

# ST. LUKE PARISH SCHOOL

## 2018-2019 PARENT/STUDENT HANDBOOK



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

St. Luke Parish School is a private school in River Forest, IL founded in 1921 dedicated to providing students with the advantage of a well-rounded Catholic education in grades preschool through 8. We are committed to nurturing the spirit and engaging the intellect of each child. We prepare students with the strong foundation of rigorous academics and a vibrant school community rooted in the shared values of faith, excellence, service, responsibility and love.

## **St. Luke School Philosophy**

The following statements are objectives consistent with the Mission Statement of St. Luke School. They express specific ways in which our educational philosophy is made manifest.

- We strive to build a sense of community within the entire faculty and student body, which will reflect the message of Christ.
- We strive to provide opportunities for students to form a strong Christian value system with an understanding of our Catholic heritage and a desire to spread God's word through evangelization.
- We strive to present a curriculum that will both impart knowledge and provide productive learning experiences for each student as an individual learner.
- We strive to provide flexible and diversified learning situations that encourage self-directed learning.
- We strive to foster a sense of personal responsibility and good citizenship in each student.
- We strive to develop an inclusiveness that will celebrate and incorporate the diversity within our community.
- We strive to develop in our students critical and creative thinking skills so that they approach the future committed to becoming life-long learners.
- Recognizing that parents and guardians are the primary educators of their children, we strive to build a cooperative and supportive atmosphere between home and school.
- St. Luke Parish School exists to teach as Jesus did. We are committed to developing a strong foundation based upon academic excellence, Catholic faith ministry and evangelization, moral development and social and emotional growth. We endeavor to prepare responsible, life-long learners who will proclaim their Christian witness by contributing to the well-being of society.

## **TUITION 2018-2019**

### TUITION AND RELATED FINANCES

Tuition for one full-time student in grades preschool through eight is \$6,410.00

Tuition for students in our early childhood program is as follows:

- 3 Day: \$3,740.00
- 5 Day: \$5240.00

Family Discounts: 2 full-time students receive 5% discount; 3 full-time students receive a 10% discount; 4 or more full-time students receive a 15% discount.

### **FEES:**

Graduation (only applies to 8<sup>th</sup> graders): \$150

Extended Day: Annual Registration Fee: \$50 per family

- AM (7:00AM-8:00AM): \$5.00 per student/per hour
- PM (3:00PM-6:00PM): \$5.00 per student/per hour with a \$20.00 cap.
- Late Fee if child(ren) picked up after 6:00PM: \$1 per minute for the first 10 minutes and \$25 will be charged every 10 minutes thereafter.

### **SCHOOL HOURS**

Office Hours Monday – Friday 7:30 AM – 3:15 PM (except for days off)

8:00AM: Enter Building

8:10AM: Tardy Bell (Students must be seated by to 8:10AM)

11:08AM-11:50AM: Lunch/Recess (Grades K - 4)

11:53AM-12:35PM Recess/Lunch (Grades 5 - 8)

3:00PM Dismissal

All students should be picked up by 3:10PM. It is the parent/guardian's responsibility to pick up children on time. If the child is not picked up by 3:10PM, he/she will be sent to Extended Day and the parents will be charged.

### **PRESCHOOL HOURS**

AM: 8:00AM-10:50AM

PM: 12:15PM-3:00PM

## ACADEMIC ACTION PLAN

Any student earning a D, F, or N in any subject area, at any time during the school year, will be required to meet with the teacher of the subject area and develop an Academic Action Plan.

The teacher fills out an Academic Action Plan with any student who is earning a D or F in any subject. The student has the Academic Action Plan signed by a parent and returns the signed copy the following day. The teacher meets with the student 5 school days after the Plan was written to discuss progress.

If the student meets the goals of the Academic Action Plan after 5 school days, then the student is no longer on academic probation. If the student has not met the goals of the Academic Action Plan, then a new Academic Action Plan is written.

Any student who receives an Academic Action Plan may not participate in St. Luke Athletics or St. Luke extra-curricular activities while the plan is in effect.

## ADMISSIONS POLICY

St. Luke Parish School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

**Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.**

A child entering school must be in compliance with the age requirements of the State of Illinois regarding age for admission:

- A student entering 3-year-old preschool must be three years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.
- A student entering 4-year-old preschool must be four years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.
- A student entering kindergarten must be five years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.
- A student entering first grade must be six years of age on or before September 1st for the year in which he/she seeks admission.

Before a student is accepted for admission, the following must be submitted:

- A state certificate of live birth as evidence of age
- A certificate of baptism from the parish of baptism (if applicable)
- The latest report card from the school from which the student is transferring (grades 1 – 8)
- Custody or Guardianship Records (if any)

Upon receipt of required documentation, the admissions committee will review the application.

If the applicant is transferring from another school, a thorough review of all prior academic and behavior records (e.g. transcripts, standardized test scores, IEPs, behavior documentation, attendance records, *etc.*), including outreach to the prior school, is conducted.

