

## **MISSION STATEMENT**

**WE FOCUS ON EACH CHILD IN A VALUE CENTERED CHRISTIAN COMMUNITY WITHIN A SAFE AND NURTURING ENVIRONMENT FACILITATING LEARNING FOR LIFE.**

### **School Philosophy**

As a Catholic community, Saint Luke School continues the work and mission of Jesus Christ. We instill, model, and support the teachings of the Catholic Church both in the school setting and through the celebration of weekly liturgy with our parish priests. Religious and moral development permeate the day.

We encourage responsible decision making, emphasizing that each choice made has a consequence, positive or negative. We foster self-confidence in our students in an effort to prepare learners to meet future challenges.

We embrace these policies as fundamental to our challenge:

Students and staff are actively engaged in service projects within the school and throughout the local community.

Opportunities to develop social skills are provided.

We use a cross-curriculum approach to learning and offer opportunities to apply knowledge in diverse ways in and out of the classroom.

We have high expectations for all learners.

We use various methods for evaluation and assessment.

A qualified faculty with a sincere interest in young people respects differences among them and willingly adapts teaching strategies to accommodate learning styles. From liturgical celebrations to school-wide events, the staff promotes success in a warm, nurturing, positive environment that fosters learning and enhances self-esteem.

### **Statement of Beliefs**

We believe that learning is a lifelong process.

We believe that all students can best reach their potential in a nurturing, faith-filled environment.

We believe that in learning, freedom and structure work together.

We believe that everyone should be treated with dignity and respect.

### **PASTOR**

In his role as leader of the total educational program for the members of the church entrusted to his care, the pastor is the administrative head of the parish school. He consults and cooperates with the school principal and sees that an effective program of religious education is maintained in the school under the direction and supervision of the Vicar for Education.

### **PRINCIPAL**

The principal is the delegated administrator of the school and as such is responsible for its organization, supervision and discipline according to the terms of the contract with the pastor

and the Vicar for Education. The principal cooperates with the pastor in fulfilling all responsibilities in the school. The principal works closely with the Vicar for Education to see that the Mission Statement and policies of the Catholic Schools Office are closely adhered to and supported. The principal is the educational leader of the school.

## FACULTY

The faculty is comprised of dedicated teachers who are interviewed and approved both by the Diocesan Catholic Schools Office and the administrator of the school. All teachers are certified by the state of Pennsylvania and remain current in their field by their participation in classes, workshops and in-service programs.

## ATHLETICS

All SLS students are welcome and encouraged to participate in the athletic program sponsored by Saint Luke School and coordinated by the Saint Luke Athletic Committee.

Student athletes are expected to be good managers of time and exhibit satisfactory grades, effort and conduct in all subjects. Saint Luke School recognizes the differences in academic capabilities of students. A student earning a “C” receiving a “3” in effort indicates that the student is capable of achieving an “A” or “B”. A student receiving a “C” and a “2” in effort indicates that the student’s effort coincided with achievement. Academic Interim Reports may be given every two weeks during a season. Three or more checks in grade, effort and/or conduct serve as a *warning* and alerts parents to possible problems. The second interim report constitutes a two week *suspension* and during this time the student is not permitted to participate in practices, scrimmages, tournaments, or games. The third report will result in *dismissal* from the team. This time line serves as a statement of priorities for academic success.

It is a privilege to represent Saint Luke School and students' attitude and conduct must reflect accepted school behavior. Students are expected to get along with other participants and cooperate with coaches. Participants and spectators always show courtesy to visiting teams and their fans. Failure to do so may result in suspension from participation and/or from being present on the school property. This also applies when visiting other schools. Children learn by modeling adult behavior. The attitude of winning at all costs is not acceptable. This is further reflected in the Diocesan and School Athletic Policies.

Students absent for any part of a day may not participate in school activities that day. This includes practices and games. (Exception: scheduled appointments) Non-participation in gym class necessitates non-participation in practice or game that day.

Adult coaches must directly supervise all children. Coaches accept responsibilities for supervision and families should adhere to the scheduled practice times. Parents are required to attend parent meetings scheduled before each sport season.

Funds for athletic programs depend primarily on the spring Sports Bonanza cash raffle. Each family with a student athlete is required to pay required fees and sell/buy \$50.00 worth of Casino Night raffle tickets.

Students attending an athletic event must be supervised by a parent or designated adult at all times and remain in the gym, not outside, in the lobby, or in the school.

Grades 7 & 8	Football	Aug.— Oct.	Grades 1—8	Swimming	Nov.— Feb.
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	Cross Country	Sept.— Oct.			
	Girls Basketball	Nov.— March	Grades 5—8	Tennis	Fall & Spring
	Boys Basketball	Nov.— March		Golf	Spring
	Cheerleading				
	Girls Soccer	Spring	Grades 1—4	CLAY Basketball	Jan. — March
	Boys Soccer	Spring			
			Grades 3 & 4	Flag Football	
Grades 5 & 6	Football	Aug.— Oct.			
	Girls Basketball	Aug.— Oct.			
			Grades 1—4	Fun Run	Sept.— Oct.
	Boys Basketball	Nov.— March			
	Cheerleading		Grades K—4	Indoor Soccer	Spring
	Girls Soccer	Spring			
	Boys Soccer	Spring			
	Cross Country	Sept.— Oct.			

