to see that these records are updated as required by law. Students must be excluded if records are not complete.

**Universal Precautions:** Always avoid direct contact with various human body fluids, such as blood. Each classroom has universal precaution kits with gloves, etc. There are first aid kits supplied for field trips with emergency gloves, bandages, etc.

## IMMUNIZATIONS

All students are required to have an accurate and up-to-date record of required immunizations. State law requires removal from school until such notice is provided. You may request forms from the health department or most doctors' offices. Note that all sixth grade students must show evidence of two measles vaccinations given after the age of one. Note that Hepatitis B vaccinations are required after Aug. 1999.

The Indiana State Department of Health has new immunization requirements. Most of these requirements pertain to students in 6-8th grade. They include the following:

- **All 6-12th grade students** are required to have 2 doses of varicella vaccine, given on or after the first birthday. If a student has a history of having had the chickenpox virus, then a written record from the parents stating this, with the month and year of the incident on it, will be sufficient documentation.
- **All 6-12th grade students** are required to have 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after the 10th birthday. **All 6-12th grade students** are required to have 1 dose of meningococcal conjugate vaccine (MCV4). **All kindergarten students** are required to have 2 doses of varicella vaccine, given on or after the first birthday.
- **All kindergarten students** are required to have one of the required doses of polio vaccine given on or after the fourth birthday, and at least 6 months after the previous dose.

As you take your children in for their routine examinations, please obtain a current immunization record if they receive any vaccinations on that visit and send it in to me so that I may update their records. Before leaving the doctor's office, make sure that the vaccination that your child just received is listed on the document. Sometimes copies are made prior to the vaccination so the needed dates are not on the copy.

As always, if you have any questions please contact the school nurse. The school fax number is 254-3210 if it is convenient for your doctor to fax the record. Please have these faxes addressed to the school nurse.

## HEALTHY LIVING/WELLNESS POLICY:

St. Luke School complies with the policies of the State of Indiana and the Archdiocese in requiring healthy nutrition and lifestyles. Procedures are being developed at the school level to respond to these policies.

Each grade level will schedule one birthday celebration day each month for birthdays that



month. Water is the permitted drink. If food is used it must be healthy, fresh and low calorie. **Never bring nuts, nut containing products or peanut butter for class treats due to severe allergies.** (See Allergies).

Involvement in CYO sports is one way to keep children active and physically fit. Full participation in physical education classes will help our children develop a healthy lifestyle.

## **HIGH SCHOOL VISITS (8th Grade)**

All of the Catholic high schools and some public schools will hold open houses for you to see the facility and meet the staff. Parents are encouraged to begin this process in seventh grade.

Parents of eighth graders may wish to have your child visit a school during a school day to "shadow" a student. This is not something that must be done, but it is permitted under the following guidelines:

1. All teachers and the office must receive a notice in writing 48 hours prior to the scheduled visit.
2. Students are allowed up to two days a year to visit schools after the end of the first quarter through February.
3. If students can complete work prior to the visitation they are encouraged to do so. Students are responsible for turning in all missed work by the next class day. Students are responsible for getting assignments. Tests must be made up the next class day if they are missed for shadowing. The time of the delayed testing, before, during or after school, is at the teacher's discretion.
4. These days are considered present for record-keeping purposes.

## **HOMEWORK**

All students are expected to do their own work to the best of their ability. The work should be turned in on time. **Failure to do so will impact the grade.**

**Students who miss assignment due to illness will have one school day for each day they were absent to submit their work in order to be counted for credit. It is the student's responsibility ask the teacher for their late or absent work.**

**Academic Dishonesty:** Cheating will not tolerated in any form. Cheating shall be defined as copying other students' work for assignments or tests, giving answers to another student, plagiarizing (using another's work without acknowledging author and source. This includes books, Internet, etc.), turning in another student's work as their own, etc. Cheating will result in a zero for the specific project and may involve a suspension (in or out of school) at the administrator's discretion. Repeat offenses may result in removal from school.

**Absent Work:** The school will not collect absent work for their students while they are home sick, as this time should be resting and getting better. Parents or students may check the assignment section of the grade book system for work or test information. Students are given one day for each day absent to turn in work missed due to illness or any other excused absence. It is the student's responsibility to check with teachers for any missed assignments upon their return to school.

**Voluntary Absences:** We discourage removing students for family vacations, athletic or other

non-emergency reasons. It is a student's responsibility to make up work missed during an absence and to seek copies of their work from their teachers. **Teachers will not prepare homework packets for such voluntary absences.** Parents choosing to remove students from school choose to be responsible for their child's education during the absence. Work not turned in on the day of return is late. It is hard to avoid negative impact on grades from such unexcused absences. Work may be obtained from the online gradebook or another student. Work may be faxed or e-mailed to the teacher.

