



**St. Luke Catholic School**  
Parent and Student Handbook  
of  
School Policies, Practices and Procedures

**2016-2017 School Year**

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## **PROFILE**

One of only three Catholic schools located in the Northside ISD, St. Luke Catholic School was opened as an annex of St. Paul's in January 1959. The following September, the school went into operation as a separate school with Sister Canice Walsh, a Brigidine Sister who came to San Antonio from Ireland in 1953, as the first principal.

Four classrooms and a temporary chapel comprised the first school. By 1960, the enrollment was 270, requiring the construction of four additional classrooms and a cafeteria which was completed by 1963. Because of increased enrollment, another four-classroom block was required by 1970. Some time later, a parish gym was added, which was a great asset for school activities, and in 1972, additional temporary buildings were added to house a library and learning center. Enrollment at St. Luke Catholic School grew to 500 students in the 1978-1979 school year.

In 1988, the parish began a major construction project that resulted in the renovation of some classroom space and the construction of an entirely new middle school wing housing a new cafeteria, library (which now houses over 18,000 volumes), learning center, science laboratory, music room, and an Apple computer lab. The new addition made it possible for St. Luke Catholic School to open a kindergarten for the first time during the 1990-91 school year. In 1993, a prekindergarten program was started for four-year old students and a Macintosh computer laboratory was established for middle school students. In 1996, a second Macintosh computer laboratory was established so that each of the 580 students enrolled from prekindergarten through eighth grade could have computer access. Furthermore, the 30 Apple computers which had been in a laboratory setting were relocated to classrooms in grades one through four. In 1997, part-time classroom assistant positions were established in the first grade in order to lower the teacher-student ratio during morning learning activities. In 2005, the John Garza Computer Lab was opened, a 30-seat Dell lab with LCD projector, and locker rooms were developed for the middle school students and athletes. In 2012, St. Luke's opened doors to a new state-of-the-art gymnasium, and the following year, the beautiful, new children's playground was completed.

During the past few years, with the help of PTC and School Council, the school was able to purchase 50 new iPads. In addition, state-of-the-art Epson Interactive Projectors were installed in each of the classrooms. Maintaining its strong commitment to technology education, the school plans to refit the John Garza Computer Lab with all new Chromebooks in time for the 2016-2017 school year. In addition, the parish and the school began a major outdoor construction project of building a "Rosary Garden". The garden will be dedicated to the loving memory of Mrs. Marcella Salazar, the school's former principal.

In conjunction with this physical growth, there has also been a corresponding growth in professional and auxiliary staff over the years. Specialized personnel in physical education, music and computer education have been added, as well as a school nurse, a counselor, a full-time "Solutions for All" (RtI) teacher, a full-time librarian, and five instructional assistants.

Having the overall responsibility for the operation of both parish and school is the pastor, Fr. Jim Barlow. The professional staff at St. Luke Catholic School includes the Principal, Ms. Rita Graves, the Assistant Principal, Mr. Thomas Meyer, Mrs. Claudia Vasquez, Finance Manager, the School Secretary, Mrs. Dora Calderon, and the Assistant School Secretary, Mrs. Debbie Rodriguez. There are 29 full-time faculty members.

St. Luke Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED) and is a member of the National Catholic Education Association. In the fall of 2015, the school underwent its most recent re-accreditation process with TCCED.

## **MISSION STATEMENT**

Our mission is to *educate* our students to excel in high school and in life, and to *inspire* our students to live as faith-filled Catholics.

## **PHILOSOPHY**

*“Be it known to all who enter here, that CHRIST is the reason for our school,  
The unseen but ever present Teacher in our classes,  
The Model of our faculty and  
The Inspiration of our students.”*

Our philosophy of education flows from the Christian belief that each child is created in God’s image and redeemed in Christ, and has a transitory destiny on Earth and an eternal destiny with God in Heaven. Hence, the school proposes to complement the home, church, and state in giving dignity, direction, and motivation to all phases of the students’ lives, and to prepare them spiritually, intellectually, psychologically, socially, physically, and morally to take their places in American contemporary society as mature Christians.

In practical application of this philosophy, the school seeks to provide the children with those experiences and opportunities which are designed to develop in them such knowledge, appreciation, skills, interests, and habits requisite to the realization of their full potential. A St. Luke Catholic School education will thus prepare students to be intelligent, practical Catholics, good citizens, and worthy members of society, the church, and the home.

Students are taught that knowledge is not to be considered solely as a means of material prosperity and success, but a call to serve and be responsible for others. The integration of religious values into one’s lifestyle is brought about not only by specialized curricula, but more importantly by the presence of teachers who employ an integrated approach to learning and who embody Christian living in their private and professional lives.

The unique contribution of Catholic education to the community-at-large is its precise understanding of the human person as a God-created being and its explicit teaching, development, and implementation of the values that flow from this understanding: faith values that nourish and strengthen the entire public community. We do not choose to dilute or hide our identity as a religious, value-oriented school, because we believe that this emphasis on value is precisely what our society needs at this juncture in its history. It is our unique service to all aspects of the civic community.

## STRATEGIC PLAN

The School Council and administration develop the school's five-year strategic plan, a map for how the school will continue to fulfill its mission and philosophy. During the 2012-2013 school year, the School Council created and finalized the current five-year strategic plan that will run through 2018. As a living document, the plan is modified and revised annually as needed.

For copies of the current strategic plan, please consult the school's web site ([www.stlukecatholic.org](http://www.stlukecatholic.org)). A copy can also be obtained in the school office.

## VISION STATEMENT

"Share the Spirit!" The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners in education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We are committed to providing inspiring, active learning and quality education so that all students *Share The Spirit* of Catholic education.

The Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic schools in the Archdiocese of San Antonio. They are:

### **Foster A Catholic Identity**

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

### **Invest in Community Building**

We are committed to building a communal spirit that is the heart and reality of Christian formation.

### **Provide Quality Education**

We teach knowledge and critical skills to enable students to function fully as citizens within a changing technological and multicultural society.

### **Encourage Moral Formation**

We lead by example in teaching moral values that encourage respect and responsibility.

### **Appreciate Families**

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

### **Support Parish Life**

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

### **Share Governance**

We seek support and participation from those who share a common vision, mission and philosophy.

### **Seek Equitable Distribution**

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

### **ST. LUKE REBEL RULES**

1. Show respect for yourself, adults, others, the St. Luke uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

### **COMMUNITY MEMBER RESPONSIBILITIES**

The members of St. Luke Catholic School Community must all share in the responsibility of fulfilling our mission and living our vision.

**ADMINISTRATOR RESPONSIBILITIES:** Administrators have the responsibility to:

- Model and promote the Gospel Values.
- Promote effective training and discipline of all students.
- Encourage and facilitate parent communication with the school, including participation in required parent/teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Assume responsibility and instructional leadership for all academic programs.
- Share in the responsibility for the moral and spiritual development of students and staff.
- Ensure that the school is in compliance with all Archdiocesan and TCCED requirements.
- Observe and evaluate all professional staff; provide ongoing professional development for all staff members.
- Work with the Pastor and School Council to plan and implement a responsible budget.

**TEACHER RESPONSIBILITIES:** Teachers have the responsibility to:

- Model and promote the Gospel Values.
- Comply with Archdiocesan and school policies, rules, regulations, and directives.
- Meet the standards of teaching performance established by the Archdiocese.
- Keep current with professional development.
- Serve as appropriate role models for students in accordance with the standards of the teaching profession.
- Keep all information regarding students confidential.
- Be prepared to perform their duties with appropriate preparation and materials.
- Maintain an orderly classroom atmosphere conducive to learning.
- Use discipline management techniques consistent with school philosophy and policy.
- Ensure good student discipline by being in regular attendance and on time.
- Teach students to develop and practice good discipline.
- Encourage good work habits that will lead to student successes and meeting personal goals.
- Establish rapport and effective working relationships with parents, students, and other staff members.



- Respond to parent calls/notes in a timely manner. E-mail not to be used for emergency situations
- Maintain timely progress of students on RenWeb.

*(These responsibilities are addressed more completely in the Archdiocese of San Antonio Teacher Performance Standards and Evidence Indicators for Growth and Evaluation.)*

**PARENT RESPONSIBILITIES:** Parents, legal guardians, and persons who have agreed to assume responsibility for the student have the responsibility to:

- **Model and promote** the Gospel Values to all persons in the school community.
- Provide for the physical, emotional, and spiritual needs of the student.
- See that the student attends church on Sunday and Holy Days and receives the appropriate sacraments.
- Teach the student to listen to teachers and other school personnel and to obey all school rules.
- Be sure that the student attends school regularly and on time, and promptly report and explain absences and tardies to the school.
- Keep abreast of child's progress on RenWeb.
- Be sure that the student attends school tutorials when required or as the need arises.
- Encourage and lead the student to develop proper study habits at home.
- Be sure the student is appropriately dressed and groomed at school and school-related functions.
- Keep informed about school policies and events through reading and responding to school communications, most especially the *St. Luke Light* which is posted on the website every Wednesday.
- Allow the student to experience the consequences of his/her own poor choices.
- Discuss report cards, progress reports, and school assignments with the student. Sign and return progress reports, report cards, deficiencies, and detentions the next day.
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
- Bring to the attention of school authorities any learning problems or conditions that may relate to the student's education.
- Communicate with the teachers in the appropriate manner by scheduling conference times through proper channels. Do not approach teachers to discuss a child or issue when the teachers are "on duty" and/or with the children.
- Participate in school-related organizations.
- Maintain up-to-date work, home, and emergency telephone numbers.
- Keep current with all financial obligations.
- Submit a signed statement that the parent understands and consents to the policies outlined in the "Parent/Student Handbook." (Statement included in the Handbook)

**STUDENT RESPONSIBILITIES:** Student responsibilities for maintaining a positive learning environment at school or at school-related activities include:

- Living the Gospel Values; respecting each others' differences.
- Accepting responsibility for his or her own educational achievement.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired according to the uniform policies outlined in the Parent-Student Handbook.
- Exhibiting respect and sensitivity toward others. (Personal party invitations may only be distributed in the classroom if there is one for all the children, or **all** the boys or **all** the girls.)

- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
- Respecting all property of St. Luke Catholic School peers, including books, desks and lockers.
- Paying required fees and fines.
- Promoting good home-school communication by promptly taking home all school work, correspondence, etc., and returning what is required.

### **HOME-SCHOOL RELATIONS**

#### **Ethical Code of Conduct for All Members of the School Community**

A great advantage Catholic schools benefit from is the high degree of shared values, morals, and faith among the families who choose a Catholic school for their children and a faculty and staff who also share those values. When both home and school work together, the impact on the life of the child is immeasurable. In order for St. Luke Catholic School to serve the best interest of all the families who attend, cooperation between home and school is expected.

In matters of school discipline, the school staff and the administration must be the final arbiters of student conduct that occurs during school hours and all school-sponsored activities. In the attempt to resolve an issue, **parents are NOT to approach a student other than their own child to question or solicit information.** School matters are to be resolved with the teacher, staff, or administration.

In cases of anything other than routine classroom management, parents will be informed and in some cases directly involved in the disciplinary process. It is essential that the authority of both the school and its personnel be recognized and respected by the students who attend St. Luke Catholic School and by their parents.

Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters of both school work and of student discipline. The tone of such inquiry, however, should be in the spirit of cooperation and mutual support.

Parents and all family members are role models to all persons, most particularly the children. The way in which one conducts oneself sends a message to all in the school and parish community. As a Catholic/Christian community, all persons should be aware of how to conduct themselves and all should refrain from any behavior, actions, language, or gestures that are unbecoming to a Christian person. ANY person acting in an abusive manner toward anyone on campus or at any school-sponsored event, including an athletic event, will be asked to leave or, if necessary, be removed from the premises. Attending St. Luke School is a privilege, not a right. Anyone who is removed and wishes to return must contact the school principal before resuming attendance at any subsequent event.

Although all persons at St. Luke School hope that the home life of a child would reflect the faith and values that are nurtured at school, the reality is that this is not always the case. Therefore, the school will not be responsible for any activity or event that is not officially sanctioned by the school administration whether or not it takes place on the school premises.

**Parent Volunteers in School or at a School-Sponsored Event:** All parents of the St. Luke School Community are part of the Parent-Teacher Club (PTC). Parents are invited, indeed encouraged, to participate and assist in many activities and events sponsored by the School Council, PTC, Athletic Department, and class activities/field trips. There are a variety of community-building events to choose from. The expectation as a Christian Community is for all volunteers to maintain and **build community** among all the families; to respect each other and the gifts each volunteer brings to the activity/event; and, an understanding spirit and appreciation of each other's differences.

Gossip can be detrimental to the community and only diminishes the Catholic Identity of the school. May all the members of the community, administration, teachers, parents, and students, respect each other and persevere to demonstrate the values and morals which exemplify a gospel-based school. In short, actions of the members of the school community become the reputation of St. Luke Catholic School.

**PARENT COMMUNICATION WITH SCHOOL STAFF:** If parents wish to meet with a teacher, they may do so by making an appointment. It is recommended that parents contact the child's teacher whenever there is a question or concern. However, it is important to respect teachers' schedules and privacy by scheduling conferences in advance whenever possible. Teachers should not be called at home unless they have specifically invited parents to do so. E-mail contact is not to be used in emergency situations; email communication should be limited to information that is not critical or time sensitive.

**Issues or concerns should not be brought to the attention of the administration until after discussing it with the teacher or staff member concerned and seeking resolution at that level.** Any situation which cannot be satisfactorily resolved through direct contact with the teacher or staff member should be brought to the attention of the principal or assistant principal.

## **ADMISSION AND REGISTRATION**

**Non-Discrimination (4002A)** - St. Luke Catholic School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided without regard to race, national origin, or gender.

Every student, Catholic or non-Catholic, will be expected to study the Catholic religion as an independent subject. He/she will be expected to attend and participate in Masses and other liturgical services, to participate in religious activities, to fulfill service requirements and to demonstrate a Christian attitude.

### **Age Requirements (3002):**

- A student should be four years of age on or before September 1 to be admitted to the 4K program. **Students must be toilet-trained.**
- A student should be five years of age on or before September 1 to be admitted to Kindergarten. In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their child attended the school's 4K program. Participation in the school's 4K program does not ensure acceptance into Kindergarten.
- A student should be six years of age on or before September 1 to be admitted into the first grade. Exception may be made in the case of a student who has completed

Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.

- A student may be accepted who does not meet the age requirement. Placement of a student is the decision of the principal based on testing, observation, and other assessments. This decision is made if it is deemed in the best interest of the student and is agreeable to both parents and the principal.

**Admission Requirements (3002):**

- Certificates of birth and baptism must be presented at registration.
- A health record is required indicating that the student has received the immunizations required by state law. Every student enrolled in a Catholic School in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas (4801).

Completion of the health questionnaire with permission to screen is also required. The registration process is not complete unless all health records are in order.

- Preference for admission is given to registered, participating, contributing St. Luke parishioners; this is parish policy. Non-parishioners may be accepted if openings are available after parishioner registration is completed.
- Acceptance of incoming Kindergarten students is dependent on satisfactory demonstration of age-level development. There are necessary academic, emotional and social readiness skills, and motor and language development required for kindergarten.
- Acceptance of students in grades 1 through 8 is dependent on the openings available and a variety of other factors, including: a satisfactory student record from the previous school, and if applicable, no outstanding financial obligations at the previous school. The factors considered from a student's record include academic progress, conduct and effort ratings, standardized test scores, and an in-house academic evaluation in mathematics, reading, and writing. A personal interview with the principal and/or the assistant principal may be required; recommendations from previous school teachers and/or administrator may be required.
- Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school secretary/registrar.

**Admission of Students from Public and Other Non-public State Approved Schools (3004):**

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both the parents and the principal.

**Admission of Students from Home Schooling and Non-accredited Schools (3005):**

St. Luke's policy is to interview the parents and student. Based on the interview, students will be given an ability assessment to determine appropriate grade level placement. The age of the child will also be taken into consideration by the administration.

