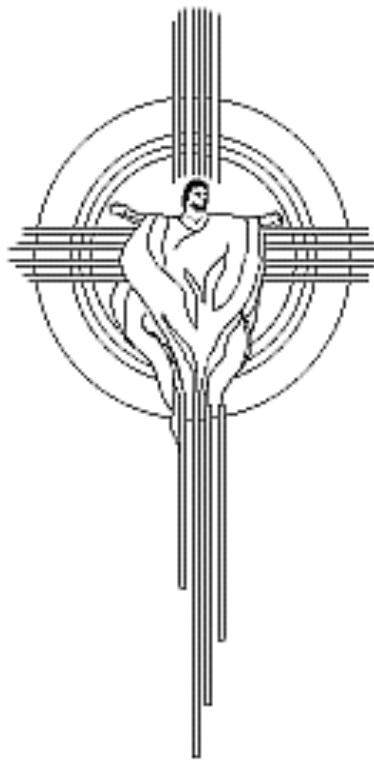


St. Luke Catholic School
7650 North Illinois Street, Indianapolis, IN 46260

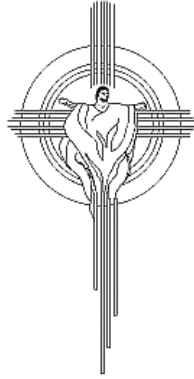
School Office: (317) 255-3912
Fax: (317) 254-3210
Parish Office: (317) 259-4373
Athletic Office: (317) 479-7373

www.stluke.org



Principal:
Assistant Principal:
Chief Administrative Assistant:
Administrative Assistant:

Steve Weber
Michele Tillery
Mary Ann Atkins
Kim Schmitz



St. Luke Catholic School
7650 North Illinois Street, Indianapolis, IN 46260

(317) 255-3912

St. Luke School

Mission Statement

~OUR MISSION~

St. Luke Catholic School, with Jesus Christ as our model and guide, is dedicated to educating students in Catholic doctrine and practice.

St. Luke Catholic School will graduate students who are prepared to attain their spiritual, academic, social, physical, emotional and creative potentials to make a positive difference in God's world.

Our Goals for School Improvement based on our North Central Association study and State of Indiana Accreditation Requirements.

Goal 1: St. Luke students will improve problem solving skills.

Action 1: We will improve performance in mathematical problem solving through the implementation of systematic instruction strategies, including curriculum review and alignment.

Action 2: We will focus on improved performance in calculation and measurement.

Action 3: All teachers will integrate problem solving across the curriculum.

Goal 2: St. Luke students will benefit and performance will be enhanced from improved life skills based on Catholic values.

Action 1: We will integrate life skills at all grades.

Action 2: We will develop a school-wide recognition and behavior program based on life-skills.

Action 3: We will emphasize the gifts of the Holy Spirit as a guide to living a Christian lifestyle.

Goal 3: St. Luke students will improve written expression.

Action 1: We will implement "six trait" writing model.

Action 2: Grades 3-8 will utilize an assessment rubric to help guide and improve writing.

Goal 4: St. Luke students will benefit from improved communication and development efforts designed to increase financial resources.

Action 1: The School Commission will develop and implement a comprehensive communication plan.

Action 2: The School Commission will work with the administration and parish to increase activities designed to increase non-tuition, fee or subsidy resources.

Reviewed and Adopted May, 2008



St. Luke Catholic School

7650 North Illinois Street, Indianapolis, IN 46260
(317) 255-3912

August 18, 2008

Dear Parents and Students,

I hope that this finds you at the start of a good year at St. Luke Catholic School. This note is a message of welcome. We are pleased that you are part of the St. Luke family. We continue, in our growth, to celebrate and to serve the Lord and all of His children. We were identified as a *No Child Left Behind* National Blue Ribbon School in 2004. As we enter the 2008-2009 year, we cannot rest on past success but must always grow to meet the needs of every child you entrust to us.

The growth we are experiencing, in students, teachers, and educational excellence presents us with on-going challenges and opportunities.

Our goals include improving problem solving, with special emphasis on calculation and measurement, improving written expression, as well as, improving student performance through life skills based on Catholic values and the fruits of the Holy Spirit. Our staff has the primary responsibility for achieving these goals, but we cannot do it alone. We need your support and prayer. We are challenged to be involved and not passive on-lookers. We look to expand and improve in all areas.

This handbook is designed to provide resources, guidance, and direction for a successful school experience for all involved. Please read this handbook. Watch for any revisions or clarifications in the school newsletter, *The Rampage* or by e-mail in *Quick-Notes*. Ask any questions you may have. Know that we value your presence at St. Luke.

I offer special thanks to the PTO and all who made the publication of the handbook possible. The directory (Buzz Book) is a separate document this year. Please sign and return the receipt for this handbook to your child's teacher.

Sincerely,

Steve Weber
Principal

St. Luke Catholic School Traditions

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

1st Quarter Conferences - Students in grades 6, 7, and 8 are expected to attend with their parents. Students in grades 4, 5 are encouraged to attend.

5th Grade to Ruth Lilly Camp - for a few days of exploration, learning, fun, and camping.

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

8th Grade Class Trip - Washington, D.C.

Advent Mass - marks the start of the Christmas holiday. School dismissal is at 1:30 p.m.

Art Fair - Student art work is displayed in the hallways throughout the year.

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

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

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

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

Confirmation - for students entering 8th grade through high school. Contact the Youth Minister for details.

CYO Certification Program - The CYO requires you to attend this program once if you are planning on coaching any athletic team. It is coordinated by Pat Moran, Athletic Director, and is usually held in August.

Extravaganza - A great fund raiser for the youth of St. Luke parish and school! Every class coordinates a basket for auctioning at the program. There are special opportunities to bid for everything from lunch with a particular teacher to your very own parking space at St. Luke.

Fall Break /Teacher Professional Days

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

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

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

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

Instrumental Concerts – For students who participate in the instrumental music program.

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

Living Rosary –Prayed in October by our middle school students.

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

Middle School Music Program - Presented by the junior high in late May, this program promises great music, fun and, as always, an original production.

Mother's Mass and Reception - held the Friday prior to Mother's Day at 8:15 a.m.

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

New Parent Orientation Meeting - takes place the week before school starts and allows new parents to go over basic procedures of St. Luke School. A preview of this year's spirit wear and an opportunity to purchase gym clothing will also be provided.

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

Optional Teacher Conferences - Available for the midterm of the 3rd quarter.

Passion of our Lord - Performed by the 8th grade on the Monday of Holy Week at 7:00 p.m., and as the closing prayer service on Good Friday at 10:30 a.m.

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

Rancho Retreat Grade 8 - Religious retreat at Rancho Framasa in the fall.