St. Luke School strives to provide for the needs of all its students. We recognize that some students have special needs. We work closely with our local public school district in attempting to identify these students and to implement recommendations based on testing and evaluations. However, due to our limited resources, we may not be able to service all of these students and their unique and special needs.

St. Luke reserves the right to deny admissions based on academic or social-emotional needs or for any non-discriminatory reason.

### **ADULT EXPECTATIONS**

All parents of a child/ren enrolled at St. Luke School understand that teachers are professionals who are committed to the education and well-being of your child/ren. In the spirit of that belief, teachers will:

- respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication;
- properly prepare for each class in order to attain curricular objectives; work with each child to foster a spirit of achievement;
- provide a safe and caring environment; structure discipline and classroom environment with a Christian, Catholic attitude;
- use appropriate language in all parent and student interaction; agree to disagree respectfully;
- maintain the highest level of privacy for the students and parents of St. Luke Parish School.

In turn, we ask that parents understand that:

- unscheduled visits to the classroom teacher cannot be accommodated; appointments enable classroom teachers to spend adequate time listening to your concerns;
- in order to resolve conflicts or voice concerns, parents will meet first with the teacher;
- if a parent is dissatisfied with the meeting, parents may make an appointment with an

- administrator;
- they will support academic and disciplinary policies as stated in the handbook and as set forth by the individual teacher;
- they will use appropriate language in all parent and teacher interaction; agree to disagree respectfully;
- they will maintain the highest level of privacy for the teachers, students and families of St. Luke Parish School.

### **ATHLETIC ELIGIBILITY**

- At the end of each week, student eligibility will be determined for the following week.
- A student athlete must maintain a C average (2.0) or they will not be eligible for athletics.
- A student is also ineligible for athletics if they earn a D or U in any subject.
- Any student who is placed on an Academic Action Plan may not participate in St. Luke Athletics while the plan is in effect.
- Any student that receives a Code Notice may be ineligible for athletics. Removal from extracurricular and/or special in-school events will be determined by administration on an individual basis.
- When students receive a D or F in they are placed on Academic Probation, and may not participate in extracurricular activities or sports, and the Athletic Director is notified by school administration.

### **ATTENDANCE**

School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school.

- The parent/guardian must report all absences by 8:15 a.m. Absences can be reported by calling the school at 708-366-8587 or by sending an email to [jschwarzbeck@stlukeparish.org](mailto:jschwarzbeck@stlukeparish.org).
- Students unable to participate in Physical Education class or recess must bring a written excuse to the office. Students who are unable to participate in recess/PE may not participate in athletics on that day.
- Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extracurricular activity.
- Students who have been absent for five or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.
- Students with fever are to remain home for at least 24 hours after they no longer have a fever (100°F/37.8°C or greater when measured orally) or signs of the fever without the use of fever reducing meds.
- Students must attend school on time and daily

The State of Illinois provides by law for compulsory attendance by all children between the ages of six and sixteen. We are mandated to keep accurate records of daily attendance.

- A child who must leave at any time before dismissal must be signed out by a parent/guardian at the school.
- In case of emergency, students will only be released to another adult with the consent of the parent. The individual must show identification and should be on the emergency list. A written note must be sent to the teacher in the morning with the specific time of pickup.
- A parent/guardian taking their child(ren) out of school for an extended period of time, must send a note to the office (prior to the date of absence), indicating date and reason for the absence.

After 6 absences in a trimester, administration, nurse, and teaching staff will review the child's academic progress for mastery of concepts.

### **CELL PHONES**

No cell phones are allowed anywhere on a child during the school day. Students must turn in cell phones to the homeroom teacher upon entering the classroom each morning. Students are not allowed to use cell phones during the hours of 8:00AM-3:00PM. Any cell phone found on a student will be confiscated and returned only to the parent/guardian. The student will receive a Code Notice for this infraction.

### **CHILD ABUSE**

**Policy GP 602.2 The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.**

### **CHILD CUSTODY**

#### **Guardianship of a Student**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

#### **Custody/Guardianship Issues**

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the assistant superintendent immediately.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

### **CLASS SIZE**

The ratio of adults to number of children who are three, four and five years of age are as follows:

- 3 Year-Olds: 1 to 10
- 4 Year-Olds: 1 to 10
- Kindergarten: 1 to 20

Regular class size in grades one through eight should be limited to 30 students; however, St. Luke Parish School will strive to limit class size to twenty-five students.

### **CLASSROOM/GRADE LEVEL PROGRAMS**

Various classroom/grade level programs are held throughout the school year to which parents/guardians are invited to attend. Siblings are able to attend the program only if the parent writes a note to the classroom teacher requesting permission and the classroom teacher determines that attendance will not interfere with class instruction.

### **CODE NOTICE**

Code Notices and Behavior Action Plans can be issued by any staff member and filled out by the student with the staff member's assistance. The student has the Code Notice and Behavior Action Plan signed by a parent/guardian and returns it the next day.

The staff member who issued the Code Notice meets with the student 10 days after issuance to discuss progress.

Code Notice Consequences can be found in Addendum A.