**Every student entering St. Luke Catholic School for initial enrollment is considered to be on probationary status for a period of one year.** The principal may, at his/her discretion,

place any student on probation, remove a student from probation, or extend the probationary period at any time. Failure to perform satisfactorily after having been placed on probation will result in the withdrawal of the student from St. Luke Catholic School.

### **Admission of Students with Special Needs (4107):**

#### *Policy*

The Archdiocese of San Antonio promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to the Department of Catholic Schools for assistance in determining other schools and/or programs that may have the ability to effectively serve their needs.

Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Catholic schools will collaborate with the Department of Catholic Schools, parent(s), the public school district, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, a school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability;
- The level of support/special services needed or any special equipment the student may require;
- The school's available resources such as support staff, accessibility of facilities, class size, etc.
- The school's ability to provide and effectively implement the accommodations, modifications, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

**Re-Enrollment:** Re-enrollment at St. Luke Catholic School is on a year-by-year basis. As a community, St. Luke Catholic School must insist on behavior that is consistent with Christian ideals and standards of academic excellence. Cooperation of the families in meeting their financial obligations to the school in a conscientious and timely manner is required. At the time of registration, children who are currently enrolled at St. Luke Catholic School are given the first priority. **Re-registration, however, might be denied to a particular child or particular family if circumstances indicate that re-registration is not in the best interest of the child, the family, or the overall school community.** Such circumstances include, but are not limited to, a family's financial debt to the school; an unwillingness or inability to abide regularly by the student code of conduct or school practices; the inability or unwillingness of parents to work cooperatively with the school, this includes chronic tardiness or excessive unexcused or questionable absences; the unwillingness of parents to work cooperatively with the administration and its staff in resolving problems which may arise.

## FEES AND TUITION FOR 2016-2017

Registration fees are non-refundable.

Tuition and fees are combined and are payable in 11 or 12 equal installments; the 1<sup>st</sup> payment is due June 1 or July 1. The annual tuition rate, book fees, and miscellaneous fees are added together to determine the annual cost of educating the child. The total is divided into eleven (11) or twelve (12) equal payments which are payable in June or July through May each year. A family may choose to make one payment for the total tuition amount on or before June 1. Every family is required to participate in the SMART Tuition Management Program. The annual fee for the program is \$53.00 and is paid by the family. The SMART Tuition Program offers the following:

- Automatic deduction by bank draft or credit card payment (Master, Discover, American Express)
- Online access 24/7, 365 days.
- Phone access in English and Spanish.
- Automatic email payment courtesy reminder.
- Automated email and phone call follow-up service when payment fails.
- PCI compliance – banking/credit card information is secured and encrypted.

**IN-PARISH RATE:** To be classified as a registered, contributing, participating parishioner, the parish records should reflect an annual contribution of \$400 per year (\$40.00 per month) [**Jan. 1 – Nov.1**]. Parishioners' contribution patterns will be analyzed twice per year (December and May) to determine if the family is on schedule to achieve at least the minimum annual contribution level. If not, the school account will be changed to the non-parishioner rate. In the case of eighth grade students, each family's parish contribution pattern will be analyzed one month prior to scheduled 8<sup>th</sup> grade graduation. The months of January through April will be analyzed for minimum parish contributions. There is a discounted rate for two or more children from the same family in grades 1 – 8 (NOT applicable to siblings in Pre-K and Kindergarten). Rates are available in the school office and on the school website.

No awards, or scholarships will be released to any 8<sup>th</sup> grade student whose family has not contributed at least \$175 of the \$400 annual parish contribution if the family claims and is being billed the in-parish rate at the time of graduation.

Contributions to the church must be paid by the **parents** of the students. Grandparents, aunts, uncles or other persons' contributions will not be applied to qualify for the in-parish rate.

**OUT-OF-PARISH RATE:** There is a discounted rate for two or more children from the same family. Rates are available in the school office and on the school website.

**FEES:** Fees are charged for book rental, standardized testing, yearbook, student insurance, supplies, technology, new building costs, PTC fees and graduation. These fees vary depending upon the grade in which each child is enrolled. These fees are non-refundable.

**PRE-KINDERGARTEN FEE:** The rate for full day includes: tuition, snacks, all supplies, in-house 'field trips' (but not off campus field trips), books, etc. A 4K student will be charged \$50 for a Yearbook Fee if he/she is the oldest or only child enrolled. A 4K student is not computed in the multiple student discount.

**TUITION CALCULATION:** In April, the school office calculates and updates the tuition for each family for the coming school year and notifies the SMART Tuition Management Program. Parents are asked to review all calculations and report any discrepancies to SMART Tuition immediately.

Any request for changes in the amount of tuition due or the tuition payment plan must be approved by the school principal in consultation with the school business office; ALL requests must be in writing.

**AUTOMATIC TUITION DEBITING:** Parents are required to participate in the automatic withdrawal of their monthly tuition payment through the SMART Tuition Program. Although tuition payments are due the first of the month, payments are deducted from a checking or savings account on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, or 15<sup>th</sup> of the month for either the 11 or 12 month plan, whichever the family has selected.

**OUTSTANDING DEBTS:** If the tuition payment to SMART Tuition is declined by the due date chosen, a late fee of \$60.00 is assessed to the account.

**INSUFFICIENT FUNDS FEE:** In the event there are insufficient funds for the automatic withdrawal, SMART Tuition assesses a fee of \$25.00. At that time, the \$60.00 late fee will also be assessed.

**SUPPLIES:** The supplies fee, which includes notebook paper, pencils, pens, etc., is included in Kindergarten tuition. A supply list is provided for students in first through eighth grade.

**PTC FEE:** \$35.00 per family

**BUILDING FEE:** \$150 per family

**YEARBOOK FEE:** \$50 per family

**TECHNOLOGY FEE:** \$50 per student

**STANDARDIZED TESTING FEE:** \$20 per student

**STUDENT INSURANCE FEE:** \$11 per student

**TCCED (Texas Catholic Conference Education Department) FEE:** \$10 per student

**8<sup>th</sup> GRADE GRADUATION FEE:** \$250 per student

**BOOK FEE:** This fee covers textbooks, workbooks, science, library, music, supplies, and classroom student supplies. Kinder Book Fee is \$350 per student; grades 1-8 Book Fee is \$300 per student.

**TEXTBOOKS:** Texts are rented to students (included in the book fee) for their use each year. It is the students' responsibility to care for them and see that they are returned in good condition at the end of the year. Books must be covered and students are required to have a backpack. If books are lost or damaged, students will be fined according to the value of the book and the degree of damage.

The following guideline is in effect regarding damaged or lost rental items:

Torn pages and markings on book	\$1 per page
Broken spine	\$10
Lost or irreparably damaged book	Price of replacing book
Vulgar language, graffiti, etc., in book	Price of replacing book
Lost or damaged calculator	Price of calculator

**ARCHDIOCESAN TUITION POLICY (5403B)**  
**Delinquent Tuition and Fees Payment Arrangement**

The success of St. Luke Catholic School hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Finance Manager, Claudia Vasquez, and/or principal, Rita Graves, as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan. Hope for the Future at the Archdiocese also provides financial assistance.

The St. Luke Catholic School administration and the School Council, with the support of the Pastor, Fr. Jim Barlow, have implemented the SMART Tuition Management Program. It is mandatory that all families participate in the program. The program offers two options for parents to pay their tuition either by automatic draft or credit card payment. For the 2016-2017 school year parents will have their tuition payment automatically deducted from their checking or savings account, or by using their credit card. The options and services offered by this program facilitate the payment of tuition and make the entire process more convenient for the parents. Overdue tuition payments may not be made by personal check.

When payments are not made in accordance with the tuition agreement, the following steps will be taken:

30 days past due:

- When an account becomes 30 days past due (30 days from the 1<sup>st</sup> of the previous month) under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's Finance Manager to bring the account up-to-date or to create an alternative payment plan with the school.

60 days past due:

- When an account becomes 60 days past due (60 days from the 1<sup>st</sup> day of the past due tuition), the school's principal will issue the financially responsible party a written notice by a certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.



- In addition to this notification, student(s) will not be permitted to re-register for the following academic year or to return to the school after a specified date until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

Exclusion Policy:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current for the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at a specified date for non-payment of financial obligations when the financially responsible party has failed to demonstrate good faith in attempting to meet these obligations.

The school encourages all responsible parties to maintain open communication with the Finance Manager to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

Tuition Assistance: There is an Archdiocesan Tuition Assistance Program entitled "Hope For the Future." Families in need of financial assistance are encouraged to apply for this on-line through the Archdiocesan website.

Limited funds for tuition assistance are available for true hardship cases at the school level. This tuition assistance may only be applied to assist a family in meeting all or part of their tuition payment for a month or two if the family is experiencing an emergency (major family illness, loss of job, etc.). To apply for this assistance, parents are required to meet with the principal. An explanation for the request and the amount of assistance or alternate payment plan must be presented **in writing** at the meeting along with appropriate documentation to support the request.

### **FUNDRAISING FEE POLICY**

St. Luke Catholic School has implemented a mandatory fundraising fee policy as a means to ensure that each family does their share in fundraising for the school. This policy is an opportunity to build community and to support all persons, parents, administrators, teachers, and staff, as they make every effort to maintain and promote the *mission* of St. Luke School. The required fundraisers help to keep tuition at a reasonable and manageable rate for families.

Each family is responsible to net for the school \$300.00 in fundraising activities. St. Luke School uses the funds for operational expenses and to purchase supplies and materials which enhance the classroom experience for the children. For the 2016-2017 school year, families have three options: 1) to participate in the school fundraiser(s) or, 2) the Family Buy-Out. The Buy-Out option must be paid in full by July 15, before the start of the new school year; or 3) by choosing to have the fundraising fee collected through the SMART Tuition monthly payments; payments evenly distributed by the 11 or 12 month tuition payment plan.

Families are notified regarding the fundraising deadlines both in the Wednesday *St. Luke Light* and the school calendar. The school fundraising time period is from August 2016 through March 1, 2017. Every effort will be made to track and update fundraising totals for families,

however, families are encouraged to maintain their own records. This fundraising fee is considered a financial obligation to the school.

## UNIFORMS

The wearing of school uniforms serves the family in two ways: it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term “uniform” denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately; oversized uniform clothing or accessories may not be worn.

In addition to all specified items of school uniform, the following regulations are to be observed:

- Boys’ shirts are to be tucked in at all times.
- Colored shoe laces are not acceptable; shoe laces must match the color of the shoe. Laces must be tied.
- Shirt and blouse sleeves will not be rolled up.
- Girls’ skirts will be at the **top of the knee or longer**.
- Green P.E. uniform shorts must be worn under the skirts and jumpers. No other type of short is allowed.
- Non-uniform items may not be worn with the uniform.
- Only uniform outerwear is allowed on campus. **Uniform jackets and hooded sweatshirts are not to be worn during the school day, only to and from school and at recess** (when it is cold). Uniform sweatshirts and uniform sweaters can be worn during the school day.

Students not in compliance with the uniform code, in most cases, will be assessed a signature for a uniform infraction and will be expected to correct the infraction. More flagrant or continual infractions will be dealt with at the discretion of the administration.

### UNIFORMS MUST BE PURCHASED FROM PARKER SCHOOL UNIFORMS

2108 NW Military Hwy.  
San Antonio, TX 78213  
210-530-0087  
800-754-9494  
Store Hours  
Tuesday-Friday: 10am-6pm  
Saturday: 10am-3pm  
Shop on-line: [www.parkersu.com](http://www.parkersu.com)  
St. Luke’s school code: #3864

### UNIFORM SHOE MUST BE PURCHASED AT SCHOOL SHOES UNLIMITED

2109 Vance Jackson  
San Antonio, TX 78213  
(210) 734-9003

**BOYS’ SHOE: Pre-K – 1** Black Velcro Tennis Shoe (or New Balance in similar style)

**GIRLS’ SHOE: Pre-K – 1** White Velcro Tennis Shoe (or New Balance in similar style)

**BOYS:** boys’ uniform consists of the following items which must be purchased at Parker School Uniforms, except as noted:

1. Shirt: Short-sleeve or long-sleeve hunter green pique knit shirt with the gold St. Luke logo. **Only a plain white t-shirt, or a plain white turtleneck shirt in cold weather, may be worn under the uniform shirt.**
2. Pants: Pleated khaki-colored trousers. Pants may not be oversized or baggy and they must be worn at the natural waist. Khaki-colored walking shorts (optional item) may be worn from the beginning of school through October 31<sup>st</sup> and again from the first day of school following Spring Break until school dismisses for the summer.
3. Socks: Solid plain black or plain white socks.
4. Shoes: **Grades 2 – 5:** Willits/Vinney; Black Athletic Tie Shoe; worn all day, including P.E. (or buy a similar style New Balance at Academy)  
**Grades 6 – 8:** Any athletic shoe may be worn during P.E. class; no light-ups or shoes with rollers/wheels. The black leather oxford uniform shoe (or similar style New Balance, purchase at Academy) shall be worn at all other times during the day. Shoes must be in good condition.
5. Belt: A size-appropriate 1" black belt shall be worn. No spikes or protrusions are allowed on the belt. The excess, after point of buckle, shall not exceed three inches (middle school) or two inches (Grades Kinder through 5). Simple belt buckles shall be used. Buckles with adornments, oversized styles, or commemorative art are not permitted. Pre-K boys are exempt from being required to wear a belt.
6. Outerwear: \*Green windbreaker jacket with St. Luke crest/logo and the hunter green outer jacket, with St. Luke crest/logo are permitted. Green sweatshirt with embroidered logo and student name is permitted. Varsity jacket is permitted for boys in grades 6 – 8 and may be purchased through the school's athletic department. The St. Luke hooded sweatshirt is considered official outerwear and can be worn to and from school and at recess, but not during class time.
7. P. E. Uniform: Boys in Pre-K through 5 will wear the regular student uniform during P.E. Boys in grades 6-8 will wear athletic shoes, green shorts and gray t-shirt with their names printed across the back. P.E. uniforms are purchased through the Athletic Director. During after-school sports, appropriate athletic shoes should be worn as per the coach's instruction.

**GIRLS:** The girls' uniform consists of the following items which must be purchased at Parker School Uniforms, except as noted:

1. Smock: Girls in Pre-K – 1 wear the uniform smock.
2. Skirt: Girls in 2 – 8 wear the uniform pleated plaid skirts; skirts are to be no shorter than the top of the knee.
3. Shorts (or bloomers): All Girls are to wear shorts (P.E. shorts or bloomers) underneath their uniform at all times. Shorts must be navy or green.
4. Blouse: Girls in grades Pre-K – 1 wear the white midy blouse with the uniform shorts.  
Girls in grades 2 – 8 wear the white midy blouse.  
**Only a plain white undergarment, t-shirt, or white turtleneck (in cold weather) may be worn under the uniform blouse.**
5. Tie: Girls in Pre-K through 5 wear the green plaid uniform tie.  
Girls in grades 6 & 7 wear the solid green uniform tie.  
Girls in grade 8 wear the solid gold uniform tie.
6. Shorts: Green walking shorts (optional item) may be worn from the beginning of school through October 31<sup>st</sup> and again from the first day of school following Spring Break until school dismisses for the summer.

7. Pants: All girls have the option of wearing the dark green uniform pants throughout the school year.
8. Socks: Pre-k – grade 5 girls may wear white over the ankle socks, knee highs, or tights. No sports socks; no frilly socks with lace.  
Grades 6-8 girls are required to wear the uniform color green knee socks or tights with their black loafers.
9. Shoes: **Grades 2 – 5:** J. J. School Cheers athletic saddle (or similar style Keds); worn all day, including P.E.  
**Grades 6 – 8:** Academie Gear Elizabeth black penny loafer OR School Issue Simon black penny loafer.  
Any athletic shoe may be worn for P.E. class; no light-ups or shoes with rollers/wheels.  
Shoes must be in good condition.
10. Outerwear: \*Green windbreaker jacket with St. Luke crest/logo and the hunter green outer jacket, with St. Luke crest/logo are permitted. Green sweatshirt with embroidered logo and student name is permitted. Varsity jacket is permitted for girls in grades 6 – 8 and may be purchased through the school's athletic department. The St. Luke hooded sweatshirt is considered official outerwear and can be worn to and from school and at recess, but not during class time.
11. P.E. Uniform: Girls in grades Pre-K through 5 will wear their regular student uniform, including P.E. shorts (or bloomers) worn under the skirt or smock during P.E. Girls in grades 6-8 will wear athletic shoes, green shorts and gray t-shirt with their names printed across the back. P.E. uniforms are purchased through the Athletic Department. During after-school sports, appropriate athletic shoes should be worn as per the coaches' instructions.