### **ACADEMIC SUPPORT SERVICES**

Speech and language therapy services are offered at no charge on school premises to students enrolled in non-public schools through the Act 89 Program of Northwest Tri-County Intermediate Unit 5. At the beginning of each school year, the speech clinician conducts brief group speech/language screenings involving all students in kindergarten and first grade, students requiring follow-up from previous screenings, students enrolled in the therapy program the previous year, all students new to the building. Parents will be notified of the screening results only if it is determined that the student requires a more in-depth evaluation or enrollment in the therapy program. Written parent permission will then be obtained prior to any further evaluation therapy.

Through the Act 89 Program Saint Luke School has auxiliary reading and math services provided by certified teachers. Frequently Act 89 teachers will “push in” to classrooms to

support and reinforce instruction delivered by the classroom teacher. If you have objections to your child(ren) receiving help in this way, please notify the school office in writing. Your child's teacher will contact you if he/she believes your child would benefit from *individualized* instruction. If your child is recommended for this *individualized* help you will be sent an "Informed Parental Permission for Instruction" form asking for your signed consent before any individualized instruction is begun.

Occasionally, further consultation is deemed necessary, and a child may be referred to Pupil Services either by school personnel or by a student's parents. This agency offers both psychologists and home school visitors who conduct conferences with all persons involved to offer suggestions geared toward helping the child have a successful educational experience.

## ATTENDANCE

### ABSENTEEISM

Parents are asked to call the homeroom teacher at his/her extension to report an absence before 8:00 a.m. Please give your child's name and reason for absence. Homework must be requested at this time. Homeroom teachers verify attendance in the morning and after lunch. According to law, when a child is absent for any reason, he/she must return to school with a written note from parent/guardian stating the dates absent and the reason. A note must be turned in within three days or a student will be marked unexcused.

### EXTENDED ILLNESS

If your child is to be absent for an extended period of time please contact the teacher and the principal so arrangements can be made with the local school district to provide tutoring if necessary.

### TARDINESS

Tardiness is recorded daily and becomes part of a child's permanent attendance file. Students who ride the school bus are not marked tardy when the bus arrives late. Chronic tardiness will be addressed with the child and his/her family.

### APPOINTMENTS

When a student must be excused for an appointment a written request should be sent to the homeroom teacher one day in advance. Include the time the child will be leaving school and the reason for the request. If someone other than the parent is coming for the child, please indicate so on the note. Prior to leaving the child **MUST** be signed out in the office, thus indicating he/she has permission to leave. Upon returning the child should be signed in. **ALL STUDENTS ARE TO BE PICKED UP AT THE OFFICE.** If a student is shadowing in another school, a note must be sent in **beforehand.** Eighth grade students are permitted to shadow at each high school one time and will not be marked absent. *A child arriving late because of a scheduled appointment will not be marked tardy.*

### DISMISSAL

### SICKNESS OR ACCIDENT

Saint Luke School has the services of a school nurse 2 half days each week. When a child

becomes ill during the school day parents will be notified. If a parent cannot be reached the person indicated on the emergency slip will be contacted. An infirmity situation is not possible and a sick child needs to be at home.

If your child is ill in the morning, PLEASE **DO NOT** send him or her to school.

If you are at a different number than the home number, be sure the school has this number (ex. work number)

Update your emergency information as it changes.

If you are going to be at a different location during the day, please inform your child.

Students who are absent due to illness, (either full or part of a day) are not permitted to participate in school related activities on the day of the absence.

### VACATION TRIPS

Education is a sequential process and missed classroom instruction cannot be replaced. The quality of your child's work may decline when he/she is not present. Extended vacations may jeopardize students' grades during a given term. Should you need to be on vacation on school days:

1. Send a written notice to the homeroom teacher one week prior to the absence.
2. Upon the student's return to school it will be the student's responsibility to inquire about work that was covered during the vacation absence and conscientiously complete it.
3. It is a policy to NOT issue schoolwork in advance. Time spent preparing individual lessons for students who will be absent due to vacation activities takes away from other teacher responsibilities.
4. It will be up to the discretion of the teacher to assess the time frame when the missing assignments must be completed.
5. Students absent during standardized testing may not be able to make up tests. (Students are not permitted to miss from Sept. 30-Oct. 6.)

### **BIRTHDAYS and HALF-BIRTHDAYS**

A student may wear jeans on his/her birthday or half-birthday providing that it is not on a day that Mass is scheduled. Parents are invited to eat lunch with their child on this day. We must conform to federal wellness policies. Do not bring outside food into the dining room and remember to buy lunch only for your family. Do not include other students in this special time.

### **BOOKS**

Students are responsible for books loaned to them. All non-consumable books are to be covered at all times. Adhesive covers may not be used. Books that are damaged or lost must be accounted for prior to the end of the school year. Students will be required to pay for damaged or lost books.

### **CALENDAR**

Saint Luke School follows an approved calendar that satisfies an obligation of 180

instructional days so that Saint Luke School may remain eligible for participation in all state programs which aid non-public schools.

## **CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities is a privilege not a right. The following is a non-inclusive list of co-curricular activities offered to students.

*Altar Servers* Grades 4--8 ~ *Scouting* Grades K--8 ~ *Spelling Bee* Grades 5--8 ~ *Geography Bee* Grades 7 & 8 ~ *Math Counts* Grades 7 & 8 ~ *Saint Luke Singers* Grades 2--8 ~ *Challenge 24* Grades 4--8 ~ *Stock Market Game* Grade 8 ~ *Science Fair* Grades 4--6 ~ *Pennsylvania Junior Academy of Science* Grades 7 & 8 ~ *Sports* Grades K--8 ~ *Math Options for Girls* Grade 8.