Any work must be turned in on the day of return. A late penalty will be applied to any late work (late work, in this circumstance, is defined as work not turned in on the day of return). All tests or quizzes must be made up on the day of return to school. We will continue to work with families dealing with family deaths, emergencies or specific needs. Please contact the principal in such situations.

## HONOR ROLL

St. Luke School recognizes academic excellence with an honor roll report each grading period for students in grades 6, 7, and 8. A grade point average (GPA) is calculated using a 4-point scale. A grade of A=4, B=3, C=2, D=1, F = 0. All classes of three days or more are considered full credit, while classes of one or two days per week are considered partial credit for GPA calculation. Students receiving a D or F in any subject do not qualify for honor roll even if their GPA meets the standards.

Class Honors GPA = 4.0 ("Principal's List")

High Honors GPA = 3.50-3.99

Honors GPA = 3.00-3.49

## INDIANA FEDERATION OF CATHOLIC SCHOOL FAMILIES/INPEA

The IFCSF is a statewide group of Catholic school parents who are active in making sure that state and local governments are responsive to the needs of citizens who educate their children in Catholic schools. Watch for details.

The Indiana Non-Public Education Association (INPEA) represents our schools and our needs to the Indiana legislature. Watch for request for calls or notes on various local, state, and national issues impacting Catholic school education.

## INVITATIONS TO PARTIES

St. Luke is a school dedicated to the principles of Jesus Christ. We are all considered His brothers and sisters in faith. We know it is often impossible to invite such large numbers, so if just a few can be invited please mail the invitations from home. Please do not leave out one or two children. No matter what the reason, it is hurtful. Instruct your child not to discuss the party at school. Please do not hand out invitations or discuss parties at school unless all in the class are invited (all boys, all girls or the entire class). Your cooperation is appreciated!

## LIBRARY

St. Luke is fortunate in having a fine library, with books in a wide range of fiction and non-fiction, available to students in all grades. A well-rounded collection gives the teachers and students added material for supplementary classroom work. Students receive formal library instruction in

grades K-5. The library has multimedia computers for student use. All materials checked out or used by the student are the responsibility of the student. The student or family must pay for any damaged or lost materials. The library catalog is now online and may be accessed at <http://stlukecs.booksys.net/opac/stluke/>

We also have a “Birthday Book” program where a book may be donated in a child’s name for his or her birthday. Contact the librarian for details.

## **LUNCH AND RECESS**

Lunch and recess times are staggered to decrease the number of students in the lunchroom and on the playground at any one time. Students will spend time outside when weather allows. Dress your child according to the weather.

Behavior expectations at lunch and on the playground are as high as in the classroom. Good lessons from home, church and school must not be lost at recess. Students are expected to include others in various games and activities. Students are to follow the recess rules and follow the instructions of the supervisors.

### **St. Luke Catholic School Recess and Playground Rules:**

- 1) Recess is a time to put into practice our Catholic values and life skills.
- 2) Students may not be at recess without proper adult supervision.
- 3) Students shall exit and enter the building walking quietly.
- 4) Each grade (K-6) has its own playground balls and equipment and is responsible for returning them to the room each day.
- 5) Recess supervisors reserve the right to establish guidelines, rules or protocols based on the behavior of the group they are supervising in order to keep the students safe. This may involve limitations on games such as tag, chase, football, wrestling or any game that results in aggressive or unsafe behavior.
- 6) Students must stay in the designated areas with supervision. The gym parking lot and playground area are normally open.
- 7) Students playing such games as basketball, four-square, soccer, kickball, ga-ga, or touch football must allow any classmates who wish to play to be included.
- 8) There must be a supervisor in the play structure area for students to play there.
- 9) Students may not climb on top of the slides, monkey bars or other high parts of the structure. The hanging bars are not designed for gymnastics; so hanging from the knees or upside down is not permitted. Running or chasing on the play structure is not permitted. Students in grades K-2 MAY NOT use monkey bars.
- 10) Overly rough or aggressive play is not permitted. Students will be given a time out period to calm down. Repeat offenders may be suspended from recess play.
- 11) Supervisors may restrict or adjust any activity to keep it safe.
- 12) Students will line up quietly in the designated place when recess is over and enter the building quietly. Grace will be said before coming in for lunch.