Note: Girls on safety patrol duty may wear sweatpants while on duty; pants must be removed when duty is over and the student returns to class.

**\*Note on outerwear:** Jackets and hooded sweatshirts may **not** be worn in the classroom during instructional time. St. Luke uniform sweatshirts and sweaters must be in good condition; thumb holes in the sleeves are not permitted and must be mended.

### GROOMING AND PERSONAL HYGIENE

In keeping with a uniform dress code, girls are not permitted to wear make-up of any kind. No aerosol hair products or deodorants are allowed at school. Any hair or deodorant products must be pump-dispersed and can only be used in the locker room or bathroom by middle school students. Any misuse or abuse will result in removal of the privilege. Nail polish and artificial nails, gel nail tips and French manicures are not permitted. Middle school girls may wear clear/colorless nail polish only.

Hair ornaments must be either plain white, yellow, green, uniform plaid, or navy blue; gold or silver barrettes and headbands (girls only). Seasonal hair ornaments may be worn as long as they are appropriate, discreet and not a distraction.

Girls' jewelry is limited to one ring per hand, **stud** earrings, one bracelet and/or a wrist watch, and a simple chain necklace; necklace may be adorned with a sedate symbol. Rubber bands and pony tail bands are NOT bracelets.

Boys' jewelry is limited to one ring per hand, a bracelet and/or a wrist watch, and a simple chain necklace; necklace may be adorned with a Christian or other unpretentious symbol. Rubber bands are NOT bracelets. Ear jewelry is not permitted on boys.

Boys' haircuts and girls' hairstyles should reflect the spirit of the St. Luke uniform code. Cuts or styles should be neither "faddish" nor extreme. Extreme hairstyles are not acceptable, nor are wedges, tails, or designs cut into the hair. Boys' hairstyles should be neat, off the collar, cut around the ears, and no longer than the eyebrow. It should be cut no shorter than a "number two" (2) clipper cut. Boys are not allowed to wear hair ornaments or accessories, including hairbands. Girls' hair should be out of the eyes. No sort of dyed hair, frosting or highlighting is permitted. Students who have changed their hair color will receive a Detention and not be permitted to return to school until the hair is returned to its natural color. No hair pieces, falls or hair extensions may be worn without explicit permission from the administration.

Students are not permitted to write with ink or markers on their hands, arms, footwear, or uniform. All clothing, including shoes, must be in good condition and clean, not torn or tattered.

Accessories and jewelry are not to be a distraction in the classroom. The final determination of dress and grooming rests with the school administration and cannot be appealed.

### **SCHOOL ACCESSORIES – BACKPACKS**

Pre-kindergarten through grade 1, students may not use roller backpacks (backpacks on wheels). Students in grades 2-8 may use roller backpacks. However, due to the congestion in the halls during arrival and dismissal times, these backpacks can create a potentially hazardous situation. They must be used with caution. Suitcases on wheels may not be used as backpacks.

Students who choose to bring purses, E readers, Nooks, cell phones, or any other item to school do so at their own risk. St. Luke School cannot be responsible for the theft of or damage to items that are not required.

### **SPECIAL DRESS DAYS - CIVVIES DAYS**

On special days, the administration will hold 'Civvies Days' in which students will be able to have free dress. There are still some rules that accompany these days. The clothing must be modest; may not be tight-fitting, low-slung, sleeveless torn, revealing, or contain a graphic or logo that is inappropriate for a Catholic school. Sweats, Flip-flops, baseball hats, and sandals are not permitted. Depending on the weather, walking shorts (to the knee) may be worn, jeans may be worn, capris or crop pants may be worn. The administration is the final arbiter of acceptability. If a student forgets that it is a "civvies" day, he/she may not call home or receive a delivery from home to change at school. Civvies Days will be co-hosted each month by the Beta Club and PTC with a cost of \$5 per student. Participation will be optional. Monies collected will be split with half of the proceeds going to PTC and the other half going to a children's charity selected by the Beta Club.

## ATTENDANCE

**SCHOOL DAY:** A normal school day extends from 8:00 a.m. to 3:05 for pre-K and K; 3:10 for grades 1-3; and, 3:15 for grades 4-8. Students should be dropped off after 7:30 a.m. and **all** children must be picked up by **3:30** p.m., Monday through Friday. On Noon dismissal days, all children must be picked up by 12:25 p.m. These pick-up times apply to all parents and guardians whose children are not registered in the St. Luke After-School Care Program.

**BEFORE-SCHOOL SUPERVISION:** Students arriving between 6:30 and 7:30 a.m. will proceed to the Before-School Program in the cafeteria where they will be supervised. There is a \$40.00 registration fee for this service; there is no additional cost to the parent.

**AFTER-SCHOOL SUPERVISION:** Students who have not been picked up on time (**3:30 or 12:25**), will proceed to the After-School Program where they will be supervised. There is an annual tuition for this program. [See After-School Program.] There is a \$10.00 drop in rate for students who are escorted to the program after 3:30; other fees are applied after the first hour.

**ABSENCE:** If a student is absent, the parents are to call the school office by 9:00 a.m. A written excuse is required for a student to return to school following an absence. In some cases, a doctor's note may be required.

**STUDENT ATTENDANCE (3101):** A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students are to attend school unless there are valid reasons for the absence provided by the parent/guardian.

A student who incurs more than eighteen absences per year may be required to repeat the grade.

Students who are gone from school for partial days for any reason shall be assessed "absent time" according to the following guidelines:

- Absent from school for up to 90 minutes will be marked as  $\frac{1}{4}$  day absent;
- Absent from school for up to 3 hours will be marked as  $\frac{1}{2}$  day absent;
- More than three hours absence will be marked as one day absent.

**EXCUSED/UNEXCUSED ABSENCES:** Students are required to make up all work missed during absences. Acceptable reasons for absences include:

- Personal sickness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous
- Any other cause acceptable to the administration

Recreational travel is not usually considered necessary and may not be excused. Considering the school calendar, summer vacation, Thanksgiving, the Christmas holiday, spring break, and Easter weekend, it is requested that parents make every effort to work around the school schedule. Absence due to travel where a significant family occasion is scheduled may be excused. However, teachers will not be required to honor requests for work **prior** to a student's planned absence but will make an effort to do so at the parent's request. The work can be made up upon the student's return to school. The administration is the final arbiter of what constitutes a significant family occasion. If absences are unexcused, all missed school work will

receive zeros. A student who receives “unexcused absences” may be denied re-admission for the following school year.

Each student has the responsibility to make up work or tests that are missed due to absence. Normally, one day per day of school missed with a maximum of five school days is allowed for make-up work. Any work not completed within the assigned time will receive a zero. The student must take the initiative to coordinate the due date of the make-up work with each teacher during the first day returning from an absence. Work assigned, including tests, prior to the absence is due the first day back.

**TARDIES:** Prompt arrival at school is expected of all students. A student who arrives after the scheduled starting time for the morning is tardy. Tardies are disruptive to all members of the school community: teachers, fellow students, school staff, and, most significantly, the tardy student him or herself. **Every effort must be made for students to arrive on time.**

The **student and the parent** (person driving the student to school) must sign in at the school office and receive a tardy admit slip. Tardies will be recorded on the student’s report card. Any student who is tardy more than three times during a grading period will be ineligible for a Citizenship Award.

After ten tardies, a letter will be sent home to the family notifying them that they are approaching the limit for one school year. A charge of \$10 will be added to the family tuition for each tardy after eleven (11 through 14). A charge of \$15 will be added to the family tuition for each tardy after fifteen. A student with 20 or more tardies for the year may be required to attend summer school or, in extreme cases when parents have been notified, may be denied enrollment for the following school year.

**EXCESSIVE ABSENCES:** Consistent daily attendance at school is imperative for the full faith and academic development of a student. After fifteen (15) days of absence in an academic year, a student is considered to have an excessive number of absences. At that time, a letter will be sent from the principal requiring a conversation to discuss the reason for the excessive absences and to review the progress of the student. Discussion will revolve around whether the excessive absences have impeded the academic development of the child to such a degree that he/she should repeat the academic year, attend summer school, commence after-school tutoring, or make other plans acceptable to the administration to ensure that the child is on grade level. **A student who has accrued 18 or more absences, regardless of their academic progress, may be required to attend summer school or repeat the grade. The final decision on how to handle excessive absences rests with the administration.**

**INCLEMENT WEATHER/TARDY WAIVER DAY:** On the rare day in which road conditions are hazardous and would not allow a vast majority of families to arrive on time, the principal will declare an inclement weather day. On those days, a tardy does not count in the calculations of total tardies; however, students must still report to the office first to receive an admit/tardy slip. Normally, an accident on the freeway does not count in this calculation.

**TRUANCY:** Students who are absent from school without the consent of their parents are considered truant. One or more unexcused absences is a serious issue; the student must be accompanied by a parent before being re-admitted to school.

**EARLY DISMISSAL/NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS (3104):**

*Policy*

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released.

The individual to whom the student is being released should be required to come into the school, show identification, and sign the student out.

Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc. without written parental permission and approval by the principal.

**APPOINTMENTS:** Medical and dental appointments are to be scheduled around school hours as far as this is possible. Medical and dental appointments will be counted as excused absences; however, the time away from school will count against attendance record (partial day absence).

**EIGHTH GRADE HIGH SCHOOL VISITS:** Two half days or one whole day will be excused for 8<sup>th</sup> graders to visit the **Catholic** High Schools of their choice. In order to be excused students must do the following:

- ✓ Visits must be scheduled between September (after Labor Day) and the Christmas holiday.
- ✓ The "High School Visit Approval Form" must be initiated by the student, signed by each teacher, and submitted to the school office at least **three days** prior to the high school visit date. The visit date must be coordinated with the St. Luke teachers to avoid important due dates and/or tests.
- ✓ The student must take the initiative to make up all the work missed either before or **immediately** after the absence.
- ✓ Upon the student's return, written verification must be received from the high school/s of the date and time of the visit; the high schools will gladly provide this verification.

**RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER (3105):**

*Policy*

Police and other government officials are required to directly deal with the principal in requesting an interview with a child.

*Procedure*

Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.



The following procedures must be observed when students are released to an officer:

1. The school will ask for identification to verify that the person is an officer. The officer is not required to present a warrant to speak with a student, but will be requested to wait until parents are notified and given reasonable time to come to the school.
2. The school will contact and ask parents or guardians to come to the school to be present with the student during the interview. If a parent or guardian cannot come to the school, the principal or his/her designee will sit in for the interview *in loco parentis* (in the place of a parent).
3. A warrant for arrest must be presented by an officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the officer's arrival on campus, or while the officer is present, the principal will contact the parent or guardian to come to the school. If the parent or guardian cannot come, the principal or designee must accompany the student.

### OFFICE POLICIES

The school office is open from 7:30 a.m. until 4:00 p.m., Monday – Friday. On early dismissal Fridays, the school office closes at 2:00 p.m.

**SCHOOL RECORDS:** All information regarding students and their families is confidential. Student files contain permanent academic records, standardized test scores, health records, and attendance data. These files are only accessible to the principal, members of the professional staff, parents and legal guardians.

**ACCESS TO RECORDS (3204):** St. Luke Catholic School abides by all rights of custodial and non-custodial parents as specified by the laws of Texas. The Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gives parents (custodial and non-custodial) the right of access to the academic records and to other school-related information regarding their child. Requests to review a child's record must be made in writing 24 hours in advance. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All court orders pertaining to the well being of the child(ren) **MUST** be given to the school administration as soon as it is registered in the court. The orders will be kept confidential in the student's file. In addition, parents are asked to settle any dispute outside the school environment so that their child can prosper in the academic environment provided. Failure of parents to comply with these obligations may jeopardize a student's enrollment at St. Luke Catholic School.

**TRANSFER OF RECORDS (3206):** Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to St. Luke School. A copy of the student's permanent record card and the original health records shall be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has the signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signature for release of that information. Any student that is not cleared of obligations at St. Luke School will not be able to enroll in another Catholic school in the Archdiocese until all debts are cleared. In addition, no personal, official copy of either permanent record card or health record can be

given to any individual except in the circumstances of individuals who will be moving out of the country and must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and the school seal.

**EMERGENCY INFORMATION CARD (3301A):** The school keeps an Emergency Information Card for every student enrolled. These cards contain pertinent information in case of accident or illness. Parents must update information at the beginning of each year. **It is of utmost importance that parents send emergency card information changes throughout the school year as they occur. Students will only be released to persons designated on the Emergency Form; there will be no exceptions.**

**STUDENT ACCIDENT INSURANCE (4808):** The Archdiocese requires accident insurance for every student enrolled. This insurance provides basic coverage and payment is included in the regular fees charged to parents. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

**TELEPHONE AND OTHER OFFICE EQUIPMENT:** Students may be permitted to use the office telephone for **emergency** purposes only. This does not include forgotten homework or gym clothes. In order to use the telephone, students must have a pass from their teacher. Students with cell phones may use them **ONLY** with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

**MESSAGES/DELIVERIES:** The office staff is unable to leave the office unattended in order to deliver messages, forgotten items, or lunches. Parents may deliver forgotten lunches directly to the cafeteria or the school office before 10:30. Students who have forgotten homework, P.E. clothes, field trip money, etc. may pick these items up at the end of the day only. Items will not be delivered to the classroom. Any messages to students should be limited to emergency situations only.

**VISITORS (6106): All visitors to the campus must sign in and out at the office.** A visitor's pass must be worn visibly during the entire visit. All visitors will be asked to leave an ID when they sign in with the school office; the ID will be returned at sign out.

Parents or relatives visiting a child for lunch must sit at an available empty table in the cafeteria with only the child or children being visited; no other children (friends) are permitted to sit with the adult visitor. Since cell phone use by students is prohibited, visitors are asked not to give their cell phone to a student (their child) to play with while visiting.

Visits of returning students or siblings under 18 years of age will be limited to lunch time and dismissal time unless other arrangements have been made with the administration.

**SCHOOL TO HOME COMMUNICATION:** Each Wednesday, the weekly *St. Luke Light* and other communications are posted on the St. Luke website. All families should take care to read all the information as this is the main line of communication between school and home. The school web site is also maintained ([www.stlukecatholic.org](http://www.stlukecatholic.org)); it has many of the school forms, activities, important dates, and all the Newsletters posted.

**CALENDAR:** The annual calendar is posted on the website and on RenWeb with all major events and activities. Changes, additions, and deletions will be posted and published in the *St. Luke Light*.

**COPYRIGHT (8005):** All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements, and
- other legitimate types of permission

Employees, volunteers and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

**CRIMINAL BACKGROUND CHECKS (3103):** The Archdiocese requires that every school conduct criminal background checks on **all** volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. Forms are available in the office; there is no fee. Parents and guardians are encouraged to submit the form at the start of the year as it may take a few weeks for clearance. The background checks are considered current for three years.

**USE OF SCHOOL FACILITIES:** Use of all school facilities/grounds must be scheduled through the Parish Facilities Manager, Mrs. Patsy Baumann; her extension is 116.

## THE INSTRUCTIONAL PROGRAM

St. Luke Catholic School offers a balanced curriculum of religion, reading, language arts, mathematics, social studies, science, Spanish, health, physical education, music, art, technology integration, and electives. Spanish is taught to pre-kindergarten through fifth grade and is a major subject in grades 7 and 8. The curriculum objectives are based on the *Texas Essential Knowledge and Skills* (TEKS) and Archdiocesan objectives.