Reconciliation Instruction - The second grade preparation for the Sacrament of Reconciliation and their First Holy Communion.

The Sacrament of Reconciliation - Second grade participate in their first Reconciliation in early December.

Science Fair – 7th & 8th Grades - Held during Catholic Schools Week in January. It is interesting to see all the future Einsteins in our School!

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

Secret Pal - On National Teacher Appreciation Day, you get to be the secret "pal" of a special St. Luke staff and provide them with their favorite lunch. You are notified of your "pal's" special likes. It is great fun and a wonderful way to say THANK YOU!

Spring Break - See calendar for details.

St. Luke Ministry for the Junior High - Ski Trips, movies, "gatherings", youth rallies, boat tours, Kings Island – what do all these things have to do with Jesus? Experience fun with our Youth Minister and help live your faith. Contact Parish office for details.

St. Nicholas Day – Held on or around Dec 6th when St. Nicholas, with the help of the 7th grade students, leaves candy in the shoes of all the students. Coordinated by the PTO, 7th grade and St. Nick!

Teacher's Luncheons - Sponsored by the PTO at various times throughout the year. This is just one small way to thank all the teachers for their hard work and devotion. If you are interested in helping out, contact the PTO.

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

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

Uniforms

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

Volunteering - Participation can start by filing out and turning in the volunteer form. Requires a background check and participation in "Protecting God's Children", a VIRTUS training program.

ST. LUKE SCHOOL HANDBOOK

POLICY AND REGULATIONS OF ST. LUKE SCHOOL

ACCIDENTS (ACCIDENT INSURANCE)

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

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

ACHIEVEMENT CENTER

The Achievement Center provides the services of a specialist for students in need of remedial or other support services. A referral process determines student placement in the program. For more information contact the school principal. The School Commission has established a fee to help cover the costs of this service.

ADMISSIONS

The admissions process must be followed for all wishing to enroll in St. Luke Catholic School. Children of parishioners have priority for admission to St. Luke School. Please contact the principal or the admissions coordinator for specific details.

AFTER SCHOOL ACTIVITIES/SUPERVISION

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

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

ALLERGIES

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

ASBESTOS

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

ATHLETICS

The parish athletic program at St. Luke is under the supervision of the St. Luke Athletic Committee (SLAC). The program includes a variety of sports for both girls and boys. All are under the supervision of the Athletic Committee, and are sanctioned by CYO. All fees are due before a student will be placed on a team.

It is the policy of the St. Luke School Commission that students participating in the CYO sports programs must maintain at least a passing grade (D or better) in all subjects beginning with the issuance of the first mid-term report.

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

Parents are at liberty to remove their child from teams if they feel that participation is impairing their academic progress. **A student who is absent or suspended from school during the day may not participate in an athletic practice or game on that same day.**

ATTENDANCE

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

1. Students are expected to attend school every day that they are not ill.
2. School begins at 8:00 A.M. Children must be in homerooms at that time. Students who are tardy will need to stop in the office for a pass to be admitted to class. Students dropped off after 8:05 MUST be signed in by a parent. When a student is tardy more than three (3) times (unexcused) in a quarter, that student shall miss recess activity on that day and any other days tardy that quarter. The student will be physically active by walking in a prescribed area during recess but shall not play during this time.
3. Absence/tardy for reasons other than medical reasons or family emergencies will be regarded as unexcused.
4. Parents/guardians must call the school office by 9:00 A.M. to report an absence and request homework.
5. A doctor's statement may be required after three (3) consecutive days of absence.
6. A written note is required to excuse a child from an activity for medical reasons. Doctor and other necessary appointments should be scheduled after school hours if possible. If several appointments are necessary, please schedule them at different times during the day and on different days of the week if at all possible. This keeps the student from missing the same classes consistently.
7. Removing students from school for family vacations, trips, athletic or other such event is an unexcused absence. Teachers will not prepare work or assignments in advance for any such trip. Parents choosing to remove students for vacations take responsibility for their child's education during the absence. Student work that is missed during such an absence will be considered late if it is not in class on the day of return. Work may be faxed or e-mailed to the teacher. Tests or quizzes must be made up the day of return. Students are responsible for making up missed work as stated in the homework policy. Such absences often have a negative impact on grades.
8. It is the policy of St. Luke that a student who does not attend school because of illness or any other reason will be unable to attend school functions or participate in any academic, extra-curricular, or athletic activity on the same day.
9. Frequent absence may impact both academic performance and grades, and may result in non-promotion at the end of the year.
10. Students who are more than two hours late or who leave more than two hours early will be considered absent one-half day.
11. These policies do not apply to family emergencies, funerals or other significant events that have been cleared with the principal.

BACKPACKS

Students are not permitted to use backpacks to carry books between classes. This is a health and safety issue. Students too often put every book they own in the packs, which makes them become heavy. Students may use backpacks to and from school, but not between classes. Rolling backpacks must be carried inside the school building during dismissal. Children often trip on them. Should a child not be able to carry a backpack for the walk out of the building, the child may wait in the room and walk out after the hall has cleared. Please monitor your child's backpack. You would be surprised at what it contains! Backpacks and other personal property may be searched if deemed necessary.

BEHAVIOR CODE

The goal of discipline is self-discipline. "Teacher, which commandment in the law is the greatest?" He said to him, "You shall love the Lord, your God.... The second is like it: You shall love your neighbor as yourself. " (Matthew 22:36-39) These words of Jesus form the foundation of our behavior code. All actions of teachers, students, staff, and parents should help fulfill this scripture command. This is how the Kingdom is built, one day at a time, one soul at a time. **Love of God, self, and neighbor is made real by respect. Respect for self, others, and property is the core of our behavior code.**

Positive and appropriate behavior is expected. We believe that we all are responsible for our own behavior choices. We want to recognize those who work hard and model Christian values and behavior.

In order to achieve our Christian vision for our students, the following life skills based on the Fruit of the Holy Spirit will be integrated at all levels.

