

St. Luke Catholic School

# Family and Student Handbook 2017-2018



# St. Luke Catholic School

7650 North Illinois Street, Indianapolis, IN 46260

(317) 255-3912

## ~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 based on our Archdiocese and AdvancEd study and State of Indiana Accreditation Requirements.

### **CONTACT INFORMATION:**

**Address:** 7650 North Illinois Street, 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)

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## TABLE OF CONTENTS

TOPIC	PG	TOPIC (continued)	PG
SLS Staff Directory	4	Healthy Living/Wellness Policy	28
SLS Grade Level Traditions	6	High School Visits	28
Accidents/Accident Insurance	9	Homework	28
Academic Resource Support	9	Honor Roll	29
Admissions	10	Indiana Federation of Catholic School Families / INPEA	29
Allergy Management Protocols	10	Invitations to Parties	30
Asbestos	12	Library	30
Athletics	12	Music (Instrumental)	31
Attendance	13	Music (Concerts and Programs)	31

Backpacks	14	Non-discrimination	31
Behavior Conduct Code/Discipline	14	Parent Teacher Conferences	32
Bicycles	17	Parish Stewardship and Contributions	32
Books/Supplies	17	Parties at School	33
Buzz Book	18	Personal Property	33
Cafeteria	18	Photography of Students/Activities	33
Carpool	19	Rediker/Parent Portal	33
Classroom Visitation	21	Registration/Admissions	33
Class Placement	21	Report Cards/Test Results	33
Computers/Technology	21	Sacramental Preparation	34
Curriculum	21	Safe & Sacred	34
Divorce/Legal Separate	22	St. Luke School Commission	34
Electronic Devices	22	School Jurisdiction	35
E-mail	22	Security	35
Emergency Closings	22	Seclusion and Restraint	35
Emergency Evacuation	23	Student Records	35
Extended Care / AYS	23	Supervision	36
Extracurricular Activities	23	Telephone	36
Facts Tuition Payment/Financial Aid	24	Tutors	36
Financial Policies	25	Uniforms	37
Family Newsletters	23	Visitors and Volunteers	43
Field Trips	24	Website	43
Financial Aid	25	Worship and Prayer	43
Hand Washing	25	SLS Parent Code of Conduct	44
Health Information	26	SLS Student Code of Conduct	45
Immunizations	27		

# ST. LUKE STAFF

## 2017-2018

### Administrative Staff

Most e-mails are first initial, last name @stluke.org.

Mrs. Elizabeth Kissel - Principal  
Mrs. Beth Borland – Assistant Principal  
Mrs. Jennifer Schaefer – Assistant Principal

### E-Mail

ekissel@stluke.org  
[bborland@stluke.org](mailto:bborland@stluke.org)  
jschaefer@stluke.org

Mrs. Kim Schmitz - Administrative Assistant  
MRS. Katrina Schneider – Administrative Assistant  
Mrs. Toni Gillig - School Nurse  
Mr. Daniel Fleming- Technology Coordinator  
Tera Nutter – Counselor

[kschmitz@stluke.org](mailto:kschmitz@stluke.org)  
kschneider@stluke.org  
tgillig@stluke.org  
dfleming@stluke.org  
tnutter@stluke.org