## CODE OF EXPECTED BEHAVIORS

<b>Expected Behaviors</b>	<b>Examples of Inappropriate Behaviors</b>	<b>Consequence</b>
Completes work on own	Cheating, copying homework or allowing homework to be copied	Code Notice
Respects property	Destruction of property	Code Notice
Treats others with respect	Lack of respect for others through inappropriate remarks or manner (is argumentative, talks back, makes teasing or rude remarks, belittles another, intentionally makes comments to cause someone to feel uncomfortable, hurt or embarrassed.	Code Notice
Keeps hands to self	Not observing the hands-off policy	Code Notice
Gives cell phone/electronic devices to teacher by 8:15AM	Possession of cell phone/electronic devices (with the exception of electronic readers) during school hours	Code Notice
Classroom behavior is conducive to learning	Behavior disrupts the learning environment (talks at inappropriate times, makes inappropriate remarks for entertainment value, talks when teacher is talking, does not take out books/materials when asked, does not use time wisely on given task)	Code Notice
Prepared for class	Does not have homework complete on time	Homework Notice
Maintains a C average in all classes	Earns a cumulative grade of D or F in any class any time during trimester	Academic Action Plan and removal from Athletics for minimum of 10 school days
Adheres to uniform policy	Nail polish, make-up, non-religious necklaces/bracelets, earrings that dangle, skirt does not touch top of knee, colored t-shirts worn under uniform shirt, shirts and sweaters do not have the St. Luke logo, multi-colored shoes, shirt un-tucked, no belt (grades 4-8), colored hair, hair on boys touches the collar, bangs on boys are in eyes	Out of Uniform Notice
Arrives to school on time	Is not in homeroom by 8:10AM	Tardy Slip

## **DISMISSAL PROCEDURES**

- Preschool and Kindergarten dismiss out the gym doors.
- Grades 1 through 4 dismiss out the main door on Ashland Avenue.
- Grades 5 and 6 dismiss out the west doors facing Lake Street.
- Grades 7 and 8 dismiss out the doors into the alley between the school and the church.
- Bike riders in grades 3 and 4 dismiss out the doors into the alley between the school and the church.
- Bike riders in grades 5 and 6 must exit the doors onto Lake Street and walk east on Lake Street to the alley to retrieve his/her bike.
- Children must walk their bike while on school grounds. Bike riding is not allowed on school grounds.
- Children are not allowed to “cut-through” the parking lot during dismissal.
- Children are not allowed to play on the grassy areas near the rectory during dismissal.
- Please supervise your child(ren) at all times during dismissal and hold the hands of younger children while walking in the parking lot.
- All students commuting to and from school on bike must wear helmet in order to ensure their safety.
- Children who are not picked up by 3:10PM will be sent to our Extended Day Service for supervision. Families will be charged regular EDS rates for this supervision.

## **PARKING LOT PROCEDURES AT DISMISSAL**

- All cars must face north and park in “stadium” style.
- You must never back up while in the lot. If you park behind someone, you must wait until that person leaves to proceed forward.
- All cars must enter the lot from the south entrance and leave the lot from the north exit.

## **ELECTRONIC DEVICES**

Personal iPads, laptop computers, beepers/pagers, CD players, laser devices, iPods, iTouches, compact music or video devices, cameras, video games, and items of this nature are not permitted in the school at any time. Cellular phones may not be used by a student during school hours on school grounds. (Please read cell phone policy.). Use of the camera feature on cell phones is not permitted on school grounds, unless a teacher previously notified parents of their instructional use in the classroom. Such items will be confiscated and be returned only to the parent/guardian by the principal/assistant principal. Students may not send any friend requests or messaging through school networking to faculty and staff. This policy also applies on field trips, on buses, and during Extended Day Service and Homework Club.

## **EMERGENCY CLOSING**

In severe weather refer to the school website for any emergency closing of school. Before a decision to close school is made, the following factors are considered:

- The decision of our local public schools
- Safety of walking or driving
- The ability of teachers to get to school

You will receive a phone call and email via our automated system in case of school closing.

## **EXTENDED DAY SERVICE (EDS)**

Extended Day Service is designed to accommodate families whose children are enrolled at St. Luke Parish School. Care is available from 7:00-8:00am and 3:00-6:00pm on full days when school is in session. EDS is not available on half days, early dismissals or holidays. Students will have space for individual or group games and supervised homework space with homework help available.

### **Attendance and Guidelines**

Enrolled St. Parish School Luke students in 4 Year-Old Preschool through 8<sup>th</sup> grade may attend.

- Pre-4 students enrolled in the morning class may attend EDS from 7:00 - 8:00 am.
- Pre-4 students enrolled in the afternoon class may attend EDS from 3:00 - 6:00 pm.
- Grades Pre-4 (full day) through 8 may attend both sessions.
- EDS will be offered in the St. Luke Parish School gym in the mornings and the St. Luke Parish School library after school. Weather permitting, students may be allowed to play outdoors with adult supervision. This is only offered in the afternoon session.