The faculty strives to encourage cooperative learning rather than competition at the elementary level. Thus, students below grade six are neither grouped by ability level nor do they participate in honor roll. In various ways they are acknowledged by their teachers for demonstrating Christian behavior, effort, and achievement.

At the middle school level, students are formally acknowledged for academic achievement, demonstrating Christian virtues, citizenship, effort, and service.

**HONORS:** Placement in English or math Honors classes in middle school is based on the following criteria: recommendation of the classroom teacher regarding the student's motivation, initiative, preparedness, and participation; report card grades; and, standardized test scores. Typically, the top 25% of students will be admitted to the Honors classes. Students enrolled in Honors classes must maintain at least a 76% average every grading period in order to remain in the class.

## THE CORE CURRICULUM

**RELIGION:** The objective of religion classes throughout the grades is the integration of the Gospel message into the lives of our children both by direct instruction and through words and example. Integral features of the program include: a display of religious articles in the classroom, daily prayer, all school student liturgies every week, sacramental preparation and reception of the sacraments, Advent, Lent, and Easter observances, and community service activities. Parents are encouraged to attend Mass with the students on Thursdays, 8:15 a.m.

Children in third grade will be prepared to receive the sacraments of Reconciliation and Holy Eucharist. Preparation for the sacraments for students in the higher grades is accommodated on an individual basis. Parental involvement is extremely important; therefore, we encourage parents to share in the sacramental preparation.

At grade levels 1-6, an age-appropriate educational program in Family Life and human sexuality are part of the religion curriculum. St. Luke School uses the Benziger Program; the curriculum follows the guideline established in the Archdiocesan Curriculum Guide. At the fifth grade level, supplemental books on sexuality and human reproduction are sent home to the parents to provide guidelines on how to approach these sensitive topics within the context of our faith.

Students in grades 5 – 8 compete in a religion bowl each year during Catholic Schools Week.

**ENGLISH and LITERATURE:** Components of the language arts program consist of reading, spelling, vocabulary, grammar, language structure, and composition at all grade levels. Reading is taught through a strong phonics approach and reinforced by a strong literacy program. Intermediate and middle school students read a variety of literature including novels, short stories and poetry. Composition instruction is given in both expository and creative writing across the curriculum. Participation in spelling and writing competitions is encouraged in our middle school. Fifth grade and middle school participate in the annual Spelling Bee, sponsored by the *San Antonio Express-News*. Middle school students celebrate their writing and research each year at EXPO.

**MATHEMATICS:** Mathematics is an integral part of the curriculum at all grade levels. Math concepts, computational skills, and problem-solving skills are emphasized at all grade levels with expanded elements of algebra and geometry introduced in the middle school grades.

**SCIENCE:** A fully-equipped laboratory for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades is used to teach General Science, Life Science, and Earth Science. In grades kinder – 5, in addition to the science textbook, the Full Option Science System (FOSS) has been implemented as a process of discovery which engages students and teachers through their own investigations and analyses. It is a hands-on investigatory technique that fosters an understanding of the natural and designed world.

**SOCIAL STUDIES:** Taught at every grade level, the sequence of concepts begins with the family and community and progresses to a study of history, geography, and government. Study includes the world, Texas, and the United States. The classroom texts help the students understand the people of the past and the present, the environment in which they live, and their governments. Studies are supplemented by field trips, guest speakers, and audio-visuials. Middle school students participate in the annual St. Luke Geography Bee.

## HOMework

Homework is assigned daily as a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. Ordinarily, the assignments should require from one-half hour for the primary grades to two hours for the upper grades. Homework may consist of written, reading, or study assignments. It is not unusual for middle school students to be given two or more days for assignments to be completed.

In the event of student absence, a parent should request the homework assignments for the student. For elementary students, the request needs to be made by **10:00 a.m.** to allow time for compilation. The requests are made by calling the school office. A parent may email the teacher but the message may not be received in time to honor it on that day. For the middle school student, if there is any homework to be made up, the homework information will be available to be picked up 24 hours after the request. This 24-hour period will provide time for the teachers to prepare the assignment and any necessary information. In many cases, homework is posted on RenWeb.

Individual study/homework times will vary from student to student; the following time allotments are generally suggested:

Grades 1 and 2: 30 minutes  
Grades 3 and 4: 60 minutes

Grade 5: 90 minutes  
Grades 6, 7, and 8: 120 minutes

## ASSESSMENT AND REPORTING

Assessment is both evaluative and diagnostic in purpose and indicates to the teacher and students alike the effectiveness of the teaching/learning process. It highlights areas of strength and weakness.

**STANDARDIZED TESTING (8400):** The Iowa Assessment is administered to all students, grades 1–8, in the spring of the school year. The Cognitive Abilities Test (CogAT) is administered to grades 2, and 6. Individual Student Profiles are sent home to parents. Parents may make an appointment with the teacher, school counselor, or administrator to discuss their child's scores.

**SEMESTER EXAMS:** Students in the middle school are given semester exams for both first and second semester in all major and core subjects. In the sixth grade, although these exams are larger than a regular chapter unit test, the exams count as one test grade. In the seventh grade, these exams count as two test grades. In the eighth grade, these exams count as 25% of their quarter grade.

**REPORT CARDS:** Report cards are issued four times a year based on a nine-week grading period. The report card is an evaluation of the student's performance in school. Grades are determined by the student's performance on tests, projects, quizzes, class work, homework, and participation. The *conduct grade* is based on the student's adherence to the behavioral guidelines, attitude, and personal responsibility.

- Progress reports are sent at the midway of each grading period.
- Parent-teacher conferences will be scheduled at the end of the first grading period.

- An electronic copy of the report card will be sent home at the end of each quarter.
- A hard copy of the report card, signed by the principal and indicating promotion status is placed in the student's permanent record folder. A hard copy of the report card can be requested through the school office.

Parents are encouraged to follow student progress and grades through regular visits to their online, RenWeb school accounts.

**RENWEB:** The school contracts with RenWeb to host a web portal with student grade information. Student progress reports in grades 2-8 are hosted at this web site, along with unofficial transcripts. Parents receive a secure log-on at the start of the school year for access to their children's information. Teachers are required to input grades every week. Parents have the responsibility to keep abreast of their child's progress through RenWeb.

### **ARCHDIOCESE OF SAN ANTONIO GRADING SCALE (8104):**

Individual assessment of a student's academic progress is a vital part of the educational process. St. Luke Catholic School follows the grading policy set forth in the *Handbook of Policies and Regulations for the Archdiocese of San Antonio*.

In pre-kindergarten, kindergarten, and first grade, the following report scale has been adopted:

E	Exceptional Progress
V	Very Good Progress
G	Good Progress
L	Limited Progress

In second through eighth grade, some non-core subjects use the same scale as conduct and effort. In all other grades, numeric grading is used; the following guidelines can be used in interpreting the quality of work:

94 – 100	Exceptionally High Achievement
85 – 93	High Achievement
75 – 84	Average Achievement
70 – 74	Low Achievement
Below 70	Failure to Master Material

Conduct and effort are indicated in grades 1-8 using the following rating scale:

O	Outstanding
VG	Very Good
S	Satisfactory
I	Improvement needed
U	Unsatisfactory

At St. Luke's, the conduct grade in the middle school includes *attitude* and *personal responsibility*. Grades will be O, VG, S, I and U. The grade will reflect the number of disciplinary notices, detentions and/or disciplinary referrals that the student has accumulated.

**THE ACADEMIC HONOR ROLLS (GRADES 6 – 8):** The following are the requirements for honor roll which is awarded at the end of each of the four grading periods:

**HIGH HONORS:** 94 or higher numeric average for all subjects  
90 or higher in honors classes  
All S's (or better) in conduct and effort  
No Disciplinary Referrals during the grading period

**HONORS:** 85 or above numeric average for all subjects  
All S's (or better) in conduct and effort  
No Disciplinary Referrals during the grading period

**QUARTERLY RECOGNITIONS PK-5<sup>TH</sup> GRADE:** Students in PK-5<sup>th</sup> grade receive quarterly recognition for perfect attendance (no absences, no early releases, or tardies), effort and outstanding citizenship.

**ACADEMIC DEFICIENCY NOTICES:** Will be given to any student failing or in danger of failing at the mid-point of each grading period. Deficiency Notices will be sent home for any student at the teacher's discretion. Parents must sign the Deficiency Notice and ensure the student returns it to the teacher who issued it within two days. Failure to do so will result in a detention for the student.

**PARENT-TEACHER CONFERENCES:** To bring about closer communication and cooperation between home and school, formal parent-teacher conferences will be arranged for parents of students in grades pre-kindergarten through five in October. These conferences with the teacher give the parent the opportunity for developing a true insight into the school and the challenges the child faces.

In the middle school, a notice is sent home which invites parents to schedule a parent-teacher conference during this same time; parents are encouraged to accept the invitation to visit with the teachers. In addition, parent-teacher conferences will be held as needed throughout the year.

### **ACADEMIC FAILURE AND PROMOTION (8105)**

Any student who fails one core subject for the year must attend summer school in order to be promoted. The failure of two or more core subjects for the year will result in the student having to repeat that grade. The core subjects are religion, English, reading/literature, mathematics, science, and social studies; Spanish is a major (not core) subject in middle school. If a student fails Spanish, summer school is strongly recommended. Religion, if failed, may be made up on an individual assignment basis. Proof that the failed subject has been successfully completed in an accredited summer program must be submitted to the school office before promotion is granted.

Students in pre-kindergarten, kindergarten, and first grade may not be promoted if they are showing limited progress in emotional and social growth, motor development, language, cognition, reading, or math. Students entering kindergarten will be administered a developmental assessment.

## THE CO-CURRICULUM

**ELECTIVES:** Along with the core curriculum, students at all grade levels receive instruction in Spanish, physical education, art, music, and technology. Sixth grade students are also taught Study and Organizational Skills. Spanish in 7<sup>th</sup> and 8<sup>th</sup> grade is considered a major subject.

**TECHNOLOGY:** Beginning in kindergarten, all elementary students have a scheduled technology period each week. Starting in 4<sup>th</sup> grade, students learn technology applications within units in core curriculum classes. The computer labs are available for the classroom teacher to enhance the learning process of students through a variety of software applications and internet usage. Forty iPads in the middle school will be used to enhance instruction, increase motivation, and facilitate research. Thirty iPads are also available for use in grades 3, 4, and 5 to enhance instruction.

**PHYSICAL EDUCATION AND HEALTH:** Physical fitness, life-long health, and nutrition are components of the physical education program. Individual fitness, team sports, and classroom instruction comprise the curriculum. Healthy competitiveness and good sportsmanship are valued over winning. The Christian ethic imbues the athletic program.

In middle school, the regulation P.E. uniform is required for all P.E. classes. Failure to wear the prescribed uniform will result in loss of P.E. points. Any excused absence from active participation for more than two days must be accompanied by a physician's note. Until that time, a parent note is sufficient. All parent and physician's notes will be handled through the office of the school nurse.

**MIDDLE SCHOOL SERVICE PROGRAM:** All middle school students are required to perform service hours as follows:

8 <sup>th</sup> grade	32 hours	(8 per quarter)
7 <sup>th</sup> grade	24 hours	(6 per quarter)
6 <sup>th</sup> grade	16 hours	(4 per quarter)

The hours must be earned by service to the school, church, or community. **Diversity in service** is encouraged; two or more different activities are required to meet program requirements.

Hours may **not** be earned for:

- participating in family activities; chores at home or responsibilities as a member of the family
- required school activities
- activities for which student was/is paid (baby sitting, etc.)
- altar serving at school masses

Service possibilities are:

- Altar serving on Saturday or Sunday (no more than half the required hours may be applied to this service)
- Safety Patrol (no more than half the required hours may be applied to this service)
- Visiting with the sick or elderly
- Mowing the lawn for an elderly neighbor (no remuneration)
- Peer tutoring
- Assisting parents in volunteer work



- Assisting teachers in the classroom or school activity
- Volunteering at a shelter such as the animal shelter, day care, home parish, etc.
- Making cards or writing letters to service men or the elderly
- Making prayer blankets
- Folding or stuffing bulletins in the church office
- Any other service project approved by the administration.

Service hours must be verified with an adult signature (not the student's parent) and will be documented at the end of each quarter by the homeroom teacher. Service hours may not be carried over from one school year to the next.

**BLESSED MOTHER TERESA SOCIETY:** *“Unless a life is lived for others, it is not worthwhile.”* The Blessed Mother Teresa Society is a group of students who have made service to others a significant part of their lives. Each year, middle school students are required to perform a certain number of hours of service each quarter. Some students choose to do more, performing many hours of service beyond the requirement. Students who perform double the hours required, will be enrolled in the Blessed Mother Teresa Society. However, the hours must include a **diversity** of activities in service to others; **no more than 16 hours of one type of service will be counted toward this prestigious award.** Students will complete and submit an application in the 4th Quarter, however, service must be reported to the homeroom teacher at the end of each grading period. Recognition will occur at the final prayer service/assembly of the year and at the Graduation Mass.

**FIELD TRIPS (8108):** **Field trips are a privilege, not a right.** Field trips are offered as an educational experience for students to supplement classroom instruction. Recreational field trips are not permitted. School disciplinary rules apply on all field trips. Students will be eligible to participate in these activities provided that:

- **Absolutely no siblings may accompany a parent or chaperone.**
- The parent/guardian returns the school-generated valid consent form, signed and dated in a timely manner; these forms may not be faxed to the school; telephone requests will not be honored.
- The student's behavior is appropriate for such an activity. At the discretion of the teacher and administration, due to unpredictable or disruptive behavior, a student may not be permitted to attend or the parent/guardian may be required to accompany and supervise the student.
- Chaperones support and enforce the rules and regulations as outlined in the “Parent-Student Handbook” and as instructed by the teacher.
- Dress and grooming codes are enforced unless otherwise instructed by the principal.
- Charter buses are used for all field trips; a fee may be assessed to cover the cost.
- A parent/chaperone may not transport his/her child in his/her own vehicle without expressed permission from the principal.
- Only parents who have a current criminal background check may accompany the class.
- No refunds are given to students who do not accompany their class on a field trip.

**VIDEOS:** Videos (inc. YouTube) or DVDs viewed in the classroom will be used solely to enhance or supplement the curriculum. Videos/DVDs rated “G” may be shown without parental consent; videos/DVDs rated “PG” or “PG13” will require parental permission *via* a consent form.

**LIBRARY:** A central facility in the middle school building, staffed by a full-time library manager, contains more than 18,000 books and reference materials as well as audio-visual materials.

The library is fully automated with Dell/Windows computers for utilization by the students for research; internet access is available. A copy machine is available for student research purposes only. St. Luke School invested in several computers for the library. The school also upgraded the electronic card catalog to be server based, which can be searched remotely throughout the school.

The library is open from 7:45 a.m. – 3:45 p.m., Monday through Thursday, and until 3:30 p.m. on Fridays; on early dismissal Fridays, it closes at 12:30. Students in pre-kinder through fifth grade visit the library with their classes; this includes book check-out and library skills lessons. Middle school students visit the library during their literature class or during other class time with their teacher's permission.

Students must observe the following rules when using the library:

- All books taken from the library must be checked out at the circulation desk by the person in charge.
- All books must be returned within the prescribed time; students with overdue books lose library privileges until the books are returned. Students with damaged books also lose library privileges until the book is paid for.
- Replacement cost will be charged for lost or damaged books. The library cannot refund payment for lost books that are subsequently found.
- Reference books and magazines are to be used only in the library; some of these materials are available for overnight check-out by special arrangement with the librarian.
- Respectful behavior is to be observed at all times in the library, as well as during passage to and from the library. Grade-appropriate consequences will be enforced for non-compliance; students may be refused the use of the library when their behavior is a disturbance to others

### THE EXTRA-CURRICULUM (3600)

**CATHOLIC STUDENT CLUB:** This youth ministry club involves 6<sup>th</sup> - 8<sup>th</sup> grade students who make a commitment of serving Christ by serving others. The Club meets once a month and consists of scripture readings, reflections, and planning service projects connected with the St. Luke Catholic Community. Join the club and *demonstrate* the gospel message of serving and giving to others, particularly those in need.