### Homeroom Teachers

Mrs. Fran Smith –K01 – Kindergarten  
Mrs. Caroline Daly - K02 - Kindergarten  
Miss Sarah Babcock - K03 - Kindergarten  
Mrs. Jenny Littrell – 101 – 1<sup>st</sup> grade  
Mrs. Chris Kelly – 102 – 1<sup>st</sup> grade  
Miss Courtney Glass– 103 – 1<sup>st</sup> grade  
Ms. Maggie Hagenauer– 201 – 2<sup>nd</sup> grade  
Mrs. Jamie Collins – 202 – 2<sup>nd</sup> grade  
Miss Ali Shears – 203 – 2<sup>nd</sup> grade  
Mrs. Emily Gray – 301 – 3<sup>rd</sup> grade  
Mrs. Amy Sweet- 302 – 3<sup>rd</sup> grade  
Miss Megan Treadway – 303 – 3<sup>rd</sup> grade  
Mrs. Leslie Price – 401 – 4<sup>th</sup> grade  
Mrs. Sue Schneider – 402 – 4<sup>th</sup> grade  
Mrs. Kelsey Pison – 403 – 4<sup>th</sup> grade  
Mrs. Kit O’Neill – 501 – 5<sup>th</sup> grade  
Mrs. Sara Clark – 502 – 5<sup>th</sup> grade  
Miss Sue Iffert – 503 – 5<sup>th</sup> grade  
Mr. Justin Scott – 601 – 6<sup>th</sup> grade  
Mrs. Kate Bruner – 602 – 6<sup>th</sup> grade  
Mrs. Amy Taylor – 603 – 6<sup>th</sup> grade  
Mrs. Bridgette Joseph – 701 – 7<sup>th</sup> Lit/8<sup>th</sup> LA  
Mrs. Cayley Coss – 702 – 7<sup>th</sup>/8<sup>th</sup> Science  
Mrs. Molly Reilly– 703 – 7<sup>th</sup>/8<sup>th</sup> Math  
Mrs. Brigid Alexander – 801 – 7<sup>th</sup> LA/8<sup>th</sup> Lit  
Dr. Adrian Willett – 802 – 7<sup>th</sup>/8<sup>th</sup> SS  
Mrs. Anne Spilbeler- 803 - 7, 8 Religion

fsmith@  
cdaly@  
sbabcock@  
jlittrell@  
ckelly@  
cglass@  
mhagenauer@  
jcollins@  
ashears@  
egray@  
asweet@  
mtreadway@  
lprice@  
sschneider@  
kpison@  
koneill@  
sclark@  
siffert@  
jscott@  
kbruner@  
ataylor@  
bjoseph@  
ccoss@  
mreilly@  
balexander@  
awillett@  
aspilbeler@

### Special Area Teachers

Mrs. Marilyn Dorsey - Primary Resource  
Mrs. Christi Garrison – Resource Math  
Mrs. Kelly Rees - Intermediate Resource

mdorsey@  
cgarrison@  
krees@

Mrs. Dede Moore – Middle School Resource	dmoore@
Mrs. Tare Strohl- Enrichment Resource Coordinator	tstrohl@
Mr. Daniel Fleming – Technology Instructor	dfleming@
Mrs. Jennifer Burns– Library	jburns@
Ms. Katie Laux – Art	klaux@
Mrs. Pam Scheck – PE	pscheck@
Mrs. Cathy King – PE	cking@
Mr. Ian Clerget – Music/Band	iclerget@
Mrs. Kathleen Prater – Music/Strings	kprater@
Mrs. Mary Ann Pain – Spanish	mpain@
Mrs. Marisa Bruce- Latin	mbruce@

**Instructional Assistants**

Mrs. Chris Carlyle– K01  
 Mrs. Loran Steinmetz – K02  
 Mrs. Heather Schrock – K02  
 Mrs. Gwen Berenyi – K03  
 Mrs. Jenny Drew - 101  
 Mrs. Lola Paras – 102  
 Mrs. Jill Wolff - 102  
 Mrs. Lynn Fink – 2<sup>nd</sup>  
 Mrs. Deanna Devettori – 2<sup>nd</sup>  
 Mrs. Kim Wertz – 3<sup>rd</sup>  
 Mrs. Katy Sorrells – 3<sup>rd</sup>  
 Sr. Luetta – 4<sup>th</sup>  
 Mrs. Sarah Delgado – 5<sup>th</sup>  
 Mrs. Diana Hamilton - 6<sup>th</sup>  
 Sr. Amelia Mary– 7<sup>th</sup>  
 Mrs. Jennifer Tabor– 8<sup>th</sup>  
 Mrs. Deborah Banks– Resource  
 Mrs. Kathy Gilmore- Resource

**Support Staff**

Mrs. Mary Ann Noble - Cafeteria Manager	mnoble@
Mr. Jack Arnot - Maintenance Supervisor	jarnot@
Mr. Nate Herman – Maintenance	nherman@

