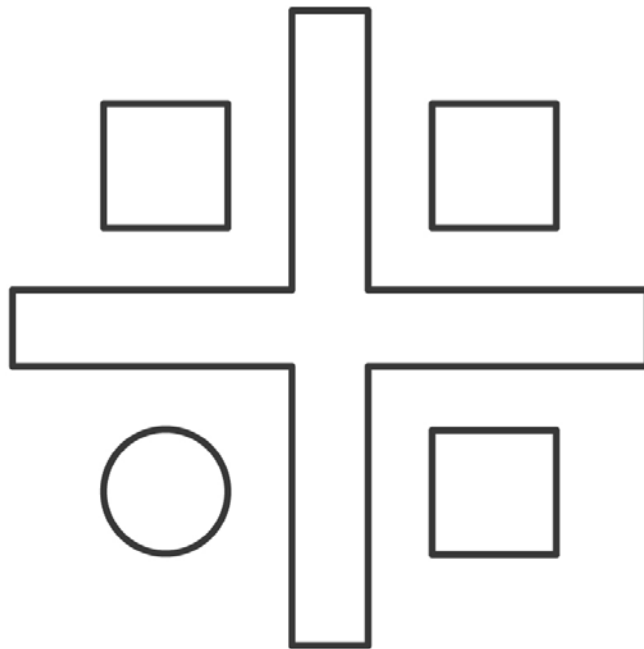


*Parent/Student  
Handbook  
2009-2010*



*St. Luke Catholic School  
1442 North Fairfield Rd.  
Beavercreek, Ohio  
937-426-1733*

[www.saintlukeparish.org/school](http://www.saintlukeparish.org/school)

## **HISTORY OF ST. LUKE CATHOLIC SCHOOL**

St. Luke School began in 1961 in Bishop Ford Hall under the direction of the Sisters of Notre Dame of Covington. Work began on the school building we know today in 1965 and it was dedicated in January of 1966. The first addition was added in October of 1971 and included the library, science lab, and the multipurpose room (otherwise known as the gym). Enrollment continued to climb and the second addition was added in 1990. In this phase the Parish Social Center, five classrooms, a conference room, and a computer lab were added. The building also became handicap accessible with the installation of an elevator. St. Luke School has long been known for excellence in preparing students religiously as well as academically.

***BE IT KNOWN  
TO ALL WHO ENTER HERE  
THAT CHRIST IS THE REASON  
FOR THIS SCHOOL, AN UNSEEN  
BUT EVER PRESENT  
TEACHER IN ITS CLASSES,  
THE MODEL OF ITS FACULTY,  
THE INSPIRATION OF  
ITS STUDENTS.***

## PHILOSOPHY OF ST. LUKE SCHOOL

St. Luke School is a Catholic elementary school, instituted by the parish community to teach Catholic doctrine, to nurture the development and personal practice of Christian values, and to provide an educational setting where quality academic standards are maintained, the uniqueness of the individual is respected, and the mission to teach entrusted to the Church by Jesus is accepted as our own.

Our goal is to enhance the total spiritual growth of individuals who are becoming witnesses to their faith, by fostering their ability to make responsible, loving Christian choices and their development of a close personal relationship with Christ.

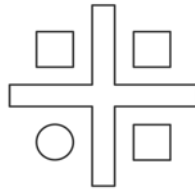
Academic instruction is provided by professional educators to promote excellence in all fields of study, helping each individual develop and achieve in accordance with the individual's needs and abilities through a variety of learning experiences.

Because each child is regarded as a valuable, contributing member of the community, each is encouraged and given full opportunity for development and worthwhile expression of his or her talents. Our clearly defined discipline code, which fosters self-discipline, is integral to personal growth.

The role of both students and teachers is seen as an outgrowth of the defined goals of the school and is based on Christian commitment to these goals by students, parents, and teachers.

With discipline and an atmosphere of loving and caring, our students are able to develop to their fullest potential. Through these efforts, with the cooperation of the parents, St. Luke School provides an excellent beginning to the lifelong process of education.

(Reviewed by Education Commission 4/96)



## **St. Luke School Mission Statement**

**St. Luke School's mission is to educate and counsel all students in a caring Christian community. The faculty and staff are committed to the spiritual, intellectual, physical and social growth of each student.**

### **Belief Statement**

**Working in partnership with the parish of St. Luke and the parents of our students, we believe that:**

- 1. All children can learn**
- 2. Parents are the primary educators**
- 3. Faculty and Staff guide and educate students in the development of the whole child**
- 4. We are called to prepare each student to be responsible, compassionate Christians in their beliefs and actions**
- 5. All students are capable of becoming contributing and involved members of their communities**

## SECTION I: OVERVIEW

### Admission Policy

#### Enrollment Priorities

The opportunity to attend St. Luke School is to be extended first, to Catholic students who are members of a family which is registered and supporting the parish through the regular use of parish offertory envelopes.

All students are enrolled on a one-year basis.

To accept students the school must have received registration forms and fees. Admission will then be determined by the following criteria.

A. For children registering during the designated registration week:

1. Students currently enrolled in grades 1 through 8.
2. Siblings of students currently enrolled in grades 1 through 8 who are members of a parish family.
3. Parishioners who registered their children for St. Luke School the previous year but were not admitted (Due to lack of space).
4. Remaining parishioners will be prioritized based on the date of the registration in the parish.
5. Siblings of students currently enrolled in grades 1 through 8 who are not members of a parish family.
6. All other non-parishioner students will be put on a waiting list until June 15<sup>th</sup>. Children of non-parishioners will be accepted on a full cost basis. Such families must demonstrate that their primary motive for attending St. Luke School is their desire for the type of Catholic education that we offer.

B. Parish children not registered during the designated registration week will be admitted only after children under (A1-5) above are admitted. Priorities within this group will be based solely upon the date of registration in the parish and school.

A waiting list will be maintained for those children registered but not admitted.

Notwithstanding the above guidelines, a child will be dropped from the list if he/she is offered an opportunity to enroll but the offer is refused. This child must re-register to be considered for the next school year.

All children accepted into the school must provide records of immunizations as prescribed by the Greene County Health Department, in accordance with established rules from the State of Ohio.

In no case will students already enrolled in school be excluded from the school in order to make room for new students in the parish. However, continued non-payment of school tuition and school fees will make a family liable to dismissal from the school. **Parishioners who cease support of the parish as defined above will be required to pay full tuition.**

**There is no financial aid for kindergarten. There is no financial aid for non-parishioners.**

In cases of financial hardship involving parishioner students in grades 1 through 8, families will be encouraged to complete a financial disclosure form.

Students with special needs are admitted if the school personnel and the budget can support their specific needs. Each case is carefully considered on an individual and case by case basis. The principal will make the final decision on all admissions.

**The following is required at the time of registration:**

1. Birth Certificate
2. Baptismal Certificate (Required for Catholic students.)

3. Immunization Record (in accordance with established regulations from the State of Ohio)
4. Registration Fee
5. Social Security card
6. Custody papers (if necessary)

The parent/guardian will be given a Release of Records form to complete, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to St. Luke. These records must arrive within two weeks if complications regarding the enrollment are to be avoided.

These procedures are in accordance with Section 33313.672 of Senate Bill 321, legislation which deals with missing children and which became law on April 9, 1985. Section 3313.672 states:

"A pupil at the time of his initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items as required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code"

### **Class Assignments**

Class assignments are determined before the end of the school year by the current year homeroom teacher with input from the art, music, physical education, and computer teachers. Teacher requests will not be accepted unless extenuating circumstances are evident.

### **Non-Custodial Parents**

A divorce or change in custody does not change the rights of a natural parent to their children's records. In the absence of a court order to the contrary, the school will provide a copy of the child's report card, interim report, the permanent record card, and the opportunity to hold parent teacher conferences with the non-custodial parent. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a change in custody, it is the responsibility of the parents to notify the school and to present the necessary court papers. New emergency notification forms will need to be completed at this time.

Non-custodial parents may receive a weekly newsletter providing they pay \$15.00 to cover the cost of postage.

Teachers will not testify in court for divorce/custody cases unless subpoenaed. The parent will be required to pay the cost of a substitute teacher.

### **Notice of Nondiscriminatory Policy**

The school of St. Luke Parish admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on basis of sex, race, color, national and ethnic origin in administration of educational policies, financial assistance, other school-administered programs and in hiring teachers.

## Placement Procedures

Kindergarten students must be five years old by September 30 of the year of admittance. All students enrolled for the first time in Kindergarten will be tested for health and readiness. (SB 140).

Students who become six years of age between October 1 and January 1, inclusive, are considered as underage candidates for first grade. The local school district administers the appropriate tests to determine readiness.

When a student in grades one through eight transfers from any approved public or non-public school, his or her grade placement is accepted. Standardized test results, cumulative records from the school previously attended, and parental recommendations are considered for appropriate placement.

**St. Luke School reserves the right to place a student in the appropriate grade based on all educational factors.**

## School Fees

Each year tuition is subject to change according to the parish budget. The Registration Fee for each student is \$100.00. The Registration Fee is charged at the time of registration in the school. **This fee is non-refundable. The registration fee does not apply to the yearly tuition.**

Tuition payments are made at the parish office during business hours.