**ST. THOMAS AQUINAS JUNIOR BETA CLUB:** The school's academic honor society is the St. Thomas Aquinas Junior Beta Club. The National Honorary Beta Club is an international organization, started in 1934, with the goals of recognizing student achievement and cultivating service and leadership; its creed – "Let us lead by serving others" – is highly consistent with the mission of St. Luke Catholic School. Seventh graders who meet eligibility requirements are invited; the induction ceremony is at the end of their 7<sup>th</sup> grade year. The criteria for membership in the St. Thomas Aquinas Junior Beta Club is as follows:

- 90% or higher cumulative average in all major courses (Religion, English, Literature, Mathematics, Science, Social Studies, and Spanish).
- Approval/recommendation from all major subject teachers. Using a scoring rubric of 1 to 4, teachers evaluate students for the following ten traits or categories: leadership potential, general and overall character, ability to get along with others, reliability, willingness to help others, academic integrity, self-discipline, relative maturity, class participation and warmth of personality.
- Successful completion of the required service hours for each quarter in 6<sup>th</sup> and 7<sup>th</sup> grade.

- A limited number of Disciplinary Notices; no Disciplinary Referrals. As a member, if a Disciplinary Referral is earned, depending on the infraction, a student may be removed from the Beta Club. If a second Disciplinary Referral is earned in the same semester, the student **will be** removed from the Beta Club.
- An attitude of *service* must be maintained throughout the 8<sup>th</sup> grade year.
- A 7<sup>th</sup> grade student who qualifies based on the grade average (90% or higher) but had a Disciplinary Referral may be re-evaluated for admission to the Beta Club after completion of the first semester of their 8<sup>th</sup> grade year if their behavior and responsibility record is exemplary during the first semester of 8<sup>th</sup> grade.

To be a member of the Beta Club is one of the school's highest honors. As noted above, only students who have consistently maintained high academic achievement, exhibited outstanding character development, have a sincere desire to be of service to the school and community and possess leadership potential are invited to join. Service projects are discussed and planned at regular monthly meetings. Members also hold several fundraisers throughout the year as a way building up school community and to raise money for high school scholarships. Beta Club members are expected to attend all meetings. Unexcused absences from the meetings will result in the member being removed from the Beta Club.

**SAFETY PATROLS:** The safety of students and parents on the school parking lot is of utmost importance. The School Safety Patrol is an extension of the San Antonio Police Department. Students, beginning at the sixth grade level, are recruited by the moderator.

Cooperation of parents is of utmost importance as the student must be at school between 7:20 and 7:25 a.m. so that he/she may be on post promptly at 7:30. A patrol's responsibilities and schedule must be a priority over all other before- and after-school commitments. (The morning patrol team is allowed to go to their locker with permission as long as they have checked with their lieutenant and are on time for duty.)

Student Patrols are expected to:

- Be willing to accept on-the-job training by the most senior patrols and the patrol moderator.
- Be of service to the community at least once a week, on the assigned day, before and after school.
- Be self-disciplined, diligent, take the job seriously, use good judgment, and enforce rules of safety with all. No socializing while on duty.
- Fulfill the commitment that was made on the pledge form. Everyone relies on the patrol being on duty in a timely manner.

### *Flag/Marquee Duty*

**Flag Duty:** A group of 3-4 middle school students chosen by their advisor who provide service to the school. They are responsible for the raising and lowering of both flags each school day.

**Marquee Duty:** A select group of 4-6 boys chosen by the advisor who provide service to the school. They must be willing to give up a recess period to change the letters and update both signs. They work together as a team in all kinds of weather. They may be expected to work at least once a week.

**JOURNALISM/YEARBOOK:** A working club-Yearbook STAFF-is made up of a select group of middle school students that must be interviewed by the Advisor before they are allowed to join. Some students who were on Staff the previous school year may be asked to return again and be given a title to show that they are returning members. (They may be Editors or Senior Editors depending on what task/s the Advisor requires of them.) There may be anywhere from 4 staff members to usually not more than 12.

At the beginning of the school year the staff usually meets only once a week. As the school year progresses, the staff may be required to meet more often and/or report to the Advisor more frequently. St. Luke Catholic School has a delivery date BEFORE the end of the school year-usually in May-so the Yearbook MUST be completed in a timely manner as to allow for publishing and shipping. After the Yearbook has been submitted the staff may still meet for various duties. They are usually the first to see the Yearbook when it is shipped to the school.

**CHOIR:** The St. Luke Choir is open to all who wish to audition from grades 3 to 8. We have open auditions after school in the church at the beginning of the school year and beginning of the second semester. Choir rehearsals are held in the church every Tuesday from 3:30-4:15 p.m.

**BEGINNING STRINGS:** St. Luke Catholic School offers free classes for 4<sup>th</sup> grade students who wish to learn how to play violin, viola, cello or bass. The students who attend these after-school programs will participate in the Christmas Pageant and Talent Show. The strings class is also offered to 4<sup>th</sup> through 8<sup>th</sup> grade as well if they wish to continue advancing in their instrument. This class is offered every Wednesday from 3:30 to 4:30 p.m. in the church.

**INTERMEDIATE STRINGS:** The students who have had at least one year of strings may attend the intermediate strings class offered after school in the Music Room every Monday from 3:30 to 4:30 p.m.

**ADVANCED STRINGS:** The advanced group consists of students who have had two or more years of playing their instrument. These students will have to audition to become a member of this group because these students will be required to perform for special Masses and concerts.

**SCRABBLE CLUB:** Students in grades 5-8 are invited to participate in the after-school Scrabble Club. Students meet regularly and practice and try to improve their skills. After 10 games, there is a Scrabble tournament. It is a multi-skill level activity. Join in on the fun -- build vocabulary, develop cognitive skills with crosswords and anagrams, and practice spelling and addition. Become a Scrabbler! There is a nominal fee for membership.

**CHESS CLUB:** The Chess Club is open to 4<sup>th</sup> through 8<sup>th</sup> graders and meets after school in the library. A tournament is held at the end of each semester. Hone your thinking skills and join the Chess Club.

**MAD SCIENCE:** This hands-on science program is offered to grades 1-5. It meets once a week, 3:20-4:20, for six weeks. Two sessions are scheduled, one in the fall and one in the spring. "Turn on your brain, not your TV!" This is the Mad Science approach to making science fun. Each session children make an exciting project to take home. Class size is limited; there is a fee for participation.

**MATH-DICE:** Students in grades 4 and 5 are invited to participate in the after-school Math Dice Club. Students meet regularly and in the course of playing variations of Math Dice Games, improve mental math computation strategies and basic math facts. The year culminates with a tournament. There is a nominal fee.

**ART CLASS (AFTER-SCHOOL):** Art classes are offered after school for students ages 6 and up by My Art Starz. Sessions are offered in the fall and spring semesters. Registration information on upcoming sessions is sent to parents via the weekly *St. Luke Light* email. A fee is charged.

**ATHLETICS:** The middle school sports program is provided to help foster spiritual, mental, intellectual, social and physical development in our students by offering a competitive team sports environment. Our sports policy strives to balance the drive to win and succeed in athletic competition with Christian principles that are the foundation of our educational program. **FOR A COMPLETE DESCRIPTION OF OUR ATHLETIC POLICIES SEE THE ATHLETIC HANDBOOK ON THE [ATHLETICS](#) PAGE OF THE SCHOOL WEBSITE.**

**CHEERLEADERS:** St. Luke Catholic School has established a competitive cheerleading squad of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls. Try-outs are in the spring. All members must maintain academic and behavioral eligibility throughout each grading period as defined in the Extra-Curricular Eligibility section of this *Handbook* and the *Cheer Squad Handbook*.

**ADDITIONAL PROGRAMS:** Girl Scouts, Boy Scouts, and parish CYO athletics are a few of the other activities which enjoy sponsorship by the parish or school and normally meet after school. St. Luke School eligibility requirements do not apply.

### EXTRA-CURRICULAR ELIGIBILITY

With emphasis on academics first, all students must be academically qualified both at mid-quarters (when deficiency/progress report notices are issued) and at quarters (when report cards are distributed).

At any mid-quarter (progress report or deficiency), a student receiving more than one failing deficiency notice in a major subject will be ineligible to participate in activities until the next report period. At any report card distribution, a student who fails any **one** (or more) major subject is ineligible to participate; in addition, students must maintain an overall average of 75% in the major subjects to be eligible for participation.

Academic eligibility extends from one marking period (mid-quarter or quarter) to the next marking period; this is typically 4.5 weeks. The ineligibility period begins the Monday following the distribution of the mid-quarter reports and the report cards; re-eligibility also begins on the Monday following the distribution of reports.

If a student is ineligible for two consecutive marking periods, that student is ineligible for participation in his/her extra-curricular activity and will be suspended for a nine-week period.

**Note:** *Ineligibility extends to all extra-curricular activities (sports, patrols, class leaders, clubs, school dances, etc.). It will **not usually** include religious activities such as choir, the Catholic Student Club.*

**Students, athletes, and cheerleaders who are ineligible will not be allowed to participate in competitions, practices, try-outs, or school dances during their term of ineligibility.**

**AIAL ELIGIBILITY:** Please refer to the Athletic Handbook published on the [Athletics Page](#) on the school's website.

## HEALTH SERVICE

### GOALS OF THE SCHOOL HEALTH PROGRAM:

- To increase each student's ability to maximize his or her intellectual potential by modifying or eliminating health-related barriers to learning.
- To increase the number of effective educational days per student and staff member.
- To decrease the incidence of communicable disease; decrease absenteeism.
- To promote present and future health through education and referral.
- To protect children, faculty and staff by providing a safe and healthy school environment.

### ACTIVITIES OF A SCHOOL HEALTH PROGRAM:

- Augment health instruction, which guides students toward reaching full capacity as individuals who make responsible decisions about personal, family, and community health.
- Advocate for and help provide an environment conducive to the promotion and maintenance of health.
- Detect and provide basic first aid care for any physical condition occurring during school hours which impedes learning or threatens optimal health.
- Provide a liaison between the school, home, community agencies, physicians, and other health care personnel.
- Promote and advocate for children's physical, mental, and emotional health in the school, the home, and the community.
- Achieve acceptable levels of compliance with state and local health regulations.
- Maintain and utilize current individual and collective health data.
- Maintain and protect the confidentiality of school health information and records.
- Provide learning and growth experiences for staff members.

### PARENTS' RESPONSIBILITIES FOR THE SCHOOL HEALTH PROGRAM:

- Providing the school with all information pertinent to the health and well-being of their child.
- Providing the school with information regarding immunizations as required by state, local and archdiocesan policies.
- Taking necessary action, including retrieval of students when school authorities report to a parent an illness or injury which occurs during school hours. In a life-threatening emergency, the principal or designee will take appropriate action to obtain medical assistance for the student.
- Insuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school; the child's health is primarily and ultimately the responsibility of the parents.

### **SCHOOL NURSE (3505):**

#### *Policy*

A registered nurse or licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, may perform nursing functions only the supervision and standing orders of a licensed physician and only with a current Texas license.

**Clinic Hours:** 7:30 a.m. – 3:30 p.m. Monday – Friday

**Phone:** 434-2011, ext. 123

The teacher is responsible for observing students and referring suspicious symptoms to the school nurse or administration.

### **MEDICATION POLICY GENERAL INFORMATION (3502/3506):**

- Each school is to maintain a daily log of health related incidents, illnesses, or complaints, as well as a daily medication log.
- Only medication which is **necessary** for the child to remain in school will be given during school hours. Whenever possible, administration of medication to students should take place at home.
- Only medication prescribed by a licensed physician, dentist, orthodontist, nurse practitioner or physician's assistant will be administered by authorized school personnel.
- No stock medication will be kept in the clinic for student use.
- Signed parental consent **and** physician signature for either prescription or non-prescription medication must be obtained; the *Medication Permission Request Form* is available in the nurse's office.
- Substitution of medication from one student's supply for another, (even if it is the same medication) is never permitted.
- In the event that any school personnel has questions or concerns regarding the administration of medication to a student, or possible medication abuse, the employee should consult with the nurse, the principal, the physician, and the parent. Process and outcome must be documented.
- Storage of medication will be in a locked cabinet/drawer. In case of medication requiring refrigeration, the refrigerator must also be kept locked, or in a place inaccessible to students.
- Most medicines have expiration dates; these dates need to be monitored (example: inhalers).
- The parent is responsible for bringing all medication to the clinic/office and for picking up unused medicine (or it will be destroyed). Medication is not kept from year to year in the school clinic/office.
- Medication that is received in an unlabeled container or plastic bag will not be accepted.
- Administration of medication will be recorded on a medication log with the student's name, date, time, medication name and dose, and initials of the person giving the medication. These documents are to be kept in accordance with archdiocesan document retention policy.
- The use of nebulizer treatments in school, for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. The parent is ultimately responsible for the care of the child with asthma or any other chronic condition.
- A student may carry and self-administer inhaler medication with the written permission from the physician who ordered the medication. (See Self-Administration of Inhaler Permit Form.) If, at any time, it is determined that the student is not using the medication properly, this privilege will be taken away.

- The student is responsible for going to the nurse's office and asking for his/her medication. This includes both daily and PRN medications.

**POLICY 3502: NO CHILD IS PERMITTED TO CARRY HIS/HER OWN MEDICATION FOR SELF-ADMINISTRATION WHILE ON SCHOOL PREMISES. THE ONLY EXCEPTION IS THAT, BY PHYSICIAN'S DIRECTION, A STUDENT MAY BE PERMITTED TO CARRY AND SELF-ADMINISTER INHALER MEDICATION.**

### **EXCLUSION POLICY**

- Students will be excluded from school for fever which is measured at 100 degrees (F) or higher. They should be free from fever at least 24 hours before returning to school.
- Students will also be excluded from school due to any contagious disease. Our school follows the Texas Department of Health Guidelines for re-admission following a contagious disease.

### **HEALTH SCREENINGS**

Health screenings are conducted annually on students in Pre-K, Kinder, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades and any student new to the Texas school system. These screenings include height, weight, vision, hearing, and blood pressure. Students in grade 5 and 7 will also be screened for scoliosis. Referrals are sent to parents of students for whom a problem is indicated; it is the responsibility of the parent to follow up on the referral with a physician and to notify the school clinic of the results. Records are kept of all screenings on the students' health cards and reports are made annually to the Texas Department of Health as required by Texas state law.

### **IMMUNIZATION POLICY (3501)**

#### *Policy*

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420).



### **CHILD ABUSE POLICY (3507)**

St. Luke School is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life. The Catholic Schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of *Texas Statutes Family Code Chapter 261*-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective services agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide Child Abuse Awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.
6. Provide guidelines for reporting and follow up by school personnel.

### **GUIDANCE AND COUNSELING PROGRAM**

St. Luke Catholic School offers a developmental guidance and counseling program to all students. The program is managed by (Mrs.) Laurie Hinojosa, a full-time, certified school counselor. The four general components of the program include:

- Guidance curriculum
- Responsive services
- Individual planning
- Systems support

**GUIDANCE CURRICULUM:** The purpose of the guidance curriculum is to assist the classroom teacher in presenting topics to students as they develop age-appropriate skills needed to enhance their personal, spiritual, social, educational and career development. The guidance curriculum is taught by the school counselor during monthly visits to each homeroom class, pre-kinder through 8<sup>th</sup> grade. The goals and objectives of these lessons fall under four broad domains identified by the Archdiocesan Guidance Curriculum Guide: academic development, self-knowledge/personal and intellectual development, interpersonal and social development, and career/vocational development.

The following educational programs are used in supporting the guidance goals and objectives:

Kelso's Choices - a conflict management program for elementary students. This program distinguishes between big problems that require adult intervention and small problems that students can handle themselves. Students learn and practice nine skills they can use to help them manage small problems in a peaceful and respectful manner.