- 1) **Respect:** being kind and compassionate to all God's creation
"Have *respect* for everyone and love for your fellow- believers."
(1 Peter 2:17)
- 2) **Patience:** slow to speak and slow to anger
"...be *patient*, bearing with one another in love."
(Ephesians 4:2)
- 3) **Kindness:** merciful, sweet, and tender
"Be *kind* and compassionate to one another"
(Ephesians 4:32)
- 4) **Goodness:** generous and open-hearted
"And do not forget to do *good* and to share with others."
(Hebrews 13:16)
- 5) **Peace:** contentment, unity between people
"Let the *peace* of Christ rule in your hearts."
(Colossians 3:15)
- 6) **Gentleness:** humble, calm, non-threatening
"Let your *gentleness* be evident to all."
(Phillipians 4:5)
- 7) **Love:** seeks the highest good of others
"As I have *loved* you, so you must *love* one another."
(John 13:34)
- 8) **Faithfulness:** dependable, loyal, and full of trust
"Let love and *faithfulness* never leave you..."
(Proverbs 3:3)
- 9) **Joy:** gladness not based on circumstances
"... *rejoicing* in the Lord must be your strength."
(Nehemiah 8:10)
- 10) **Self-control:** behaving well
"For the grace of God ... teaches us to live *self-controlled*, upright, and Godly lives..."
(Titus 2:11 - 12)

RAM Form

A universal form, **Recognition And Mediation (RAM)**, is used to acknowledge examples of positive behavior (recognition) and to communicate a need for problem solving (mediation) in areas of misbehavior. A "**recognition**" **RAM** form may be given when a student shows positive behavior above and beyond expectations. The form is also used to indicate a problem requiring "**mediation**". The form is designed to inform the parent in a formal way of the concern and respond with a plan to improve.

Process:

- 1) The form is filled out and signed by the staff member and student.
- 2) The bottom copy (pink) is kept by the homeroom teacher.
- 2) A copy (yellow) is sent to the office the day of issuance.
- 3) The student takes the white form home for parents to review and sign.
- 4) The RAM is returned to the assistant principal the next school day by 8:15 AM.

We will recognize positive achievements. Those who do not receive a **mediation (problem solving) RAM** will be celebrated on a monthly basis.

There are four "levels" of problem solving strategies:

Level 1

Most minor behavior, including uniform code problems, will be handled in the classroom with no formal intervention. Teachers will work to guide or redirect students to solve or avoid the problem. Parents may be notified of such situations via Teacherease Behavior Log e-mail. If minor problems become more frequent, they will move to a "level 2" problem solving situation.

Level 2

Occasionally, students fall into behaviors that do not reflect our Catholic values. Such misbehaviors fall in a Level 2 area for problem solving. These situations require parent notification using a “**mediation**” **RAM** form. The notice will be sent home with an explanation of the problem and, possibly, an action taken. The form is to be signed by a parent and returned to the office the next school day.

Three “**mediation**” forms within a **month** will move the student to a Level 3.

Level 3

Usually misconducts such as swearing, harassment of any sort, stealing, cheating, fighting or excessive defiance are more severe in nature. These may result in an immediate Level 3 or 4 response. The student earns an automatic detention. In addition, a conference with the student, parent(s), teacher(s) and administrator(s) will be scheduled.

Such options as loss of privileges, in-school suspension, zero-tolerance for inappropriate behavior, etc. may be considered at this level. Improvement plans may be written and may carry over to the next month, if deemed necessary.

Level 4

Level 4 is a serious situation that requires the automatic intervention of an administrator and the student's parent(s). Examples of level 4 behaviors would involve any illegal activity or violence with a weapon, any serious fight (verbal or physical), repeated or serious bullying, vandalism, threatening anyone, inappropriate touching or sexual behavior, etc.

A meeting is held to verify facts as much as possible, and responsive actions will be determined. Actions could include any of the Level 3 consequences, in or out of school suspension, a contract with specific expectations defined, probation, expulsion, etc. An improvement plan will be written.

Improvements plans may include:

Restitution -- Students may be required to work, clean up, repair, replace, or pay for damage from a property violation.

Referral to Counselor -- Students may be required to meet with an assigned counselor on a periodic basis. The counselor will advise students on ways of improving behavior. The counselor may recommend special projects to the student including reading, attending seminars, etc.

In-School Suspension -- The principal or assistant administrator may determine that the student receive an in-school suspension, which is served during regular school hours. The student is suspended from attending regular classes. The student is expected to complete class assignments and may earn credit for work completed. **All extracurricular activities are also suspended for those days.**

Out-of-School Suspension -- Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. **All extracurricular privileges are also suspended for those days.** Students receiving an out-of-school suspension are expected to remain current with class assignments. Students receiving such suspensions may be considered for expulsion.

Expulsion -- Expulsion is the removal of a student by action of the principal. Should expulsion become necessary, the parent(s)/guardian(s) may be given the option of withdrawing the student from school.

It is **not implied that all consequences listed above must occur or that a specific sequence of consequences must occur to assure the development of self-control within an individual student. It is important that students be made aware of inappropriate behavior and that an effort be made by school personnel, parents, and students to keep reoccurrence of such behavior to a minimum.

Serious or repeated behavior problems. The principal and assistant principal are responsible for discipline issues. Any single, serious event may result in an immediate in or out-of-school suspension.

Illegal Actions (Alcohol/Drug Abuse, Weapons) – Automatic Level 4 Offense

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

Possession or use of weapons of any type (i.e. guns, explosives/fireworks, knives, etc.) is forbidden and may result in a three-day, out-of-school suspension or expulsion at the administrator's discretion. Any illegal materials will be confiscated and turned over to proper authorities.

Lockers, locks, desks, etc are the property of St. Luke School. Lockers, desks or personal property may be searched if deemed necessary.

Bullying or Harassment Policy:

Students are to respect the persons of all students and staff. Harassment in any form during school hours or at school-sponsored activities is strictly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated and reported to the school administrators and parents of the suspected offender. Students in violation of this policy will be subject to appropriate corrective disciplinary action, which may include required assessment and counseling (at parent expense), suspension or expulsion. Teachers will report all incidents of harassment or bullying to the administration. Harassment by means of the Internet is subject to the same review. This includes taking pictures or videos in the classroom or depicting students or teachers which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class (see Electronic Devices).

Definition of Harassment

Harassment may include but is not limited to:

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

Method for Reporting an Incident of Harassment

THE ADMINISTRATION MUST KNOW ABOUT BULLYING SITUATIONS IF WE ARE TO HELP. All incidents MUST be reported.

- 1) At school: report the incident to a teacher, staff member or administrator.
- 2) At an athletic event: report the incident to the coach or Athletic Director.
- 3) At a youth ministry activity: report the incident to a chaperone or Youth Minister.
- 4) Whenever possible, parents should directly contact the parents of the suspected "bully" to work out a plan.
- 5) Report all incidents promptly.

A conference will be held which will include all parties involved and the appropriate administrator, depending on where the incident occurred. Parents may be involved if the initial conference indicates a valid concern. Possible consequences may include suspension (in or out of school) or from specific activities. Counseling or inclusion of the school counselor may be necessary. St. Luke School must be aware of the welfare of the entire student body in any action regarding harassment or threats.

BICYCLES

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

BOOKS/SUPPLIES

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

Students with specific educational needs (as stated in an IEP) may purchase, rather than rent, books for highlighting and note taking. Materials and equipment may be rented with a required deposit. The materials must be returned in good condition by the due date to receive a refund of the deposit. Contact the assistant administrator for details about cost.