**Parish Staff**

**Pastoral offices are off of the Narthex. Business offices are on the Holliday side.**

Monsignor Joseph Schaedel - Pastor	jschaedel@
Mr. Patrick Jendraszak - Parish Manager	patrickj@
Mr. Tom Nichols - Parish Music Director	tnichols@
Sr. Diane Carollo – Director of Rel. Ed	dcarollo@
Mrs. Diane Schafer- Pastoral Staff	dschafer@
Mrs. Mary Ann Atkins - Parish Secretary	matkins@
Mrs. Sue Reynolds - Payroll and Bookkeeper	sreynolds@
Mr. Tom Lauck- Purchasing/Financial Assistance	tlauck@
Mrs. Therese Hartley - Volunteer Coordinator	thartley@
Mrs. Ronnie Miller - Communications Coord	rmiller@
Mr. Cory Hernandez - AD (CYO sports)	chernandez@

## St. Luke Catholic School Traditions

*The St. Luke Traditions are listed in alphabetical order. Please see the calendar for specific dates.*

**1st Quarter Conferences** - Students in grades 4-8 are expected to attend with their parents.

**1st Grade Marengo Cave:** Students take an all day trip to explore Marango Cave in southern Indiana. Parent chaperones are invited.

**2nd Grade First Communion Retreat:** Students focus on the gift of Holy Communion on a morning retreat with other parish students.

**3rd Grade Zoo Overnight:** Students learn about the zoo after the crowds leave and how we need to be good stewards of God's world.

**4th Grade Hoosier Hysteria:** Fourth grade students research and learn about people from Indiana or with strong Indiana connections who made a difference. They present the story of each person using technology and public speaking.

**5th Grade to Flat Rock Camp** - An overnight of exploration, learning, fun, and camping.

**5th Grade Biz Town** – Students learn the ins and outs of running a business and a mini-city; held at the Junior Achievement Center. Parent volunteers are needed. Training is required.

**5<sup>th</sup> Grade North Deanery Mass and Vocations Panel** – Fifth grade students attend a special Mass during Catholic Schools Week and then participate in a vocations panel.

**6<sup>th</sup> Grade Vocations Trip** – Students visit both Simon Brute Seminary and Benedictine Convent

**7th Grade Vocations Trip** - allows the seventh grade students to visit and experience life in a religious community. Boys visit the seminary and girls visit various convents.

**8th Grade Christian Leadership Retreat:** Overnight retreat held in the fall at CYO Camp Rancho Framasa.

**8th Grade Class Trip** – Students research and present on the various places they will visit on their three-day trip to Washington, D.C.

**Back to School Open House (Meet the Teacher)** - Students and parents can go through the school, meet all the teachers, and acclimate themselves for the new school year the day before school starts from 9:00 – 11:00 a.m. You can also purchase Spirit Wear and Gym clothes at this time.

**Back to School Nights – Elementary and Middle School** – for K-6 on the Tuesday of the first full week of school starting at 7 p.m. and for the 7th and 8th grades on the Thursday of the first full week of school at 7 p.m. These nights allow parents to know criteria for each class, curriculum, volunteer sign ups and a general overview for the year.

**Buddy Mass (Welcome Mass)** - Buddies are first and eighth grade students that are paired up by their teachers. The eighth grade students mentor and befriend their buddies for their first grade year.

**Catholic Schools Week** - begins with an Open House on the last Sunday in January. There is a special collection for financial aid for families at St. Luke School that weekend. There is an Open Visitation day scheduled during the week for parents to visit the classrooms and observe instruction and a New Parent Information Meeting as well.

**Class Retreats:** All classes 1-8 will have a retreat activity at least one time per year.

**Confirmation** - Preparation for students entering 8th grade. Student content preparation takes place in religion class for school and SMRE, service activities and retreats take place outside of school. Students are confirmed the following fall in 9th grade.

**Fab Friday:** The PTO sponsors special Fab Fridays with special theme dress and surprises. Check school calendar for dates.

**Fall Break /Teacher Professional Days:** These dates are scheduled in late October each fall. Classes are not in session on these days. Check the calendar for details.

**Farewell Mass-Buddy Mass** - A special and wonderful Mass for the end of the year. A time where the 8th graders and their 1st grade buddies get together for the last time in the year.

**First Friday/Benediction:** Grades 3-8 participate in Eucharistic Adoration and Benediction on First Friday's at 2:45PM when students are in school.

**First Holy Communion (Eucharist)** - instruction normally starts in January. Children usually receive the sacrament on either the last weekend in April or the first weekend in May. Watch for parent meeting dates.