NO! Violence - a conflict management program for middle school students that reinforces many of the skills learned through Kelso's Choices.

Too Good For Drugs II - a drug awareness and prevention program used in kindergarten through 5th grade. This program emphasizes five essential skills: goal-setting, decision-making, bonding with others, identifying and managing emotions, and communicating effectively. These skills lead to an awareness of personal responsibility for health and for making good choices.

Scholastic Choices Magazine – articles in this magazine help middle school students think critically about the choices they make that impact their health, their relationships, their happiness, and their contribution to the place in which they live. Topics include: bullying, nutrition, substance abuse prevention, media awareness, and consumer knowledge.

Child Lures - a personal safety program that helps elementary and middle school students become aware of the lures commonly used by child predators and teaches students how to take an active role in protecting themselves. This program has been adopted by the Archdiocese of San Antonio to help meet the safe environment mandates of the Catholic Church.

Yellow Dyno – a personal safety program that uses songs to teach safety skills to young students. This program has been adopted by the Archdiocese of San Antonio to help meet the safe environment mandates of the Catholic Church.

**RESPONSIVE SERVICES:** The purpose of responsive services is to intervene on behalf of students whose immediate concerns or problems put their development at risk (i.e. academic problems, behavioral concerns, transitioning concerns, peer relationships, death, divorce, etc.) The school counselor will counsel individuals or small groups of students involved in bullying and victims of bullying. The counselor will screen individuals for the purpose of problem identification; consult with teachers and parents; and refer students and/or their parents to other specialists or programs as appropriate. The counselor monitors student progress towards resolution of the problem. The counselor may also conduct guidance lessons in response to teacher, administrator, or staff request to address particular problems on a class or school-wide basis.

Parental consent is not required for counseling related to school issues. However, parent permission is recommended for students in the lower grades, and parents will be contacted if there is a need for ongoing counseling, regardless of age. Referrals for counseling are accepted from teachers and staff, parents, or students. The school counselor may be contacted by calling 210-434-2011, ext. 128, and if unavailable, a message may be left on the confidential voice mail.

**INDIVIDUAL PLANNING:** The purpose of individual planning is to guide the students as they plan, monitor and manage their own educational, personal, and social development, and vocational/career choices. The school counselor may be a resource person in the areas of test interpretation, student goal setting and assessment of student progress or career development. She may also coordinate referral procedures for students experiencing academic difficulties.

**SYSTEM SUPPORT:** The purpose of the system support is to provide management activities that establish, maintain and enhance the total guidance and counseling program. The principle areas of system support are program development and management, consultation with teachers, communication with parents, and professional development of the counselor.

Parenting information is shared with parents by appointment on an individual basis and through written tips published in the “Counselor’s Corner” of the *St. Luke Light*.

## **THE AFTER-SCHOOL CARE PROGRAM (3510) 2016-2017 Revisions**

St. Luke Catholic School offers a before-school program each school day. Students may arrive on campus as early as 6:30 a.m. and must be escorted to the cafeteria where they will be supervised by school personnel. St. Luke School offers an After-School Care Program each school day, following the dismissal of regular classes, until 6:00 p.m. to accommodate working parents.

The Office of the After-School Care Program Director is located at the south end of the second floor of the middle school building during the after-school program hours. (Mrs.) Linda Flores, the Director, may be reached during and after school at 386-4910. All study hall sessions are held in middle school classrooms. There are sufficient supervisors to satisfy a ratio of one supervisor for every thirty children.

Students are provided a nutritional snack and supervised in all activities. The students meet in the cafeteria at dismissal and are given a snack. Students in grades 3-8 are supervised in study hall from approximately 4:00-5:00, Monday through Thursday. The objective is for the children to complete as much of their homework as possible so the family can have more time at home for recreation and family activities. The younger students, pre-k, kinder, and grades 1 and 2, have less or no homework, and are typically engaged in other activities, such as board games, viewing videos, etc. All students are supervised in free play on the playground, field, or CYO for part of this program. During certain athletic seasons, they may be allowed to attend the games held in the gym or field **with their supervisor**.

A \$40 registration fee will entitle a family to Morning Care (at no charge) and monthly After-school Care. The After-school Care program costs \$130.00 per month for one child; \$203.00 per month for two children; and, \$249.00 per month for three or more children. The After-school Program will be billed monthly through the family's SMART-Tuition account.

After paying the \$40 registration fee, there is a drop-in daily fee of \$10 per child (for students not enrolled in the monthly afternoon program).

**If a single child attends the After-school Care program as a drop-in more than 13 days in a month, it is more economical to enroll on a full time basis. For 2 children: attending more than 10 days in a month as drop-ins, the monthly rate is more economical. For 3 children: attending more than 8 days in a month as drop-ins, the monthly rate is more economical.**

Students not picked up by **6:00** p.m. will incur a charge of \$1.00 for every minute after 6:00; this fee is to be paid at the time the child is picked up.

As the supervision of the children is of utmost importance to ensure their safety, any student who has not been picked up after school by **3:30** will be escorted to the After-School Care Program and supervised until a parent arrives to pick up the student.

Students who are dismissed and attend after-school activities, including tutoring, Scouts, athletics, cheerleading, music, art, etc., will be escorted to the After-School Care Program and supervised until a parent arrives to pick up the student. In these cases, a note from the parent

is required; it should state the day and time of dismissal from the after-school activity. This will ensure a timely and safe transfer of the student from one activity to another.

Students participating in the After-School Care Program are not permitted to change into non-uniform clothing until after study hall is completed at approximately 5:00 p.m.

All school rules, as stated in this *Handbook*, remain in effect during the After-School Care Program period, particularly rules and procedures regarding “School Safety,” and “Discipline and Student Management.” Disciplinary actions and consequences for infractions can include but may not be limited to the following:

1<sup>st</sup> incident – parent will be notified by phone, in person, or in writing.

2<sup>nd</sup> incident – a Disciplinary Notice will be written; a Disciplinary Referral may be issued depending on the infraction; principal and parent will be notified and consulted.

3<sup>rd</sup> incident – action taken will be at the discretion of the After-School Care Director after consultation with the parent and principal; this may result in suspension from the After-School Care Program for three days up to the remainder of the school year. There will be no refunds in the event of a short-term suspension.

## CAFETERIA REGULATIONS

St. Luke Catholic School cafeteria serves a hot lunch daily. To ensure the nutritional value of the meals we follow the federal government guidelines.

**LUNCH DEBIT CARDS:** Students use a lunch card to pay for lunch. A lunch card with a bar code will be issued to all students by the cafeteria staff. The card will be given to the students each day just before lunch and collected at the end of lunch. When students go through the lunch line, the card will be run through a card reader. The computer will match the student’s code on the card with the student’s record in the cafeteria system, deducting the price for that meal or the *a la carte* item. Parents can store the entire school year’s worth of lunch fees in their children’s accounts or this can be paid by the month. Each family will have an account.

Lunches also can be purchased on a daily basis with cash. Milk and juice can be purchased as *a la carte* items for those who choose to carry lunch.

*Prices for meals are as follows:*

- Grades PK4 through 3<sup>rd</sup> grade meals are \$3.00 daily.
- 4<sup>th</sup> grade through 8<sup>th</sup> grade meals are \$3.25 daily.
- Adult meals are \$3.50 each.

The beverage choices include whole white milk, low fat chocolate milk, or low fat white milk. Milk is included in the price of the meal. For those bringing sack lunches, milk may be purchased for 50 cents. If a child is allergic to milk (lactose intolerant), a note from the family physician will allow the child to have a soy/non-dairy substitute (juice cannot substitute for milk).

Parents are invited to eat lunch with their child, but they must first sign in at the office and receive a visitor’s pass. Parents or other relatives visiting for lunch must sit with their child only; other children may not join them. The cafeteria supervisor will assist in finding a “personal space” for the student and guest. The cafeteria should be notified before 9:00 a.m. if a parent

plans to dine with their child so enough food can be prepared. Pre-schoolers and infants are discouraged from accompanying a parent, but may be present if carefully supervised and **with** the parent.

Students are allowed to bring their lunch from home. Sodas are not allowed in the cafeteria. Glass bottles are not permitted.

Regarding behavior, students will report to the cafeteria in single-file line. Every student is expected to maintain appropriate dining behavior and table manners at all times. No food is to be taken from the cafeteria. Misconduct will be addressed according to the rules published in this *Handbook*.

### **WELLNESS POLICY FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF SAN ANTONIO (3510)**

Our Catholic tradition teaches us that our bodies are the temples of the Holy Spirit and need to be respected and nurtured as such. As educators, we must do all in our power to advance this tradition of respect and care for our bodies both for ourselves and our students. Unfortunately, all too often our sedentary and consumerist culture and lifestyle cause us to neglect and abuse these sacred temples that are our bodies.

The first to suffer from this neglect are our children. The cycle of unhealthy food choices and inadequate physical activity on the part of adults has serious consequences for our youth. Currently, obesity among our children and youth is at epidemic levels and often leads to serious health problems.

Our Catholic schools are committed to being part of the solution to this multifaceted problem. We commit ourselves to equip the students under our care with the awareness, knowledge, skills and attitudes necessary to make lifelong healthy choices. Our school will strive to create an environment that promotes healthy eating choices and more focused physical activity. Our cafeterias, classrooms, and all school related activities will provide clear and consistent messages that encourage respect and care for our bodies as God's gift to us.

**WELLNESS POLICY (4810):** The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting healthy eating and physical activity, the schools will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Cafeteria meals are low in sodium; whole wheat pasta, vegetables and fruit are served.
- Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals.

This is only a portion of the full Wellness Policy adopted by the Archdiocese. For a full copy, consult the school office or the Archdiocese. This wellness policy has ramifications to the activities of the school, specifically because it is tied to the school lunch program which must abide by federal regulations, the state, and the Archdiocese.

**BIRTHDAY SNACKS:** In order to follow the Archdiocesan regulations, birthday snacks must be distributed outside of the lunch period; this means that the snack cannot be given out in the lunchroom during the students' lunch time. The reasoning is that the snack competes with the lunches being served and eaten by children, thus discouraging healthier eating. **Should a parent want to celebrate a child's birthday, it is a requirement that parents bring snacks that are prepackaged individually**, such as bags of mini-candy bars, pre-wrapped cookies, small boxes or mini-bags of crackers, or wrapped granola bars. Teachers cannot accommodate food items that need to be cut and served, such as cakes, large cookies, and donuts. Recognize that while we are trying to accommodate the tradition to honor a child's birthday, at the same time, we must follow the mandates given to us. The homeroom teachers will provide further directions, if necessary, at the start of the school year. As the school year progresses, when in doubt, please ask the teacher. **NOTE: St. Luke School is trying to be peanut/nut free as possible.**

## SAFETY

The following policies will be strictly enforced for the safety of the children:

High resolution video cameras are located in several strategic areas of the school campus. Monitors are in the school office for viewing by the office staff and administration.

**VISITORS:** For the purpose of safety, visitors to St. Luke Catholic School must secure in advance the acknowledgment of the Principal, Assistant Principal, School Secretary, or Assistant School Secretary and receive a visitor's pass before going into any classroom, any corridor, the gym, cafeteria, or any other area on campus at any time. An exception would be to attend a class or school program that was previously scheduled and open to all parents and other family members. Visitors must be 18 years of age or older; younger visitors must be accompanied by an adult at all times. All visitors will be asked to leave an ID or keys when they sign in at the school office and to wear a school-issued visitor badge; the ID or keys will be returned when signing out.

**VIDEOTAPING AND PHOTOGRAPHY:** To protect, respect, and maintain privacy of every child, parents and other guests are prohibited from taking photos or videotaping children other than their own on school premises. Exceptions are during special whole class or whole school events or athletic events when all parents are invited and most are present; in this case, it is reasonable to expect that visitors will be taking photos or videos of the participants in the event (not the spectators). **Photos or videos of events are not to be placed on the Internet (MySpace, YouTube, Instagram, etc.) without the explicit permission from the parents of every child included in the images.**

**DROP OFF AND PICK UP:** Students who are dropped off at school prior to 7:30 a.m. must go directly to the Before-School Care Program in the cafeteria. Students may not re-enter the building after dismissal without special permission from a teacher or the school office. Students

must be off school grounds (or registered in the After-School Care Program) by 3:30 p.m., Monday – Friday.

Due to congestion in the halls during morning arrival times and after-school dismissals, parents are asked to drop their children off and pick them up **outside** the building. Parents of pre-kindergarteners through grade 1 may escort their child if they wish in the morning for the first two weeks of school. After this time, if there is a separation issue, the teacher should be consulted.

Cars may never be left unattended in the pick-up and drop-off lanes. These lanes are emergency fire lanes and any vehicle left unattended will be towed at the owner's expense. Students should be dropped-off and/or picked up only at designated crosswalks on the school grounds. Pre-kindergarten through 4<sup>th</sup> grade students must be picked up at the curb or walked to a parked car by an adult. No vehicles should park along the curb and wait for a student. Students should not be picked up at the church. Parents are reminded to observe the directions of the patrols during these periods and to use the crosswalks. During the drop-off and dismissal procedures, **parents and other carpool drivers are strictly prohibited from using cell phones.** All drivers are asked to please help facilitate student pick-up by displaying the school's placard noting the child(ren)'s name and grade on the dashboard of their vehicle.

***After school, dismissal will be as follows:***

**STUDENTS IN AFTER-SCHOOL CARE:** After-School Care staff members will go to each classroom to pick up students. This applies to all grades levels, PK-8<sup>th</sup> grade. Students will not walk on their own to the After-School Care Program. (The only exception to this are the Safety Patrols in After-School Care.)

**STUDENTS NOT IN AFTER-SCHOOL CARE (Those being picked up at dismissal):**

- **PK and KINDERGARTEN:** Students will be dismissed to an adult authorized for pick-up on the ***circle drive side***. Parents can park and walk up to the area behind the cones or drive up along the circle drive and the children will be escorted to the vehicle. Due to congestion and traffic, parents are asked to pick up their child and move safely and swiftly to the car via the safety patrols.
- **GRADES 1-8:**  
**MULTIPLE CHILD FAMILIES ATTENDING ST. LUKE:** Students will be escorted by one of the grade-level teachers to the circle drive side. Parents can park and walk up to the area behind the cones or drive up along the circle drive and the child(ren) will be escorted to the vehicle. Due to congestion and traffic, parents are asked to move safely and swiftly to the car via the safety patrols.
- **GRADES 1-8:**  
**ONE CHILD FAMILIES ATTENDING ST. LUKE:** Students will be picked up on the flagpole/breezeway side (church side) of the school. Students will be escorted by one of the grade-level teachers to the middle school breezeway area. Parents can park and walk up to the area behind the red line or drive up along the curb and the child will be escorted to the vehicle.

**STUDENTS IN AFTER-SCHOOL EXTRA-CURRICULAR ACTIVITIES:** Students in tutoring, Mad Science, clubs, or any other after-school activity will proceed to the cafeteria with the After-

School Care staff member who comes to the classroom to pick up students. The students in the club will wait at an assigned table in the cafeteria for a moderator or teacher from the sponsoring activity to pick them up. In most cases, that adult will be waiting in the cafeteria at dismissal. Athletes will proceed directly to the gym.

After the extra-curricular activity, students should immediately proceed to their pick-up area in an orderly manner without playing games (tag, chase, or catch) and should wait for their parents. **Students and parents are to cross only at the crosswalks.**

**SPEED LIMITS:** There is a 20 MPH speed limit on the streets adjacent to the school. **Drivers are not to exceed a 5 MPH speed in the parking lot. Always look for children;** many are small and can be concealed behind cars and SUVs.

**STUDENT MANAGEMENT BEFORE AND AFTER SCHOOL:** Students are not permitted to be in any area of the school where adult supervision is not immediately available. Student supervision and safety are serious concerns. St. Luke Catholic School administration, faculty, and staff do not want to allow any occasion in which a student is not safe and properly supervised.