CAFETERIA

Lunch is served each day in the cafeteria. Information on free and reduced lunch is available in the school office and on the website. The lunch menu is posted on the Teacher-ease website (www.teacherease.com). Lunches are ordered on a daily basis. A lunch account is established for each student and paid for in advance. An e-mail alert will be sent out when it is time to replace the funds in the account. The checks for lunch should be made out to St. Luke School. Check the webpage for the current cost per lunch. Families with negative cafeteria balances will be restricted on lunch options until the balance has been paid.

Students are expected to observe polite table manners and courtesies in the cafeteria. Students are responsible for cleaning their own space and tables as assigned. Failure to cooperate may result in exclusion from the cafeteria. **NO CARBONATED BEVERAGES ARE PERMITTED IN THE CAFETERIA DURING STUDENT LUNCH HOURS.** Please do not send soft drinks, even for birthday or other occasions.

Volunteer opportunities are available each day in the cafeteria. Sign up with the PTO volunteer coordinator.

It is important to please alert the cafeteria manager about any food allergies or dietary restrictions. Contact the cafeteria manager if you have any questions regarding the cafeteria at extension 221.

St. Luke Catholic School Cafeteria Rules

- 1) **Pray grace before meals. Thank God for the gift of food**
- 2) **Respect all staff; listen to and follow instructions.**
- 3) **Stand in alphabetical order while in the serving line.**
- 4) **Speak quietly and respectfully to each other. Do not shout.**
- 5) **Grade-level tables are assigned. Follow the instructions of the supervisors. Fill tables from the back; do not exclude others or “save” seats for specific students. Limit: 3 students per bench; 12 per table. Do not crowd table.**
- 6) **Respect your food. Do not play with, throw, or waste the gift of food.**
- 7) **Stay seated.**
- 8) **Stay at your own table. Do not visit other tables.**
- 9) **Be responsible for your own trash. Pick up your trash and place it in proper receptacles. Place trays in dish tank window. Return to your seat to be dismissed.**
- 10) **Wait to be dismissed.**
- 11) **Clean tables and trash when it is your job.**
- 12) **Place your lunch box in designated area.**

Following these rules will help assure a smooth lunch. It shows respect for the gifts God has given us. Rule violations disrupt lunch and cause problems.

Students who cause problems may be required to eat alone or do extra clean up duty immediately at the direction of the supervisor. Consequences for violations may also include problem solving RAM forms.

CAR POOL

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

1) **Morning Drop Off:** St. Luke opens for students at 7:40 AM. Do not drop off students before that time. There will be no supervision prior to 7:40. Those who live west of Illinois should enter north (gym) parking lot off of Holliday Dr E. Enter from the main entry to the parking lot. Drive to the gym lot. Pull up as far as possible along the gym walkway. Students must exit cars directly to the sidewalk. Do not let children exit into the parking lot. Leave directly from the north exit onto Holliday Drive. Those who live east of Illinois Street should use the Illinois Street parking circle. Enter on the north side and pull up as far as possible toward the main parking area. Students should exit on the sidewalk side. Exit south onto Illinois Street. Please follow the instructions of the staff member on duty. Students should go directly to the gym area for morning supervision. Please keep kisses and hugs brief as the traffic is heavy in the morning. It is best to come between 7:40 and 7:50.

2) **AM Kindergarten Pick Up:** Morning kindergarten students are dismissed at 11:30 AM from the Illinois Street school door. Cars should enter the Illinois Street traffic circle from the north side, pulling as far into the circle as possible forming two lines. PLEASE REMAIN IN OR AT YOUR CAR. Teachers will walk students to the cars. Do not leave until all students are in the cars.

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

3) Late Car Pool: Students who are not picked up on time will go to the Late Car Pool area on the turn around by the main school door on Illinois Street. Any car coming late should go directly to this area. The circular drive by Holliday Drive is NOT a late carpool, so please do not arrange to pick your child up there. Students will be sent to late carpool. Do not ask your children to go to another spot for pick up. Students still in late car pool/school office by 3:30 may be sent to AYS at parent's expense.

4) Urgent Pick Up: If you have an urgent need to pick up your child and can't wait for regular car pool, please park your car on the church side and come to the office to sign your child out early (before 2:55). Do not have them come to the small parking area by the church without signing out. It is too dangerous with people doing parish office business to have them cross that lot without your supervision. Thank you for your cooperation.

CLASSROOM VISITATION

Parents are welcome to visit the classes of their children. Please contact an administrator to schedule a classroom visit. Parents are encouraged to attend the annual school visitation days, which are held during Catholic Schools Week. Consult the current school calendar for those dates. Parents may visit other grades outside of the open visitation days with administrative approval.

CLASS PLACEMENT

Students are placed in homerooms based on many factors. The male-female ratio, the leadership, academic and behavior needs of the children are included in determining class make up. We do not encourage nor guarantee parental requests for placement in a specific class. The teachers have responsibility for class list for the following year. Parents may alert the teacher to specific needs of the student. It is not appropriate to request a specific teacher. You have trusted us with your children; please trust us with their class placement. We do not change class lists once determined, with the exception of new or withdrawing students.

CLASS SIZE POLICY

St. Luke School Commission Policy states: The capacity enrollment of any grade homeroom shall be 23 students. Grades which are currently over policy limits will be allowed to drop to policy limits.

COMPUTERS

St. Luke is blessed with a computer lab and a networked computer system with multiple computers in the classrooms and 2 mobile wireless labs. Multi-media computers are in the lab, library and classrooms. All students and staff have access to the network. Computer technology is used at all levels for instruction, word processing, data management and research. Respect of others' files and copyright laws are expected. Cheating or vandalism using the computer will not be tolerated. Software from outside the school is not permitted on our computers due to risk of computer virus infection.

Students in grades 4-6 must have a USB "flash drive" of at least 1GB to store and transport their computer based projects. Grades 7-8 must have a 2GB drive.

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

CURRICULUM

St. Luke is fully accredited by the State of Indiana Department of Education and complies with the requirements therein. St. Luke offers a challenging curriculum in religion, reading, English, math, science, social studies, music, art, physical education, and computers. The Archdiocese posts a curriculum guide on the web at www.archindy.org. Go to the Office of Catholic Education link and click on curriculum guides under special projects. A specific grade-by-grade and subject-by-subject area curriculum guide is available in the school office.

There is a scope and sequence of major curriculum areas. Please check the www.stluke.org under the school link to see grade level curriculum guides. Please use these to help your children meet their goals and potential.

DIVORCE/LEGAL SEPARATION

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

ELECTRONIC DEVICES

Students are not permitted to use or carry beepers, cellular phones or other portable communication devices during school hours or at dismissal. Expensive toys, i-Pods/MP3 players, tape players, CD players, radios, etc. are not appropriate for school and may not be brought to school. Such items may be confiscated and may be returned only to a parent.