## **MASS SERVERS**

Beginning with the fifth grade, students who are interested in serving Mass must attend required instruction. The privilege of serving Mass carries with it the obligation to honor the assignment schedule. If a server is unable to fulfill an assignment, it is the server’s responsibility to arrange for a replacement. Students may be asked to serve funerals during the school day. Students are responsible for getting any assignments or notes missed due to such service. Annual review and training are required. Watch for schedule of training.

## **MIDDLE SCHOOL**

St. Luke organizes its grades seven and eight in a middle school model. Instruction, curriculum, activities, spiritually, and discipline are designed to meet the special needs of this age group. The middle school has its own “back to school night” and conference schedule.

## **MUSIC**

### **Instrumental Music**

St. Luke School offers an instrumental music program for students in grades 3-8. **OPTIONS:** String instruments are taught starting in grade 3, and band instruments begin in grade 5. There is an extra fee for these programs, which includes books but not instruments. Rental or purchase of instruments is the parent’s responsibility. Contact the instrumental teacher for information. Instrumental students participate in a series of concerts, some of which are in the evening. Students are expected to attend the concerts, so please be sure to check the calendar and reserve those evenings.

### **Concerts and Programs**

Performance in concerts and programs is a critical part of the music curriculum and state standards. Students present exciting and creative performances that extend and enrich their learning experiences. Concert dates are posted on the calendar but are subject to change.

Any evening concerts are a required part of the curriculum, and attendance by students in those grades or groups is expected. Unexcused absence from evening performances will negatively impact grades.

## **NON-DISCRIMINATION**

The Catholic schools of the Archdiocese of Indianapolis welcome students who wish to apply for admission, regardless of race, sex, or national origin. The local board/commission establishes policies for admission of Catholic and non-Catholic students (Policies 5210, 5410). Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Students who are not of the Catholic faith will be expected to assume their portion of the financial responsibility for their education through tuition, since they do not participate in the contributory subsidy from Catholic parishes.

## **PARENT (Student) TEACHER CONFERENCES**

Parent (Student) Teacher Conferences will be held at the end of the first quarter. A scheduled appointment will be made for parents/guardians. Parents of all students in grades K-5 will be invited to participate in a Parent/Teacher conference. Conferences will be scheduled by teacher request in grades 6-8. **Students in grades 4 - 8 are expected to attend the conferences with a parent.** Both parents/guardians are urged to attend. Individual conferences thereafter are scheduled as the need arises.

## **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of the Parent-Teacher Organization is to support the efforts of parents, teachers, and administration in the process of Catholic education. The PTO is comprised of school

parents. An Executive Committee consists of four members with four elected each year on a rotating three-year term. A teacher representative is also a member. The principal is the chairman of the PTO.

The PTO dues are established yearly and are paid online at [www.stluke.org](http://www.stluke.org). These dues are used in purchasing supplementary classroom materials. Other fundraising moneys help provide for enrichment programs, some financial aid for families, and current needs of the school.

The PTO Executive Committee meetings are normally held on the fourth Tuesday of each month in the Parish Hall Meeting Room and are open to all parents.

PTO elections take place during second semester. Written nominations are taken during the month preceding the elections. Four new members to the PTO Executive Committee are elected each year.

## **PARISH STEWARDSHIP AND CONTRIBUTIONS**

We are called in faith to give back to God, what has been given to us. Stewardship is the practical application of this tenet of our faith. Stewardship of treasure, as well as, time and talent is an expectation for all parish families. Stewardship is a commitment for all parishioners claiming parishioner tuition. Stewardship also involves service to the parish community. **A stewardship pledge is required to maintain parish tuition status.**

School families belonging to St. Luke Parish are expected to worship at St. Luke and make regular contributions to the Church via Sunday envelopes or direct debit at a minimum of once a month. The pastor reviews stewardship on an annual basis in December. Families not showing evidence of regular worship and stewardship may not qualify for parishioner tuition rate.

St. Luke School and Church have established endowments meant to help assure the long-term financial stability of the parish and school. Please keep the endowments in mind when considering stewardship and estate planning. We also have an established Scholarship Granting Organization (SGO), which helps with financial aid. Under current law donations to the St. Luke SGO donors are granted a 50% tax credit for Indiana.

## **PARTIES AT SCHOOL**

To celebrate their birthday, students may bring a healthy treat to share with their classmates. Remember that **no peanut or nut products may be given out** because of the high risk of food allergies. **SOFT DRINKS/CARBONATED BEVERAGES MAY NOT BE BROUGHT TO SCHOOL AND USED FOR SUCH CELEBRATIONS.** (See Cafeteria and Healthy Lifestyles) Parents are always welcome to sign in and eat lunch with your child on special days.

## **PERSONAL PROPERTY**

St. Luke Catholic School and Church is not responsible for the damage, loss, or theft of personal property. This is in accordance with Archdiocese insurance requirements. Do not allow your child to bring valuable or important items to school.