### **Fee Schedule**

- Fees for the morning session are \$5.00 per hour/per child.
- Fees for the afternoon session are \$5.00 per hour/per child with a \$20.00 cap.
- A yearly \$50.00 registration fee is charged, per family, upon registration.
- A \$1.00 per minute late fee will be charged for every minute a parent is late for pickup. If a parent is more than 10 minutes late a \$25.00 fee will be incurred for each ten- minute period thereafter.
- EDS may be used on an “as needed” basis.
- Families will be billed monthly for their EDS usage. Bills will be emailed the first week of the month following usage.
- Should an emergency arise for a non-registered family, the normal daily charge will apply and the \$50.00 registration fee will be added to the monthly bill.
- If a family has an outstanding balance for more than 2 months the family will not be allowed to utilize EDS until their balance is paid in full.

### **Morning overview**

- Morning EDS opens at 7:00am
- Parents must walk their child into the building and sign them in daily.
- Children may play or finish their homework during this time.
- Drop off is at door number 8 by the gym. There is a doorbell.

### **Afternoon overview**

- The afternoon EDS pick up door is located at door #2. Parents must come into the building to sign their child(ren) out daily. Only adults authorized on the registration form will be allowed to pick children up from EDS. Parents must call or provide written notice if their child is to be released to any other adults.
- A snack is provided daily at 4:00pm.
- Students may attend EDS before or after an after school activity. They will be charged the hourly rate.

### **Additional information**

- Supervision of the EDS program will be handled by St. Luke Parish School faculty and staff. All St. Luke Parish School policies apply to the EDS program.
- The phone number for EDS is 708-435-8967

### **EXTRA-CURRICULAR ELIGIBILITY**

- At the end of each week, student eligibility will be determined for the following week.
- A student must maintain a C average (2.0) or they will not be eligible for extracurricular activities.
- A student is also ineligible for extracurricular activities if they earn a D or U in any subject.
- Any student who is placed on an Academic Action Plan may not participate in St. Luke extra-curricular activities while the plan is in effect.
- Any student that receives a Code Notice may be ineligible for extracurricular activities. Removal from extracurricular and/or special in-school events will be determined by administration on an individual basis.

### **FOOD ALLERGIES**

Due to the increasing number of students with food allergies, we ask that you take this into consideration when bringing treats into the building. A “peanut free” table will be available in the lunchroom. Anyone may sit at this table, provided they do not have peanut or nuts in their lunch.

Parents will receive notification of classes in which students have food allergies. To prevent an allergic reaction, it is essential to avoid these foods when sending a snack or treat for the classroom.

## **FORGOTTEN MATERIALS**

In the unusual event that your child forgets school materials/assignments at home, they may be left for the student on the bench near the office. Items must be clearly marked with the student's first and last name and homeroom number.

Because of the disruption to the learning environment of all students, we will not deliver forgotten items to a student, nor will we call a child to the office to retrieve a forgotten item. Students who forget an item should look on the bench to see if the item has been delivered.

Students should not be coming back into the building at dismissal for forgotten items.

## **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

## **GRADING SCALE**

**Letter Grade Scale** (applicable in grades 3-8 where letter grades are given)

<b>Grade</b>	<b>Description</b>	<b>Gradebook Value</b>
A+	Outstanding	99
A	Outstanding	95
A-	Outstanding	93
B+	Excellent	91
B	Excellent	87
B-	Excellent	85
C+	Good	83
C	Good	79
C-	Good	77
D+	Poor	75
D	Poor	71
D-	Poor	69
F	Very Poor	50
I	Incomplete	0
NG	Not Graded	0

**Developmental Scale** (applicable in grades kindergarten-grade 3)

<b>Grade</b>	<b>Description</b>	<b>Gradebook Value</b>
Mastered (M)	Consistently Demonstrates	85
Successful (S)	Frequently Demonstrates	77
Emerging	Occasionally Demonstrates	69
Not Yet	Rarely/Never Demonstrates	50
Not Evaluated		0

In third grade, students will be graded using the Developmental Scale during trimester 1 and trimester 2. To transition students to letter grades, third grade will be graded using the Letter Grade Scale in trimester 3.

## **GRADUATION CRITERIA**

Students graduating from St. Luke School must have successfully completed the elementary program through maintaining a grade of no lower than “D” in all major subject areas: Language Arts, Math, Science, Social Studies, Spanish and receive a passing grade on the U.S. Constitution and State of Illinois examinations. All academic work must be completed in conjunction with all subject areas including Fine Arts classes (i.e. Music, Art, PE, etc.) Students who received an “F” in any major area will be required to successfully complete a summer school program or be privately tutored throughout the summer to enhance learning before a diploma will be issued.

## GUM

St. Luke Parish School is a gum free school. Students are not allowed to chew gum on school grounds. Adults are also asked to respect our gum free environment. Chewing Gum could result code notice.

## HARASSMENT/BULLYING

The Pastor, administration, and staff of St. Luke School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic schools.