Students who arrive at school between 6:30 and 7:30 a.m. are to go directly to the cafeteria; they should be escorted by their parent. Upon arrival between 7:30 and 7:50, children are to report to their assigned areas. Students in Pre-kinder, Kindergarten, and grades 1 and 2 will assemble in the cafeteria. Students in grades 3, 4, 5, and 6 will assemble in the gym. Grades 7 and 8 will assemble on the paved area in front of the gym. During inclement weather students in grades 3-8 will assemble in the gym.

Parents should not walk children to the classroom in the morning, nor wait outside the classroom door to pick them up in the afternoon. The size of the hallways does not allow these activities; it is too congested. Students should be picked up **outside** the building.

**No children are to be in or near the parking or traffic areas.** As soon as children depart from their cars, they should go directly to the appropriate areas and wait for the morning bell. Students will not be permitted to use this time to play physical activities such as tag, chase, or catch.

In the afternoon, any student who has not been picked up by 3:30 will be escorted to the After-School Care Program and supervised until a parent arrives to pick the student up. Students who are dismissed from after-school activities, such as tutoring, athletics, cheerleading, science, art, or music, are to be picked up by a parent at the location where the activity has taken place. If not picked up on time, the student will be escorted to the After-School Care Program and supervised until the parent arrives. There is a fee for After-School Care services.

**CELL PHONES:** Given the distance that some families travel to school and the coordination of family schedules, cell phones have become commonplace and in many circumstances necessary. Cell phones are permitted on campus but as soon as the student arrives on school premises, and throughout the school day, they are to remain in the locker and turned off. Only in emergencies can the phone be removed from this storage area and used with the permission of an adult and in the company of an adult. Cell phones are allowed to be used after after-school practices or meetings, when parental coordination would be necessary but, again, with permission of the supervisor.



**EMERGENCY DRILLS:** Students are urged to be safety-conscious and follow the regulations precisely as instructed by their teacher. Every drill should be considered an actual emergency.

- **FIRE DRILL SIGNAL** - Fire drills are signaled by the sounding of the fire alarm.  
**PROCEDURE** - Absolute silence is maintained throughout the evacuation drill; students are to walk swiftly in a single file. Teachers take attendance once outside. Teachers and students are given a signal to return to the classroom.
- **EMERGENCY REVERSE EVACUATION DRILL** - Notification is via a PA announcement.  
**PROCEDURE** - Students enter the building and classroom as quickly as possible without running. They proceed to the classroom in a single file and walk to their seats. The teacher or supervisor is to close all windows and secure all doors. Students should remain inside the building until the all-clear signal is given.
- **LOCKDOWN DRILL** - In the event of an intruder or other emergency situation which warrants a lockdown of all the classrooms, a signal (code word) will be given over the PA.  
**PROCEDURE** - Immediately following that signal, all classroom, hallway, and outside doors will be locked; lights will be turned off and shades pulled down. Children and teachers will take a duck-and-cover position inside their classrooms until an all-clear announcement or further instructions are given.
- **TORNADO DRILL** - In the event of a warning for a tornado or other severe weather, an announcement will be made over the PA.  
**PROCEDURE** - Students will be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Children in the kinder wing will report to the hallway by the administrative offices. Students in the gym will remain in the gym. Students who are outside will report to the gym. Students will be directed to assume the accepted protective position, sit on the floor, head between raised knees, clasped hands covering the head and neck.

If at any time the electricity is out and the PA is not working, staff will swiftly proceed to the classrooms to deliver the appropriate message.

**WEATHER EMERGENCIES and SCHOOL CLOSINGS:** Should an emergency situation such as severe weather occur, St. Luke Catholic School will follow the announcement of the local ISD, in this case, Northside ISD. Consult local media outlets. If classes are canceled, make-up day is the Monday following Easter. If NISD delays their start to the school day, St. Luke will follow a similar delay. Morning care (6:30 a.m.) will NOT be available.

If a weather emergency arises during the school day, the same procedure will be followed; Northside ISD's actions will be followed by St. Luke Catholic School. A parent's own observation of weather conditions will serve as the guide to call or listen to a radio station.

## CODE OF CONDUCT (3300)

The faculty and staff of St. Luke Catholic School are of the belief that self-discipline is a key element to fulfilling God's plan for us. Through parental guidance, rules of behavior, and acceptance of personal responsibility, students learn the appropriate manners in which to face challenges, overcome obstacles, and persevere in a determination to be the best at expressing the gifts that have been given them. All students at St. Luke Catholic School are expected to demonstrate a desire for excellence, humility, understanding, and a respect for life, a spirit of openness, community, and reconciliation.

Although it is acknowledged that parenting is the first exposure that children have to authority, it is recognized by classroom teachers have a powerful influence on children and in creating a school climate that nurtures a desire to learn and excel. It is in an orderly and *inspiring* environment that children learn and develop positive attitudes, good work habits, and a good work ethic. Also, it is imperative that the Catholic school environment reflect Gospel values in all aspects and with all persons who are part of the school community. Therefore, a *Code of Conduct and School Discipline Plan* are enforced. Both home and school working together in a spirit of cooperation can and will make a difference in the life of a child.

### **School Discipline Policy**

The following policy will be in effect for all students in grades pre-kindergarten through eighth grade. All students will be held to the same discipline goals and expectations of behavior. However, grade level and developmental differences will always influence any disciplinary decisions and warranted actions.

At St. Luke Catholic School, the notion of discipline is multifaceted and is rooted in the promotion of Gospel values. In addition, compassion, respect, responsibility, reconciliation, and restitution are also at the core of our discipline policy. Therefore, at the end of each academic quarter, in the **spirit of forgiveness**, all disciplinary notices and detentions are excused. This ability to **start over** will be reinforced and encouraged in each classroom. However, a notice of suspension (only given for serious infractions) remains on file for the academic year.

St. Luke Catholic School joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Students are guided in this endeavor in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth.

### **The GOALS of student discipline at St. Luke Catholic School:**

1. To promote in each student the growth of character, integrity, and service to others as modeled by Jesus Christ.
2. To guide each student's growth in respect for each other, as well as the rights and property of others.
3. To maintain a welcoming, productive, and undisruptive learning environment.
4. To afford students a school learning environment where they are free to learn and grow and change confidently.
5. To increase in each student the self-discipline trait of personal responsibility.

**How these GOALS are achieved:**

Respect and self-esteem will be nurtured as part of our discipline policy to be practiced in every classroom. The above goals are attainable when students adhere to the six St. Luke Catholic School “**Rebel Rules**” of conduct:

1. Show respect for yourself, adults, others, the St. Luke uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep hands and feet to yourself.
6. Be honest.

If a student breaks one of these St. Luke Catholic School “**Rebel Rules**,” he or she will receive a disciplinary action.

**Disciplinary Action will be taken in the form of the following (3401):**

School-wide discipline consequences may include any of the following depending on the student’s grade and the seriousness of the infraction (parents also need to refer to individual classroom procedures):

- A verbal warning and assistance in changing behavior
- Time out
- Loss of a privilege (e.g. recess detention)
- Disciplinary Notice (DN) sent home
- Detention Notice sent home
- Disciplinary Referral (DR) sent home
- A behavioral student contract
- A parent/student conference with the administration
- Referral for counseling
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion

**Disciplinary Notices (DN)** have a two-fold purpose. The notice may be a communication tool after several warnings when a favorable response has not been observed. A disciplinary notice may also be given outright for a less serious discipline matter. An accumulation of three Disciplinary Notices in the middle grades and four Disciplinary Notices in grades 1-5, within a grading quarter, will result in a Detention. A DN may be issued for such behavior as: minor uniform violation, excessive talking in class, being unprepared for class, eating in class without permission, or any other minor infraction of the rules of good behavior expected of the students. It should be noted that any seemingly minor infraction may be viewed with more severity given the context of a specific situation.

**Detention Notices** are issued for more serious matters or the accumulation of Disciplinary Notices (DNs): three (3) in the middle school and four (4) in the elementary grades. The child and his/her parent/guardian will be notified of the date of the detention before the day of the detention. Middle school students will receive a Disciplinary Referral (DR) after two detentions within the same nine-week grading period. Students in grades 1-5, will receive a Disciplinary Referral (DR) after three (3) detentions within the same nine-week grading period.

A detention may be assigned for behaviors such as: repeated disruption of class, possession of prohibited electronic or laser devices on campus, disrespectful attitude, behavior, language, academic dishonesty, or any behavior deemed significant enough by school personnel to warrant detention.

Students in grades 1 through 5 will serve Detention under the direction of a teacher on Wednesday afternoons from 3:15 - 4:00 p.m. (In case there is no school on Wednesday, Detention will be rescheduled for earlier in the week.)

Middle school students will be assigned a before –school detention for an accumulation of three DNs or other behavior violations. Students will serve under the supervision of a teacher, on either Tuesday or Thursday from 7:00 – 7:50 a.m. If the student arrives after 7:05, he/she will serve the remainder of that detention plus an additional detention.

If detention is cancelled due to extraordinary circumstances, the student is to serve the very next scheduled detention. Detentions are not study halls for completing homework.

Students and teachers will be given at least one day notice of the detention so arrangements can be made. The parent is asked to sign the Detention Notice and return it to the issuing teacher/staff member the day after it is issued. Failure to return the Detention Notice or failure to attend the detention will result in two detentions, one for the original infraction and one as a consequence for missing the detention. If a student cannot attend the detention, the parent must call ahead of time (before 7:00 a.m. the morning or afternoon of the detention) to request that it be rescheduled.

**Disciplinary Referrals** will only be issued by an administrator. A disciplinary Referral may be issued for an accumulation of Detentions in a grading period. A DR may also be issued for a series of infractions or even for a single behavior such as obscene or offensive language or gestures, failure to comply with school authorities, defiant words or gestures, Public Displays of Affections (PDAs), destruction of property or any infraction deemed serious enough by the school administration to warrant this disciplinary step (see below).

Parents will be contacted by an administrator when a Discipline Referral is issued. A Discipline Referral may result in an in-school or out-of-school suspension.

Any type of the above mentioned disciplinary notices will be sent home for parent's signature and can be viewed through RenWeb. All discipline forms (Disciplinary Notice, Detention Notice, and Discipline Referral, which may include an ISS or OSS) sent home for a parent/guardian signature must be returned the next school day. **A parent's refusal or failure to sign a disciplinary notice does not make it invalid.** A parent's and or child's signature on the discipline notice serves as a communication tool, not as a sign of approval of the disciplinary action taken. If there is an issue to be clarified, parents are encouraged to write a note on the form or contact the school. If a parent/guardian has a question or concern about a disciplinary consequence given by a teacher, the parent has an obligation to first discuss the issue with the

teacher before bringing the concern to the attention of the administration. Communication is the key to understanding.

### **Serious Infractions**

For any serious infraction, it is the judgment of the administration to invoke the severity clause. The consequences on the severity of the action will be at the discretion of the administration and may result in a Disciplinary Referral, in-school suspension, off-campus suspension (from one to three days), or expulsion.

The following are considered serious and will result in a consequence commensurate with the severity of the infraction:

- The use of **Cell Phones or texting** without permission is strictly prohibited. Once a student arrives on campus, cell phones are to be turned off and stored in the locker or schoolbag for the day. Permission from a teacher, coach, administrator, or staff member must be given to use the cell phone. This applies to ALL school activities including After-School Care and athletic events while under the supervision of school personnel. Cell phones, iPods, or other gadgets that ring, vibrate, or play music during the school day will be confiscated; the item must be picked up by a parent in the school office. Any subsequent incident will result in a Detention.
- **Cheating – giving or receiving** information on a test or submitting duplicate work for an assignment, including homework; changing answers while grading an assignment; misrepresenting a grade; any other means by which work is submitted or represented as one's own when the work was done by another. A failing grade will be given on any work of any student who participates in cheating.
- **Plagiarism** – taking someone else's work and claiming it as one's own such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying or pasting articles from a website.
- **Forgery** – signing a parent's (guardian's) signature to a note, test, or other material; a parent may not give their child permission to sign the parent's name.
- **Bullying** – is defined as repeated aggressive or hurtful behavior, verbal, psychological, or physical, by an individual or group against another. Any insult to one's race, ethnicity, sexual orientation, family, or anything said or done with the intent to ostracize a student is a serious offense and will result in suspension or expulsion. (See Harassment Free Environment below)
- **Cyber-bullying (Policy 4610 – Use of Electronic Communication)** - Using the Internet, cell phone or other device to send or post text or images intended to hurt, embarrass another, spread rumors or gossip, threaten, libel, slander, malign, disparage, harass either student or school authority is prohibited. Depending on the language or intent, this behavior will result in suspension or expulsion. If this occurs outside of school via private communication but affects students or school personnel in school, the student will be subject to the full range of disciplinary consequences including expulsion.

### **Suspension (3402)**

An In-School Suspension (ISS) is issued for one of the following: An accumulation of 3 detentions by a student within a grading period, or a grave/serious infraction of a school rule. A fee of \$50.00 is charged for each In-School Suspension. Repeated disciplinary infractions that result in multiple assignments to ISS may result in removal from St. Luke School. A student in ISS may receive credit for all school work given.

Out-of-School Suspension (OSS) is issued for extremely grave infractions of a school rule or continuous disregard of school rules and regulations. An Out-of-School Suspension may be for one to three days and students will receive a zero on all assignments and tests given during their absence. As OSS is time given for the student, parent, and administrator to discern what the next step will be. An expulsion or invitation to withdraw could occur.

A student receiving an ISS or OSS will be ineligible to participate in extra-curricular activities during the week of the assigned suspension. Receiving an ISS or OSS may result in a student's expulsion from co-curricular activities.

Any grave matter, as determined by the school administration, may be considered grounds for suspension at the discretion of the principal. Two **Out-of-school Suspensions (OSS) within a school year could be grounds for an expulsion.** An administrator will contact the parents for a conference if this course of action is necessary.

**EXPULSION (3403):** Expulsion is a serious matter and implemented only as a last resort. A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious infractions and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion will normally follow a grave offense or a series of chronic offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures will be followed:

- There will be a documented conference with the principal, assistant principal and student; if the problem cannot be resolved, the student will receive a suspension.
- This will be followed by a documented conference with the principal, assistant principal and parents; if no solution is reached, another conference is held with the pastor present.
- The principal and pastor then decide either to readmit or expel the student. If readmitted, the student is on probation for the remainder of the school year. If the decision is for expulsion, the Archdiocesan Superintendent of Catholic Schools is notified and given a brief explanation of reasons for the expulsion in writing.

**IMMEDIATE EXPULSION:** A student is subject to immediate expulsion if he/she:

- Videotapes, takes photos, and/or records any activity on campus or at a school-sponsored activity without the knowledge of those involved, including the adult supervisor/s. Posting a recorded activity on a social network or the Internet without the permission of those involved, including the adult supervisor/s, and the administration is strictly prohibited. This is an invasion of privacy.
- Using a social network to post insulting or derogatory remarks about a teacher or school staff member which impacts on that person's reputation.

- Possesses, uses, or conceals a weapon on campus or at a school sponsored event or activity.
- Possesses, uses, or delivers drugs, narcotics, alcohol, tobacco, or other controlled substances on the school campus or any school sponsored event or activity.
- Participates in disruptive activities by a group or gang.
- Fireworks or other incendiary devices.
- Arson, starts a fire or causes an explosion with the intent to destroy or cause damage.
- Threatens any person with bodily injury or harm.
- Assaults a student, parent, or school personnel.
- Vandalizes property or the property of others.
- Engages in chronic or repeated misbehavior that disrupts the learning environment.
- Behaves in a manner outside of school that would negatively impact the reputation of the school.

The above policy applies both in and out of the classroom, in the school community generally and outside the school community, where behavior is contrary to our Catholic beliefs or could bring embarrassment or harm to the school.

Conduct by students **or** parents/guardians, or anyone acting on their behalf, incompatible with the religious and educational mission of St. Luke School is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not expelled, may be required to have a psychological evaluation and seek counseling.