## **PHOTOGRAPHY OF STUDENTS/ACTIVITIES**

Photographs and videos of students and student activities are often taken to document and

share the great things that are happening at St. Luke School. Images of students and staff may be used for various print or online applications. Unless otherwise notified by parents/guardians student images without individual name identification may be used for such publications. Parental permission will be requested before listing a student image with name for publication in print or online. An electronic "Do Not Photo" form should be submitted via Rediker Plus Portals on or before the second Friday of the school year to indicate that parents do not wish for their child's photograph to be published.

## **REDIKER/PARENT PORTAL**

St. Luke uses Rediker Plus Portals as our Learning Management System for academic, attendance, and behavioral record keeping. Each family is given an account, which allows access to student assignments, missing work, grades, calendar, and notes. The system is also used for administrative, grade level or individual communications. The system has both text and e-mail alert tools to allow for quick and up-to-date communication. Please be sure that you update any changes in address, home/cell phone, and e-mail information. It is recommended to give students access to the account so they can check assignments and grades.

## **REGISTRATION (See also Admissions)**

Registration for children entering St. Luke School begins with a parish open house in late fall. Bulletin announcements will call this to the parent's attention. Parents of current St. Luke students will be allowed to pre-register those children, and any new family members, prior to open registration. Parental letters of intent for the next year are sent out in November. Deposits are normally required in February.

## **REPORT CARDS/TEST RESULTS**

Report cards will be issued quarterly. Mid-term reports will be sent to parents/guardians midway between report cards. All financial obligations must be current to receive report cards or have records forwarded. Subjects and grading standards are detailed on the card.

**Students are promoted** if he or she has attained the grade level standards and expectations for that grade. Standardized tests, especially, ISTEP, are taken as part of the standards. Students may be **assigned** to or placed in the next grade if they have not met the standards for the prior grade, but age or other issues makes remaining in the prior grade undesirable. There shall be a conference at the end of the first quarter to determine if this is the proper placement or what other interventions may need to occur.

**Retention** is a serious step. It is rarely recommended for any student in upper grades. A conference with the teacher, parents, administrator and possibly the school counselor shall meet to determine the best course of action. Factors such as maturity, developmental skills, and academic performance play a role in the final decision. The best interests of the child are always the top priority.

## **SACRAMENTAL PREPARATION**

St. Luke students who are Catholic prepare for the Sacraments of Reconciliation and Eucharist in second grade. Parental involvement in the preparation process is expected and is critical for success. There are parent meetings and materials for each sacrament. Classroom instruction and celebration of Reconciliation is usually in the first semester, and Eucharist is usually in the

second semester. Dates are determined annually. Check the school and parish calendars.

Students prepare for the Sacrament of Confirmation during their eighth, ninth or tenth grade year. Parents and students should attend the information session as scheduled. Content-based preparation happens in school and in SMRE. Retreat and service activities happen at the parish level outside of school and SMRE normal hours.

Special arrangements may be made with the parish director of Religious Education for children wishing to become Catholic or in need of off-year sacramental preparation. Please contact the parish office for additional information.

## **SAFE AND SACRED**

St. Luke Catholic Church and School, as well as the Archdiocese of Indianapolis, are charged with protection all of God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check, as well as participate in, successfully complete and update the approved training program. **"Safe and Sacred" is the approved online training program for the Archdiocese.** Both the training and background check use this link

<https://safeandsacred-archindy.org/login/index.php>

## **ST. LUKE SCHOOL COMMISSION**

The School Commission is an advisory body to the principal and pastor. The Commission is composed of elected and appointed parishioners who serve three-year terms. The Commission works with the administration to develop policy, provide leadership, long term planning and budget development.

Parishioners or school families are invited to attend School Commission meetings, which are usually held the first Tuesday of each month. Meetings start at 7:00 p.m. The meeting agendas are usually sent out via parent communication system the week before each meeting. There is normally an "open forum" time on the agenda for comments regarding agenda items, but no action or response is made at that time.

**The School Commission is NOT designed to be a complaint department.** Parents must first contact the teacher or direct staff member to resolve any problem. The principal is to be contacted if this fails to resolve a specific problem or concern. You may contact the pastor if this does not result in a solution.

School Commission policies and minutes will be posted on the school website as soon as possible.

## **SCHOOL JURISDICTION**

The school administration reserves the right to search student clothing, lockers, bookbags, desk, purse or wallet in the presence of a third party should there be reasonable suspicion of possession of drugs, alcohol, cigarettes, weapons or other dangerous, illegal or inappropriate material.