E-MAIL

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

An e-mail note is great for sharing or requesting information, but not so great for problem solving. Ask for a meeting or phone call to solve a problem or discuss a concern. See the directory for addresses of staff members. Most are "first initial last name@stluke.org. (e.g. sweber@stluke.org)

EMERGENCY CLOSING

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

Severe Weather: IMPORTANT NOTE: St. Luke will make an individual decision regarding closing. We will try to make the choice for delayed opening rather than total closing whenever possible. A one-hour delay would mean that school would start at 9:00 AM; a two-hour delay would open school at 10:00 AM. Dismissal would be at the regular 3:00 time.

Kindergarten Alternate schedule: Morning kindergarten will end at noon if there is a two-hour delay.

Emergency closings will be announced by TV Channels 6, 8, and 13, and by radio channels WIBC (1070 AM) and WTPI (107.9 FM). BE SURE TO LISTEN FOR ST. LUKE CATHOLIC SCHOOL WHEN THERE IS A CHANCE OF CLOSING DUE TO SEVERE WEATHER. We will not automatically be closed if MSD Washington Township closes. Our families live in a wide range of areas. An e-mail alert will normally be sent through the "teacher-ease" system. (See "Teacher-ease")

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

St. Luke will usually make up any school days missed according to the snow make up days on the calendar. This will not normally apply to Christmas or spring breaks. Watch the **Rampage** for any changes in schedules.

EMERGENCY EVACUATION

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

ENRICHMENT

Our primary enrichment program affords qualified students the opportunity for special challenge in language arts in grades K-2. Small group lessons are scheduled according to the needs of the children. Teacher referrals are made by means of test results, classroom work, and observations. The enrichment center also provides lists of local resources and summer enrichment programs. The number and composition of the classes may change during the year to allow for more students to participate. The School Commission has established a fee to help cover the costs of this service.

EXTENDED CARE/AYS

AYS, an after school care program, is available for St. Luke students. The childcare program provides creative, recreational, and physical activities. Call 283-3817 for information. The fees for AYS are payable to AYS and not St. Luke School. All St. Luke School rules and behavior expectations apply to AYS. All students must be picked up by 6:00 PM. The AYS room is located in the room above the gym lobby. Note that due to low demand AYS does not offer early morning care. Students may arrive at school as early as 7:40 a.m. for supervision in the gym. The AYS extension is 233. The director's pager is 380-0616.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities include school sanctioned CYO sports, scouts, choir, after school enrichment classes, Student Council, Junior High Youth Ministry, etc. Criteria for participation in these activities will be the same as those that apply to Athletics, page 6, and Attendance, pages 6 & 7.

FAMILY ENVELOPES

Family packets are sent home every twice monthly on Wednesday with the youngest member of each family. The packets may include the bimonthly *Rampage*, lunch information, flyers, special notices, etc. It is the student's responsibility to bring the packet home. Please empty the envelope and return the envelope to school the next day. We try to avoid sending information home at different times, but there are occasional exceptions. Check with your youngest child. Call the office if you have lost the envelope.

FIELD DAY

Field Days are held each year during the final week of school. The purpose of these activities is to provide students in all grades an opportunity to participate in various athletic and fitness events. Parent volunteers are always needed. Contact the Physical Education staff for details and to volunteer.

FIELD TRIPS

Field trips are planned by the teachers and authorized by the administration. Educational objectives are required for each trip. Proper student behavior is expected. Failure to achieve academic or behavioral expectations in the classroom may prevent a student from attending a given field trip. Alternate work will be given to make up for the experience missed.

Permission slips signed by parents or guardian must be on file for each child before the field trip. Insurance regulations prohibit participation without written permission. No exceptions.

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

Indiana law requires that children ages 4-7 be properly restrained in an approved booster seat. Therefore, we will use rented school buses for younger grade field trips. Parent chaperones will normally follow in cars.

All students and parents on a field trip must wear a seat belt. Students younger than sixth grade must sit in the back seats of cars. Certain small students may be required to be in the back no matter the age. Parents must enforce proper behavior and control noise levels while driving. Parents must follow the directions of school staff. Polite behavior and following all school rules is expected.

Preschool children and children not enrolled at St. Luke may not come on school field trips.

Drivers may not make extra stops (such as a fast food place) on a field trip. Unless specifically authorized by the permission slip. It increases the driver's liability and disrupts schedules. Drivers must be sure students have been transferred to a teacher or another authorized person for supervision before leaving.

Drivers may not use cell phones while the car is in motion, except in emergency situations. Drivers have the responsibility for the safety of all on board. That requires one hundred percent attention to driving.

FINANCIAL POLICIES

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

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

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

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

Note that direct debit of tuition, your parish tithing or other contributions may be set up through the parish office. Contact the parish bookkeeper at 259-4373, ext. 217 for details. Parishioners see "Parish Stewardship" section.

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

HAND WASHING

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

HEALTH INFORMATION

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

Please inform the school office, in writing, of any medical problem or limitation. Examples of this would include asthma, allergies, bee sting reactions, respiratory or heart conditions, epilepsy, diabetes, etc., as well as any temporary physical conditions. Please return the form for PE should there be restrictions for PE class. Specific written information on treatment, medication, and emergency procedures must be provided.

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

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

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

We cannot give non-prescription drugs such as generic Tylenol or generic Benedryl, etc unless the parent provides the medication and we must have direct parent contact and permission in each instance.

Students with temperatures of 100 degrees F or higher must be sent home. Any communicable disease requires that students go home.

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

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

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

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

Communicable Diseases: Call the school office if your child has a communicable disease.

HEALTH DEPARTMENT REGULATIONS REGARDING:

| <u>Disease</u> | <u>Time Out of School</u> |
|---------------------------------------|---|
| Measles (Rubella) | At least 5 days after rash appears |
| 3-Day Measles (Rubella) | At least 4 days |
| Chickenpox | At least 6 days after breaking out |
| Impetigo and Ringworm | Until treated by a physician |
| Pink Eye | Until treated or eyes are clear |
| Mumps | Until all swelling is gone |
| Scarlet Fever and Strep Infections | At least 7 days unless a permit is obtained from physician |
| Head Lice | (Until treated <u>and no live lice are present</u> . Any nits present should be at least ¼ inch from scalp.) |

Immunizations: All students are required to have an accurate and up-to-date record of required immunizations. State law requires removal from school until such notice is provided. You may request forms from the health department or most doctors' offices. Note that all sixth grade students must show evidence of two measles vaccinations given after the age of one. Note that Hepatitis B vaccinations are required after Aug. 1999. Please have the doctors fax updated immunization records to the school nurse at 317-254-3210.