**Graduation of the Eighth Grade Class** – Held after a 5:30 p.m. mass the last week of school.

**Holy Thursday – The Last Supper Reenactment** - a prayer service presented by the 6th grade classes.

**Instrumental Concerts** – Our instrumental students present these concerts several times during the year. Evening concerts are scheduled so please check dates on the calendar.

**ISTEP Testing** - The state-required standardized testing for grades 3-8. Conducted in the spring.

**IRead** – State required assessment of basic reading skills for third grade students.

**Living Rosary** –Prayed in October led our 7<sup>th</sup> grade students. Check the calendar for this year's dates.

**May Crowning** - A beautiful and memorable ceremony in which the 8th grade class crowns Mary and Jesus.

**Middle School Celebration of the Arts** – COTA is presented by the grades 7 & 8, this program promises great music, fun and, as always, an original production.

**Monday Gathering** -We meet one Monday each month in the gym to start with prayer and praise as an entire school community. Check calendar for dates.

**Musical Presentations – Grades K-6** – presented by various grade levels throughout the year.

**New Family Orientation “RamQuest”** - takes place the Monday before school starts and allows new family to go over basic procedures of St. Luke School. This is a family evening to meet teachers and staff. The evening includes information, Mass and a dinner. The ability to sign up for sports, instrumental music and other activities will be offered. A preview of this year's spirit wear and an opportunity to purchase gym clothing will also be provided.

**Open Visitation** - an open house to all parents and prospective parents (adults only please) to check out their children's rooms this year and also for the next year. This is normally held during Catholic Schools Week.

**Passion of our Lord** - The Passion play is performed by the 8th grade during Holy Week in the evening, and as the closing prayer service on Good Friday at 10:30 a.m. Check calendar for dates.

**Principal's Coffee** - A chance to talk to our Principal and learn what is going on at school. Future goals and concerns are normally discussed in a friendly setting.

**Reconciliation Instruction** - The second grade preparation for the Sacrament of Reconciliation begins in the fall of each year. The parent meeting is scheduled for Sunday morning in between the Masses. Check the calendar.

**The Sacrament of Reconciliation** - Second grade participate in their first Reconciliation

on a Saturday in early December. Gr. 5-8 students have the opportunity for Confession every other Wednesday from 12-12:45. Advent and Lenten Confession services are held for grades 3-4

**School Picture Day** - Individual photos as well as class pictures for the school. Students do **not** have to wear their uniforms for these photos. Dress up clothing is appropriate. Forms are provided before the photos and need to be filled out before the photo session.

**Spring Break** - See calendar for details.

**St. Nicholas Day** – Held on or around Dec 6th on the Feast of St. Nicholas. Coordinated by the PTO, Student Council and St. Nick!

**Teacher’s Luncheons** – The PTO sponsors these at various times throughout the year. This is just one small way to thank all the teachers for their hard work and devotion.

**Thanksgiving Break** - All offices are also closed to provide time with families for Thanksgiving. (See calendar for dates)

**Trash Bag Sale** - Our school’s largest fund-raising effort kicks off early after school starts (see calendar).

**Uniforms** - School uniforms can be purchased from the St. Luke website or through Lands’ End. See uniform section for details.

**Volunteering** - Participation can start by filing out and turning in the volunteer form. Requires a background check and training in the “Safe and Sacred” a program designed to educate and protect children from abuse. This is done online and must be completed before a volunteer or staff member works with children.

# ST. LUKE SCHOOL HANDBOOK

## POLICY AND REGULATIONS OF ST. LUKE SCHOOL

### HANDBOOK ACKNOWLEDGEMENT

The Handbook is part of our agreement to help you educate your child. Parents/guardians must sign and return the handbook acknowledgement. The form indicates that you have reviewed the handbook online. You may also request a printed copy of the handbook if you wish. The form also has a check off if you wish to restrict use of images of your child in school publications. This acknowledgement must be returned prior to end of the first week of school each fall. The form is in the family packet, on the last page of this document and online under "School Forms" at [www.stluke.org](http://www.stluke.org). The form is due back by the first day of school.

### 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 is the process by which we support students in the regular classroom. MTSS involves a teacher identifying a student need and referring the child to a team who works out a plan for intervention and tracks the response in student performance. This is a lead-in process prior to referral to 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 are responsible for AYS fees. (See EXTENDED CARE/AYS)

## ALLERGY MANAGEMENT PROTOCOL

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 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 a peanut butter.** Thank you for your cooperation.