## HEALTH REQUIREMENTS

**Policy ES 150.1/HS 310.1 Each school shall comply with the local and State of Illinois regulations regarding physical examinations, immunizations and contagious diseases of students.**

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

### **Health Examinations and Proof of Immunization**

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois
- prior to entering kindergarten or the first grade
- upon entering sixth and ninth grades

### **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

### **Vision Examinations**

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Parents/Guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Every school shall report to the State Board of Education by June 30 the number of children who:

- have received the required eye examination;
- are exempt on religious grounds;
- have received a waiver;
- are not in compliance with the requirement.

### **Medical Objections**

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.



## **Religious Objection to Immunization and Vision Examination**

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

**The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.**

### **HOMEWORK**

With the exception of History Fair and Science Fair, all project-based assignments will be completed in school.

Any time a student does not come to class with homework complete, the student is issued a Homework Notice. The student has the Homework Notice signed by parent/guardian and completes the homework and returns the signed notice and completed assignment the next school day. If the student does not complete the homework the next day, he/she must attend Homework Club on that day to complete the work. Parents will be notified by phone if your child needs to attend Homework Club.

Receiving three Homework Notices in a trimester in a single subject will result in a lower grade for that subject.

Students in grades 5 through 8, should expect a minimum of an hour a night of homework. Students in grades 1 through 4th grade, should expect a minimum of 30 minutes a night of homework.

If a student misses a day of school, they are allowed one day to make up the homework. The students have a quiz or test, they have two days to make up. Additional time may be deemed appropriate by the Assistant Principal, on an individual basis.

Students who turn in completed late homework without the signed notice will receive a duplicate Homework Notice to be signed by a parent or guardian to be returned the next day. Failure to return the signed duplicate notice will result in a Code Notice.

All students begin each trimester with zero Homework Notices.

## **HONOR ROLL**

The primary obligation of St. Luke School is to the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Each student is personally responsible for their academic work. Their efforts are rewarded by placing their names on the Honor Roll. Therefore, the honor roll exists to recognize those students who are highly motivated, thereby achieving academic excellence.

Students in grades 5-8 are eligible for achieving one of two honor rolls.

HONORS: grade point average of 3.2-3.69.

HIGH HONORS: grade point average of 3.7-4.0

GPA's are found by ascribing:

4.33=A+

4.00=A

3.67=A-

3.33=B+

3.00=B

2.67=B-

2.33=C+

2.00=C

1.67=C-

No points are given for a D, F or I.

Core subjects carry equal weight in grades 5 and 6. Fine Art classes (Art, Computer, Music, Spanish, PE) are averaged together, to obtain one percentage grade. This percentage is averaged with the Core subjects to determine a student's GPA. In grades 7 and 8, Spanish is counted as a Core subject. Religion is not considered a core subject and students will be given a Pass/Fail grade. This grade is not averaged into the student's GPA. A student is ineligible for Honor Roll status if he/she has a grade of D or below in any subject, including Fine Arts or a Fail in religion.

## **LUNCHROOM PROCEDURES**

In the unusual event that a lunch is forgotten, it may be left for the student on the bench near the office. Lunches must be clearly marked with the student's first and last name and homeroom number. If a student does not have a lunch, a simple snack will be provided.

FAST FOOD LUNCHES, SODA, ENERGY DRINKS ARE NOT PERMITTED. We will not permit the child to eat the fast food in Waldron Hall.

- No running.
- Students must remain seated while eating.
- All food must be eaten in Waldron Hall. Any students who are not finished eating after the allotted time will be given additional time.

## **MEDICATION PROCEDURES**

*Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

### **Procedures**

**1. Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete **Medication Authorization Form** approved and signed by the principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Medication Authorization Forms are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

**2. Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School. Cough drops are considered medication.

**3. Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

**4. Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

#### **MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/) PROCEDURES**

Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, St. Luke Parish School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar will immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.

Written documentation of the report to local law enforcement will be maintained in the missing child's record.

Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school will remove the flag from the student's record.

St. Luke Parish School will notify in writing the parent/guardian enrolling a child for the first time in St. Luke Parish School that within 30 calendar days, he/she must provide a government-issued copy of the child's birth certificate.

If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.

Should the person enrolling the child in St. Luke Parish School fail to comply with the above procedures, St. Luke Parish School will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within 10 calendar days, the case shall be referred to the local law enforcement authority for investigation.

If compliance is not obtained within 10 calendar days, St. Luke Parish School will refer the matter to the local law enforcement agency.

St. Luke Parish School will immediately report to the local law enforcement authority any affidavit, which appears inaccurate or suspicious in form or content received regarding the registration of the child.

Within 14 days, St. Luke Parish School will request a certified copy of the school records of a transfer student from the student's previous school

St. Luke Parish School will forward a copy of a transferring student's record to the new school within 10 days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

### **PARKING AND DROP-OFF PROCEDURES**

Parking is never allowed on the east or west side of Ashland Avenue in front of the school. During school hours, visitors must park either in the parking lot or on Ashland Avenue north of the school parking lot. Quick drop off and/or pick up is only allowed in the Student Loading Zone lane designated by the cones on Ashland Avenue.