## Tuition Schedule for the 2009-2010 School Year

Kindergarten Tuition -Parish Member (Family registered and active in parish)	\$1650.00
Kindergarten - Non-Parishioner (Family not registered/not active in parish)	\$1850.00
Grades 1-8 Tuition - Parish Member (Family registered and active in parish)	\$2900.00
Non-Parishioner (Family not registered/not active in parish)	\$3950.00

## DAILY SCHEDULE

The school day begins at 8:15 A.M. and concludes at 2:55 P.M. Students are admitted to their homerooms at 8:05 A.M. Students who arrive earlier than 8:05 A.M. are to report to the gym where they will be expected to sit in their designated areas until they are dismissed to their homerooms.

Morning kindergarten students are expected at 8:15 A.M. and are dismissed to their parents or designated driver at 11:05 A.M. Afternoon kindergarten begins at 12:05 A.M. and ends at 2:55 P.M.

**Students should not be at school before 11:55 A.M.**

Parents must not bring students to school before 7:45 A.M., as supervision is not provided before that time. We are concerned about the safety and well being of your children and ask your cooperation in this matter. **The school cannot be responsible for the supervision of children before 7:45 A.M. Students dropped off before 7:45 will remain outside until the doors are opened. The only exception to this rule will be students serving the 7:00 a.m. Mass.**

### Lunch Periods

Grades 3 & 4	11:10 to 11:45
Grades 5 & 6	11:35 to 12:10
Grades 1 & 2	12:00 to 12:35
Grades 7 & 8	12:25 to 1:00

## Daily Arrival Procedure

Bus riders will enter through the front gym doors. Car riders will enter through the back door off of the sidewalk by Jansen Center. Parents who bring their children in the morning are to enter St. Luke's Dr. from Lantz Rd., drop their children at the sidewalk leading to the hallway by the Social Center, circle behind Bishop Ford Hall, and exit to Lantz via St. Luke's Dr. **There will be no car traffic permitted in the front of the school before or after school. PM Kindergarten students are to arrive no earlier than 11:55 at the back cafeteria entrance.**

## Daily Dismissal Procedure

Students who are to be dismissed using a method of transportation different from their regular mode **MUST PRESENT THE TEACHER WITH A WRITTEN NOTE** from the parent stating the change and effective date. Teachers must have written verification of this change.

**AM Kindergarten students are dismissed from the back of the building at 11:05 a.m.**

**Bus riders are dismissed at 2:50 P.M.** Buses will be lined up along the front parking lot. **If parents decide to pick up a child who is expecting to ride the bus, the parent must contact the office by 2:00 P.M. so that we can inform the child while still in class. Parents may not pull any child from line as the classes travel to the buses.**

**Car riders are dismissed at 3:00 P.M. Car riders will be dismissed AFTER the busses move through the back parking lot. No students will be dismissed to the back lot before the busses move.** Students who are riding home with someone other than their parent/guardian must have a note from their parents. In order to insure the safety of the students, cars should be parked in the parking lot behind school before 2:50 P.M. **All cars are to remain parked until the teacher signals it is safe to leave.**

**Walkers** will be dismissed after car riders. Students who normally do not walk home must bring a note to the teacher from the parent/guardian. **Students are not permitted to ride bikes to school.** School officials will not permit a student to walk from school to a location other than the student's home without the written permission of the parent/guardian. This regulation applies to school-sponsored activities as well.

**Scouts** who are meeting on the parish grounds immediately after school will report to the school **gym (not the gym lobby)** where they are to be met by their leaders and escorted to their location.

**Extension Program students** are to report to the gym.

**Band students** are to wait in the **gym** for the band director after school. The band director will lead them to the assigned classrooms. **No band students are to be in the band classroom until a band director has arrived.**

School grounds are supervised for 10 minutes after school is dismissed. Children are expected to have cleared school grounds by that time. **The school cannot be responsible for the supervision of children beyond this time. Students who are habitually picked up after 3:05 will be escorted to our Extension program. Parents will be charged the normal Extension program fees.**

**THE SCHOOL BUILDING WILL BE LOCKED AT 3:30 P.M. NO STUDENTS ARE PERMITTED IN THE SCHOOL BUILDING AFTER DISMISSAL UNLESS THEY ARE PARTICIPATING IN AN EXTRA-CURRICULAR ACTIVITY OR ATTENDING THE EXTENSION PROGRAM. STUDENTS ARE NOT TO RE-ENTER THE BUILDING AFTER 3:30 P.M.**

## Releasing students

A student will not be released to an adult who is not the parent/guardian without the written permission of the parent/guardian. You will be provided a form at the beginning of the school year for

the purpose of listing the names of persons to whom the student may or may not be released. Positive identification will be required for persons who are not known by the school staff. **A current photograph should be provided of specific persons NOT permitted to pick up your child.**

## DRESS CODE REGULATIONS

The uniform should be worn with pride, as it is one of the visible factors that distinguish us as St. Luke School.

- The school colors are royal blue and gold. The mascot is the Lion.

**The dress code will be enforced by all staff members. The dress code may change during the school year. Parents and students will be notified in writing when such policy changes occur.**

**WHEN IT IS DETERMINED THAT THE STUDENT IS NOT DRESSED ACCORDING TO THE UNIFORM REGULATIONS A PARENT WILL BE CALLED. THE PARENT MUST BRING THE PROPER UNIFORM ITEM(S) TO SCHOOL.**

**THE PRINCIPAL RESERVES THE RIGHT TO REVOKE OUT OF UNIFORM PRIVILEGES FROM STUDENTS WHO CONSISTENTLY DISREGARD THE DRESS CODE REGULATIONS SET FORTH IN THIS HANDBOOK.**

### Kindergarten ONLY:

1. Play clothes are acceptable and preferred but the midriff area must be covered completely. No spaghetti strap shirts or dresses are permitted.
2. Gym shoes are preferred. **No sandals, jellies, clogs, backless, or high-heeled shoes are permitted.**

### Girls:

1. Girls in grades one through three wear the plaid uniform jumper or navy skirts. Girls in grades four through six may wear the plaid jumper or the navy pleated or plaid uniform skirt. Girls in the junior high wear the plaid, navy or KHAKE uniform skirt or skort. **Girls in grades 1-8 may wear NAVY skorts year-round.** Girls wearing skirts must have shorts under their skirts. All skirts, skorts and jumpers are to be worn **at the knee**. There are to be no slits. These items should be clean, in good repair and the correct size.
2. All girls may wear navy slacks. Slacks are not to have studs, logos, or other markings. Students are not permitted to wear cargo pants or pants with sewn-on pockets. No denim slacks are permitted. Pants may not have slits in the legs. Pants are not to have double stitching. If belt loops are present, belts **must** be worn. Belts are to be black, brown, or navy. Belts are to be plain with NO studs, decorations, or large belt buckles.
3. Girls may wear navy Capri pants. Capris must be of proper length with no studs, logos, or other markings. No denim. Capris are not to be spandex, or form fitting as leggings.
4. Belt colors are to be solid colors: navy, black or brown only.
5. Sweaters are V-neck, crew neck pullover, or cardigan of navy or white and must be purchased through the uniform company.
6. White or light blue blouses of broadcloth or oxford with collars may be worn. They may be short or long-sleeved. Blouses are worn "tucked in".
7. White or light blue knit shirts are worn only with the school uniform. Shirts must be worn "tucked in" and belts are to be visible. **White turtlenecks are to be worn with sweatshirt or sweater only.** No logos or emblems are allowed on shirts or blouses. If t-shirts are worn as undershirts, they should be plain with no logo showing. All clothing is to fit the student properly. Clothing too tight, too loose, or "sagging" is not acceptable.

8. Uniform socks are solid color navy, white or grey and are to be worn "as designed" (Knee socks not rolled down, ankle socks not pulled up). White or navy tights are permissible for all girls. Leg warmers are not permitted as class wear, but may be worn on the playground. **Socks must be visible above the shoe.**
9. St. Luke sweatshirts are to be worn over tucked in uniform shirts without logos and blouses with the collar showing.
10. Sweatshirts must be purchased through the St. Luke P.T.O. or the Spirit Shop and must be worn in an appropriate size.
11. **Cosmetics**, colored nail polish (clear may be worn) and **jewelry**, except for watches and small earrings, are not permitted. **No hoop or dangling earrings may be worn. Only one earring may be worn on each ear. Earrings may only be worn on the ear lobe. ONE religious necklace may be worn IF it meets the following criteria: The item must be a religious article and worn on a thin chain. No leather, beaded or rope chains are permitted. Students may wear only one necklace at a time. No powerbands are permitted. Students may wear one religious pin on their uniform shirt lapel.**
12. Hair styles and color should be moderate so they do not cause distractions during the school day. Hair should be combed, neat and clean.