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

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

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

HEALTHY LIVING/Wellness POLICY: St. Luke School complies with the policies of the State of Indiana and the Archdiocese in requiring healthy nutrition and life styles. Procedures are being developed at the school level to respond to these policies.

Parents are asked to restrict sweets and candy at school or for birthday celebration. Fruits and other nutritious treats are requested. Never bring nuts or peanut butter for class treats due to severe allergies. (See Allergies)

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

HIGH SCHOOL VISITS (8th Grade)

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

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

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

HOMEWORK

All students are expected to do their own work to the best of their ability. The work should be turned in on time. Failure to do so will impact the grade. Chronic missing, late or incomplete work may result in staying after school until 4PM to complete the work. Note: late work causes a lowered grade for each day late, (one day late -20%, two days late -50%, three days late zero.)

Cheating is not tolerated in any form. Cheating includes copying other's work for homework or tests, plagiarizing (using another's work without acknowledging author and source. This includes books, Internet, etc.), turning in another's work as yours, etc. A student who allows his or her work to be copied by others is guilty of encouraging

cheating and will be treated the same as the one who copies. Cheating will result in a zero for the specific project and may involve a suspension (in or out of school) at the administrator's discretion. Repeat offenses may result in removal from school.

If a child is absent due to illness, homework can be made available. The school must be notified by 9:00 A.M. It may not be possible to get assignments organized after that, especially for the older grades. Teachers will prepare assignments and send them to the office at 3:00 P.M or to the person you request. Parents or students may check the assignment section on Teacher-ease for assignments.

We discourage removing students for family vacations, athletic or other non-emergency reasons. It is a student's responsibility to make up work missed during an absence. **Teachers will not prepare homework packets for such voluntary absences.** Parents choosing to remove students from school choose to be responsible for their child's education during the absence. Work not turned in on the day of return is late. Work may be obtained from the assignment section on Teacher-ease or another student. Work may be faxed to the teacher or e-mailed to the teacher. Any work not in on time must be turned in on the day of return. There will be a late penalty applied to any late work. (See Homework) All tests or quizzes must be made up on the day of return to school. It is hard to avoid negative impact on grades from such unexcused absences. We will continue to work with families dealing with family deaths, emergencies or specific needs. Please contact the principal in such situations.

HONOR ROLL

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

| | |
|--------------|-----------------|
| Class Honors | GPA = 4.0 |
| High Honors | GPA = 3.50-3.99 |
| Honors | GPA = 3.00-3.49 |

INDIANA FEDERATION OF CATHOLIC SCHOOL FAMILIES/INPEA

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

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

INVITATIONS TO PARTIES

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

LIBRARY

St. Luke is fortunate in having a fine library, with books in a wide range of fiction and non-fiction, available to students in all grades. A well-rounded reference and encyclopedia collection gives the teachers and students added material for supplementary classroom work. A librarian is on duty five days a week.

The library has multi-media computers for student use. All materials checked out or used by the student are the responsibility of the student. The student or family must pay for any damaged or lost materials.

Library Birthday Book Club: a child in honor of his/her birthday may purchase A book. The child's name will be recorded in a gift accession book as well as in the book itself. The child will be the first one to take this book home to read. For further information contact the Librarian. The library hosts an annual "Book Fair", which offers books and other reading materials in December.

LUNCH AND RECESS

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

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

St. Luke Catholic School Recess and Playground Rules

- 1) Recess is a time to put into practice our Catholic values and life skills.
- 2) Students may not be at recess without proper adult supervision. Supervisors must have a first-aid pack and walkie-talkie turned on during any recess period.
- 3) Students exit and enter the building walking quietly.
- 4) Each grade (K-6) has its own playground balls and equipment and is responsible for returning them to the room each day.
- 5) No tag, keep-away or chase types of games are permitted for safety reasons.
- 6) Students must stay in the designated areas with supervision. The gym parking lot and playground area are normally open. (The football field may be used if weather, ground condition permit and there is a supervisor on the field.)
- 7) Students playing such games as basketball, four-square, soccer, kickball or touch football must allow any classmates who wish to play to be included. No exclusions.
- 8) There must be a supervisor in the play structure area for students to play there.
- 9) Students may not climb on top of the slides, monkey bars or other high parts of the structure. The hanging bars are not designed for gymnastics; so hanging from the knees or upside down is not permitted. Running or chasing on the play structure is not permitted.
- 10) Overly rough or aggressive play is not permitted. Students will be given a time out period to calm down. Repeat offenders may be suspended from recess play.
- 11) Supervisors may restrict or adjust any activity to keep it safe.
- 12) Students will line up quietly in the designated place when recess is over and enter the building quietly. Grace will be said before coming in for lunch.

MASS SERVERS

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

MIDDLE SCHOOL

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

MUSIC, Instrumental

St. Luke School offers an instrumental music program for students in grades 3-8. String instruments are taught starting in grade 3; and band instruments begin in grade 5. There is an extra fee for this program, which includes books but not instruments. Rental or purchase of instruments is the parent's responsibility. Contact the instrumental teacher for information.

MUSIC, Concerts and Programs

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

Primary concerts and programs (K-1 and 2-3) are generally shorter and presented during the school day. Upper elementary (4-6), middle school (7-8), instrumental (band and string), and choral (7-8) concerts generally add an evening performance for parents and families. These evening concerts are a required part of the curriculum, and attendance by students in those grades or groups is expected. Unexcused absence from evening performances will negatively impact grades.

PARENT (Student) TEACHER CONFERENCES

Parent (Student) Teacher Conferences will be held at the end of the first quarter. A scheduled appointment will be made for parents/guardians. Students in grades four, five, six, seven and eight are expected to attend the conferences with a parent. Both parents/guardians are urged to attend. An optional conference is available at the third quarter mid-term grades. Individual conferences are scheduled as the need arises.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of the Parent-Teacher Organization is to support the efforts of parents, teachers, and administration in the process of Catholic education. The PTO is comprised of school parents. An Executive Committee consists of twelve members with four elected each year on a rotating three-year term. A teacher representative is also a member. The principal is the chairman of the PTO.

The PTO dues are established yearly. These dues are used in purchasing supplementary classroom materials. Other fund raising moneys help provide for enrichment programs, some financial aid for families, and current needs of the school.

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

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

PARISH STEWARDSHIP AND CONTRIBUTIONS

We are called in faith to give back to God, what has been given to us. Stewardship is the practical application of this tenet of our faith. Stewardship of treasure, as well as, time and talent is an expectation for all parish families. Stewardship is a commitment for all parishioners claiming parishioner tuition. Stewardship also involves service to the parish community Parishioners may elect to direct debit their contributions. Contact the church bookkeeper for details.