Please respect our neighbors and do not block driveways. Under no circumstances should a driver stop in the road or double-park to load or unload children. It is a state violation to discharge a pedestrian in a roadway.

Parents are expected to make this policy known to anyone who comes to pick up children.

Full cooperation from all families is necessary and expected. If you will be late picking up children, please call the school office and make other arrangements.

### **PROPER USE OF THE STUDENT LOADING ZONE**

According to Village Ordinance, drivers are to stop in the Student Loading Zone only as long as it is necessary to load or unload a student. After this occurs, drivers are to exit the Student Loading Zone to allow others curb space.

- Drivers needing to stop and wait must do so legally outside the student loading zone, either in the parking lot or on Ashland Avenue north of the parking lot.
- Drivers needing to leave their car must do so in the parking lot.
- Please pull north in the student loading zone as far as possible (close to the convent) to prevent traffic backup on Lake Street.
- Please use turn signals when pulling into or out of the Student Loading Zone.
- If the Student Loading Zone is full upon your arrival, please continue north on Ashland Avenue until you can legally and safely unload your child at the curb.
- Student Loading Zone regulations are enforced as posted (i.e. parking in the Student Loading Zone is illegal during posted hours).

## PERSONAL GIFTS/INVITATIONS

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations, or exchange individual Christmas/birthday gifts to selected students during the school day.

## PHONE CALLS

Phone messages to be delivered to children interrupt classes and are not encouraged. Please arrange any change in transportation with your child(ren) prior to his/her arrival at school. Any important message necessary for your child(ren) must be received in the office no later than 2:45PM.

Students will not be permitted to call home for forgotten lunches, homework, clothing, or to arrange visits with friends after school. (In grades Pre3 through two, the discretion of the office staff will determine if a call is necessary.) If a student is ill, the nurse/office personnel will call parents/guardians.

## REQUEST FOR TEACHERS

Classroom placement for students is professionally determined by teachers and the administration in relation to:

- Equal gender (as close as possible) in each homeroom
- Heterogeneous academic homerooms
- Academic needs
- Social needs

Requests for particular teachers will not be considered.

## SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview.

When volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. **Volunteers are not fingerprinted nor are they mandated reporters.**

- **Attend Virtus/Protecting God's Children for Adults™.**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select *Virtus*.
    - **NOTE:** All participants must pre-register online to attend.

- Virtus Certificate received at the completion of training to be placed in volunteer file at the school.
    - **NOTE:** If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago.
  - Give a copy of your Virtus certificate to Glenn Wagner.
- **Complete Criminal Background Check (eAPPS)**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **eAPPS**.
- **Read and sign Code of Conduct.**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **Code of Conduct**.
    - The signed copy of the Acknowledgement Form is filed at the local school.
- **Complete Child Abuse and Neglect Tracking Form (CANTS)**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **CANTS**.
    - **Return the completed form to the Principal.**
    - The original form will be sent to DCFS; a copy is filed at the local school.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

**All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, backpacks, purses, or articles of clothing that are left unattended on the school campus.**

School personnel should always have another school authority present when a search is conducted.

### **Searches of Student's Person and Personal Property**

The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

## **Conducting the Search**

- Secure the safety of the students and staff.
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present.
- Parent/guardian should be informed that the student is risking possible suspension or
- expulsion for refusing to comply with the directive.
- If a weapon, illegal drug or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrives at the school. The contraband must be turned over to the local police jurisdiction.

## **Reporting the Incident**

The appropriate assistant superintendent should be contacted as soon as possible. An Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

## **SECURITY**

St. Luke School has a security system in effect when school is in session. This necessitates locking school doors at all times.

Students/adults entering the building after 8:10AM use the main school entrance on Ashland Avenue.

After ringing the bell, visitors will be asked to identify him/herself, state his/her business, will be buzzed into the building and must report first to the office.

Staff and students are not allowed to open the doors for anyone wishing to enter the building while school is in session.



## **SEXUAL HARASSMENT**

**Policy ES 263.1/HS 417.1 Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.**

### *Procedures*

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

**Policy ES 263.2/HS 417.2 Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.**

### *Procedures*

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

**Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.**

## **SIBLING PERFORMANCES ~ Reader's Theaters etc.**

Parents are asked to send a note in with the sibling(s) on the day of or day prior to any performance etc. It is at the discretion of the teacher whether the student will be allowed to leave their classroom at that time. Students will not be allowed to leave if they are in the middle of a test.

## **SNACKTIME PROCEDURES: PRESCHOOL**

- Hand washing by children and adults precedes snack time.
- Snacks are planned in advance by the teacher responsible for the group.
- Children are assigned to assist with snack preparation by placing napkins, cups and food at each place.
- Notice regarding children with specific food allergies is posted on the staff bulletin board near the snack area. Alternate food or beverage must be provided.
- Sponges are readily available for spills. Children are encouraged to wipe their spills.
- Children dispose of their own items and wipe their places at the tables before leaving for another activity.