## **CODE OF CONDUCT**

Students develop responsibility and self-discipline and every effort will be made to help him/her choose solutions so as to grow in basic Christian principles. Saint Luke School's standards are based on Catholic principles and according to the PA School Safety Plan, all students must comply with reasonable rules of conduct to ensure the health, safety, and welfare of all so that we may teach at a maximum and students can learn at a maximum. Teachers will make every effort to handle inappropriate student behavior within the school. Serious and/or persistent incidents will result in a student / teacher/ parent conference with the principal.

Students are respectful of themselves, other students, teachers, and other adults. Harassment and bullying will be addressed appropriately. Harassment includes unwelcome physical advances and derogatory written or verbal remarks. Bullying behavior is aggressive, usually continuing over a period of time in an interpersonal relationship that is characterized by a certain imbalance in strength or power. Any student or adult who is a victim of harassment/bullying should report the incident(s) to a staff member who will document the conversation. An individual witnessing an incident or receiving a complaint about an incident should report it to a staff member and/or document the conversation. Parents may be notified and a conference may be scheduled. Following an investigation of the circumstances a determination will be made regarding the alleged offense and consequences will be decided upon by faculty and administration. Based on the severity of the offense and the individual's previous record of conduct, actions will be taken that might include an appropriate apology; an appropriate plan of education or counseling; demerit/detention; suspension; expulsion.

Students are respectful of school property and the property of others. Saint Luke School has a reasonable respect for private property.

Christian principles are best demonstrated by the students' positive attitude towards self, parents, home, school, and administrators. These principles are further shown by the students' cooperation with school programs and school activities, as well as through language and manners.

Continued

The use of the Internet to deliberately defame students and/or teachers is not consistent with Catholic values. Students will be held accountable for the intentional harm they cause others.

## **DEMERITS AND DETENTION**

When a student receives a demerit from the teacher and principal, parents must sign and return the demerit the following day. Most demerits carry a detention ranging from 30 to 60 minutes.

Incidents deemed serious and/or persistent will result in a teacher/student/parent conference with the principal.

Significant infractions will result in a one-day, in-school suspension.

Students must repair or replace damaged property.

Should a student continue to make poor choices and persist in not conforming to school rules and regulations, administrative action will be taken that will result in more serious consequences, not excluding out-of-school suspension or expulsion.

*Detention may be given for* Disrespect for faculty and staff; Bullying, fighting with, or harassing other students; Abuse of school or personal property; Misbehavior in the dining room; Disruption of learning; Violation of school uniform code; Chewing gum/eating food during the school day.

*Disciplinary action will be taken for* Physical misconduct (actions leading to bodily harm); Throwing snowballs; Truancy; Smoking, drinking, or use of abusive language; Stealing, including plagiarism; Vandalism; Use of controlled substances; Repeated minor offenses; Misuse of technology. This list is not all-inclusive.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

## **COMMUNICATION**

Folders are sent home on Thursdays and should be returned with a parent signature on Friday. Student work and important notices will be in the folders. Parents should review student work with their child. Please help us by meeting deadlines and returning necessary forms to school promptly. Teachers and parents may use this venue to communicate.

Concerns should first be addressed with the involved teacher(s). If the resolution is not satisfactory, parents are asked to bring concerns to the principal. If necessary, the pastor is available to offer advice and resolution.

## **CONFERENCES**

A parent/teacher conference at the end of the first term is mandatory. This conference is arranged on a scheduled basis. Students in all grades are encouraged to attend this conference. Students in grades 6, 7, and 8 are *required* to attend this conference.

Parents or teachers may request a conference at other times. Please call or write for an appointment. Due to teaching responsibilities teachers are not available to meet with parents without an appointment.

## **CONTROLLED SUBSTANCES**

The possession, sale, or use of drugs, alcohol, or any other controlled substance on school property or buses, is strictly forbidden. Infractions will be addressed on an individual basis according to the guidelines set forth by the Diocese.

## **CRISIS MANAGEMENT**

Saint Luke School complies with the mandated Diocese of Erie crisis prevention program. Our school has developed policies and procedures for emergencies such as building evacuation, natural disasters, and building specific situations that are peculiar to our own site and locale. These policies and procedures are designed with student safety in mind.

## **CUSTODY**

Where custody decrees exist, we request a copy of the most recent current court certified decree.

## **DELAYED STARTS and EMERGENCY CLOSINGS**

Saint Luke School follows Millcreek School District directives regarding delayed starting times or school closings. Millcreek Schools may implement a two-hour delayed starting time when severe weather conditions exist. A delayed starting time permits school district officials to better evaluate road and weather conditions. (During that time, a decision may be made to close school.) The delay will affect all public and non-public bus runs.

All starting times at Saint Luke will be delayed by exactly two hours for students and teachers when the Millcreek School District initiates a delayed start. Three year old and half day four year old preschool is cancelled. The school day will end at the regularly scheduled time and the cafeteria will operate as usual. Parents are advised to listen to radio and TV reports for information regarding delayed starting times and closings. We will use *One Call* to inform parents as soon as we are informed of Millcreek decisions. Do not call the school, rectory or the Millcreek Education Center for information regarding school closings. We get our information from the TV as you do!

Students registered for Extended Care will be supervised during the regular Extended Care hours during a delayed start. Students not previously registered will not and cannot be supervised by personnel due to staffing limitations.

Saint Luke School will never make a decision to close school unless there is an emergency particular to Saint Luke School.