#### **Boys:**

1. Uniform pants are navy **dress** slacks. No studs or logos are permitted. Students may not wear cargo pants or pants with sewn-on pockets. No denim slacks are permitted. If belt loops are present, belts must be worn and visible.
2. Belt colors are navy, brown or black ONLY.  
Boys may wear light blue or white long or short-sleeved knit shirts. Shirts which carry manufacturer's logos are not permitted. Oxford or broadcloth long or short-sleeved dress shirts may be worn. Shirts are worn tucked in and the belts are to be visible. Belts are to be black, brown, or navy. Belts are to be plain with NO studs, decorations, or large belt buckles.
3. White turtlenecks must be worn with sweatshirt or sweater only.
4. All clothing is to fit the student properly. Clothing that is too tight, too loose, or "sagging" will not be permitted.
5. Uniform socks are white, navy or grey. **Socks must be visible above the shoe.**
6. Sweaters are V-neck, crew neck pullover, or cardigan of navy or white and must be purchased through the uniform company.
7. St. Luke sweatshirts may be worn over tucked in uniform shirts with the collar showing. Sweatshirts must be purchased through the St. Luke P.T.O. or the Spirit Shop and must be worn in an appropriate size.
8. Jewelry, except for watches, is not permitted. **ONE religious necklace may be worn IF it meets the following criteria: The item must be a religious article and worn on a thin chain. No leather, beaded or rope chains are permitted. Students may wear only one necklace at a time. No powerbands are permitted. Students may wear one religious pin on their uniform shirt lapel. Earrings are not permitted.**
9. **Hair styles and color** should be moderate so they do not cause distractions. Hair should be combed, neat and clean. **No facial hair is permitted.**

#### **Grades 7 and 8 ONLY**

**Junior high students are permitted to wear khaki pants, skorts, capris, and shorts. All rules applying to navy pants, capris, skorts and shorts apply.**

## Shoes For All Students

Soft-soled, shoes are recommended. **Gym shoes are permitted and must be completely laced and tied at all times.** Sandals, "jellies", clogs, backless shoes and high heels are **NEVER** permitted. Boots will be permitted during the cold weather, but students must change into appropriate shoes once in class. **Socks must always be worn with shoes and be visible above the shoe. Shoelaces are to be white, black or brown. Curly shoelaces are not acceptable.**

## Hot Weather Wear for All Students

Navy walking dress shorts may be worn from the first day of school through the first quarter and again beginning the fourth quarter. **Shorts must be walking length right above the knee, but not any longer than right below the knee. No cargo shorts are permitted.**

## Out-Of-Uniform Dress Code

The principal may designate special days as out of uniform. Appropriate out of uniform attire means **no** short shorts, midriffs, or tank tops. Sleeveless dresses or tops are prohibited. Clothing may not reflect unchristian attitudes, alcohol, tobacco, drugs, violence or derogatory messages. **Shoe regulations above are in effect for out-of-uniform days.** Students who choose inappropriate clothing on an out of uniform day will call home for a change of clothes. If no change is available, a uniform will be supplied to the student. The student may receive an in-school suspension for the day to be served immediately. The student may also lose all out of uniform privileges for the remainder of the year. Girls may wear fingernail polish on an out of uniform day. Students **MAY NOT** wear temporary hair dye at any time. Pants are to be in good repair: no torn or pants with holes are permitted.

**It is understood that not all unacceptable attire can be listed or described above. Therefore, the principal will make the final decision regarding same. All clothing, including socks and shoes are to be worn properly (as intended).**

**\*\*\*\*\*The principal reserves the right to revoke out of uniform privileges from students who consistently disregard the Dress Code Regulations set forth in this handbook.\*\*\*\*\***

## Sources for Uniform Items

We are a preferred customer with Land's End. **Our number is #900132176.** Land's End provides acceptable uniform items.

Jumpers, plaid skirts and sweaters are available for purchase from Schoolbelles, St. Luke's official uniform company. Other items can be purchased locally or from Schoolbelles. Schoolbelles order forms are available in the school office. Sweatshirts are sold through the P.T.O. in the fall. The P.T.O. holds a used uniform sale twice yearly.

SCHOOLBELLES SCHOOLWEAR COMPANY  
310 Culvert Street  
Cincinnati, Ohio 45202  
1-513-621-1710

## Class Size/Homeroom

Class sizes are: kindergarten - twenty students, first grade - twenty-four, second grade - twenty-six, third and fourth grades - twenty-seven, fifth through eighth grades - twenty-eight. St. Luke has no split grades.

There are two homerooms per grade. Classes are also scheduled in the art room, music room, gym, computer lab, science lab, and the library.

## Curriculum

St. Luke School follows the Graded Course of Study for Elementary Schools, which is provided by the Archdiocesan Office of Education. This document contains the Philosophy of Education approved by the Archdiocesan Commission on Education and proceeds to the broad Program Philosophies, Program Goals, Program Objectives and Subject Objectives for each of the following areas of study: Religion, Art, Health, Language Arts, Mathematics, Physical Education, Science, Social Studies, and Music. A copy of this document is on file in the office and is available for review by any parent/guardian.

St. Luke School meets or exceeds the Minimum Standards set by the Ohio State Department of Education. St. Luke is an Accredited School with the Ohio Department of Education. All teachers and administrators are Ohio certified.

## Communication With Parents

Report cards are sent home at the end of each quarter except for kindergarten students who receive a report card at the end of the second, third, and fourth quarters. Interim Reports are sent home with all students during the first three quarters and with students whose academic progress is unsatisfactory during the fourth quarter.

Sets of papers, a sampling of assignments and tests will be sent home periodically to keep parents informed of their child's progress.

Parent/teacher conferences are always welcome. Regularly scheduled conferences are held after the first and second quarters. Conference dates for the 2007-2008 school year are November 8<sup>th</sup> and 9<sup>th</sup>. Conferences will be conducted in early February for those students who are in danger of failing. Parents may meet with teachers at other times by calling ahead and scheduling an appointment.

**A School Newsletter will be sent home on the first day of each regular school week with the youngest child in each family.** Set up a routine to check with your youngest or only child. If parents would like to designate another family member as courier, please contact the school office.

## School Staff

The Principal and the school secretaries provide administrative services. Twenty-one educators provide instruction: seventeen homeroom teachers, a music teacher, physical education teacher, a computer teacher, and an art teacher. The faculty support staff includes a classroom aide.

The parish religious education program is directed by a team of coordinators.

The Auxiliary Services staff, provided through state funds, consists of a certified school psychologist, guidance counselor, L.D. tutors, speech and hearing teacher, nurse and Auxiliary Services Secretary.

## Pastoral Staff

The pastoral staff is comprised of the pastor, Church Deacon, Director of Religious Education,

Youth Minister, the Parish Business Manager, Music Director and the principal. They meet to consider recommendations made by the Pastoral Council and Education Commission as well as to discuss matters of mutual interest and concern which enhances the spiritual and temporal goals of the parish.

### **Education Commission**

The Education Commission is an advisory board comprised of elected representatives, the Pastor, Principal, and coordinators. Only the elected representatives have voting privileges. Meetings are held monthly. The Education Commission advises the Pastoral Council on parish policies regarding education. The Pastoral Council in turn advises the Pastor. The Pastor who is advised by the Finance Committee makes final decisions on all matters.

### **Parent/Teacher Organization**

All parents/guardians are members of the P.T.O., which is directed by a board of officers. There is no membership to purchase. The P.T.O. provides financial assistance to the school and opportunities for service to parents/guardians. P.T.O. meetings are announced in the school newsletter. P.T.O. members work on a variety of projects throughout the year. The P.T.O. is an advisory board under the principal.

### **Open House**

St. Luke School has two Open Houses for parents. The first Open House is scheduled before school begins. The second "Open House" takes place during Catholic Schools Week in late January/early February, which includes all grades. It is held the evening of the School Science Fair.

### **Visitors**

All visitors, including parents/guardians, are to sign-in and receive a visitor/volunteer badge at the office upon entering the school. **Visitors are not permitted to go to any classroom without authorization from the principal or secretary.** **Visitors who wish to see the principal must have scheduled an appointment in advance.** Students who attend other schools will not be permitted to visit or join classes that are in session. Exceptions may be made for prospective St. Luke students. The approval of the Principal is required in advance. These rules will be strictly enforced.

### **After-School Visitors**

Classrooms must be reserved in advance for meetings, club activities, etc. Teachers are unable to meet with parents during or after school without an appointment. All doors will be locked at 3:30 p.m. Please do not knock on a door and ask permission to enter the building.

### **Volunteers**

**Volunteers are vital to the success of St. Luke School.** Please get involved with the school community. Contact the school office at 426-1733, ext. 401 if you'd like to help or complete the P.T.O. sign-up sheet in the opening packet of school information. No amount of time is too little to give! When volunteering in the school, parents/guardians are required to follow the sign-in procedure as outlined above.

**All volunteers at the school must attend the diocesan required**

**program, the Child Protection Decree, complete a B4 form and be  
fingerprinted in a Cincinnati Archdiocese Parish Office - NO  
EXCEPTIONS!!!!**

**SECTION II: PUPIL ATTENDANCE. HEALTH. SAFETY. RECORDS**

**Attendance**

Students must attend school when school is in session. Under the guidelines set down by the State of Ohio, no student is to be excused from attending school unless sick, exposed to a contagious disease, or, upon parental request, excused for a limited amount of time for medical examination, emergency or a bonafide situation which enhances the educational or cultural growth of that student.

Parents/guardians should schedule routine medical appointments and family vacations so as not to interfere with or prevent the child's school attendance.

Excused absence means not truant, i.e. medical or dental appointments, illness, and family funerals. **The student is counted as absent, but allowed to make up missed work.**

Unexcused absence is by parent request, i.e., recitals, tournaments, or activities not sponsored by school. Absences that occur without parental knowledge or consent are considered truancy.