## **SPECIAL CLASSROOM/GRADE LEVEL PROGRAMS**

Individual grade levels and homerooms host special programs throughout the year at which parents and guardians are invited to attend. Siblings who attend St. Luke Parish School may attend only if the child's homeroom teacher receives a note from a parent/guardian the day prior to the program requesting the child's attendance. It is then up to your child's classroom teacher to decide if attendance at the special event will not interfere with learning.

## **SUBSTANCE ABUSE BY A STUDENT**

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

**Substance** is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

**Substance abuse** means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**Illegal Violations:** The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

## **School Procedures for Handling Violations:**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

## **TARDY POLICY**

It is the responsibility of each family to work out a system so that students arrive on time to school. Students who consistently arrive late are being deprived of social interaction, morning prayer, announcements, time to organize themselves for the day and important teaching time.

Students who are not in homeroom by the time the 8:10AM bell rings are tardy.

Each time a student is tardy in grades K – 2, a tardy will be issued. If a child receives 4 tardies the parent/guardian will be notified by the administration.

Each time a student is tardy in grades 3 – 8, a Tardy Slip will be issued. Consequences for Tardy Slips are as follows:

- 3rd Tardy: student will report to main office and receive a *Tardy Notification Letter*.
- 4th Tardy and every tardy thereafter the students must stay after school until 4:00PM on the day of the tardy to make up missed class time. Parent/guardian will be notified during the school day if the child is to stay after school until 4:00PM. Students who are unable to stay after school or already attend EDS will be assigned to come in at 7:00am the following morning.
- All students begin each trimester with zero tardies.

## **TECHNOLOGY POLICY**

Technology, as a tool for learning, must be used in a respectful manner in accordance with the "Acceptable Use Policy." This policy must be signed by the student and the parent/guardian and returned to school before a student will have access to computer/Internet use.

## **TECHNOLOGY OUTSIDE OF SCHOOL**

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

## **TREATS-BIRTHDAY/CELEBRATION**

St. Luke Parish School follows the Archdiocese of Chicago Wellness Program, which encourages healthy eating and regular exercise. If you choose to bring treats for any reason they must be healthy in nature and individually pre-packaged by the manufacturer. Non-edible treats, such as pencils, erasers, stickers, etc, are encouraged.

## **UNIFORMS**

### **Regular Uniform**

	<b>Girls</b>	<b>Boys</b>
Preschool	<ul style="list-style-type: none"><li>● navy blue crested uniform jumper</li><li>● white blouse</li><li>● solid white, navy or black knee high socks, tights, leggings</li><li>● gym shoes</li><li>● optional- solid colored navy blue or white sweater</li><li>● crested sweatshirt</li><li>● Bearcat Spirit Wear</li></ul>	<ul style="list-style-type: none"><li>● light blue crested polo shirt</li><li>● navy blue pants</li><li>● navy blue or black socks</li><li>● gym shoes</li><li>● optional- solid colored navy blue or white sweater</li><li>● crested sweatshirt</li><li>● Bearcat Spirit Wear</li></ul>
Grades Kindergarten through 4	<ul style="list-style-type: none"><li>● plaid uniform jumper (must touch the top of the student's knee)</li><li>● white long or short sleeved cotton (not knit) blouse with</li></ul>	<ul style="list-style-type: none"><li>● light blue crested polo shirt</li><li>● navy blue dress pants</li><li>● solid black or navy dress socks</li><li>● solid black or brown leather</li></ul>

	<ul style="list-style-type: none"> <li>round Peter Pan collar</li> <li>● solid white, black or navy blue knee socks, tights, leggings</li> <li>● solid black, brown or navy blue dress shoes</li> <li>● optional- solid colored navy blue or white sweater</li> <li>● crested sweatshirt</li> </ul>	<ul style="list-style-type: none"> <li>dress shoes.</li> <li>● optional-solid colored navy blue sweater may be worn</li> <li>● crested sweatshirt</li> </ul>
Grades 5-8	<ul style="list-style-type: none"> <li>● plaid uniform skirt (must touch the top of the knee)</li> <li>● solid navy blue crested overblouse</li> <li>● solid white, navy blue or black knee socks, tights, leggings</li> <li>● solid black, brown or navy blue dress shoes</li> <li>● optional solid colored navy blue or white sweater may be worn</li> <li>● crested sweatshirt</li> </ul>	<ul style="list-style-type: none"> <li>● light blue crested polo shirt</li> <li>● navy blue dress pants</li> <li>● black or brown belt</li> <li>● solid black or navy dress socks</li> <li>● solid black or brown leather dress shoes.</li> <li>● optional solid colored navy blue sweater may be worn</li> <li>● crested sweatshirt</li> </ul>

**Optional Summer Uniform (worn April 15 – October 15)**

Students who choose not to wear the summer uniform, must wear the full regular uniform (i.e. gym shoes may only be worn with the summer uniform).