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

**Under 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 bring class treats with nuts of any kind or products containing nuts, such as peanut butter. Thank you for your cooperation.

**Under Health:** 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.

**Under 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** 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 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. (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 suspension 2) The student brings his or her grade up to passing 3) The student meets with the principal and gets the appropriate form signed.

## 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 8:00 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:
  - Personal illness
  - Death in immediate family
  - Family emergency
  - Page for state legislature
  - Court appearance
  - Doctor or dentist appointment
  - 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 9am 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, extra-curricular, 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 10am) or leaving more than two hours early (before 1pm) 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 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.* Each grade level group (K-3, 4-5, 6-8) has specific age appropriate reporting system that is 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 – even very good 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.

Misconducts such as **swearing, harassment of any sort, stealing, cheating, fighting or excessive defiance** are severe in nature; these will result in an immediate referral to administration.

This will result in an immediate consequence, such as:

- loss of privileges
- lunch detention
- before-school detention
- in-school suspension
- out-of-school suspension
- implementation of an individualized Behavior Intervention Plan (BIP)

Parent will be notified of the consequence via email or phone call.

**Major Disciplinary Issues:**

Include, but not limited to:

- any illegal activity
- violence with a weapon
- any serious fight (verbal or physical)
- repeated or serious bullying
- vandalism
- threatening anyone
- inappropriate touching or sexual behavior
- implementation of an individualized Behavior Intervention Plan (BIP)

A meeting is held to verify facts as much as possible, and responsive actions will be determined. Parents will be called in for a meeting with administration and any other necessary parties, including police, if administration deems necessary. Actions could include any of the above consequences, in or out of school suspension, probation, or expulsion.

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

- **Restitution** -- Students may be required to work, clean up, repair, replace, or pay for damage.
- **Before-School Detention** – 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. ***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. Students receiving such suspensions may be considered for expulsion. **Student will be suspended from all extracurricular activities for those days – including CYO sports.**
- **Expulsion** -- Should expulsion become necessary, the parent(s)/guardian(s) may be given the option of withdrawing the student from school.

### **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 three-day, out-of-school suspension or 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.

Harassment by means of electronic media, including, but not limited to, Internet, "Facebook", "Instagram" or other social media, text messaging, etc. – **even outside of school** - is subject to the same review. 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.

**Definition of Harassment:**

Harassment may include but is not limited to:

- 1) unsolicited, unwelcome, or demeaning comments
- 2) any foul or obscene behavior or communication including technology
- 3) inappropriate or unwelcome touching of another
- 4) the display of explicit sexual visual material
- 5) the use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable
- 6) inappropriate comments about race or religion
- 7) speaking ill of or telling lies about others
- 8) encouraging others to use any of the above behaviors.

**Definition of Bullying:**

Any action that is:

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

**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) Whenever possible, parents should directly contact the parents of the suspected "bully" to work out a plan.
- 5) 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 PayForIt.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 to not allow substituting 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 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.

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. Do not drop off students before that time. 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.

*Those who live west of Illinois should enter north (gym) parking lot off of Holliday Dr East. Enter from the main entry to the parking lot. Drive to the gym lot. Pull up as far as possible along the gym walkway. Students must exit cars via the door that is directly adjacent to the sidewalk. Do not let children exit into the parking lot. Leave directly from*

the north exit onto Holliday Drive. Do not pass other cars.

*Those who live east of Illinois Street should use the Illinois Street parking circle.* Enter on the north side and pull up as far as possible toward the main parking area. Students should exit on the sidewalk side. Exit south onto Illinois Street. Please follow the instructions of the staff member on duty. Do not pass other cars.

All students should go directly to the gym area for morning supervision. It is best to come between 7:30 and 7:45am.

## **2) Dismissal Pick Up:**

Dismissal pick up is done from the main church parking lot (south). *Families or carools 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). Do not have them come to the small parking area by the church without signing out. It is too dangerous with people doing parish office business to have them cross that lot without your supervision. Thank you for your cooperation.

## **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.

## **CLASSROOM VISITATION**

Parents are welcome to arrange to visit the classes of their children. Please contact an administrator to schedule a classroom visit. Parents must sign in at the office and obtain a visitor badge. Please do not attempt to drop in on classes unannounced, as you do not want to interrupt tests, presentations, guest speakers, etc.