Each day a student is absent, the parent/guardian is to notify the school office by calling 426-1733, ext 401. If you wish to call the evening before or earlier in the morning, our voice mail system will take the message. If you do not have a touch-tone phone, just remain on the line and leave your message. If the school does not receive a call from the parent/guardian, the secretary or school nurse will call the home or the parent's/guardian's place of employment. **It will help us greatly if you will remember to call the school each morning your child is absent. A child is considered truant until we receive notification from the parent/guardian concerning the child's absence.**

When the parent/guardian knows in advance that his/her child will be absent for more than one day, the parent/guardian need only call the school on the first day of the absence and report the number of days the child will be absent. Absences of 9 days per semester may jeopardize promotion.

**Upon returning to school, the student must submit to the homeroom teacher a written explanation of the absence that has been signed by the parent/guardian. The note should state the days absent and the cause of the absence.**

When a student will arrive late to school, the parent/guardian is to notify the school through a note to the homeroom teacher or phone call one day in advance, when possible, or between 7:00 A.M. - 8:00 A.M. on the day of the late arrival (426-8551). **Upon arrival at school, the student must submit a written explanation of the absence to the homeroom teacher or the absence will be considered unexcused.**

In the case of an extended, arranged absence (e.g. out-of-town funeral), the parent/guardian is to notify the school through a note to the homeroom teacher at least one day in advance, when possible, but no later than the first day of the absence. The note should state the dates the student will be absent, the reason for the absence and the date the student will return to school.

**Tardiness- PLEASE NOTE NEW POLICY**

Students who are not present in homeroom at the 8:15 bell, **except for those riding a late bus,** will be marked as tardy. **Students arriving late to school must be signed into the school office by a parent. Students are to bring a note of explanation to the homeroom teacher, signed by the parent/guardian. Students will not be admitted to class unless the parent signs the student in the**

office and gives the student a note. This new rule applies to both excused and unexcused tardies. An excused tardy includes medical and dental appointments or illness and **must be accompanied by a parental permission slip**. Tardiness due to late bus arrival or extreme weather conditions will be considered excused and need not be accompanied by a note. **Admit Slips, obtained at the office, must be issued to all students who are tardy.**

Three unexcused tardies will result in a written notice. Six unexcused tardies each quarter will result in a school detention. Examples of an unexcused tardy include, but are not limited to, oversleeping, missing the bus, or car problems.

### **Early Dismissal**

When a student is to be dismissed early from school, **the parent/ guardian is to notify the school in writing the day before or the day of the dismissal.** Notification of an early dismissal helps the teacher keep the disruption to class time to a minimum. Students may also be testing or attending a school function. Parents must sign the student out in the office before the student will be dismissed. Under no circumstances will students be dismissed directly from the classroom. If the student returns to school on the same day, he/she must obtain a re-admit slip from the office before returning to class.

### **Excused vs. Unexcused Absences**

**Excused:** Students who are absent from or tardy to school because of an excused reason (illness, funeral, doctor appointments, etc.) will be counted as absent or tardy, but will be allowed to complete work missed while out of the classroom.

**Unexcused:** Students who are absent from or tardy to school because of an unexcused reason (car trouble, oversleeping, etc.) will be counted as absent or tardy, but may not be allowed to complete the work missed while out of the classroom. The teacher will make the final decision.

### **Perfect Attendance Awards**

**Students will qualify for the Perfect Attendance Award if they are in attendance each day school is in session. The students must not be tardy or dismissed early during the course of any school day. This is a change from our former policy.**

### **Truancy**

Truancy is declared when a student is absent from school without school authorization and parental consent. Such behavior will result in the student receiving failing grades for all work missed while absent from school. Leaving the school during the school day, without the approval of the principal, will be treated as truancy. A pattern of truancy will be reported to the County Attendance Officer.

### **Accident and Illness Procedure**

#### **Accidents**

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when a serious accident occurs. Parents/guardians will be notified of any serious accident, especially bumps or blows to the head and any injury to the eye.

An injured student will be taken to the school clinic if the school nurse or clinic volunteer is on duty. If the clinic is not staffed, the injured student will be taken to the office. School officials will follow the instructions listed on the student's Emergency Medical Form.

This form IS AVAILABLE ON OUR WEBSITE and will remain on file for the duration of the school year. If any information on the Emergency form changes, it is the responsibility of the parent to notify the school officials of the changes.

### **Illness and Contagious Diseases**

In case of illness during the school day, the student will be sent to the clinic. The parent/guardian will be notified if the student is too ill to remain at school. If the parent/guardian cannot be contacted the relative or neighbor listed on the Emergency Medical Form will be contacted.

**Children should be free of symptoms such as fever, vomiting, and diarrhea for 24 hours before returning to school WITHOUT THE ASSISTANCE OF MEDICATION.** If your child has a contagious disease please report it to the school (strep, chicken pox, pink eye, head lice, etc.). A contagious disease will affect everyone with whom your child comes into contact. A physician's statement is required from all students who have had a contagious disease.

### **Immunization Requirements/Health Screenings**

The Ohio Department of Health requires vision and hearing screenings for the students in the following grades: kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup>. New and transfer students with no recent screenings, eye exam, or hearing test on file (within the last 12 months) will be screened also. These screenings will be conducted by our school nurses.

The Ohio Department of Health recommends scoliosis screenings for students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. These screenings will be conducted by our school nurses.

Hand washing and dental care are taught by our school nurses in kindergarten and the 1<sup>st</sup> grade.

First Aid is taught by the school nurses in the 7<sup>th</sup> grade.

Cardio Pulmonary Resuscitation (CPR) is taught by our school nurses in the 8<sup>th</sup> grade.

Children who do not have the proper immunizations will be excluded from school after 14 days.

### **Administration of Medication**

The administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. Thus, to ensure the full protection of school personnel and the physical well being of students in need of medication during school hours, specific procedures shall be followed:

1. Students are not permitted to keep medication in the classroom or to carry medication on their person. The single exception to this rule is asthma inhalers. Students may carry their personal inhaler provided the correct forms are completed by both the attending physician and a parent/guardian.
2. **A Physician's Request for Administration of Medication" must be signed by both a physician and parent or guardian before medication can be given to a child. These forms are available from the school office. This request form must be completed in full.**
3. The parent/guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
4. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Over-the-counter medication should be in the original container and clearly marked with the child's name.

5. A new request form must be submitted each school year.
6. The medication and the completed form shall be brought to the school by the parent/guardian. Medication will be stored and distributed from the school clinic. Only the school nurse, clinic volunteers, school secretary, principal, and trained personnel will distribute the medication.
7. School personnel are authorized to distribute only oral medications, unless an emergency situation exists (such as a rare anaphylactic reaction). School personnel are not authorized to administer medications such as eardrops, eye drops or eye ointments.
8. The school nurse shall keep a daily record of medication distribution.
9. Students with irritated throats are permitted to use cough drops, non-prescription lozenges, and/or mints ONLY if the parents sends a written note to the homeroom teacher asking permission.

### **Disaster Drills**

Fire drills are held once per month. Tornado drills are held during the months of March, April, May and June. Rapid dismissal drills are held each year. **Procedures for disaster drills are posted in each classroom by the exit.** Likewise, students are instructed in the proper procedures to follow in case of fire, tornado or earthquake.

Teachers arrange and carry out the practice of disaster drills during the first weeks of school. Teachers in grade levels which are departmentalized prepare each class which occupies their room.

#### **General Regulations For Fire Drills**

1. Students must know all building exits. Alternate exits must be explained in case an exit is blocked.
2. Rapidity as well as silence is stressed.
3. Walk quickly but do not run.
4. Teachers take their class record book and attendance sheet with them. Teachers are last out of the room. Classroom windows and doors are closed.
5. Students who are not with the class at the time of an alarm are to exit through the nearest door and rejoin their class outside.
6. Once outside, classes line up in a single-file row with their teacher, and remain silent while the teacher checks attendance.
7. Teachers wave their arm to indicate that all students are present and accounted for. If a student is unaccounted for, the teacher sends a student to the principal to report the name of the missing student.

#### **General Regulations for Tornado Drills**

1. Students move to their assigned location in an orderly fashion. Silence is maintained.
2. Students do not run to their location.
3. Teachers take their class record book and attendance sheet with them.
4. Teachers are the last out of the room. Classroom windows are opened slightly and doors are left open.
5. Students who are not with the class at the time of an alarm are to report to their class location.
6. Once students have reached their tornado location they kneel on the floor, bend at the waist and cover their head and neck with their arms. Silence is observed. Students remain in this position while the teacher checks attendance. If a student is unaccounted for, one of the teachers in that location reports to the principal. The other teacher(s) remain with the students.

#### **Rapid Dismissal Drills**

Rapid dismissal drills are used to instruct students in the correct procedures to follow should a situation arise where the building must be evacuated quickly and it is known that students will not be able to or will not be permitted to re-enter the building for a lengthy period of time.

### **Emergency Closing**

In inclement weather, Beavercreek School may make the decision to delay or cancel school. Announcements will be made on most radio stations as well as TV channels 2, 7 and 22. Any other emergency, which may affect the school day, will also be announced on these stations. You can also check our website: [www.saintlukeparish.org/school](http://www.saintlukeparish.org/school). **We follow Beavercreek Schools decisions on closing or dismissing early.**

**An Emergency Dismissal Form** for each student is available on our website. Please complete this form for each of your children to be used in the event of an early dismissal. If your plans change during the school year, please notify the school office so that a new form is on file.