In case of emergency dismissal, this is the procedure we will follow:

If the Millcreek School District notifies us that buses will be sent because schools are closing due to weather conditions, we will notify EMTA so that Erie buses can be sent as soon as possible. We will also use the *One Call* system.

When we receive such information students will remain in classrooms until dismissed as follows:

Children who go home by car will be dismissed as parents arrive at the office.

Children who ride buses will be dismissed when their bus arrives.

Children who walk home will be dismissed.

When the school closes, Extended Care will close.

**☺REMEMBER TO KEEP YOUR EMERGENCY PHONE NUMBERS CURRENT☺**

## **DELIVERIES**

Deliveries of flowers, cookies, balloons, and other birthday or special remembrances will not be accepted at the school office. This becomes an occasion that causes hurt feelings and resentment among the students.

## DINING ROOM

Saint Luke School serves reasonably priced nutritious meals daily. Lunch tokens are sold on the first day of each week (although they may also be purchased on other days.) Although federal guidelines require us to accept cash in the lunch line, all are inconvenienced by this habit and students frequently will use money to buy snacks rather than the hot lunch families assume is being consumed.

Eligible families are strongly encouraged to apply for free or reduced lunches. Names of students receiving free/reduced lunches are confidential. Guidelines and cost of meals are sent home at the beginning of the school year.

1. Nondiscrimination Statement: All program benefits and services are available to all children regardless of race, color, sex, age, disability, or national origin.

2. Complaint Procedures: Any complaints of discrimination should be submitted in writing within 180 days of the incident to:

USDA, Director  
Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Ave., SW  
Washington, DC 20250-9410  
Or call: 866-632-9992 (voice) 800-877-8339 (TDD)

Menus are on our website and are sent home monthly.. Children bringing lunch from home may not bring soda pop as a beverage.

Students are supervised at all times in the dining room and are expected to remain seated and exhibit appropriate table manners while eating. Students who choose to disregard generally accepted standards of table manners will be disciplined by the homeroom teacher. A student who constantly misbehaves may lose his/her dining room privileges and may eat alone. Repeated violations will result in losing dining room privileges and parents will be required to make arrangements for their child's midday meal outside of the school. Habitual inappropriate behavior will constitute the student being banned from the dining room.

## DRESS

*Please refer to sections on uniforms and spirit days.* Clothes should be clean and neat. Ladies' skirts must touch the top of their knees and be comfortable and loose fitting. Families are welcome to deliver gently used uniform items at any time. These in turn are always available to families whose children grow faster than anticipated. Casual dress is not jeans and t-shirts.

## ELECTRONIC DEVICES

Students may not have cell phones, CD players or any other electronic equipment on their person during the school day.

If, as a parent, you choose to allow your child to possess any of these items they must be turned off and kept in your child's back pack.

Should a student have one of these devices on their person the apparatus will be confiscated and a parent may retrieve it at the school office for a **\$50.00 donation to SafeNet**. A demerit/detention will be issued.

Should a student have one of these devices turned on and/or in use, the apparatus will be confiscated until the last day of school or until the boy or girl is no longer considered a student at

Saint Luke School. A demerit/detention will be issued

### **EXTENDED CARE**

Saint Luke School provides cost effective before and after school supervision of students. Administered, managed, and staffed by adults, most of whom are teachers, this service provides reasonably priced care for preschool through eighth grade pupils from 6:30 a.m. until the beginning of school and from dismissal to 5:30 p.m. on school and in-service days. Students must register for the Extended Care Program, which is also available for *registered* students during delayed starts and early dismissals.

### **FIELD EXPERIENCES**

Field trips enrich educational concepts taught in the classroom. Parents may be asked to help with transportation and/or supervision on the trips. (The minimum acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.) Required forms must be on file for each field experience prior to leaving school premises. Field trips are considered a privilege not a right. Students may be denied participation if they fail to meet academic or behavioral requirements.

### **GUIDANCE COUNSELOR**

A certified guidance counselor is available several days each week. The counselor provides appropriate group and individual counseling as well as classroom guidance and programs. She can also arrange special assessments when needed. Should you wish to discuss concerns with the counselor, please call her at school Extension 225.

### **HEALTH SERVICES**

The School District of the City of Erie provides a school nurse on a very limited basis as scheduled by the School District.

The nurse provides the following services: Immunization check of all students; Vision, height, and weight checks of students as per state requirement; Assisting school doctor with medical and dental exams; Screening hearing of students in K, 1, 2, 3, 7; Maintaining health and dental records for all students; Testing for tuberculosis of students per state requirement; Scoliosis checks for students in 6, 7; Administering first aid for minor accidents and illness occurring at school; Contacting parents regarding further treatment.

**Please respect other children. Keep sick children at home until they are able to participate in learning.**

Please notify the school concerning any surgery or communicable diseases.

### **HOMEWORK**

Homework assignments compliment the day's work and help children develop habits of work and study. Parents give valuable assistance to the school and their child when they provide

a definite study time in a quiet atmosphere. If too much or too little is coming home with your child we ask that you refer to the required assignment pad. If necessary contact the teacher with your concerns.

Please review assignments. All papers are to be completed neatly , with correct heading and correctly spelled words. Do not let a child bring a paper to school that you would not be proud of.

Although homework may not be assigned each day, time should be spent reading, studying math facts, reviewing for tests, etc.

Recommended time allotments for homework: Gr. 1--3: 30--40 *minutes* Gr. 4--6: 45-60 *minutes* Gr. 7--8: 60--90 *minutes*.