Parents will be notified of behaviors that may endanger a student's physical or emotional health, safety or reputation, should the administration become aware of such dangers, even if they are not under the direct jurisdiction of the school. The school administration reserves the right to

take appropriate action if such behavior, even if not during school hours or events, should have a negative impact on the operation or reputation of the school.

## **SECURITY**

Parents, visitors and guests enter the school through welcome/reception area on the east side of the Narthex. Please sign in at the school reception window. The receptionist will “buzz” you into the school area. All other exterior doors are locked except during arrival and dismissal times. Please send a written note if you are authorizing a person other than a parent or sibling to pick up a student. The Illinois Street entrances are closed and locked except for arrival times. The main entrance to the parish and school is off of Holliday Drive East through the main church doors.

## **SECLUSION AND RESTRAINT**

St. Luke School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school’s plan by request.

## **STUDENT RECORDS**

School records are confidential. Students and volunteers are not permitted to view files. Parents may request to look at their children's records. An appointment must be made with the administration to review the records. The principal makes the final decision to remove or alter a file's contents.

Records may be forwarded to another school upon official request without written permission. Written parent/guardian permission is required to forward record information to other agencies. Records of transferring/ graduating students will not be forwarded until all financial obligations (tuition, supply fee, cafeteria, fines, etc.) have been paid.



## **SUPERVISION**

Students must be under proper supervision while on school or church property. Supervision needs vary by age and grade. Students are expected to be in their proper area and may not wander off.

Students must be directly supervised during after school activities. Do not permit your child to “wait” at school for practice or a game unless there is a responsible adult supervising your child. Please see AFTER SCHOOL SUPERVISION for details.

## **TELEPHONE**

Telephone calls to teachers and pupils during the school day should be limited to those of an emergency nature. Children may not call out from school without permission from the school personnel. Forgotten lunches, gym clothes, sports uniforms, field trip permission slips, or homework assignments will not be considered emergencies. It is our belief that students must develop a sense of responsibility in these areas. Most teachers do not have school voicemail, so written notes or e-mails requesting a call are recommended. Teachers will not be interrupted during instruction or student supervision. Teachers will return phone calls Monday-Friday during their business hours.

## **TUTORS**

There are times when it is helpful to have some extra help beyond the regular classroom. Some of our teachers do limited tutoring after school hours. Any arrangements for such tutoring are strictly a private transaction between the parent and teacher. Note that there may be times when a meeting or other primary teaching commitment will take precedence over tutoring.

Parents may hire outside tutors and work with them off campus. We have limited space for outside tutors after school hours on campus. Any tutor who uses St. Luke premises for tutoring after school hours must complete a registration form and all of the required “Safe and Sacred” training, background check and provide us with a liability insurance certificate of one million dollars. School and parish meetings or needs will also take precedence over prior tutoring for space or time.

## 2018 – 2019 UNIFORMS

The primary responsibility for enforcing the uniform code belongs to the parents.

Please check your children before they leave for school.

***Parents WILL be called to bring appropriate uniforms to school  
for a child who is not in proper uniform.***

Please be sure uniforms are labeled with your child's name.

All uniforms should be neat and fit appropriately. Uniforms may not be torn, tight, or oversized.

**Our official uniform vendors are:**

- ✓ St. Luke School website Uniform link under the PTO which offers a guarantee. Link available on main school page of St. Luke website.  
[www.distinctimages.net](http://www.distinctimages.net)
- ✓ Lands End (catalog or Sears retail), which offers a guarantee.  
[www.landsend.com/school](http://www.landsend.com/school)
- ✓ Schoolbelles; located at 2635 East 62nd Street, Suite 2018 at Glendale  
<http://www.schoolbelles.com>

***Any items with St. Luke School logo must be purchased through one of the above vendors.***

**GIRLS UNIFORM OVERVIEW (\*See descriptions below for specific details)**

Grade	Tops	Bottoms
<b>Girls K - 4th</b>	<p>Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo; must be worn with pants or shorts</p> <p>Plain/solid white or red polo style shirts (without the St. Luke Logo) may be worn under the jumper</p> <p>St. Luke Sweater</p> <p>St. Luke Sweatshirt</p>	<p>Uniform plaid jumper with a polo style shirt (long or short sleeve)</p> <ul style="list-style-type: none"> <li>• Solid colored knit shorts should be worn under the jumper</li> <li>• Navy or black ankle-length leggings may be worn under the jumper</li> </ul> <p>Solid Navy Blue Shorts (*modest length)</p> <p>Solid Navy Blue Pants</p> <p>Belt is recommended</p>