### **Withdrawal**

When students withdraw from school they are to return all property belonging to the school and pay any fines or charges that are due. Workbooks which have been written in may accompany the students.

The custodial parent must complete a Release of Records form before student records will be transferred to the receiving school. Parents may not hand carry any school records. **All school fees and tuition must be paid before academic records are forwarded.**

### **Student Records**

Parents/guardians have the legal right to review and inspect their child's educational records, to challenge the accuracy of the records, and to prohibit the disclosure of records in certain circumstances. Section 3319.321 of Senate Bill 321 authorizes school officials who handle records to provide law enforcement officers with access to students' records when the officer indicates he is conducting an investigation and that the student is or may be a missing child.

Parents/guardians who wish to review their child's school records can do so by making an appointment with the principal. The custodial parent alone can sign for record transfers.

**It is the responsibility of the parents to inform the school anytime the custody of a child changes. Appropriate court documents need to be presented at the school to be placed in the child's records.**

## RESPONSIBLE USE OF TECHNOLOGY

Catholic School Office  
Archdiocese of Cincinnati

### INTRODUCTION

- Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

*www.valuesforalifetime.com*

- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."

*Aetatis Novae, #2, #3; Rome, 1992*

- Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

*2004-2007 Technology Plan of the Catholic School Office,  
Archdiocese of Cincinnati*

### GENERAL INFORMATION FOR USERS of TECHNOLOGY

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Data Acquisition Sites located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

### AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the "**Responsible Use of Technology Policy-User Agreement Form.**" The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

## RESPONSIBLE USE OF TECHNOLOGY POLICY

### **Catholic School Office Archdiocese of Cincinnati**

All schools must have on file a signed **Responsible Use of Technology Policy - User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Data Acquisition Sites or other Internet Service Providers. The school has right of access to any electronic devices on school property. There shall be no reasonable expectation of privacy \*The term student applies to any individual enrolled in the school regardless of age.

### SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

### USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking is strictly forbidden. The user agrees to not submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### DISCIPLINARY ACTION

The school may take disciplinary action against students who violate the "Responsible Use of Technology Policy" or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

**Please complete the user agreement form which is AVAILABLE ON OUR WEBSITE. Each student must have a completed form on file. There must be a new form completed at the beginning of each new school year.**

## SECTION III: ACADEMIC INFORMATION

### Religious Education And Liturgies

The fundamental purpose of St. Luke School is religious education. Students are taught Catholic Christian doctrine in an atmosphere which reflects love, care and respect for the uniqueness of each person. The gifts and talents each of us possesses is the means through which our commitment to the Christian challenge of service to others can be fulfilled.

We are called to help our children recognize and develop their gifts and talents. We are called to foster in our children a sense of Christian responsibility and social justice. We are called to be witnesses to our Catholic faith, to teach by example and to model Christian qualities. We are called to teach that which is the most difficult of teachings - the simple message of love. Prayer is an integral part of the school day. Each morning, the school prays as a community in the gym. Intentions and class prayer follows school prayer. Classes pray before and after lunch and at the end of their academic day.

Coordinators direct preparation for the reception of the sacraments.

Although parents are the primary educators in the religious training of their children, teachers and administrators facilitate this process. See the Religious Education Handbook for more details.

Those students in the second grade who have been baptized Catholic are prepared for the reception of their First Communion and the Sacrament of Reconciliation. Catholic students in the eighth grade are prepared for the reception of the Sacrament of Confirmation. Parents are encouraged to take their children to the Sacrament of Reconciliation as a family on Saturdays. For information on children's RCIA please call Jansen Center.

School Masses are celebrated on Tuesdays. Parents have the responsibility to see that their children attend weekend liturgy. **Attendance at weekday liturgies does not replace the obligation to attend Sunday Mass.**

### Pupil Progress

Students are responsible for their academic progress and are expected to adhere to the academic regulations required of them. Teachers will work cooperatively with parents and students in order to assist the students in developing a sense of responsibility. One such tool we use is the Interim Report. This is a mid-term communication tool between the teacher and parent. Each student will receive an Interim Report in the middle of the first 3 grading periods. Only students who are in danger of failing a subject will receive an Interim Report in the middle of the fourth grading period. Other strategies designed to achieve this goal will vary according to the situation and the needs of the student.

The academic policies of each department, including homework, reflect expectations of **student responsibility** which we believe to be appropriate for students at that particular grade level.

#### Homework Policy:

Academic Notices are written communications which inform the parent/guardian of a lapse in student responsibility regarding his/her school work and offer the parent the opportunity to help the student.

#### All students are expected to:

1. Do required assignments on time
2. Submit complete assignments on time
3. Have required materials and supplies - at teacher's discretion - see the class supply list.

## Primary Department (Grades 1-2)

Grades 1 and 2 do not use the Academic Notice System.

### Grade 3

Third Grade will adapt a modified version of the Intermediate Department system (see below) beginning with the second semester.

## Intermediate Department (Grades 4-5)

Academic notices will be issued for missing or incomplete work. Students are expected to return the completed assignment and notice with the parent/guardian signature the next day. Points may be taken off the assignment at the teacher's discretion.

Excess notices received in one quarter (4 or above from one teacher) may result in a conference with the parent/guardian, teacher and principal to discuss appropriate action to be taken.

### LATE RETURN OF THE GIVEN NOTICE/ASSIGNMENT:

1. For notice and/or assignments not returned the next day, the assignment will be lowered one full letter grade for that assignment and the student will lose recess that day.
2. For notice and/or assignments not returned the second day, the student will lose another recess and will be required to call a parent from school to report academic notice.
3. Assignments received later than two days will be counted as incomplete.

## Middle School Department (Grades 6-7-8)

Written academic notices will not be issued in the middle school grades. Points may be deducted for work that is turned in late. Teachers will communicate with parents if there is an ongoing problem with homework not being completed. Individual teachers will discuss their specific policies with the students.

### Homework

Homework is an outgrowth of class work. It should not contain new material that has not been covered in class except when the student's ability level warrants experimentation into new areas. Students can expect to have some type of homework each weeknight. If specific work has not been assigned students should review notes, practice basic skills, or prepare for a long-term assignment/project. **It is important that the students bring home all necessary materials to complete homework, as the school building is locked at 3:30 P.M. NO ONE (PARENTS AND/OR STUDENTS) WILL BE PERMITTED TO ENTER AFTER THE DOORS ARE LOCKED. PLEASE DO NOT ASK A STAFF MEMBER TO LET YOU IN.**

Parents/guardians can assist their children with homework in several ways:

1. It is the parents' responsibility to see that extra curricular activities such as sports, band, cheerleading, dancing, etc., do not interfere with their children's academic progress.
2. Provide a study area for your child that is free of distractions.
3. Set aside a specific time during which homework is to be done, preferably the same time each day.
4. Do not extend the set homework time if your child has wasted time and for that reason has been unable to complete all of the work. Let your child deal with the consequences.

5. Insist that book bags be packed and ready for school the night before.
6. Provide your child with an assignment notebook and the necessary supplies that will help your child become organized.
7. Allow your child the opportunity to do his or her own homework. Remember that homework is the responsibility of your child. It is not your responsibility. However, do communicate with your child regarding daily assignments, long-range assignments and various other projects that may be required of them.
8. Contact the teacher if your child spends an excessive amount of time, on a consistent basis, doing homework, or if your child has no homework at all.

### **Assignments During Absences**

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete schoolwork while ill. The student will be permitted a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed. Students are encouraged to make up missed work promptly so that assignments do not accumulate.

It is the student's responsibility to find out what work must be made up. The teacher will then discuss the assignments with the student and decide upon a completion deadline. Assignments not completed by the deadline will incur an Academic Notice.

**Teachers WILL NOT prepare work in advance for students who will be absent due to family vacations.** Teachers are also not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the parent's/student's responsibility to find out what work must be made up. The teacher will then discuss the assignments with the student and decide upon a completion deadline. Assignments not completed by the deadline will incur an Academic Notice.

Special circumstances may dictate an individualized approach to make up assignments.

**Parents who call to ask teachers to prepare work for a student who is absent due to illness or family emergency should consider the following:**

1. **IF THE STUDENT WILL BE ABSENT FOR ONLY A DAY, NO MAKE UP WORK WILL BE SENT HOME. The student, under normal circumstances, should be able to make up work upon returning to school. The student will have reasonable time to complete the missed assignment(s).**
2. **Call before 9:00 a.m. on the second day of absence if you want to pick up the assignments so teachers may accommodate your request. Assignments may be picked up in the school office after dismissal, but before 3:30 p.m. Many times the work is too much for another student to carry; therefore we will not send books home with siblings or neighbors. No homework assignments will be available for pick up before the end of the school day.**
3. **When work has been sent home, there is an expectation that the work will be completed. If circumstances prevent the student from completing the work, the parent/guardian should send a note of explanation when the student returns.**

### **Honors**

Academic Honors are earned by students in grades 4-8. Semester Honor ribbons are distributed in the report cards at the end of both the first and second semesters. Year Honor ribbons are distributed at an assembly on the last day of school.