	<b>Girls</b>	<b>Boys</b>
All students	Grades K – 4: regular uniform shirt or white crested polo shirt <ul style="list-style-type: none"> <li>● Grades 5 – 8: regular navy crested overblouse or white crested polo shirt</li> <li>● navy blue or tan bermuda length uniform shorts (no cargo shorts)</li> <li>● solid white or navy athletic socks</li> <li>● gym shoes</li> </ul>	<ul style="list-style-type: none"> <li>● light blue or white crested polo shirt</li> <li>● navy blue or tan bermuda length uniform shorts (no cargo shorts)</li> <li>● belt- black or brown (Gr. 5-8)</li> <li>● solid white, navy or black athletic socks</li> <li>● gym shoes</li> </ul>

**Gym Uniforms**

Students in grades K - 3 are required to bring their gym shoes on the days they have gym class. Girls should wear shorts under their uniform jumper. No other uniform is required.

Students in grades 4 - 8 are required to wear a gym uniform consisting of a uniform shirt, shorts, and gym shoes. Gym shirts and shorts must be purchased through the Dennis Uniform

Company.

### **Additional Uniform Information**

- Clothes must be clean and pressed.
- Hair must be clean and combed.
- Students must not dye or highlight their hair.
- Students may not wear makeup or colored nail polish.
- Hair should be sensibly cut, with no shaved designs, mohawks, tails, etc. Bangs must be trimmed and must not cover the eyes.
- Boy's hair must not touch the collar.
- No scarves, or head bands designed to look like scarves, are to be worn around the neck or on the head.
- A simple religious bracelet or cross necklace may be worn.
- Only girls may wear earrings; only one pair of stud earrings is permissible.
- Girls may wear shorts under their skirts; shorts must be shorter than the skirt.
- Parents should ensure that their child(ren) are appropriately dressed for the weather. Boots, hats, mittens, snow pants, and jackets are a must in the winter as the children do have outdoor recess on a daily basis. 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten must be dressed in layered, weather appropriate attire.
- In 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten, parents should keep in mind that the children use paints, clay, markers, etc. on a daily basis. Children are asked to bring in an extra set of clothes and an oversized t-shirt to be used as an art smock as learning can get messy. Please label all clothing to help us identify lost items. Sunscreen and/or bug repellent may be needed in the warmer weather. If parents choose for their child to have sunscreen and/or bug repellent applied by the classroom teacher during the school day, a permission form, provided by the classroom teacher, must be filled out.

### **UNIFORM POLICY**

Students who are out of uniform are sent to the office for an Out of Uniform Notice.

Students are to bring the Out of Uniform Notice home to be signed by a parent/guardian and return notice the following day.

Students who receive three Out of Uniform Notices must be in full St. Luke uniform on the next scheduled out of uniform day.

Students who receive six Out of Uniform Notices, in one trimester, must complete service in the school from 7:00AM-8:00AM on the school day immediately following the sixth notice.

Students who receive nine Out of Uniform Notices, in one trimester, will receive a Code Notice for "Lack of respect through inappropriate manner."

All students begin each trimester with zero Out of Uniform Notices.

## **VACATIONS**

Family vacations during the school year are not encouraged. If a student is absent from school due to vacation, teachers are not required to give the student work ahead of time. Once a student returns to school, he/she will be given time to make up work missed at a rate equal to the number of days missed. Please note that because of the nature of some assignments, those assignments may not be allowed to be made up (i.e. a science lab).

## **WEAPONS**

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

## **WEEKLY BULLETIN**

Every Thursday, the St. Luke Parish School weekly bulletin containing important school information and upcoming events will be emailed to each household.

## **WELLNESS**

**Policy ES 105.1 Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.**

St. Luke Parish School follows the Archdiocese of Chicago Office of Catholic Schools Wellness Policy. The policy can be found on the St. Luke Parish School website.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

**ADDENDUM A: CODE NOTICE CONSEQUENCES**

	<b>FIRST NOTICE</b>	<b>SECOND NOTICE</b>	<b>THIRD NOTICE</b>
<b>Grades K-3</b>	Code Notice must be signed by student, teacher and parent.	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a third notice, a parent-teacher-student-administrator conference will be held to discuss further consequences and a plan for student improvement.
<b>Grades 4-6</b>	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete a 45-minute session of service in the school beginning at 7:15AM each day for 3 days.	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result.
<b>Grades 7-8</b>	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parents meet with administrator. Removal from activities will be



		a 45-minute session of service in the school beginning at 7:15AM each day for 3 days.	determined on an individual basis. Suspension/Expulsion may result. Removal from graduation activities, etc. will remain at the discretion of the administrator.
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**ADDENDUM A**, continued

**CODE NOTICE CONSEQUENCES**

<b>FOURTH NOTICE</b>
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The student will meet with the parent/guardian and principal. The student will be placed under a written contract to improve his/her behavior within a specified amount of time.	<b>Grades K-3</b>
The student will be removed from all extracurricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from any activities will be determined on an individual basis. Suspension/Expulsion may result.	<b>Grades 4-6</b>
The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parents meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result. Removal from graduation activities, etc. will remain at the discretion of the administrator.	<b>Grades 7-8</b>