<p><b>Girls 5 - 6th</b></p>	<p>Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo</p> <p>St. Luke Sweater</p> <p>St. Luke Sweatshirt</p>	<p>Uniform plaid skirt (*modest length)</p> <ul style="list-style-type: none"> <li>• Solid colored knit shorts should be worn under the skirt</li> <li>• Navy or black ankle-length leggings may be worn underneath</li> </ul> <p>Solid Navy Blue Shorts (*modest length)</p> <p>Solid Navy Blue Pants</p> <p>Belt is required with pants and shorts</p>
<p><b>Girls 7-8th</b></p>	<p>Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo</p> <p>St. Luke Sweater</p> <p>St. Luke Sweatshirt</p> <p><b>8th Grade Only:</b> May also wear navy class polo style shirt or sweatshirt</p>	<p>Uniform plaid skirt (*modest length)</p> <ul style="list-style-type: none"> <li>• Solid colored knit shorts should be worn under the skirt</li> <li>• Navy or black ankle-length leggings may be worn underneath</li> </ul> <p>Solid Khaki Shorts (*modest length)</p> <p>Solid Khaki Pants</p> <p>Belt is required with pants and shorts</p>
<p><b>Shoes</b></p>	<p>Closed toe tennis/athletic shoes should be worn at all times</p>	
<p><b>Socks</b></p>	<p>White, black, navy or red socks may be worn</p>	
<p><b>Accessories</b></p>	<p><b>Make-Up:</b> Students may not wear or bring make-up to school.  <b>Jewelry:</b> Jewelry must not be distracting. Girls may wear one pair of small earrings. .  <b>Hair:</b> Carving of words or designs into the hair, unusual hair colors or other actions that call undue attention is not allowed. All hair accessories must be small and simple.</p>	

**BOYS UNIFORM OVERVIEW (\*See descriptions below for specific details)**

Grade	Tops	Bottoms
<b>Boys K - 4th</b>	Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo must be worn with pants or shorts  St. Luke Sweater  St. Luke Sweatshirt	Solid Navy Blue Shorts (*modest length)  Solid Navy Blue Pants  Belt is recommended
<b>Boys 5 - 6th</b>	Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo  St. Luke Sweater  St. Luke Sweatshirt	Solid Navy Blue Shorts (*modest length)  Solid Navy Blue Pants  Belt is required with pants and shorts
<b>Boys 7-8th</b>	Red or white polo-style shirt (long or short sleeved) with the St. Luke Logo  St. Luke Sweater  St. Luke Sweatshirt  <b>8th Grade Only:</b> May also wear navy class polo style shirt or sweatshirt	Solid Khaki Shorts (*modest length)  Solid Khaki Pants  Belt is required with pants and shorts
<b>Shoes</b>	Tennis Shoes should be worn at all times	
<b>Socks</b>	White, black, navy or red socks may be worn	
<b>Accessories</b>	<b>Make Up:</b> Students may not wear or bring makeup to school. <b>Jewelry:</b> Boys may not wear earrings at school <b>Hair:</b> Carving of words or designs into the hair, unusual hair colors or other actions that call undue attention is not allowed.	

## UNIFORM DESCRIPTIONS/DETAILS

### Shirts

- Red or white polo-style shirt **with St. Luke School logo**
- If an undershirt is desired, only plain **WHITE** long- or short-sleeve T-shirts may be worn under uniform shirt. (No branding/images/logos should show through the uniform shirt.)
- **Shirt MUST always be tucked in so that the waistband is visible.**
- **8<sup>th</sup> grade:** May also wear navy class polo shirt or red or white polo-style shirt with St. Luke School Logo

### Sweatshirts

- Navy or red crew neck/quarter-zip sweatshirt **with St. Luke School logo**
- Should be Worn over uniform polo shirt; collar must show.
- **8<sup>th</sup> grade:** May also wear approved class sweatshirt or navy or red crew neck/quarter-zip sweatshirt

### Sweaters

- Navy solid-color cardigan sweater **with St. Luke School logo.**
- Navy solid-color crew or v-neck sweater **with St. Luke School logo.**
- Worn over uniform polo shirt; collar must show.

### Pants/Shorts

- **(Grades K – 6)** Solid Navy blue – **Modest Length.**
- **(Grades 7 & 8)** Solid khaki – **Modest Length.**
  - **Modest length** is defined as no more than two to three inches above the knee (roughly one index card) in both the front and the back of the
- PLAIN, cotton-twill, Uniform dress styles ONLY
- Must sit at or above the hips

### Other:

- A belt is required for grades 5-8 with all shorts/pants; it is recommended for grade 3-4
- **ONLY closed-heel athletic shoes (tennis shoes)** that are appropriate for PE may be worn
- White, Black, Navy or Red socks must be worn.