Students achieve First Honors by maintaining a 3.7 average. Students achieve Second Honors

by maintaining a 3.3 to 3.69 average. The following subject areas are used to determine First and Second Honors: Religion, Reading, Language Arts, Math, Science, and Social Studies and Health. Students must avoid receiving a "D" in any one subject area. Art, Music, Physical Education, and Technology grades will be averaged with the semester grades for honors purposes. First and second semester grades are averaged together to determine the year end honors.

**The following is the point value system used to determine honors:**

A	=	4.0	C+	=	2.50
A-	=	3.75	C	=	2.00
			C-	=	1.75
B+	=	3.50			
B	=	3.00	D+	=	1.50
B-	=	2.75	D	=	1.00
			D-	=	0.75

### Promotion Policy

In order to be promoted to the next grade level, the student must demonstrate competency in meeting the subject area objectives as stated in the Archdiocesan Graded Course of Study. The teachers and principal will consider the following factors in making promotion decisions:

1. The student's cumulative average in each of the following subjects: Reading, Language Arts, Math, Science, Religion and Social Studies
2. The student's basic skill development in reading, written expression and math computation
3. The student's work habits and organizational skills
4. The student's physical and social development
5. The student's attendance record

Retention will normally be recommended in the case of a student whose cumulative average in Reading or Math is an "F" or "U", or whose cumulative average in two or more major subjects is an "F" or "U". However, a decision to retain a student will not be finalized until the factors listed above are considered, the parent/guardian is informed and additional options such as learning disability testing, summer school, etc. are considered. Parents/guardians whose children are being considered for retention will be notified no later than the end of the third quarter. The school reserves the right to place a child in the next grade rather than promote when the student has not met grade level criteria.

### Grading Scale for Grades 1-3

- O = Outstanding
- S = Satisfactory progress
- N = Needs time/experience/improvement
- 

### Grading Scale for Kindergarten

- \* S = Satisfactory
- \* N = Needs further help
- \* + = Indicates an area of strength
- \* I = Improving
- \* check mark = Area needs growth
- \* no mark = Satisfactory

### Grading Scale For Grades 4-8

A	=	100-95	C+	=	84-83	D+	=	77-76
A-	=	94-93	C	=	82-80	D	=	75-72
B+	=	92-91	C-	=	79-78	D-	=	71-70
B	=	90-87				F	=	69 and Below
B-	=	86-85						

**\*\* Yearly averages (for junior high students) will be computed by using EXACT percent averages of each of the quarters.**

### **Book Bags and Book Covers**

Each student must have and use a weatherproof book bag. Likewise, each textbook and workbook must be covered throughout the year. Book covers will be distributed to the students at the beginning of the year and are available in the school bookstore at no charge. Other book covers can be made out of shopping bags. (Aluminum foil, contact paper, and plastic wrap are not recommended as covering material.) Tape on the book cover should not touch the book itself. **Book bags, lunch boxes/bags and book covers are to REMAIN free of words (other than student's name and book subject), graffiti and drawings.**

### **Field Trips**

All field trips are teacher-planned and tie in with the curriculum.

Students must return a signed parental permission slip prior to accompanying their class on any school-sponsored field trip. Without this written permission, students will be prohibited from leaving the school grounds. **VERBAL PERMISSION FROM A PARENT IS NOT ACCEPTABLE.**

At least two weeks before the field trip, teachers will send home a letter which outlines the purpose of the trip, the cost per student, lunch arrangements, necessary supplies, dress code, and departure and return times. Transportation is normally provided by the Beavercreek Public Schools at a minimal cost.

Field trips are a privilege. A student's behavior and academic standing may prevent him/her from participating in future field trips.

### **Library**

The school library is for the use of all students and is to remain an area of quiet at all times. These rules will also be posted in a prominent place in the library.

If library books are lost or damaged, the value of the book will be paid to the school. Fines will be charged for overdue books.

The St. Luke School Birthday Book Club allows a student to purchase a book in honor his or her birthday. The book is donated to the school library. A name plate is placed in the donated book.

### **Book Club Orders**

Students will be given the opportunity to purchase books and other materials through reputable book clubs with parent permission. Money and order forms must be brought in a sealed envelope. **Checks should be made payable to the book club.**

### **Testing Program**

The CTB McGraw Hill, Terra Nova and In View Tests are administered in the fall of each year to students in grades 2, 4, 6 and 8. Students in third, fifth and seventh grade are assessed on their writing ability during the month of February. A.C.R.E., a standardized religion test, is given to all students in grades 5 and 8 in the Archdiocese of Cincinnati.

### **Textbooks**

All textbooks are approved by the Archdiocese for use in parochial schools. A list of students

and the texts they have been assigned is maintained for each class. Students who lose their books will be assessed the value of the book. Students will also be charged for books, which are defaced, marred or destroyed while in their possession. Textbooks and workbooks must be covered at all times. Upon withdrawing a student returns all texts except workbooks.

## **SECTION IV: ST. LUKE SCHOOL STUDENT CODE OF CONDUCT**

### **Philosophy**

We believe in providing children with a Christian educational environment in which to grow and mature. Therefore,

1. The staff and students will provide a positive environment by their behavior, attitude and interest in learning.
2. Peace and justice are reflected in the staff's and students' attitudes and behavior.

### **Rights of Students**

1. Students have the right to a Catholic environment.
2. Students have the right to the number of school days required by the laws of the State of Ohio.
3. Students have the right to a positive environment for learning.
4. Students have the right to a safe environment.
5. Students have the right to be taught by professionally certified teachers.

### **Responsibilities of Students**

1. Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
2. Students will come prepared to attend class regularly and arrive at and depart from school on time.
3. Students will adhere to the rules and regulations stated in the school handbook.
4. Students are to behave in a reverent and respectful manner while attending any worship service including Mass and prayer services.

### **Fairness Policy**

When conflicts arise, this procedure is to be followed:

1. Parents/students will talk with the teacher to discuss the issue and seek common ground.
2. Parents/students will talk with the principal.
3. Parent, teacher, and principal meet to achieve a solution.

### **Chain of Command**

In order to satisfy all parties involved in a teacher-student conflict, the following is the proper chain of command:

1. Parents contact teacher and discuss the matter.
2. Parents contact the principal and relay information.
3. Parents contact the parish priest with concerns.
4. Parents contact the Dayton Catholic Schools Office at 223-5151.

## **DISCIPLINARY CODE**

The following acts of misconduct by a student on school premises, or off school premises at any school-sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes but is not limited to written or verbal warning, detentions, suspension and/or expulsion. Incident reports and disciplinary notices may result in punishments that include Detention, In-School Suspension, and Out of School Suspension.

### **Incident Reports**

Incident Reports provide a method of communication of unacceptable behavior from Teacher to Parents. These reports are intended to provide an opportunity for early intervention by Teachers and Parents to stop unacceptable behavior before it escalates into a more serious problem. Repeated behavioral incidents may result in escalation from an Incident Report to a Disciplinary Notice.

### **Disciplinary Notices**

A Disciplinary Notice is a written communication to parents/guardians regarding a behavioral problem. It provides the parents with the opportunity to help their children correct his/her behavior. The Disciplinary Notice states the problem and must be signed by the parent/guardian. The parent keeps a copy and a copy is returned to school the following school day. If the Disciplinary Notice is not returned when due, the teacher will contact the parent/guardian. If the student is at fault, that student loses one recess period. If the parent/guardian is at fault the student is not penalized. Disciplinary Notices are cumulative for the year and are not a part of a student's permanent record.

### **Detention**

**Detention should be considered as punishment for inappropriate behavior, excessive tardies or failure to abide by school rules. A conference may be scheduled to discuss the offense. The parent/guardian will be contacted using the Detention Notice Form to inform them that the student is to serve detention. Detention periods will be held before school from 7:15 a.m. to 8:00 a.m. in the school office once a month. The parent/guardian is responsible for the student's transportation and to make certain he/she attends the scheduled Detention. Late arrivals to detention will result in an additional detention period. Missed detention will result in an in-school suspension.**

### **In-School Suspension**

Students serving an in-school suspension will receive zeros for missed tests since their actions resulted in the suspension. Classroom assignments missed for the suspended day will be given at the end of the day and must be completed and returned the following school day.

### **Out-of School Suspension**

Students serving an in-school or out-of-school suspension for a serious offense may not make up tests since their actions resulted in the suspension.

### **Procedure for Suspension or Expulsion**

The parent/guardian will be contacted immediately and a conference scheduled within one day.

The parent/guardian may be required to remove their child from school immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status. The result may be suspension or expulsion.