## **HONORS**

Each term, honors are awarded to students in grades 7 and 8 who have distinguished themselves by their academic achievement.

**FIRST HONORS** Students achieving all “A’s”.

Students earning an A or B in Art, Music, or Physical Education, will still qualify for first honors.

**SECOND HONORS** Students achieving all “A’s” and “B’s”.

A student does not qualify for honors if the individual has obtained a 3 in any area.

Perfect attendance is not recognized in any grade.

## **INTEGRITY**

Honesty in word and action are principles that should never be compromised.

We expect faculty and students to use technology responsibly, ethically, and legally. A separate agreement governs this area.

Any attempt to obtain credit for work done by another is totally unacceptable. This includes cheating on exams and plagiarism. Academic dishonesty will not be tolerated and the work will not be accepted. The teacher may issue a “0” or call for a replacement assignment which will be worth no more than 85% of the original assignment.

## **INTERNET SAFETY**

Students and parents receive the SLS Internet policy annually. The use of the Internet to deliberately defame students and/or teachers is not consistent with Catholic values. Students will be held accountable for the intentional harm they cause others.

## **INVITATIONS**

Invitations to parties may be distributed through the classroom teacher if (1) every child in the classroom is receiving an invitation or (2) every boy is receiving an invitation from a boy or every girl is receiving an invitation from a girl.

## JEANS DAYS

Jeans Days are designated as a dress down day for students and teachers for a minimum donation of \$1.00 which is donated to a variety of charities suggested by students and teachers. Appropriate attire on a jeans day: jeans (no holes) or better (no wind pants, or sweatpants); modest jeans shorts; shirts with appropriate logos with or without collars; sneakers; nail polish for ladies; no caps. Children will not participate in the next jeans day for deliberate defiance of these rules. School uniforms may be worn with no donation expected. Athletic attire is not appropriate for jeans days.

## LIBRARY

The library is supervised by the librarian and classes are held for grades K-8 for the enjoyment of the materials and books. Each student may check out one or two books for a one-week period. There is a fine for overdue books, and lost or damaged books must be replaced prior to final grades being issued. There is a 20% processing fee added to the list price for all lost books that must be replaced by the librarian.

Students are permitted to use the library during library hours with the permission of the classroom teacher. They may use materials, do reference work or work on special projects.

## MEDICATION

Students may not have medicine in their possession.

In order for school employees to dispense prescription medication, an authorization form must be signed by both parent/guardian and physician. Medications must be in an original container with written instructions indicating dosage and schedule.

For non-prescription medicine a physician's signature is not required. No non-prescription medication can be given without a parent/guardian signature.

**School personnel will not bear responsibility for administering antibiotics or over the counter medications.** There is a massive potential for error in *timeliness* of administration and *accurate dosage*. Keep in mind that the ordinary business of the office can make a non-emergency medical task impracticable.

## MESSAGES / FORGOTTEN ITEMS

The school does not have resources to act as a messenger service. Please be sure to get the day organized and relay any information to your child before he/she leaves for school. There is no problem with transmitting an emergency message to your child. Children may use the phone during or after school in an emergency.

A forgotten item may be brought to the office labeled with the child's name and grade. It will be delivered to the student as soon as possible.

Please do not stand in the hall and talk to teachers while there are children in the classroom. It is the teacher's responsibility to be in the room when children are present. Teachers are more than happy to meet when they do not have students to supervise.

## ONE CALL NOW

This telephone messaging service, financially supported by the PTO, is used to send emergency and non-emergency communications to families. Parents may call 1-877-698-3261, press 1, and enter your primary phone number to hear the most recent school message.

## **PARTIES**

Age appropriate classroom parties for special occasions are established for the students. Healthy treats may also be brought in for students' birthdays after the date and time are cleared with the classroom teacher.

## **PROGRESS REPORTS**

Interim Reports are sent home in Grades 5 through 8 to inform parents of children's progress between "report cards". Kindly discuss the report with your child, sign it, and return it to the homeroom teacher.

## **PHYSICAL EDUCATION CLASSES**

Students must be dressed according to SLS uniform code: Sneakers, navy blue shorts, and uniform T-shirt. A lack of gym clothes (including sneakers) results in an inability to safely participate in most activities. Parents are requested to contact the Physical Education teacher if there is a problem regarding participation in particular activities. A small plastic grocery bag or net bag is used for gym clothes.

Students unable to take gym class for a duration of time must present a doctor's excuse that will be kept on file. An alternate activity or assignment will be given at the discretion of the teacher.

## **PTO**

Our Parent Teacher Organization takes an active role in promoting the school. The organization provides social and academic opportunities for the students through support of our school. Participation is encouraged for all Saint Luke parents.

## **REGISTRATION**

Students attending Saint Luke School receive a re-registration form through the Thursday folder in early January. Parents need not come to the office to re-register children already attending Saint Luke. The date for registration for incoming students will be announced each year via the Sunday bulletin and information fliers sent home with school families. Dates are listed on the school calendar. Parents must bring the following with them at the time of new student registration: Birth certificate ~ Baptismal certificate (unless baptized at Saint Luke) ~Records of immunization ~ Academic history when applicable

Students entering kindergarten must be five years of age prior to September 1. Application to register students entering grades 6-7-8 is by appointment with the principal.

Saint Luke School will strive not to exceed the Diocesan recommendation of 30 students per class. Class sizes average 20 students per classroom.