**SUBSTANCE ABUSE (3309):** No student shall possess, use, attempt to possess, attempt to use, or be under the influence of any of the following substances on school premises during any school activity or off-school premises at a school-related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, white-out, or any other volatile chemical substance for inhalation.
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug.

*Definitions:*

- “Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that is detectable by the student’s physical appearance, actions, breath, or speech.
- “Under the Influence” means a student’s faculties are noticeably impaired but the student need not be legally intoxicated.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated

this policy. Any prescribed or over-the-counter medication must be administered by authorized school personnel. (See Health Policies)

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such activities shall be expelled from school.

**SCHOOL AS A WEAPONS-FREE ZONE (6207):** The school follows the regulations as stated in Texas State Law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activity. The person who does this shall immediately be reported to the police. The Principal will notify the parents of any student who is arrested for violation of the statute. The student will be expelled.

### **Prohibited Items at School**

The following items are not permitted on school premises:

#### **Inappropriate books, magazines, comics, music, pamphlets, literature, or software**

Alcohol	Entertainment Magazines	Video Games
Guns	Tobacco in any form*	Laser pointers/devices
Fireworks	Drugs	Electronic devices/gadgets**
Knives	Shock devices	Music playing devices**

Play guns or weapons

Medications (see Health Policy)

*\*\*unless directed otherwise by the teacher*

Highly caffeinated energy drinks

Pump sprays and Aerosol Sprays (i.e. deodorant, body sprays, hairspray, cologne, breath sprays, and perfumes) Exception: middle school students may use body sprays at the Coach's discretion.

\*St. Luke School is a smoke free environment.

Students are strongly discouraged from bringing expensive items to school. The list of these items include, but is not limited to, expensive purses, wallets, backpacks and personal accessories, including jewelry and computer software programs. St. Luke is not responsible for lost or stolen valuables.

**The administration reserves the right to add to this list as needed throughout the school year.**

### **SEARCH AND SEIZURE (3310)**

The legal relationship between St. Luke Catholic School and the student and student's parents (guardians) is one of contract law. The principal and/or assistant principal may search student desks, lockers and belongings including, but not limited to, handbags, backpacks, and other items in a student's possession at any time.



**The administration reserves the right to modify and/or add new directives to this discipline policy as circumstances require. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.**

## **ANTI-HARASSMENT ENVIRONMENT (3302)**

### ***Harassment–Free Environment for all Students (3302)***

St. Luke Catholic School does not condone harassment of any kind or in any of its forms, including bullying. Each member of the school community is to be treated with respect and dignity at all times. Harassment in any form is prohibited and will be immediately addressed. This prohibition against all acts of harassment applies to all people engaged in any school related activity or function: students, teachers, administrators, support staff, substitute teachers, volunteers, and parents.

St. Luke Catholic School defines student harassment and bullying as follows:

Repeated intentional negative gestures and /or actions, either verbal, written, physical or by electronic and or cyber means, on the part of a student or a group of students toward another student. This type of behavior includes but is not limited to unwelcomed, unwarranted, unsolicited, inappropriate, unkind, harmful and /or hurtful statements, either verbal or written, by physical touching or aggression, or by any electronic or cyber means.

Based on this definition, examples of harassment and bullying include but are not limited to:

### **Physical Aggression**

- pushing, hitting, kicking, biting, spitting, pinching, scratching, throwing things at others
- defacing or stealing property of others
- physically demeaning or humiliating others
- threatening others or getting another person to harm someone

### **Verbal Aggression**

- mean mocking, name calling, taunting
- hurtful teasing
- obscene language
- demanding money or possessions
- spreading nasty rumors
- trying to get other students to dislike another student
- teasing about appearance, clothing, possessions, family difficulties
- threatening to reveal personal information
- verbal or written threats

### **Social Alienation or Intimidation**

- gossiping, embarrassing others

- setting someone to look foolish or to take the blame
- ethnic slurs or sexist remarks
- deliberate exclusion from a group or activity or threatening isolation from group
- obscene gestures
- playing dirty tricks
- removing, hiding, and /or damaging another's property
- extortion

**Cyber** (e-mail, texting, phone, internet messaging, electronic media, etc.)

- mean, belittling, and hurtful name calling
- spreading nasty rumors
- threatening and/or obscene language
- offensive images
- repeated unwanted messages
- trying to get other students to dislike another student
- using another student's password or phone to communicate obscene language

### **Consequences for Bullying or other acts of Harassment**

St. Luke Catholic School administrators and staff shall implement the school's Disciplinary Policy when administering disciplinary action for reported bullying and harassment behaviors or actions. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred. Possible consequences for bullying behaviors include: conference with student, loss of privileges, parent contact, DN (Disciplinary Notice) sent home, lunch detention, before school detention, DR (Disciplinary Referral), student/parent conference, behavior contract issued, ISS/OSS, or expulsion. **NOTE:** Expulsion can/will occur based on the severity of the act or behavior and is not limited to any numbered incident or infraction.

**Since bystander support of harassment or bullying can support bullying behaviors, St. Luke Catholic School prohibits both active and passive support of acts of harassment or bullying. The staff will encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.**

### **Parent Rights and Responsibilities:**

Parents Rights:

- To be given a copy of the Harassment Policy;
- To expect that their child will be taught in a respectful and safe classroom; and
- To be contacted when their child is receiving discipline under this policy.

Parents Responsibilities:

- Review St. Luke Catholic School "Rebel Rules" and Student Code of Conduct with your child on a regular basis;

- Inform administration of events that affect your child's wellbeing;
- Help teach your child socially acceptable standards of behavior;
- Help teach your child to be responsible for his or her actions;
- Encourage your child to express his or her concerns that affect their wellbeing to appropriate school personnel; and
- Help support the school in their efforts to provide a welcoming, loving, and safe environment.
- To be a role model and not use social media to degrade, defame, inflame, etc. a student, school staff, or school program or policies.

The administration reserves the right to waive and/or deviate from any and all disciplinary action or regulations for just cause at his or her discretion.

**COMPLAINT FILING, INVESTIGATING, & CORRECTIVE ACTION PROCEDURE:**

Consistent with the school's commitment to a harassment-free environment, the school has established the following procedures for filing and investigating a harassment claim. Persons who believe that they have been subjected to harassment are encouraged to follow these procedures. The school will act, within its power, to protect persons who make complaints of harassment or provide information related to such complaints from retaliation.

The procedure for filing or investigating a harassment claim is:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not stop immediately, or if the person feels uncomfortable talking directly to the individual causing the harassing, then the person must report the behavior to the Teacher, Principal or Pastor. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.
- If the complaint is against the Principal, the person must go to the Pastor or Superintendent.
- The person alleging the harassment will be asked to complete a formal, written complaint. The claim will be investigated by the Principal promptly, thoroughly and impartially, involving necessary parties. An administrator's meeting with the alleged person will be held. A written report of the investigation shall be kept on file by the school; the confidentiality of such a report will be maintained to the fullest extent possible.
- Once facts have been gathered, the Principal, in consultation with Pastor and Superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
- To be taken into account is the type, frequency, and duration of the offensive conduct, e.g., there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.
- If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its power.

- The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
- If the school determines that sexual harassment by a student has occurred, it should take timely, age-appropriate and effective corrective action, including steps tailored to the specific situation.
- Corrective action, such as changing seat assignment, changing schedules, or suspending the offender, are expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

### **GRIEVANCE PROCEDURE (6301)**

St. Luke Catholic School wishes to provide an opportunity for individuals to be heard. Grievances may be heard from students and parents, but in all cases the opportunity to be heard shall be forfeited if the procedure outlined below is not followed. The Catholic Schools Office of the Archdiocese of San Antonio has established procedures through which the parents of students may seek redress from the expulsion procedure taken against their child. St. Luke Catholic School shall implement and maintain this procedure.

All complaints that do not result in expulsion will be resolved at the local school level. Formal student complaints will be presented by the students in the presence of their parents. Issues regarding discipline and/or the implementation of policy should be resolved at the level of its source, usually the classroom teacher. If an issue is not resolved with the teacher, the issue or concern should be brought to the attention of the Principal. The Principal will attempt to resolve the issue between the student, parents, and teacher or Principal (whichever is applicable). If the issue is not resolved at the level of the Principal, the Pastor may be informed of the issue for further discussion and resolution with all parties involved. Final determination of dress and grooming rests with the Principal of the school.

#### **Redress Procedures for Expelled Students:**

As used in this procedure, a “grievance” shall mean a complaint regarding action taken by a teacher or administrator in the enforcement of discipline, policy and/or regulation which results in the expulsion of a child.

Prior to the initiation of a formal grievance procedure, parents who seek redress for their expelled child must confer directly with the Principal (conference) for resolution of the situation. If there is not a satisfactory resolution to the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference must be filed with the School Council Secretary within three school days of the conference or decision resulting therefrom, whichever is later.
2. The School Council Secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven school days of its receipt of the grievance. The LGC will render a decision within ten school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor within three school days of the decision of the

Grievance Council. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five school days.

4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five school days of the pastor's decision.
5. Pending outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the expulsion.

The time frames stated above may not be realistic for every situation which may arise; therefore, the Grievance Council reserves the right to extend the time frames upon the mutual consent of the parties involved.

**Local Grievance Council Composition:**

1. The Local Grievance Council (LGC) shall be composed of three members appointed by the St. Luke School Council.
2. Individuals appointed to this council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member; the other two members should have no direct relationship to the school.
4. The appointment to the Local Grievance Council (LGC) is for one year and is renewable.

For more information on the Local Grievance Council, and/or for information on its duties and process, contact the school office.

All grievances that do not result in student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Council of Conciliation will hear these matters.

**ACCEPTABLE USE AGREEMENT  
FOR NETWORK AND INTERNET ACCESS**

There is a wealth of educational information on the Internet. St. Luke Catholic School network users will have the opportunity to access that wealth and be required to use the Internet responsibly. In general, this requires efficient, ethical, and legal utilization of the network resources. The signatures on the Internet Driver's License Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

**ACCEPTABLE USE:**

- All use of the network must be in support of education and research and consistent with the mission of a Catholic school.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Any use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Network accounts are to be used by the authorized owners of the account for authorized purposes.

- Downloading information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.
- Archdiocesan Policy #4610; page 53 of this *Handbook*.

**NETIQUETTE:**

- Users shall be polite.
- Users shall not use inappropriate, vulgar or obscene language.
- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible *via* the Internet should be assumed to be private property.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

**PERSONAL SAFETY:**

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school without explicit permission from a teacher or administrator.
- The student shall never send his/her picture or anything else without first checking with the teacher.
- The student shall tell the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with this policy.
- The student shall not reply to any messages that are mean or in any way make him/her uncomfortable.

**VANDALISM/HARASSMENT:**

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other users is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Use of the Internet to access obscene or pornographic material is prohibited.
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Sending chain letters is prohibited.

**PENALTIES:**

- Any user violating these policies is subject to loss of Internet privileges.
- Loss of Internet privileges may affect the student's grade due to his/her inability to finish assignments.
- The *Parent and Student Handbook of School Policies*, which governs everyday behavior, will also be applied to use of computers.

- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The Principal will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege, and the student action needed to restore the privilege. His/her decision will be final.

**SCHOOL RESPONSIBILITIES:**

- The school will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- The school reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
- The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- The school will not be responsible for the accuracy or quality of information obtained through the Internet.

**THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK.**

PARENTS WILL BE NOTIFIED OF ANY SIGNIFICANT CHANGES IN THE *ST. LUKE LIGHT* AND THE SCHOOL WEBSITE.

## ST. LUKE CATHOLIC SCHOOL COUNCIL

Fr. Jim Barlow	Pastor ( <i>ex officio</i> )
Rita Graves	Principal ( <i>ex officio</i> )
Thomas Meyer	Assistant Principal ( <i>ex officio</i> )
Claudia Vasquez	School Finance Manager ( <i>ex officio</i> )
Patricia Davila	PTC President
Zak Cernoch	
Jennifer Gonzalez	
Sara Iliff	
Dr. Stella Lopez	
Rosetta Martinez	
Lisa Pesina	
Naiomi Salcedo	
Dr. Francisco Solis	

The purpose and authority of the Council is as follows:

- The Council shall be consultative to the Principal in all school matters for which the Principal seeks the council's advice and expertise.
- The Council shall give advice to the Principal and the pastor on financial matters concerning the school.
- The Council will assist the Principal in formulating and monitoring the school budget.
- The Council shall formulate and propose written policies. The policies designed to further the mission and goals of the school are subject to approval of the Pastor.
- The Council shall continually monitor and evaluate the effectiveness and feasibility of the school policies and provide advice when appropriate.
- The Council will research, develop, and communicate for itself and the school specific actions and strategies for a five-year plan. The plan will be reviewed and updated annually.

The Pastor retains the canonical responsibility of leadership in both parish and school.

Parents are invited to observe regular Council meetings. Participation, however, is limited to the "Open Forum."

The "Open Forum" is that part of the regular monthly meeting in which non-members may express their opinion, concerns, and suggestions to the School Council. Persons wishing to speak at the "Open Forum" must present their petitions in writing to the secretary or president at least five days in advance of the regular meeting date and have it approved for the agenda. Speakers will be heard in the order in which their petitions are received. Five minutes will be the maximum time allotted for any person to speak. The Council may respond to requests for factual information and/or requests for information concerning existing school policy. However, the Council may not deliberate or make a decision at that time on any question or discussion presented during the forum. In these cases, a response will be communicated in a timely manner. Issues concerning curriculum and instruction or personnel are not under the jurisdiction of the School Council but are matters to be addressed by the administration.



## THE PARENT-TEACHER CLUB (PTC)

The St. Luke Parent-Teacher Club (PTC) is a school organization whose membership consists of parents, guardians, and other persons interested in the development of Catholic youth at St. Luke Catholic School.

The PTC's objectives are:

- To assist the Pastor and Principal in the accomplishment of projects relative to the expansion and improvement of the parish school.
- To assist the teachers of the school in the promotion of recreational and extra-curricular activities.
- To build community.

**GENERAL MEETINGS** are scheduled once during the school year, traditionally in April or May. The **Executive Board** meets regularly on the 1st Wednesday of each month (August through May).

### PTC EXECUTIVE BOARD

Father Jim Barlow	Pastor
Rita Graves	Principal
Thomas Meyer	Vice Principal
Patricia Davila	President
Jeannie Castillo	Co-Vice President
Candice Gallegos	Co-Vice President
Gladys Appelt	
Roberta Bernal	
Briana Heinz	
Jessica Lomas	
Lori Lopez	
Marivel Ojeda	
Allison Traver	

### HOMEROOM PARENTS

Homeroom parents are under the jurisdiction of the PTC. They assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the homeroom parent. A cooperative relationship between the teacher and head homeroom parent greatly benefits the children and the school community.

All classroom events should be supportive of the values and messages we wish to send our children. Simplicity and prudence in gifts the children are given as a class at anytime during the school year should exemplify the St. Luke School mission and philosophy; they should be meaningful but not excessive.

The time, effort, and love of the homeroom parents to make the school year memorable and fun for the children are greatly appreciated.

## **ST. LUKE CATHOLIC SCHOOL SHIELD**

A **Celtic cross** on the shield represents the heritage of St. Luke Catholic School as being established by the Brigidine Sisters who have imbued the school with a tradition of academic excellence and Christ-like community. A **winged ox** is the official ecclesiastical symbol of the evangelist and physician St. Luke. The **lamp of learning** represents our continued commitment to excellence in education. The lower right quadrant of the shield incorporates elements of the archdiocesan coat of arms: “the insignia of the archdiocese shows the large cross of Christian Faith, its center enlarged and squared to receive the cross peculiar to St. Anthony, called by heralds the TAU cross because of its resemblance to the Greek letter of that name. It is derived from the short crutch which the Saint slipped under one arm to support his tired body during long vigils. Above is the ‘Lone Star’ of the state of Texas.”

**“Praestantia; Dignatio; Communitas”**

“Excellence; Dignity; Community”