## **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 and a networked computer system with multiple computers in the classrooms and mobile wireless labs, iPad labs and classrooms equipped with electronic whiteboards. All students and staff have access to the network. Computer technology is used at all levels for instruction, word processing, 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. Expensive toys, i-Pods/MP3 players, apple watches, cell phones, etc. are not appropriate for school and may not be brought to school without specific staff permission. Such items may be confiscated and may be returned only 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 note 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)

## EMERGENCY CLOSING

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

- Severe Weather: IMPORTANT NOTE: 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.

## **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 AND MONTHLY E-PACKETS**

**Family Newsletters** will be sent home each Wednesday 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.

**A Monthly E-Packet will be included in the weekly email on the last Wednesday of the month.** The e-packets may include lunch information, flyers, special notices, etc.

## 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 law requires that children ages 4-7 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. Polite behavior and following all school rules is expected.

**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.

**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.

**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.

**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.

**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), Chickenpox 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.

## 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 chicken pox 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.

**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.

**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.

## **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.** Missing, late or incomplete work may result in staying after school until 4PM to complete the work.

**Work late due to illness must strictly follow the "one day for each day absent" policy in order to be counted for credit.**

Cheating is not tolerated in any form. Cheating includes copying other's work for homework 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's work as yours, 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.

**We do not collect assignments for absent students.** Students, who are sick, should be resting. 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 return to school.

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. **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 not in on time must be turned in on the day of return. The late penalty will be applied to any late work. 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

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 multi-media 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. Supervisors must have a first-aid pack and walkie-talkie turned on during any recess period.
- 3) Students 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) No tag, keep-away or chase types of games are permitted for safety reasons.
- 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 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**

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.

## **MUSIC, 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 fund raising 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**

Our Wellness Policy limits birthday celebrations to one time per month. The teachers at each grade level will determine the day. You are always welcome to sign in and eat lunch with your child on special days. 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)

## **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.

## **PHOTOGRAPY 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. There is a check off on the handbook acknowledgement if you do NOT wish your child's image used.

## **REDIKER/PARENT PORTAL**

We use Rediker Admin Plus 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, book bags, 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.

## 2017 – 2018 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)

***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 crewneck/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 crewneck/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 (*Shorts may be worn in August – October 15 and April 15 – June.*)

- **(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

### Belt (**REQUIRED for grades 3-8 with all shorts and pants.**)

- PLAIN black, brown, navy, or uniform plaid belt with small buckle.
- **ONLY Closed-heel athletic shoes (tennis shoes)** that are appropriate for PE.
- 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's 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 SCHOOL PARENT CODE OF CONDUCT

St. Luke Catholic School teachers and staff have worked hard to earn a reputation as one of the highest achieving schools in the state. Maintaining this status takes a team effort.

Agreeing to the following Conduct Agreement Statements will allow this tradition to continue.

## **As a St. Luke School PARENT, I will:**

Make sure my child arrives at school on time and ready to learn each day. Tardy bell rings for middle school (7<sup>th</sup> and 8<sup>th</sup> grade) at 7:50am and at 8:00am for elementary (grades Kdg – 6<sup>th</sup>).

- Make sure my child is dressed in proper uniform so the staff can focus attention on teaching.
- Allow 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.
- Support my child's teachers by allowing them to do their jobs. I will approach any questions and/or concerns in the spirit of cooperation, as I know my child's teacher is here for my child's well-being.
- Trust the teachers and staff of St. Luke School to educate my child in the long-standing tradition of excellence for which St. Luke School is known.
- Address any concerns and questions I have directly to the teacher or staff member involved in a respectful manner.
- I will not allow situations to grow out of hand before I ask questions or get clarification.

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.

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Parent Signature

Date

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Parent Signature

Date

\*This form will be signed and returned to my child's teacher by the first day of school.

## 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.
- Ask questions when I don't understand.
- Tell a teacher when I have a problem or need help.
- Follow all school and classroom rules. I understand that if I choose not to follow a rule, I will have a consequence.
- Help my parents and teachers work together to help me.
- Treat other students as important children of God.
- Will not cheat, plagiarize, nor tolerate those who do.

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

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Student signature

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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.