## **RELIGION CLASSES**

All students participate in religion classes daily, regardless of the religious affiliation of the student. Non-Catholic students are encouraged to participate in class but are not required to take a written test nor receive a grade unless by parent request.

Our pastor teaches classes weekly.

## **REPORT CARDS**

Students in grades 1, 2, 3, and 4, receive progress cards four times a year. Students in grades 5 through 8 receive progress cards 3 times a year. The end of the first report period includes a scheduled parent conference. Grades are based upon test scores, quizzes, homework, class assignments, and class participation. Reports are sent home in the child's folder.

## **GRADING SYSTEM**

Achievement is based on the general objectives for the subject area and evaluates the student's actual accomplishments.

Achievement Key: A 93-100    B 85--92    C 76-84    D 69-75    F/U 68 and below

Individual Effort is based on the potential of the student and evaluates to what degree the student performed compared to his/her own ability.

Electronic access to student grades is through **PowerSchool**. A letter explaining this and the parent password will be sent annually through the Thursday folder. A \$5.00 fee is charged to reissue this letter

## **RETENTION**

Retention of a child will be determined by a conference with parent and teacher, and, if need be, by the principal. If a child is being retained, this conference will be held by the end of the third quarter. Since the total development of each child is essential, emotional, psychological, and social growth will be considered as well as academic achievement. Eighth grade students, who do not qualify for a diploma because they have not met our academic requirements receive a certificate of attendance.

## **SACRAMENTAL PREPARATION**

### **RITE OF RECONCILIATION**

The Sacrament of Penance brings children to the Christian experience of reconciliation and forgiveness of sin. Children's experience of forgiveness and reconciliation in their own families provides vital examples of the forgiving love of God celebrated in the Sacrament. We have established the following guidelines: Classroom instruction during the second grade year;

Mandatory parent program; Celebration of the Rite of Reconciliation in spring of second grade.

A child wishing to celebrate the Sacrament of Reconciliation is expected to have a general knowledge and understanding of the sacrament and appropriate prayer “according to his/her ability.”

#### SACRAMENT OF THE EUCHARIST

Recognizing the value and integrity of each of the sacraments, instruction for First Communion is conducted separately from introductory preparation for the Sacrament of Reconciliation. This includes Classroom instruction during the third grade year; Mandatory parent program; Solemn Group Communion in the spring of third grade.

A child wishing to receive First Eucharist should have a general knowledge and understanding of the sacrament.

#### SCHOOL ADVISORY BOARD

The school board is a consultative body that provides counsel, information, and expertise to the pastor and principal, subject to the regulations of the Diocesan Board of Education. Ten members, elected from the school and/or parish, meet on the third Tuesday of every month. Meetings are open to members of the parish and parents of Saint Luke School students.

#### SCHOOL HOURS

Students begin entering the building at 8:05 a.m. Students are considered tardy at 8:15 when homeroom attendance is taken. Students arriving prior to 8:00 a.m. are not supervised and should be registered with the Extended Care Program for their safety. Dismissal begins at 2:50 p.m. Adult supervision ends at 3:00.

#### EARLY DISMISSAL

Saint Luke School dismisses the students at 1:30 p.m. on the second Wednesday of every month to provide time for faculty to meet about school and Diocesan affairs and to receive in-service training.

#### SPIRIT DAYS

Occasionally a “spirit day” is scheduled to promote school vitality. Student suggested and administration approved attire consists of jeans, khakis, green or gold sweatpants or wind pants (no breakaways), knee length shorts; shirts that are predominately green or gold or have a Saint Luke logo, team uniform shirts worn over an appropriate shirt *when that team is being honored*; sneakers; nail polish for ladies. No face or body paint or hats are sanctioned. School uniforms may also be worn.

#### STANDARDIZED TESTING

The school administers standardized tests of academic achievement and mental ability. The results of these tests provide a record of each child’s academic progress in comparison with

national and local norms. Teachers use the results of these tests to identify individual strengths and weaknesses in order to provide instruction. During the fall, the Stanford 10 is administered to students in Grades 2—8 and the Otis Lennon to students in Grades 3 and 6. Extensive individual testing is available as needed through the Northwest Tri-County Intermediate Unit.

### **SUPERVISION AFTER SCHOOL**

There is no adult supervision of students after 3:00 dismissal. Children are not permitted in the school building before or after school unsupervised.

### **SUPPLIES**

Basic supplies including pencils, pens, folders, zippered pencil bags, and required assignment books can be purchased at our school store managed by our third grade students and their teachers.

### **SUPPLEMENTAL SUPPORT**

Extra help is available before and/or after school. This is a courtesy extended at no cost to help ensure each student's success. Parents may contact the teacher if they desire extra help for their child. Middle School students are expected to approach the teacher on their own for extra help. One of the goals of the school is to prepare older students to take charge of their own studies and to know when they need assistance with their studies. A Building Level Support Team (BLeST) meets weekly to assist faculty in alternative methods to support students.

### **TELEPHONE CALLS**

The telephone in the office is a business phone and is not used by students unless there is an emergency. Forgetting assignments, gym clothes, lunches, etc. is NOT considered an emergency. Determine before school how children will go home PLEASE!

Students may not possess walkie-talkies, cell phones, pagers, beepers and the like, on school property. [Refer to "electronic devices".]