School families belonging to St. Luke Parish are expected to worship at St. Luke and make regular contributions to the Church via Sunday envelopes or direct debit. Failure to do so will result in loss of parish subsidy for your family. The pastor reviews stewardship on an annual basis. Families not showing evidence of at regular worship and stewardship will be notified and given an opportunity to meet this expectation.

St. Luke School and Church have established endowments meant to help assure the long-term financial stability of the parish and school. Please keep the endowments in mind when considering stewardship and estate planning.

PARTIES AT SCHOOL

While not expected, parents may bring in nutritious snacks to celebrate various events such as birthdays or student of the week. The teacher will determine when the snack will be given out. Please be sure that any snack is individually sized or cut. We do not keep knives in the rooms so a treat that cannot be easily distributed may not be given out. Remember that no peanut or nut products may be given out because of the high risk of food allergies. **SOFT DRINKS/CARBONATED BEVERGES MAY NOT BE BROUGHT TO SCHOOL AND USED FOR SUCH CELEBRATIONS.** (See Cafeteria and Healthy Life Styles)

PERSONAL PROPERTY

St. Luke Catholic School and Church is not responsible for the damage, loss, or theft of personal property. This is in accordance with Archdiocese insurance requirements.

PROTECTING GOD'S CHILDREN

St. Luke Catholic Church and School, as well as the Archdiocese of Indianapolis are charged with protection all of God's children from harm, especially from sexual abuse. All staff and volunteers are required to undergo the Archdiocesan record check, as well as participate in, successfully complete and update the approved training program. The cost of the background check is \$25. "Protecting God's Children", the approved training program, is offered on a regular basis. Go online to www.virtusonline.org to register and find dates and locations for training. Check the parish bulletin, the *Rampage* or the *Criterion* for locations and times.

RAMPAGE

The *Rampage* is the newsletter of St. Luke School. It is published two times per month. It comes out just before the first of the month and on the fifteenth of each month. It contains very important information. It is always sent home with the youngest in the Family Envelopes. Please ask for it on these days. All you need to know about St. Luke is included. *Quick Notes* are sent by our Teacher-ease e-mail system during off weeks from newsletter or for other short notice information.

REGISTRATION

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

RELEASE OF STUDENTS DURING SCHOOL HOURS

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

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

REPORT CARDS/TEST RESULTS

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

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

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

SACRAMENTAL PREPARATION

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

Students prepare for the Sacrament of Confirmation during their eighth, ninth or tenth grade year. Parents and students should attend the information and preparations sessions as scheduled. Preparation for Confirmation at St. Luke is done at a parish level. Both school and religious education families celebrate the sacraments.

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

ST. LUKE SCHOOL COMMISSION

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

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

The School Commission is NOT designed to be a complaint department. Parents must first contact the principal to try to resolve a specific problem or concern. You may contact the pastor if this does not result in a solution.

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

SCHOOL JURISDICTION

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

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

STUDENT RECORDS

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

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

SUPERVISION

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

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

TEACHERS

Teachers at St. Luke Catholic School are caring professionals who are challenged to live and teach as Jesus did. You and your children are a gift to us. We seek to help them to grow to take their place in God's world. Our goal is to help you, as your child's first teacher, meet your responsibility to rear them to be part of God's plan for salvation.

E-mailing teachers is effective, but please do not try to address serious issues via e-mail. E-mails can sometimes be misinterpreted and cause additional difficulties. Instead, use the e-mail to request that the teacher call you. Please provide the phone number(s) you would like the teacher to use and the time you will be available.

TEACHER-EASE: "Teacher-ease" is our on-line grade book and communications system. Each parent with an e-mail address will be sent a welcome message and a password for their student. The web site is www.teacherease.com. Make it a "favorite" and put it on our computer desktop. Parents (and students with your permission) may check grades, attendance, and other school information from this website. You may use it to contact teachers with questions if needed. Teachers generally will have assignments posted on the "assignment" section of the child's page. You may check it to verify work. The calendar section is updated monthly. You may also check your child's progress on the site.

Your child's lunch account maybe viewed under "Fees" on each child's home page. Please make sure you check it on a regular basis so that you maintain a positive balance in the account. Teachers or the administration may send out announcements such as *Quick Notes* using the system. These are posted for a time under "Announcements".

TELEPHONE

Telephone calls to teachers and pupils during the school day should be limited to those of an emergency nature. Children may not call out from school without permission from the school personnel. Forgotten lunches, gym clothes, sports uniforms, field trip permission slips, or homework assignments will not be considered emergencies. It is our belief that students must develop a sense of responsibility in these areas.

TUTORS

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

Parents may hire outside tutors and work with them off campus. We have limited space for outside tutors during or after school hours on campus. Any tutor who uses St. Luke premises for tutoring must complete all of the same required "Protecting God's Children" screening and training as any staff member or volunteer. School and parish meetings or needs will also take precedence over prior tutoring for space or time.

UNIFORMS (Effective August 2009)

St. Luke Catholic School uses uniforms as a means to help parents control costs and build a community based on faith and not fashion.

The primary responsibility for enforcing the uniform code belongs to the parents. Please check your children before they leave for school. Parents may be called to bring appropriate uniforms to school for a child who is not in proper uniform. Your cooperation is appreciated.

Please be sure uniforms are labeled with your child's name. All uniforms look alike!

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

All skirts, jumpers, sweatshirts, sweaters, and shirts in colors other than white must be purchased through one of our uniform vendors.

Our official uniform vendors are:

- ✓ Lands End (catalog or Sears retail), which offers a guarantee. www.landsend.com/school
- ✓ St. Luke School website Uniform link (www.co-store.com/stluke), which offers a guarantee.

All pants, shorts, and WHITE uniform shirts must be purchased from a UNIFORM SECTION of ANY department store or from one of the above vendors.

GIRLS:

Jumper

- (Grades K-4) – Any style; uniform plaid
- Knee-length.
- It is recommended that girls wear navy or black knit shorts or ankle-length leggings underneath. Shorts should not hang below hemline. Navy or white tights are also acceptable.

Skirt

- (Grades 5-8) – Any style; uniform plaid
- May NOT be rolled at the waist.
- Knee-length.
- It is recommended that girls wear navy or black knit shorts or ankle-length leggings underneath. Shorts should not hang below hemline. Navy or white tights are also acceptable.