### Physical Education Attire:

- **(K – 6)** School approved gym uniforms
- **(7 & 8)** Any St. Luke School shorts and t-shirt - not too tight, baggy or short.

### Jumpers

- **(Grades K-4)** Any style; *uniform plaid*; **Modest Length**

- **Modest length** is defined as no more than two to three inches above the knee (roughly one index card) in both the front and the back of the
- Solid colored knit shorts should be worn underneath
- Navy or black ankle-length leggings may be worn underneath.

#### **Skirts**

- (Grades 5-8) Any style (no skorts); uniform plaid; **Modest Length**.
  - **Modest length** is defined as no more than two to three inches above the knee (roughly one index card) in both the front and the back
- Solid colored knit shorts should be worn underneath
- Navy or black ankle-length leggings may be worn underneath.

#### **Spirit Day:**

- **Students may wear:**
  - Retreat shirts (any grade level, including kindergarten T-shirt), Buddy shirts
  - Official St. Luke Spirit shirts/sweatshirts/pants purchased through a PTO Spirit Wear sale or the St. Luke website, gym uniforms.
- **Students may NOT wear:**
  - Sports uniforms or jerseys, CYO athletic attire, hoodies or other shirts not listed above.

**Since it is impossible to predict fashions and fads, the administration has final say in all uniform matters. Please direct all questions regarding uniforms to the principal or assistant principal.**

## **VISITORS AND VOLUNTEERS**

St. Luke School would be lost without our great volunteers and visitors who come and assist in a wide variety of programs. The PTO coordinates a complete list of volunteer opportunities. A detailed description of each position is sent both at the beginning and end of the year. Please offer help whenever you can. **All volunteers must agree an Archdiocese approved background check and take the “Safe and Sacred” training.** All volunteers and visitors must sign in at the office upon arrival and receive a visitor’s badge to show that they are to be in the building. This is for the safety and security of our students and staff.

## **WEBSITE**

St. Luke Catholic Church and School host a website at [www.stluke.org](http://www.stluke.org) . It is a source of information about parish and school life. Click on the “School” link to access school information. You will find school calendar, forms, uniform link, student work and more on this site.

## **WORSHIP AND PRAYER**

St. Luke is a Catholic school. This means that we stress our heritage and traditions. Students and faculty at St. Luke are expected to make prayer a key part of daily life. Prayer before class and meals is the norm. Students attend and all-school liturgy twice a week on Tuesday and Thursday. Students take an active part in these liturgies. Respectful behavior in church or during prayers is a normal expectation.

Eucharistic Adoration and Benediction is celebrated with the students in grades 3-8 on First Fridays when we are in school. The Sacrament of Reconciliation is offered twice a month to grades 5-8 and in Advent and Lent for grades 2-4. The rosary is prayed regularly with special emphasis in October and May. Join us for our “living” rosary in October and our honoring Mary during her crowning as queen of heaven during May. Watch the calendar for dates and times.

Various grades develop “retreat” experiences to help students grow in personal spirituality and to help them learn what God wants for them. St. Luke Church is also blessed with a Perpetual Adoration Chapel for Eucharistic Adoration and prayer.

Parents and children are encouraged to take time for regular prayer. Parents are expected to make attending Sunday worship a family priority.

St. Luke Catholic School

# Family and Student Handbook Appendix

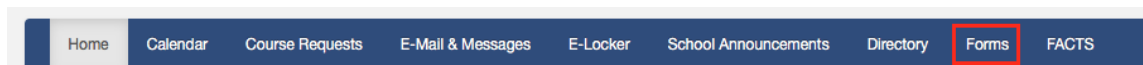




## ST. LUKE HANDBOOK ACKNOWLEDGEMENT

The St. Luke Catholic School Handbook contains the policies and procedures that will be upheld by the school, the parents and the students. Mutual support of these policies and procedures allows the school and families to be effective in collaboratively working to support and educate the students of St. Luke Catholic School.

All parents must electronically sign the **Handbook Acknowledgement Form** indicating that you have reviewed the the handbook online and understand your family's role in supporting St. Luke Catholic School's policies and procedures. The electronic form should be submitted via Rediker Plus Portals on or before the second Friday of the school year. (Log in to Rediker Plus Portals at <https://www.plusportals.com/StLuke> then select **Forms** from the blue menu bar at the top.)