### School Rules

**Failure to follow the school rules will result in the student receiving disciplinary action, including but not limited to a Disciplinary Notice.**

1. Students are expected to respect and obey all school personnel. School personnel include teachers, aides, maintenance staff, lunchroom and playground staff and monitors and all parent volunteers.
2. Students may leave the classroom only with the permission of the teacher.
3. Students are expected to do their own assignments. Students involved in plagiarism or cheating will receive a zero for the assignment. **This policy includes homework and long term assignments.** Other disciplinary measures may be taken.
4. Students are expected to be respectful and obedient and to exhibit a positive attitude towards themselves, others and their environment. Insubordination, disrespect and insolence will not be accepted at St. Luke School.
5. Students are expected to refrain from the use of obscenities. The use of obscene language, verbal or written, and the use of obscene gestures will not be tolerated.
6. Students are expected to respect school property and the personal property of others. Destruction of school or personal property will result in restoration of property in kind.
7. Students are expected to act appropriately and work cooperatively with others during class or other school/church activities.
8. Students are expected to behave appropriately in restrooms and locker rooms.
9. Students are expected to obey the playground and lunchroom regulations, which are designed to provide structure and ensure their safety.
10. Students are expected to demonstrate appropriate behavior during disaster drills. Proper behavior for disaster drills are discussed in the classroom on the first day of school
11. Students are expected to walk in the hallways for their safety and the safety of others.
12. When a parent signature is requested on school papers, students are expected to comply with this request and obtain their parent's signature. The forging of a parent signature will not be tolerated.
13. Students are not permitted to eat during class.
14. Students are not permitted to chew gum on school grounds.
15. Students are expected to adhere to the uniform code. In emergencies, a note signed by the parent/guardian must accompany the student and be approved by the principal. If a student comes to school out of uniform and does not have a note of explanation signed by the parent, the student will be sent to the office where the parent will be called to bring the uniform to school. If no change of clothes is available, one will be provided in the office. Student may be liable for an in-school suspension and/or lose some or all of their out of uniform privileges.
16. Students who wear their uniform, but consistently do not adhere to the dress regulations will be sent to the principal who will decide on further action.
17. The school elevator is for handicapped students and for moving heavy equipment. Students are not allowed to use the elevator without permission from a staff member.
18. Students may not mark personal items such as gym bags, book bags, shoes, lunch bags/boxes, book covers or any other items brought to school with graffiti of any kind.
19. Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
20. Students are not permitted to use video game players or cartridges, cd players, etc. **during** school. Such items will be confiscated and held in the school office to be retrieved by a parent or guardian.

21. Students may not use any personal communication equipment such as pagers, cell phones, 2-way radios, etc. at school. Such items will be confiscated and held in the school office to be retrieved by a parent or guardian.

**St. Luke School and/or Parish will not be responsible for any lost or stolen items**

**More Serious Offenses**

1. Repeated violations of School Rules that indicate a pattern of misbehavior.
2. Harassment of any kind. Each student is expected to be considerate and respectful of the rights of the students, staff and visitors at St. Luke School. No person should be subject to harassment on the basis of race, color, medical condition, national origin, ancestry, citizenship, religion, disability/ability level, age, or gender. Therefore, harassment of any kind will be taken seriously and appropriately disciplined. St. Luke School follows the Child Protection Decree as mandated by the Archdiocese of Cincinnati.
3. Sexual harassment will not be tolerated. Sexual harassment includes slurs, sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, references to sexual themes in a manner offensive to the listener or observer.
4. Secret societies, gangs, sororities, and fraternities are not permitted.
5. Theft.
6. Acts of vandalism including serious damage to school or personal property.
7. Language or action that is threatening or abusive.
8. Cheating and/or lying.
9. Truancy including leaving school premises without permission of the principal during school or school sponsored activities.

**Most Serious Offenses**

1. Repeated violations from the School Rules and/or "More Serious Offenses" categories that indicate a pattern of misbehavior.
2. Possession and/or use of drugs and/or alcohol or selling of drugs and/or alcohol at school or school sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardian are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
3. Pretending to possess and/or use drugs and/or alcohol or pretending to sell drugs and/or alcohol at school or school sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardian are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
4. Attendance at school or school sponsored functions under the influence of drugs and/or alcohol. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardian are responsible for any fees incurred for the assessment.
5. Possession of and/or smoking cigarettes or use of other tobacco items in school or on school grounds during school or at school sponsored functions. This includes any authentic-looking non-tobacco items.
6. Possession of a weapon (be it real or an authentic-looking toy). The School Psychologist or a specialized agency must assess the student with the results submitted in writing to the school and

- the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardian are responsible for any fees incurred for the assessment.
7. Physical abuse. The School Psychologist or a specialized agency must assess the student with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment.
  8. Activating the school's fire alarm system. This includes pulling the fire alarm lever located in the hallways as well as calling 9-1-1 from a school phone.
  9. **Bullying another student or faculty member will NOT BE TOLERATED.** Bullying is persistent unwelcome and/or unkind behavior, using criticism, nit-picking, fault-finding, name-calling and/or any other negative comments or actions. Exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessively monitored, having verbal and/or written warning imposed and much more constitute bullying.

**The Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school, even though not mentioned specifically in the list above. If warranted, law enforcement agencies will be contacted.**

### **Lunch Period**

Our students eat lunch in the Social Center. Students should have their name and homeroom number clearly marked on the lunch container. Milk and juice will be sold during the lunch period. Hot lunches can be purchased Monday through Friday. Lunch is \$2.25. Students are encouraged to use their lunch account to prepay for lunches. A drink is included in the lunch price. Drinks are sold for \$.40 for those students who do not purchase their lunch. Snacks may be purchased using the prepaid lunch account. Prices will vary. Students may charge a lunch three times if they forget their lunch money.

If a student forgets his or her lunch, the student may call home. We will make every effort to see that no student goes without lunch.

The following lunchroom regulations are to be followed. Penalties may include issuance of a Disciplinary Notice:

1. Students are to enter the Social Center in an orderly fashion.
2. Running, pushing and shouting are prohibited.
3. Students are to be seated in their assigned areas.
4. Once seated, students are to remain seated unless they have forgotten their milk or utensils.
5. Students are to remain in the Social Center until the lunchroom supervisor dismisses them.
6. Students are to leave their eating area clean and orderly. All trash and milk containers are to be deposited in the proper containers. Students are to leave the floors by their area clean.
7. Students will be assigned weeks in which they will be responsible for cleaning the cafeteria tables and picking up trash on the floor by their table.
8. All food is to be eaten in the Social Center. The exception to this rule is on Popcorn Day when popcorn can be eaten on the playground. No food, including popcorn, may be consumed in the gym.
9. Students are not permitted to handle any other student's lunch.
10. Students are not permitted to throw food.
11. Students are expected to obey and show respect to the lunchroom personnel, supervisors **and** volunteers.
12. Glass bottles are not permitted at school.

Students will not be permitted to return to their classrooms before the end of the lunch period unless: a) it is a medical emergency or b) they have written permission from a teacher. Students should use the restroom before lunch and not ask to leave during lunch or recess.

### **Recess/Playground**

Playground supervision is handled by paid supervisors, aides, parent volunteers, and the principal.

#### **Playground regulations are as follows:**

1. Students are to exercise their Christian attitude on the playground through fair play, courtesy and respect for the rights and feelings of others. Unchristian behavior in words or actions will not be tolerated.
2. Students are permitted on the paved area in front of Bishop Ford Hall, and the playground area.
3. Students are not permitted on the gym porch or steps, behind Bishop Ford Hall, near the garages, dumpsters, on the grass adjacent to the school, near the Credit Union box or door, or on the roadways surrounding the school.
4. Playground supervisors will advise students if the grass is unusable due to wet conditions.
5. Jumping on the bridge on the playground is not permitted.
6. Jumping from the swings is not permitted.
7. Activities, which include pushing, tackling, tripping, or hitting, are prohibited.
8. The playground supervisor will dispense playground equipment. Students are responsible to maintain the proper condition of all equipment. Lost or broken equipment is to be reported to the playground supervisor. In the case of negligence, the appropriate individual or group will be expected to replace broken or lost equipment.
9. Students are not permitted to re-enter the Social Center or school building without written permission of the teacher. The sole exception to this rule is student who are retrieving lunch bins in the cafeteria are allowed to re-enter the lunchroom.
10. On days when inclement weather prohibits outdoor play, students will report to the gym or classroom as directed.
11. Inside rules will be posted in each classroom and are to be followed.
12. Students are not permitted to leave the classroom or gym before the end of the period without the permission of the supervisor.
13. At the end of the lunch period, students are to line up with their class outside, or in the gym, where they will be met by their teacher and escorted in an orderly fashion to their classroom.
14. Students are expected to obey and respect playground supervisors and volunteers at all times.

### **Care Of School Grounds**

The responsibility for the care of school grounds rests with the entire school community. All students are expected to respect their environment. Littering and graffiti are totally unacceptable. **Acts of vandalism will be investigated and appropriate action taken.**

### **Transportation**

Bus transportation is provided to Beaver Creek residents by the Beaver Creek Public Schools. Transportation is also provided by the Sugar Creek Local School District. Questions regarding bus

transportation should be directed to their office by contacting:

Beavercreek: 458-2448  
Fairborn: 878-1772

Sugarcreek: 848-5081  
Xenia: 562-9061

**The following bus regulations will be discussed with students the first day of school and periodically reviewed thereafter.**

1. Students must obey the bus driver and treat the driver with respect.
2. Students are not to distract the driver through any type of behavior.
3. Students are not permitted to throw objects, hang out of the windows, shout, fight, create any disruption, or leave their seats on the bus.
4. Students must be at the bus stop on time. The bus will not wait for tardy students.
5. School materials are to be carried in a book bag.
6. No item may be brought on the bus that the student cannot hold on his/her lap without interference with another student. The parent must transport large objects and instruments.
7. No objects that have sharp points, are made of glass, or that are of an explosive nature are permitted on a school bus. No pets or any animals are permitted.
8. No student will be permitted to ride a bus other than his or her home bus without a written emergency pass from the principal.
9. Drivers are instructed not to release any student to anyone after the student has boarded the bus and before they arrive at school or the student's home stop.
10. Abusive language and actions are prohibited.