### **THREATS**

Appropriate authorities will be contacted when any weapon is on school property. (See Weapons)

An alleged or overheard threat will result in the immediate removal of the student making the threat; a conference with the parents, student, and administrator(s); formulation of a re-entry

plan based on the severity of the threat. Threats and/or acts of violence that are mental, physical, verbal, or sexual, can or may result in suspension and/or expulsion. The school administration has a right to review a case on an individual basis and to take action that differs from the basic policy based on extenuation and mitigation. The PA School Safety Action Plan and St. Luke School are committed to attempt to eliminate harassment by direct instruction in anti-bullying techniques and using community based programs at grade level.

### **TRADING CARDS**

Students may not possess trading cards such as Yu-Gi-O, Digimon and Pokemon.

### **TRANSFER**

A student transferring to Saint Luke must present a report card and a transfer card from the former school.

Records will be sent from the former school to St. Luke by mail.

Students transferring into Grades 6, 7, 8, must make an appointment with the principal before application is accepted.

### **TRANSCRIPTS**

Student transcripts are forwarded to requesting schools at no charge. Parents may request transcripts at any time. This request must be in writing at least one day in advance and accompanied by a \$5.00 copying fee.

### **TRANSPORTATION**

#### **ARRIVAL**

Our parking lot is private property. When you drive your child/children to school, please be patient. There is one lane of traffic in motion. No driver should compromise the life of a child for the sake of time. **Do not pass vehicles that are in the lane of moving traffic!** Children should be ready to exit the vehicle when the driver stops. Pull as far to the front of the line as logical and allow the eighth grade patrols to guide you. There is no parking between the middle row of parked vehicles and the school. If you must stop your vehicle to assist children, please park in a parking space.

Students in Grades 1, 2, 3 form lines to enter at Ehrman Hall entrance.

Students in Grades K, 7, 8 form lines to enter by the center school doors. (In inclement weather these students will use the Ehrman Hall entrance.)

Students in Grades 4, 5, 6 form lines to enter at the rectory doors.

Preschool students follow the directives of the teacher

Students arriving prior to 8:00 because of bus scheduling may come into the art room and then go outside at 8:00 to wait with appropriate classes.

Students serving early Masses may report to the Extended Care teachers in the cafeteria. There is no charge for this courtesy.

Any student arriving after 8:15 (excluding bus riders) must report to the office to be admitted.

No student is permitted in the building before 8:05 unless a child is receiving extra help from a teacher or is aiding a teacher. Students arriving before 8:00 a.m. are present without the supervision or responsibility of school authorities. Students will be permitted indoors at 8:00 in the event of inclement weather.

## DISMISSAL

The end of the school day provides a natural opportunity to network with other parents. Please, when the children are dismissed to your care, hold them by the hand. The children are excited to see you and their friends and do not notice moving buses and vehicles. It is assumed that adult drivers will follow the approved traffic flow and model this behavior to their children, who will soon be driving themselves.

To alleviate congestion:

Bus riders depart from the Ehrman Hall doors.

First floor students depart from the center doors.

Second Floor students depart from the rectory doors.

Do not ask your child to leave with another group or at another entrance because you feel you are being inconvenienced. You place your child in a compromising position.

For security reasons children are not dismissed from a classroom during the school day. Please come to the office and we will send for the student.

Teacher supervision of students ends at 3:00 p.m. Again, for security purposes, students must leave school premises by 3:00 p.m.

Discussion with teachers at the classroom doors at arrival and dismissal time is prohibited, as it does not permit teachers to supervise students properly.

We love your pets. However, animals can be unpredictable and are not to be on school grounds during arrival and dismissal times.

## BUSES

Pupils eligible for bus transportation receive bus assignments by the transportation department. Bus passes for new students should be applied for at the time of registration. Schedules and bus passes are distributed at the beginning of the school year. It is a violation for a pupil to ride a bus other than the one to which he/she is assigned and to meet or leave the bus at a stop other than the assigned stop.

For everyone's protection riders must observe proper behavior and rules designed for the safety of the all. It is the pupil's responsibility to know and obey these rules. A violation may result in the suspension of riding privileges. Because it is a misdemeanor of the first degree to throw snowballs or other objects from an occupied bus, students caught in such dangerous activities may be prosecuted to the full extent of the law.

Each bus has patrols assigned to it, and the students riding the bus are expected to show courtesy and respect to these patrols as well as to the bus driver. A pupil's bus pass can be suspended by the bus driver or the school for inappropriate behavior.

## BICYCLES

- A. Students depart with walkers. The back entrance to school is not to be used to enter or depart.
- B. Students P-4 are not permitted to bring bicycles to school.
- C. Bicycles are to be locked in the racks behind the school.
- D. Bicycles are to be walked on school property.
- E. The school does NOT assume responsibility for any damage to/or loss of bicycles.

#### **CAR RIDERS**

If a student comes to school by car, it is imperative that the driver conforms to the traffic patterns. Please refrain from leaving children on 38th Street or in front of the Church. Car riders arriving between 8:00 a.m. and 8:07 a.m. will be supervised outside, weather permitting, or in the gym during inclement weather.

#### **WALKERS**

These students are expected to observe the policies of the school. Walkers arrive between 8:00 a.m. and 8:07 a.m. and will be supervised outside, weather permitting, or in the gym during inclement weather.

#### **VISITORS**

Visitors are always welcome. For safety and security visitors are required to sign in and obtain a visitor badge.

In order to protect students' instructional hours and education, and to promote reasonable security, no person is to visit with a student or teacher during the school day except in an emergency and with permission of the administration.

#### **WEAPONS**

It is forbidden for anyone to possess any object or material considered to be a weapon in the buildings, on the premises, or within the geographic boundaries of Saint Luke School without the prior approval of the Principal. Only in instances where there is a supervised and approved school activity will permission be given. In such cases, the instructor must request and receive approval from the Principal or Pastor. A student is forbidden to bring a weapon from home to school for a supervised activity without the instructor and/or teacher first requesting and receiving approval from the Principal and permission from the student's parent(s) or legal guardian(s). Said request and permissions must be in writing and kept on file in the school office. Any student, teacher, or non-student who violates this policy shall be subject to appropriate disciplinary action by civil and/or school authority.

Students may not possess cell phones, beepers, pagers, walkie-talkies and the like.

Students may not possess aerosol cans

#### **WEBSITE**

The Saint Luke School website address is [www.slserie.org](http://www.slserie.org) . No information from this website may be used without authorized permission.

## WELLNESS

We comply with the federal mandate to adopt nutrition and exercise goals so that our students will make healthy choices for life. We are required to comply with these federal laws. A good snack is nutrient dense: each bite contributes to the intake of healthy food. At holiday parties all students Preschool—8 will be provided with a drink of milk or 100% juice, and one healthy snack. The room parent is responsible for the party and will provide the drink and snack at that time. Please do not send any kind of food treats for the students to share especially for holiday parties. These will not be distributed. If you feel inclined to be generous please consider non-perishable goods for our food pantry.

## WITHDRAWAL

Parents are asked to give notice in writing if a child will be leaving the school by completing an Exit Interview Form. It is important that the notice state what school the child will be attending upon leaving Saint Luke. Upon request from the new school, the student records will be forwarded, or with advance notice, the parent may have the records to present at the next school.

## HANDBOOK ADDENDUM

*The school makes every attempt to follow these policies and procedures as written and the Principal or Pastor retain the right to amend this handbook for just cause. Families will be given prompt notification if changes are made. In the event that a situation prevents the strict adherence, the circumstances will be determined by and addressed at the discretion of the administration.*

## UNIFORMS

Saint Luke School has a uniform code to provide direction and cohesion in school attire and to promote a non-competitive atmosphere to unify students. Students wear uniforms from the first day of school. They are available at the Red Door or through Land's End.

If a child must come to school in non-uniform clothing, a written note must be submitted to the administrator. The child's alternative should be dress style clothing.

The school periodically declares a **non-uniform day**. Questionable T-shirts, biking pants, mini skirts, tear away pants, etc., have no place in our school environment. Saint Luke School has the prerogative to deny admittance to any child not appropriately dressed on non-uniform days.

## AVOID ~

Extreme hair styles & Unnatural hair colors

Obvious make-up

Dangling earrings

Visible tattoos

Nail polish & unsafe nail lengths

Neck and ankle jewelry and bracelets with the exception of watches and religious medals

Shoe boots, hiking boots, shoes with a heel higher than 1 ½ inches, and backless shoes

Clogs & Flip-Flops

Hair covering the eyes

## REMEMBER ~

Skirts and jumpers should at least touch the top of the knee.

Boys' hair must be above shirt collars.

Boys may not wear earrings on uniform days.

Navy blue walking length shorts must be no more than 3 inches above the knee and are optional all year.

The top button of shirts may be undone.

Shirts must be tucked into waistbands.

Socks must be visible, have no logo and at least cover the ankle.

**Preschool children do not wear uniforms.**

### **Kindergarten Uniforms**

Navy blue slacks or dress shorts *Girls* wear a yellow collared blouse or turtleneck or yellow or navy polo shirt. *Boys* wear yellow turtlenecks or yellow or navy polo shirts. Footwear is blue or white socks and sneakers. Optional: navy blue cardigan, V or crew neck sweater, or Saint Luke logo sweatshirt.

### **Elementary Grades 1--4**

*Girls* wear plaid uniform jumpers or navy blue slacks or dress shorts and a yellow collared blouse or turtleneck or yellow or navy polo shirt. Uniforms must touch the top of the knee. Footwear is plain navy or white socks, or white, gray, or navy tights with **low heeled** (1--1 ½ inch), non-sneaker style school shoes. Optional: Navy cardigan, V or crew neck sweater Saint Luke logo sweatshirt.

*Boys* wear navy dress slacks or dress shorts and an SLS yellow turtleneck or yellow or navy polo shirt. Footwear is plain navy or white socks and non-sneaker type dress school shoe. Optional: Navy cardigan, V or crew neck sweater or Saint Luke logo sweatshirt.

### **Middle Grades 5--8**

*Girls* wear a plaid uniform skirt, or navy slacks or dress shorts, and a yellow collared blouse, turtleneck, or yellow or navy polo shirt. (White undershirts without a logo may be worn under the shirts.) Footwear is plain navy blue or white socks, or white, gray, or navy tights with **low heeled** (1--1 ½ inch), non-sneaker style school shoes. . Optional: Navy cardigan, V or crew neck sweater, Saint Luke logo sweatshirt.

*Boys* wear navy dress slacks or dress shorts and an SLS yellow turtleneck or yellow or navy polo shirt. (Undershirts should not have a logo.) Footwear is plain navy or white crew socks and non sneaker type dress school shoes. Boys must use belts to keep slacks at waist level. Optional: Navy cardigan, V or crew neck sweater, Saint Luke logo sweatshirt.

Please review this handbook carefully with your child. It is our understanding that by requesting enrollment at Saint Luke School that you are making a commitment to support and reinforce our policies, not all of which are in this handbook, and agree to be governed by these policies.