ALL STUDENTS:

Shirt (ALL Grades K-8)

- **Plain** white, button-down, long- or short sleeve polo-style shirt, with or without St. Luke logo. Purchased from UNIFORM SECTION of department store or one of our official vendors.
- NO LACE, DECORATIONS, or OTHER LOGO.
- **Additional Option:** Red or white polo-style shirt *with St. Luke logo* purchased from official vendor only.
- Only plain WHITE short-sleeve T-shirts without logo or writing may be worn under uniform shirt.
- Not oversized or tight-fitting.
- **Shirt MUST always be tucked in so that the waistband is visible.**

Additional option for 8th grade ONLY: Navy polo shirt *with St. Luke logo and graduation year.*

Sweatshirt (ALL Grades K-8)

- Worn over uniform polo shirt; collar must show.
- Purchased from official vendor.
- Navy or red crewneck sweatshirt *with St. Luke logo.*

Additional option:

8th grade ONLY: Approved class sweatshirt (to be determined).

- **2009-2010 year ONLY:* Previously approved navy St. Luke Uniform crewneck sweatshirt with church logo for all grades K – 8.

Sweater (ALL Grades K-8)

- Worn over uniform polo shirt; collar must show.
- Purchased from official vendor.
- Navy solid-color cardigan sweater, button or zip-style *with St. Luke logo, no hood or ruffles.*
- Navy solid-color crew or v-neck sweater *with St. Luke logo.*
- **2009-2010 year ONLY:* Previously approved navy sweaters (with “St. Luke”) for all grades K - 8.
- **2009-2010 year ONLY:* Previously purchased plain navy cardigans from ANY uniform line for all grades K - 8. **NO HOODS.**

Pants/Shorts

- **(Grades K – 6)** Solid Navy blue.
- **(Grades 7 & 8 ONLY)** Solid khaki.
- Uniform/dress styles purchased from a UNIFORM SECTION of any department store or official vendor.
- Must sit at or above the hips
- Shorts may be worn in August, September, May and June only.
- Shorts must be **knee-length.**
- No jeans-style pockets.
- NO CARGO, CROP, or LOW-RISE DESIGNS – even from vendors.
- NO EXTREMELY TIGHT or BAGGY.

Belt

- **(Grades 3-8)** PLAIN black, brown, navy, or uniform plaid belt with buckle.
- NO OTHER COLORS or ADDED DECORATION.
- NO LARGE BUCKLES.
- **MUST** be worn with pants or shorts.

Shoes

- Closed-heel athletic shoes with non-marking soles.
- Must be appropriate for physical education classes.
- “Mary Janes” in **true navy only purchased from Lands’ End ONLY.**
- **WHITE OR NAVY SOCKS OR TIGHTS MUST BE WORN.**

Physical Education Attire:

- **(K – 6)** School approved gym uniforms must be worn in all PE classes. Student’s name must be on back of shirt. Shorts must have initials/name on the leg.
- **(7 & 8)** Any St. Luke Spirit shorts and t-shirt- may not be too tight, baggy or short.

Jumpers, skirts and shorts must be KNEE-LENGTH. Students who violate this rule will be required to wear only uniform pants.

Spirit Day:

- Spirit Day is usually scheduled once monthly (check school calendar). Students are encouraged to wear **school logo/spirit clothing.**
- This includes St. Luke sweats, school plaid flannel or track pants, retreat shirts and gym uniforms. These can only be worn in combination with the approved St. Luke school uniform.

- Students who violate this dress code will be required to wear uniforms on future Spirit Days.

RAM Celebration Days: Students who do not receive a mediation RAM form during the previous month may wear jeans on a designated day with a uniform shirt (K - 6) or Spirit Shirt (7 & 8 only). **Jeans must not be too tight, low-rise, torn or baggy.**

Non-Uniform Days: The Student Council may request or the administration may declare a non-uniform day. Examples may be “red and green” day for Christmas, “green day” for St. Patrick’s Day, “Colts” or “Pacer” or St. Luke colors days for specific events. We are all in God’s presence and respect in dress is expected. Shirts with inappropriate logos or pictures are not allowed. Oversized or tight fitting clothing is not permitted. Shirts must be modest and cover the shoulders and midriff. No low-cut or spaghetti-strap tops.

Parent supervision and support is requested. Parents will be contacted to bring proper attire if their child is inappropriately dressed. Students who violate the dress code will be required to wear uniforms.

Make Up: Students may not wear or bring makeup to school.

Jewelry: Jewelry must not be distracting or include images inappropriate for St. Luke. Girls may wear one pair of small earrings. No hoops or dangles. Girls may be asked to remove earrings if they present a risk during Physical Education classes. Boys may not wear earrings at school.

Outdoor Attire: Unless it is raining or severely cold all students will have recess and some playground time during lunch. Parents are asked to be sure that students be properly attired for this activity time. Please label coats with your child’s name.

Hair: Hair must be neat and conventionally styled. Carving of words or designs into the hair, unusual hair colors or other actions that call undue attention is not allowed. All hair accessories must be small and simple. Girls may be asked to remove anything that is distracting or presents a risk in Physical Education classes.

Please do not allow your child to make such personal statements at school. Students will be requested to correct the problem before returning to school.

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

VISITORS AND VOLUNTEERS

St. Luke School would be lost without our great volunteers and visitors who come and assist in a wide variety of programs. The PTO coordinates a complete list of volunteer’s opportunities. A detailed description of each position is sent both at the beginning and end of the year. Please offer help whenever you can. All volunteers must agree an Archdiocese approved background check and take the “Protecting God’s Children” training.

All volunteers and visitors must sign in at the office upon arrival and receive a visitor’s badge to show that they are to be in the building. This is for the safety and security of our students and staff.

VOICE MAIL

We have a goal of improved communication with our school parents. Voice mail is available for most school and parish staff. During the day the main school number will be answered and most messages will be directed to voice mail. Calls in the evening will be sent directly to voice mail. Please check the directory in the front of the buzz book for voice mailbox extensions.

The teachers have been asked to return calls as soon as possible. Please leave your number, a brief message and when you can be reached. Playing phone tag is frustrating for everyone. Simply press the mail box number you request. Contact us if you have any trouble with the system.

Teachers are no longer required to post assignments on voice mail. Please check www.teacherease.com for assignment postings. The fact that an assignment might not be listed is not an excuse for not doing the work.

WEBSITE

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

WORSHIP AND PRAYER

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

Eucharistic Adoration and Benediction is celebrated with the students in grades 3-8 at least four times during the school year. The Sacrament of Reconciliation is celebrated in Advent and Lent. The rosary is prayed regularly with special emphasis in October and May. Join us for our “living” rosary in October and our honoring Mary during her crowning as queen of heaven during May. Watch the calendar for dates and times.

Various grades develop “retreat” experiences to help students grow in personal spirituality and to help them learn what God wants for them.

St. Luke Church is also blessed with a Perpetual Adoration Chapel for Eucharistic Adoration and prayer. Parents and children are encouraged to take time for regular prayer. Parents are expected to make attending Sunday worship a family priority.