The principal reserves the right to carry out disciplinary measures for any inappropriate behavior even though not mentioned specifically in the list above.

The Discipline Procedure administered by the Beavercreek Schools Transportation Department is as follows:

- **First Notice:** Sent to parent. Requires parent/guardian signature and white slip returned to driver. Student may not ride the bus until slip is returned.
- **Second Notice/Major Notice:** Given to student, copy mailed to parent/guardian. Suspension of bus privileges for designated period and/or other school disciplinary action.
- **Third Notice:** Given to student, copy mailed to parent/guardian. Suspension of bus privileges for remainder of semester and/or other school disciplinary action.

**All students waiting for a bus should obey the following rules:**

1. Be on time.
2. Never run after a moving bus.
3. Dress for the weather.
4. If you miss your bus, return home and tell your parents. Never accept a ride with a stranger.
5. If your parent is not home, phone them at work or go to a designated neighbor and inform them.
6. Have your parent or neighbor call the school to report your tardiness.
7. Wait quietly - never run around, push, shove, or throw objects.

8. Choose a safe spot to wait for the bus.
9. Form a line to enter the bus - no pushing or shoving to get on the bus.

#### **Car Riders**

**We encourage all parents to use the Beavercreek, Fairborn, Xenia or Sugarcreek bus service where available. There is no extra charge for your student to ride the bus.**

**Students who are car riders are to arrive to school on time in the morning.**

**Students are to be picked up NO LATER THAN 3:00 p.m. Students who are not picked up by this time will be sent to the Extension Program and parents will be charged accordingly. Extension is located in the Social Center on Monday, Tuesday, Thursday, and Friday. On Wednesday, the Extension Program will be located in the gym lobby. You must sign your child out of the Extension Program.**

## **SECTION V: ACTIVITIES**

### **Extra-Curricular Activities**

**All after school activities will be dismissed from the back of the building. Parents are to park in the back lot.**

Students remaining after school for extra-curricular activities (clubs, scouts, athletics, etc.) must be supervised by the person(s) responsible for the activity. If such supervision cannot be guaranteed, students will not be permitted to remain after school. Parents/guardians should expect to be notified at least one day in advance when their child will be staying after school for a special activity.

Students are to be picked up immediately after the activity is over unless he or she is SCHEDULED to go to the Extension Program. If the student is not picked up after the activity, he/she will be sent to Extension. Payment will be due upon pick up of your child. There will be no exceptions. Parents who are habitually late picking up their children will be required to pay the registration fees for the Extension Program. See the rate schedule below for more information.

#### **St. Luke Extension Program**

The Extension Program is an after-school care program designed primarily for those children who are unable to go home after school because their parents work. The Extension Program operates from the Parish Social Center.

The Program is provided by St. Luke Parish as a service to help parents provide quality care for their children after school hours. The program is supervised by a director, a teacher tutor, and three/four group leaders.

Activities provided include periods designed for homework completion and assistance, physical activity, reading/storytelling, free time, art, games and computers. The program will use the facilities in the school gym, the playground, and the Parish Social Center.

Only students enrolled in the school are eligible to participate in the program. The service will be provided every school day from 2:55 P.M. until 5:45 P.M. The program will not be in operation on days that St. Luke School is not in session.

**When school closes early due to weather, the Extension Program will be in operation, but will close at 2:30p.m.**

There is a one-time \$40.00 registration fee. Fees for the service are \$45.00 per week per student for full-time students and \$10.00 per day or \$5.50 per hour for all others attending less than full-time. For families with two children full-time the rate is \$80.00 per week and for families with three children full-time the rate is \$113.00 per week. Snacks are available for purchase in the amount of \$.50. Snacks will be billed on the same invoice as the childcare fees.

#### **Athletics**

St. Luke Parish offers opportunities for students in the school and Parish School of Religion programs to participate in CYO events such as soccer, basketball, volleyball, track, softball and cheerleading. These are parish-sponsored activities and not school-sponsored activities. Coaches serve on a volunteer basis. Information regarding these programs is included in the church bulletin and is distributed to St. Luke students through the school.

Students will not be permitted to remain after school for practice unless the coach can guarantee supervision by an adult. Unsupervised students will have to go to Extension for a fee.

Athletic Policies are governed by the Athletic Committee, which reports to the Pastor.

## **Band And Music**

Students in grades 5-8 have the opportunity to participate in the band program offered by a music director who is affiliated with Carroll High School. Students in this program take one lesson per week during the school day and practice with their group one day per week after school. They perform concerts during the school year. There is an additional charge for participation in the Band program. The school is not responsible for band instruments brought to school. The music teacher teaches Choir.

## **Junior High Socials**

School-sponsored Junior High socials are permitted during the year if they meet the following guidelines:

1. They are coordinated by the teachers of Junior High students and have the approval of the principal.
2. They are open only to Junior High students currently attending St. Luke School.
3. Former students are not permitted to return for social activities.

The use of parish facilities for any Junior High social activity will only be permitted with the approval of the principal and based on the availability of the facility.

## SECTION VI: GENERAL INFORMATION

### **Safety Patrol**

Students in grades 6-8 will be selected to serve on the safety patrol. The primary purpose of the safety patrol is to provide assistance in ensuring the safety of students as they enter and leave school each day.

### **Skateboards/Bicycles**

Skateboards are not permitted. Students are not permitted to ride bicycles to school.

### **Book Store**

The school office operates a bookstore, which carries a limited number of school supplies. It will be open each day from 7:50 a.m. to 8:10 a.m.

### **Fund Raising**

The major school-wide fund raising project is a magazine sale in January. Our Scrip Program runs throughout the calendar year. Order forms are sent monthly with our school newsletter and are available in the office. Proceeds from these events are utilized to offset operating expenses in the school budget since there is no festival or bingo for revenues.

Fund raising projects, which benefit the Missions, are also organized during the school year. In addition, the school may participate in projects that benefit community or charitable causes.

Individual classes interested in sponsoring a fund raising activity of any kind must have the project approved by the principal. Our eighth grade class is normally granted approval for several projects that benefit their Graduation and Scholarship Fund.

Any time students are asked to support a project, a letter which describes the purpose of the project will be sent home to the parents/guardians. Students will be encouraged but never forced to participate in fund raising projects.

### **Lost and Found**

A "Lost and Found" area is maintained in the school cafeteria. Please check in the office for lost articles. **Unclaimed items will be sent to charitable organizations in need of the items on a quarterly basis.**

**Your child's belongings must be labeled with name** and homeroom number. Lunch boxes, jackets, sweaters and school sweatshirts are some of the most "misplaced" items.

### **Money**

Students should not bring unneeded money to school. When it is necessary for students to bring cash, the money should be placed in a sealed envelope with the student's name written on the front of the envelope. The purpose for the money should be indicated.

### **Parties \*\* new...please read**

**All activities, which might be considered "parties" held during school time, must be cleared with the principal AND the classroom teacher.**

**Students may bring in treats for their birthdays if they notify the teacher in advance. Treats MUST be individually packaged so the student can distribute them.** These treats will be

distributed at lunch.

No balloons or flowers should be delivered, as these are not possible for all students. Flowers and balloons will be held in the school office until the end of the day.

**No party invitations are to be given out at school.**  
**Students who do so are subject to disciplinary action. -**  
**NO EXCEPTIONS!!!!!!!**

#### Telephones

Students will be permitted to call home if they forget their lunch. **Students will not be permitted to call home if they forget homework or gym clothes. Phones in the teacher's classrooms are to be used only with the teacher's permission.** Students will not be called to the phone during the course of the school day. If there is an emergency situation, please contact the school office and a decision will be made on whether or not to call the student to the phone.

Teachers will not be called to the phone when they are in class unless it is an emergency. Messages will be placed in the teacher's voice mailbox. Under normal circumstances, school matters can be handled while the teachers are still at school so that there is no need for parents to contact teachers at their homes. The school office will not provide a teacher's home phone number or address. **The use of cell phones on school property is explicitly forbidden. Any student found using his/her cell phone during school hours will have their phone confiscated. A PARENT must come to the office to pick up the cell phone from the principal.**

#### Written Notices

**Any written information to be sent home with students must have prior approval of the principal.**

#### Electronic Telecommunications Services

Students are expected to abide by the generally accepted rules of communication etiquette when using the internet at school. A student must have an Internet Permission Form signed by a parent on file before he/she will have access to the internet. These include (but not limited to) the following:

1. Be polite.
2. Use appropriate language. Vulgar, abusive, racist, inappropriate language not permitted.
3. Conducting illegal activities are strictly forbidden. We will report and cooperate with the proper authorities if such activity is discovered.
4. Be aware that electronic mail is not guaranteed to be private.
5. Do not use the network in such a way that would disrupt other users.

#### Information Distribution Policy

**St. Luke School will no longer distributes flyers, advertisements, etc. to our students that are not school or parish related. The volume of these papers has increased dramatically in recent years. We will, however, accept these items in the school office. The information will be mentioned in our school newsletter and in the afternoon announcements when time and space permits. The materials will be on the table outside the school office. Notification of this information in the newsletter/announcements does not in any way indicate that St. Luke School endorses the activity or is involved in the activity in any way.**

notes