# ST. LUKE SCHOOL PARENT CODE OF CONDUCT

## **St. Luke Mission & Vision Statement:**

*St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is dedicated to educating students in Catholic doctrine and practice. St. Luke Catholic School will graduate students that are prepared to attain their spiritual, academic, social, physical, emotional and creative potentials to make a positive difference in God's world.*

St. Luke Catholic School believes that in order to fulfill our Mission & Vision, as stated above, it is imperative that administration, faculty and parents embrace a positive, collaborative approach to supporting our students. Therefore, as a parent of a St. Luke Catholic School students, I agree to the following expectations.

## **As a St. Luke School PARENT, I will support my students' spiritual and academic growth by:**

- Encouraging my child to be a faith--filled person by taking him/her to mass or a Sunday service weekly and ensuring he/she is present for school masses.
- Supporting my child in participating in their retreats, religious education, weekday school masses, and faith-based activities at school.
- Encouraging my child to have an active prayer life and a relationship with God.
- Making sure that my child arrives at school on time and ready to learn each day.
- Making sure my child is dressed in proper uniform so the staff can focus attention on teaching.
- Support and enforce all school safety policies and procedures.
- Facilitating a positive study environment at home and fostering responsibility and academic integrity for my student(s).
- Encouraging my child to be an advocate for him/herself with his/her teachers.
- Allowing my child to learn from his/her mistakes by not delivering forgotten items to school. I will also encourage and empower my child to speak directly with the teacher if he/she has any questions.
- Supporting my child's teachers by fostering a positive relationship and trusting the teachers of St. Luke School to educate my child in the long-standing tradition of excellence for which St. Luke School is known. I will approach any questions and/or concerns with staff members respectfully in the spirit of cooperation.
- Supporting the St. Luke staff in upholding all school policies as outlined in the Family and Student Handbook.

**I agree to the above statements that will allow the parents and staff of St. Luke School to work together as a team for the benefit of the children.**

---

Parent Signature

---

Date

*\*An electronic copy of this form will be submitted via Rediker Plus Portals on or before the second Friday of the school year.*

# St. Luke School Student Code of Conduct

St. Luke School is here to help me learn and be the best person I can be. I will help them do their job by agreeing to the following statements.

**As a St. Luke School STUDENT, I will:**

- Do my best at all times – in class work and behavior.
- Be a good self-advocate by asking questions in a respectful manner when I don't understand.
- Tell a teacher when I have a problem or need help.
- Follow all school and classroom policies and procedures. I understand that if I choose not to follow a rule, I will have a consequence as outlined in the school's Behavior Conduct Code.
- Demonstrate honesty and take responsibility for my actions.
- Will not cheat, plagiarize, nor tolerate those who do.
- Help my parents and teachers work together to help me.
- Show respect to all St. Luke students and staff members during school, at school/Parish events, and on social media.
- Treat other students as important children of God.
- Demonstrate my Catholic faith and values in my words and actions.

By signing below, I agree to follow the above statements.

---

Student signature

---

Date

*\*This will be discussed by teachers, signed by students, and collected by teachers on the first day of school. Teachers will keep these forms on file all year.*

## St. Luke Catholic School: Computer, iPad, and Internet Agreement

---

St. Luke Catholic School provides computers and iPads for student use on school related projects and internet access to support such projects. Use of the technology is a privilege. Respect and proper use of the equipment and internet resources is an expectation for student access.

### **I/We Agree to the following to maintain the privilege of using St. Luke Catholic School computers, iPads, and internet:**

- A. I/We will use the computer or iPad that is designated for my/our use with care and respect.
- B. I/We will not have liquids, food, or candy around any computer or iPad.
- C. I/We will not write or mark on any computer, keyboard, monitor, or iPad.
- D. I/We will not use any computer or iPad without permission
- E. I/We will not install any software on any school owned computer
- F. I/We will report any damage, accidental or otherwise, immediately to the supervising teacher.
- G. I/We will be financially responsible for any damaged equipment by deliberate or neglectful action.
- H. I/We will only go to internet sites designated by my/our teacher
- I. I/We will report any access to an inappropriate site to my/our teacher
- J. I/We will not deliberately access sites with inappropriate that are violent, pornographic, or hate sites of any type. I/We will immediately report accidental contact with such a site so it may be blocked.
- K. I/We will not use school owned technology for any form of harassment or bullying of another person, group, or institution. I/We will that school discipline may apply to any such actions on any other form of technology, even outside of school.
- L. I/We will return any laptop computer or iPad to its designated storage space.
- M. St. Luke reserves the right to review, monitor, and restrict information stored on or transmitted via iPads or other electronic devices utilized at SLS, at any time, and investigate inappropriate use of resources. This includes online accounts managed by SLS.

\_\_\_\_\_  
Teacher/Homeroom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature