



# St. Luke

CATHOLIC SCHOOL  
A NOTRE DAME ACE ACADEMY

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## STUDENT/PARENT HANDBOOK 2018-19

### INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

### MISSION STATEMENT

St. Luke Catholic School, a Notre Dame ACE Academy, seeks to provide a Catholic education of the highest quality to as many children as possible.

## **VISION**

The SLCS vision is to serve families as one of the nation's premier network of academically excellent, financially sustainable, and distinctively Catholic PreK-8 schools, as we prepare students for both college and heaven.

## **GOALS**

St. Luke School's goals are:

- To teach the Catholic faith
- To build a harmonious community
- To serve the community in a Christian manner
- To prepare our students for the 21st century

## **BELIEF STATEMENTS**

*We believe the love of Christ compels us.*

*We believe stewardship is love in action.*

*We believe we are always learning.*

*We believe effort unlocks potential.*

*We believe excellence happens on purpose.*

## **ACCREDITATION**

St. Luke Catholic School is proud to be fully accredited by the Florida Catholic Conference. The Florida Catholic Conference Accreditation Program (FCCAP) serves as the accrediting agency for Catholic schools (Pre-K to 8<sup>th</sup> Grade) in the State of Florida and southern Georgia. The Conference is a charter member of both the National Council for Private School Accreditation (NCPSA) and the Florida Association of Academic Nonpublic Schools (FAANS). In obtaining this accreditation, we have exceeded the standards of the state. We are being recognized for our efforts to go beyond what is simply required and create a higher set of standards for our students within the Catholic schools of the Diocese of Palm Beach.

## **ACTIVITIES/ATHLETICS**

Extra-curricular sports activities are an important part of our school program. Sports activities are structured to encourage participation by all students and are designed to develop physical capabilities, maintain good health, and develop individual and team sportsmanship, conduct,

and attitudes. St. Luke offers a variety of activities/athletics for students to participate in throughout the school year. The administration reserves the right to withdraw from any activity any student that forfeits his/her right to represent St. Luke because of poor attitude, poor behavior, or lack of academic effort.

ALL SLCS middle school students are required to participate in at least 1 after school program offered. That program could be any sport team, St. Luke Band Program, and/or school choir or club. Students are to participate fully in whichever activity is selected.

All students must have a current physical form on file in the school office to participate in extracurricular sports activities under the St. Luke Catholic School name.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.

The school is not responsible for student participation in any sports, leagues or clubs not identified. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

The following is a list providing a brief overview of the programs offered. Other Activities may be added throughout the year.

<b>Activity</b>	<b>Participants</b>
After School Sports Programs and Clubs	Various Grades
Altar Servers	Grades 4-8
Choral Group	Grades 3-8
Catholic Schools Math Tournament	Grades 6-8

Inter-Scholastic Sports Program	Boys and girls basketball, soccer, and volleyball. Boys baseball and flag football. Girls softball, cross country, and cheerleading.
Lego Club	Grades 1-2
National Junior Honor Society	Grades 6-8
Safety Patrols	Grade 6
School Broadcasters	Grade 8
School Dances	Grades 6-8
Boys Scouts	Grades K-5
STEM Club	Grades 3-8
Strings Instrument Program	Grades K-8
Student Council	Grades 6-8
Yearbook	Grade 8

\*Some after school activities may require additional fees that are separate from tuition/school fees.

### **Athletic Eligibility**

A student may participate in sports with grades of 70 and above with 1's or 2's. If a student receives one D or one 3 he/she may participate, but will be on notice to improve by the next marking period. Improvement must be noted to participate the following quarter (student may not receive a D or a 3 the following quarter). Any student with a 4 or an F in any area will be unable to participate that quarter. If a student improves by the next quarter, he/she will be eligible to participate.

## **ADMISSIONS**

### **Admission Requirements**

All required forms and student records must accompany application. Refer to Application Packets available in the school's main office.

### **Age Requirements**

· *Pre-Kindergarten* – A child must be three (3) years old on or before September 1 for the PK-3 Program. A child must be four (4) years old on or before September 1 for the PK-4/VPK Program. An original birth certificate must be furnished.

· *Kindergarten* - A child must be five (5) years old on or before September 1.

An original birth certificate must be furnished.

· *1st Grade* - A child must be six (6) years old on or before September 1. An original birth certificate must be furnished.

· *Grades 2-8* - A child will be placed in a grade according to the information from the last school he/she attended. Transfer documents or some other appropriate notification from the school previously attended and proof of grade must be furnished at the time of enrollment. Report cards and/or withdrawal forms will usually satisfy the proof of grade requirement.

### **Application Fee**

There is a fee of \$50.00 for all students applying for acceptance to St. Luke Catholic School. Once an application form is submitted, a screening date and time will be given to each family. This screening date and time will allow SLCS faculty the opportunity to administer a screening assessment to each applicant to identify areas of strength and areas for growth. After each screening, families will be notified within 48 hours of acceptance.

### **Entrance Priorities**

The following are guidelines for admission to St. Luke Catholic School based on available space within a classroom:

- \* 1. Active parishioners with children enrolled in St. Luke Catholic School or parish families with the oldest child entering Kindergarten.
2. Catholic families transferring into St. Luke Parish with children presently enrolled in a Catholic school.
- \* 3. Active parishioners with school age children not presently enrolled.
4. Non-parishioner from neighboring or other parish in the Palm Beach Area.
5. Non-Catholic students.

\* In order to be given "active parishioner" status regarding tuition at SLCS, parents are required to be registered and practicing their faith. It is the individual families' responsibility to make sure they submit the appropriate Parish form (in the registration packet) to their home parish, have it

completed and returned to St. Luke. This includes those who are registered at St. Luke. Each Pastor must sign the form in order to receive the Catholic Discount Rate. Again, it is up to each family to meet their home parish's criteria. If we do not receive the signed form by July 1<sup>st</sup>, the Catholic Discount Rate will not be awarded and the additional payment will be added to your tuition. This is important to receive the support from the parishes without schools.\*

### **Federal Identification**

Citizenship status, if requested (i.e. immigration card, Social Security card or some other approved documentation).

### **Immunization Requirements**

Florida law requires parents/guardians to present proof of immunization for diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis and hepatitis A & B before a student is admitted or enrolled in any Florida school. Students entering Pre-Kindergarten, Kindergarten, and Seventh Grades must comply with state requirements. The Diocese requires that prior to enrollment or attendance in grades Pre-Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.

Parents/guardians of all minor children must present a record provided by a licensed physician or public health authority that clearly indicates (Blue & Gold forms):

1. Which immunizations have been received?
2. The dates they were administered; and
3. The signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history

### **Sacramental Records**

Baptismal Certificates must accompany (if available) student admissions.

### **Anti-Bullying Policy**

St. Luke Catholic School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a student's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of St. Luke Catholic School.

#### I. Definition

- a. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying, or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital messages, or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

## II. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

## III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. See end of handbook for Bullying Complaint Report Form. This form must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

## IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the school's or administration's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

## **BACK TO SCHOOL NIGHT**

Back to School night is scheduled early in the school year for all parents. Parents have this opportunity to meet the teachers, to see the classrooms, and to review materials. You will be advised of the exact date through the calendar.

## **CALENDAR**

The school calendar, as formulated by the Diocesan Office of Education, is distributed at the beginning of each school year. In addition, reminders/changes of events are regularly provided to families. A complete school calendar will be posted on our school website. An electronic calendar can be synced by clicking "subscribe" on our school website. It will include vacation periods and major events. Since it is difficult to project all events and activities for the course of the school year, updates can be seen on the monthly calendar. Please do not schedule any trips or appointments during achievement test weeks.

## **CAMERAS/AUDIO DEVICES/ELECTRONIC EQUIPMENT**

No phones, radios, DVD's, iPods, iPads, digital cameras, video cameras/recorders, or any similar entertainment equipment are to be brought to school. If confiscated, the item will be returned only to a parent.

If a student brings a phone to the school. They must turn into the homeroom teacher at the start of the school day. It will be returned at the end of the day, prior to dismissal.

## **CARE OF PERSONAL PROPERTY**

Students are responsible for the care and safety of their own personal property. Cell phones, radios, tape players, videos, beepers, pagers and other electronic devices are not permitted at school. The school is not responsible for a student's lost, stolen or damaged personal property. If the need arises for student to have a cell phone, the middle school student must turn in their cell to their homeroom teacher each day.

## **CARE OF SCHOOL PROPERTY**

Students will be responsible for the proper use and care of school property such as textbooks, desks, etc. Writing on desks, tables and/or walls is unacceptable behavior. The parent or legal guardian of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by a student or as a result of negligence on the part at the student. Failure to meet financial obligations may result in the withholding of student records.

## **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). St.

Luke Catholic School will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, St. Luke Catholic School will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **CLASSWORK AND HOMEWORK**

Classwork is defined as any assignment that is presented and worked on during class time. Classwork must be made up immediately following an absence within a time set by the individual teacher.

The purpose of homework assignments is:

1. To reinforce the material learned in school.
2. To deepen knowledge of a subject by long range reading, projects and research.
3. To develop initiative, independent thinking, and responsibility for completing school assignments.

Homework is typically assigned nightly. There may be circumstances where students will study for assessments or complete projects on the weekend. Time spent on homework can vary by grade level. Below is an average number of minutes by grade:

Grades PreK-2	10-30 minutes
Grades 3-5	30-60 minutes
Grades 6-8	60-80 minutes

\*Students should also participate in reading every night for at least 20 minutes.

### **Completing Work When Absent**

Students will usually be given the number of days that they were on an excused absence to make up work. For example if a student is out two days she/he will get two days to make up her/his work. If assignments are late due to an unexcused absence, no grade higher than a "C" can be earned. Students who are absent at the time classroom tests are given can expect to take the test when they return. Students in grades three through eight who are absent are responsible to come to their teacher to get the work they missed. If a parent wants to pick up her/his child's work after school, she/he must notify the office by noon or email the teacher. This will give the teacher sufficient time to gather the work. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in

anticipation of the vacation. Each teacher, with the principal's approval, establishes a written procedure regarding class work, homework, late work and "no name papers." Parents will receive a copy of the procedure to read and sign. Teachers will inform their students of the procedure and discuss it with them.

### **Parental Cooperation with schoolwork**

Parents are asked to cooperate with teachers in supervising home assignments.

### **CLOSED CAMPUS**

St. Luke is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless picked up and signed out by a parent or guardian. All students are signed out from the main office. Students must also remain on school premises for lunchtime. Students may not have friends or relatives attend school with them.

### **CODE OF CONDUCT**

The guiding principle governing the conduct of students, parents, and educators of the St. Luke Catholic School community is the Greatest Commandment of our Lord: "You shall love the Lord, your God, with all your heart, with all your soul, and with your entire mind...and you shall love your neighbor as yourself." We, at St. Luke Catholic School, will reflect the teachings and moral standards of the Catholic Church through our actions and words.

1. Courtesy ~ We display good manners, are polite, and considerate of others.
2. Self Discipline ~ We practice self-control in all situations, especially those areas that cause us problems.
3. Responsibility ~ We are responsible for our actions and make the right choices.
4. Honesty ~ We are truthful and refrain from cheating.
5. Integrity ~ We do what is right, even if others are doing what is wrong.
6. Respect for self ~ We respect bodies, our minds, souls, and ourselves knowing we are the temple of the Holy Spirit and the creation of God.
7. Respect for others ~ We respect others. We refrain from harming others in a physical manner, bullying others, criticizing or "putting down" others. We show respect to teachers and adults.

8. Respect for property ~ We take care of school property and refrain from destructive behavior. We refrain from taking the property of others.

9. Education ~ We focus on our academic best to pay attention, cooperate, and learn.

10. Help others ~ We reach out to help others in need.

Students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

### **COMPETITIONS**

SLCS participates in area academic competitions throughout the school year. Events and/or competitions may include science fairs, spelling bees, speech contests, geography bees, etc.

### **COMPUTER USE**

Computers are valuable tools for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy.

The school may provide its administrators, faculty, and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others.
  1. Use only assigned accounts and passwords.
  2. Do not share assigned accounts or passwords with others.
  3. Do not view, use or copy passwords, data or networks to which you are not authorized.
  4. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  1. Observe all network security practices.
  2. Report security risks or violations to the school principal.

3. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources.
4. Do not disrupt the operation of the network or create or place a virus on the network.
5. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others.
  1. Do not infringe on copyright laws including downloading or copying music, games or movies.
  2. Do not install unlicensed or unapproved software.
  3. Do not plagiarize.
4. Respect the principles of the Catholic school:
  1. Use only in ways that are kind and respectful.
  2. Report threatening or discomfoting materials to the school principal.
  3. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages).
  4. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages).
  5. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct.
  6. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like Instagram or Facebook.
  7. Do not send spam, chain letters or other mass unsolicited mailings.
  8. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  9. Do not engage in any form of cyber bullying.
  10. In order to protect our computers from viruses, students are not allowed to bring flash drives or other software from home.

### **Supervis**

ion and Monitoring of TechnologyThe school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any

images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram, Snapchat, and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the administration's discretion including expulsion.

### **Children's Internet Protection Act (CIPA)**

It is the policy of St. Luke Catholic School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Oversight/Monitoring**

It shall be the responsibility of all members of SLCS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

### **Filtering**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### **Education about Cyber Bullying**

SLCS designated representatives will provide age appropriate training for students who use the school's Internet facilities. The training provided will be designed to promote the school's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the school's Internet Safety Policy;
- b. Student safety with regard to:
  - I. Safety on the Internet;
  - II. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - III. Cyberbullying awareness and response.

### **CONFERENCES**

Teachers and the administration are ready to help parents resolve any issues they may have. Concerns should always be handled at the most immediate level first. Academic and behavioral concerns should first be discussed with the teacher. The teacher knows the child and the specific situation and has a much better chance of providing a rapid and appropriate answer if contacted first. If such attempts have failed, the principal should then be contacted.

Parents wishing to contact a teacher may do so in one of three ways. Parents are always encouraged to send a note with their child to a teacher asking for information or requesting an appointment. Parents may also email the teacher or phone the office and ask the secretary to place a note in a teacher's mailbox. Teachers will return phone calls, or provide an answering note as soon as possible.

Parents wishing to contact the administration should phone the office or send an email. If the administration is available, a conversation is immediately possible. If not, please leave a number where you can be reached during the school day.

The principal is always available for appointments to answer general questions and to discuss the general nature of the school, its mission and its concern for children.

Frequent consultation with teachers is encouraged. All such meetings should be arranged by appointment with the teacher. Teachers need at least twenty-four hours notice when a conference is desired.

## **CURRICULUM**

St. Luke Catholic School follows the curriculum of the Diocese of Palm Beach. The teachers of the school emphasize academic excellence. The Gospel values of faith, hope, reconciliation, courage, service, justice, community, and love are incorporated into all areas of the curriculum. The following subjects are included in the school curriculum:

Religion	Physical Education
English Language Arts	Fine Arts (Art/Music)
Mathematics	Computer Education
Science	Spanish
Social Studies	Media

Students participate in the Sacramental Life of the Church through the Eucharist and Liturgical Celebrations. Parents are welcome to attend all of these celebrations. Please consult the school calendar for scheduled Masses.

## **DISCIPLINE**

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, SLCS reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

- Students, who choose to violate school rules, and thus detract from the community, also choose to accept consequences.

- Infractions of school rules and regulations may result in, but are not limited to, the assignment of the following consequences:

1. Mandatory restitution
2. Time out/School detention

3. School service
4. Lunch detention
5. Before/After school detention
6. In-school suspension
7. Out of school suspension
8. Expulsion

Major disciplinary issues will result in immediate referral to the principal, who will choose the appropriate consequences up to, and including suspension or expulsion. Major issues include, but are not limited to:

1. Violence or threat of violence to others (i.e. fighting).
2. Damage to or destruction of property, either that of the parish/school or that of another individual (student, teacher, neighbors, etc.).
3. Insubordination/disrespect/disobedience.
4. Use or possession of drugs/alcohol or other unauthorized substances (including tobacco products).
5. Use or possession of a dangerous weapon or dangerous material of any kind.
6. Hazing
7. Disruptive classroom behavior of a major or recurring nature.
8. Harassment, including sexual harassment, bullying, etc.

In the event of a student's violation of local, state or federal law the principal reserves the right to notify law enforcement authorities.

The classroom teacher has the responsibility of maintaining discipline in the classroom. Each teacher will set her/his own classroom rules and send the rules home with her/his students for parents to review and sign. The teacher's primary objective is to define and communicate expectations. The teacher will handle minor infractions of school rules. When necessary, the teacher may refer students to the principal.

Middle School uses the "DIS" sheet system and will be explained at the Middle School Orientation.

### **DRESS CODE**

Uniforms are a tradition at SLCS. The purpose is to maintain unity and pride in appearance while focusing on Catholic teachings and academics. All uniforms must be purchased from the school's designated uniform supplier. No clothing with brand names or logos may be worn with the uniform. The uniform should be clean and pressed with all buttons attached, hem intact, and be free of rips or holes. Faded or heavily soiled garments should not be worn. We feel that the enforcement of the dress code is an opportune time to "unite with parents" as is written in our mission statement. We rely on you to observe, and correct if necessary, the dress and condition of your children before you drive them to school.

## **PK Students**

- SHIRTS: a set of T- shirts ~ red, yellow, blue, orange, green. These are purchased through the PK teachers at the start of the school year.
- PANTS: Uniform shorts/pants in khaki or navy blue, elastic waist, no belts. (These must be purchased at designated uniform supplier.)
- SHOES: Velcro sneakers/leather shoes: white, navy, gray, brown or black. NO open toed shoes, or slip on, or light up, or shoes with laces!
- SOCKS: white, navy, or black and must be visible.

## **All Students (K to 8)**

The following are acceptable: All shirts must be long enough to be kept tucked in at all times, and not be inappropriately tight.

- White or green (navy 8th grade only) knit polo-style shirt with school logo may be worn.
- White, blue, gray or dark green turtlenecks may be worn under the uniform shirt. (In cold weather, under 55 degrees only)
- Navy SLCS cardigan sweaters may be worn over shirts or jumpers.
- St. Luke navy sweatshirts, SLCS sweater, or jacket with SLCS logo--may only be worn over a uniform shirt. (No hooded sweatshirts are permitted)
- Each Wednesday is Spartan Spirit Day --- any St. Luke t-shirt may be worn with uniform bottoms.
- White, navy, or black socks only and socks must be visible.
- If belt loops are present on pants or shorts, a solid black, brown, or navy belt must be worn at all times. (No designer belts are allowed). Traditional belt and buckle with no design on the belt or on the buckle.
- Black, brown or navy blue leather shoes. No sneaker type shoe like Vans or other skateboard shoes are allowed—black shoe laces only—must be kept tied.
- Sport shoes or tennis shoes may also be worn on PE days. They must be predominately white, black, gray or navy with coordinating shoelaces.
- Pre-K – K: may wear sneakers---we encourage sneakers that are double knotted each day. We encourage velcro sneakers.
- Shoes may not have removable wheels—no roller shoes. No open toed or open heeled shoes of any type are allowed.

## **Girls K - 8**

- All girls are allowed to wear navy shorts, plaid green skort/skirt, or plaid dress/jumper with white blouse.
- K-5 wear plaid jumper with white blouse for Mass.
- 6-8 wear plaid skirt with white blouse for Mass.

## **Boys K – 8**

- All boys are allowed to wear navy or khaki pants or shorts with regulation polo shirt.
- Pants/shirts top will be located at the waist.
- Students may wear pants with elastic waist (Pre-K—2 grades only)
- For Mass, boys should wear white oxford shirt with school initials embroidered and navy tie (with pants only, no shorts)

## **Personal Appearance, Hairstyle, Jewelry, Make-Up**

- Girls may wear small navy blue, white, or uniform plaid hair accessories. All girls' hair needs to be pulled back away from their faces. For student safety—NO wigs or hair extensions (beaded) are permitted.
- Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. In addition, make-up should not be brought to school.
- Use of perfume or cologne is prohibited.
- Extreme hairstyles and hair coloring are not permitted. Hair should be neat not covering the eyes and pulled back. Boys' hair should be above the shirt collar and neatly groomed—when combed straight down, bangs cannot pass eyebrows; hair cannot touch collar while the top button of shirt is fastened; hair must be tapered in back and on sides. Facial hair is not permitted.
- No tattoos of any kind (permanent or temporary). Writing on skin is not permitted.
- A religious medal on a narrow metal chain, a wristwatch, and a small ring are the only acceptable jewelry. Girls may wear one pair of small post earrings. No jewelry extremes.
- **Students may not wear rubber bracelets of any kind Pre-K through 8<sup>th</sup> grade.**

The Administration reserves the right to determine any fad or style of hair or appearance inappropriate for school, and to keep students out of school until a correction is made. In addition, students who violate the dress code may be given loaned attire from the school uniform closet or will be permitted to call home to call home for parents to bring appropriate clothing.

## **Physical Education Uniforms**

- Physical Education uniforms are required for all students are to be worn on PE days.
- The uniforms are a gray t-shirt with a school logo.
- The uniform shorts are a knee length navy mesh short.
- The PE uniform may be purchased at school uniform vendor.
- Students enrolled in Pre-K wear their daily school uniform for PE days.

## **Non-Uniform Dress and Dance Code**

Occasionally, students are rewarded with an out of uniform day. On these days, students may wear casual clothing. Students are to wear appropriate casual wear that supports attending a Catholic School. Students are to wear clean and neat clothes. No "cutoffs"; no ragged fringe cuffs; no holes or tears in slacks/shorts/tops. Boys and girls may wear shorts that will be no

more than 3 inches above the knee. Plain, clean and neat shirts/tee shirts with no unacceptable artwork, slogans, or logos may be worn. No tank tops; no "mid"-tops exposing midsection; no outerwear resembling underwear or pajamas; no clothing that reveals undergarments; no low cut dresses, no open shoes or sandals (except for dances); no over shirts covering up inappropriate outfits.

### **DRUG AND ALCOHOL POLICY**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. A school may conduct random searches as set forth in this handbook.

### **EARLY DISMISSAL**

No child may be dismissed during the school day unless his/her parent or guardian comes to the office and then signs the early dismissal sheet. Teachers must have advanced notification for appointments so as not to disturb their class. Please put a note in your student's planner so that the homeroom teacher can write a pass for the student. The student will present the pass to the teacher that they are with at your requested time. The student will then proceed to the clinic. Please avoid making appointments during the school day. Students shall not be dismissed after 2:40 p.m. on full days and 11:30 a.m. on half days.

## **ELECTRONIC ACKNOWLEDGMENTS**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, hereby agree to receive and be bound by electronic acknowledgments.

## **EMERGENCY PROCEDURES**

The school has a crisis management plan that addresses many emergency situations. Parents are welcome to come into the school office and review our Crisis Management Plan.

SLCS follows the public schools when closing for weather emergencies. The school will notify parents when we will reopen.

## **EXAMS**

6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will participate in exams at the end of every semester for core subjects.

## **EXTENDED DAY CARE PROGRAM**

Our Extended Day program is an extension of our school day. The hours each are 3:20pm until 6:00pm. Pick up is required by 6pm. A late fee of \$20.00 will be charged after 6pm. The behavior guidelines stated in this handbook and our Extended Day Rules and Regulations apply at all times.

### **SOME IMPORTANT POINTS ABOUT OUR PROGRAM**

**WHERE:** Our Extended Day Program is located in the cafeteria. This is the room located directly behind the Parish Center.

**WHEN:** Our hours are: Regular dismissal days: 3:20 – 6:00 pm  
Early dismissal days: 12:15 – 6:00 pm

**HOW TO REACH US:** Our phone number: **(561) 965-0341**. You can reach us during Extended Day hours ONLY at this number. If you need to reach us during the school day, contact the school office at (561) 965-8190.

**PICK UP:** All children must be picked up by 6:00 PM

**Regular School Days:**

School dismisses at 3:10 pm. Students will be outside at that time. If your child is not picked up at 3:20 pm, he/she will be taken to Extended Day in the cafeteria at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 3:30 pm, you will be charged.**

**Early Dismissal Days:**

School dismisses at 12:00 pm. If your child is not picked up by 12:15 pm, he/she will be taken to Extended Day at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 12:30 pm, you will be charged.**

**Final Pick-up Time for Extended Day is ALWAYS 6:00 pm.**

- These dismissal rules are to protect our children.
- There will be no exceptions.
- No child will be permitted to be alone in the parking lot area or any other area on our school campus.
- If your child is not picked up on time, he/she will be taken to Extended Day.
- After School activities: sports, band, tutoring, etc. please make arrangements with Extended Day if your child needs our services either before or after any activity.
- If your child is not picked up on time after an activity, he/she will be brought to Extended Day.
- Students must be picked up by 6:00 pm by – no later.
- A late fee of **\$20 for every 15 minutes** late will be assessed after 6:00 pm.
- Repeated late pick-ups will be cause for dismissal from the program.

**ST. LUKE CATHOLIC SCHOOL EXTENDED DAY PAYMENT INFORMATION:**

- Payments made payable to St. Luke Catholic School.
- Use rate schedule and calendar of scheduled days Extended Day will be open (below) to calculate payments to our program.
- **Registration Fee: \$25.00 per family.**
- Families will be billed monthly. If bills are not paid by due date students will be unable to remain in aftercare and parents will be called to pick up their child.

**FIELD TRIPS**

Field trips are valuable educational activities that supplement and enhance classroom-learning activities; they are also privileges. Parents are expected to fill out the Diocesan release/consent form for each trip. Written permission by the parent or guardian is necessary for a student to participate in a field trip. Verbal permission cannot be accepted. Parents may be asked to assist with these trips but are not in charge. Parents are to follow the procedures laid out by the teachers in charge. Any deviation from the planned field trip must be cleared with the teacher in charge of the field trip.

All chaperones must be fingerprinted and have attended Protecting God's Children Workshop prior to the trip. Some field trips depend on parent transportation. Parents must complete a volunteer driver information form each year. All drivers must be 21 years of age or older, have been fingerprinted by the Diocese of Palm Beach, taken the Protecting God's Children class, signed the Pastoral Code of Conduct, have a valid, non-probationary driver's license, and no physical disability that may impair the ability to drive safely. A copy of your auto insurance (minimum of \$100,000/\$300,000 coverage) and driver's license must be kept on file in the school office and this must be submitted each year. All vehicles must have a valid registration and the above-mentioned minimum insurance limits.

Teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

### **FIELD TRIP REGULATIONS OF THE DIOCESE OF PALM BEACH**

1. There must be a least two adults in each vehicle carrying youth at all times – one adult to drive and the other to supervise the participants. Both adults must have undergone background screening and have been cleared to drive pursuant to Diocesan guidelines.
2. When more than one vehicle is used to transport participants, all authorized drivers must have written directions and should be familiar with the area where they will be traveling.
3. Vehicles must not exceed passenger load. All passengers must have a seat; seat belt laws are to be observed at all times.
4. No weapons are to be carried in any vehicle at any time.
5. The use of alcohol, illegal substances, and legally prescribed substances that cause impairment are all prohibited.
6. No smoking is allowed in the presence of participants or in any vehicle.
7. Fifteen and sixteen passenger vans are not to be used as transportation.
8. Cell phones must not be used by the driver while vehicle is in motion.
9. No additional (unscheduled) stops may be made when driving for a field trip.

### **FINANCIAL OBLIGATIONS**

#### **Registration**

A non-refundable registration fee of \$250 is due for each student at registration time. This fee holds your child's enrollment for the coming year. This fee must be received to ensure enrollment. A tuition contract is required for all families enrolled as well as a parish commitment form. If the parish commitment form does not meet the level of your parish requirement, you will receive a letter indicating that and subject to additional fees for non-Catholic student.

### **Tuition**

Tuition is due the first of each month or according to the payment plan preselected. SLCS uses FACTS Tuition Management System for the collection of tuition. FACTS requires a onetime fee to provide this monthly service. Late payments and return checks will have an assessment that will be applied when applicable. Payment plans are available as well as a service fee to those plans.

### **Outstanding Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met. It is the school's right to withhold students from attending classes until payment is made.

### **Step Up for Students**

SLCS has been approved to participate in the Step Up for Students Scholarship Program, which is available to families in financial need from the State of Florida. To apply and see if you qualify for this scholarship simply visit [www.stepupforstudents.org](http://www.stepupforstudents.org).

### **FACTS Tuition Assistance**

SLCS has retained the FACTS Tuition Assistance for families as an option to apply for financial assistance. Families who have a financial need can apply online. The company will review applications and send the school a recommendation for tuition assistance. Families must submit a new application annually. To apply online go to [www.factstuitionaid.com](http://www.factstuitionaid.com).

## **FUNDRAISING**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

## **GRADING**

The following grading scale is used to identify student mastery levels of skills and knowledge. It is used on daily assignments, tests, and report cards beginning in the second semester of first grade through eighth grade.

A	(100% - 90%)	Excellent
B	(89% - 80%)	Achieving above the expected levels
C	(79% - 70%)	Performing at expected levels
D	(69% - 60%)	Performing below expected levels
F	(59% and below)	Unsatisfactory

SLCS has implemented the grading scale for our Developmental Primary Program:

O	Outstanding
G	Good
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

This scale is also used for all special classes as their grading scale. Students will earn one of these grades for the work in Art, Music, PE, Media/Computer, and Spanish.

Letter grades are not necessarily given on every assignment, but the percentages are computed according to the above scale.

A section for general conduct has been added for Middle School (only) and is awarded through an average attained by administration and faculty. Any student receiving a 3 or 4 in this area is ineligible for Honors.

### **HARASSMENT AND DISCRIMINATION**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disable, mental condition, marital status, veteran status, citizenship status. All employees, faculty members, and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

#### **HONOR ROLL**

Students who take their academic responsibilities seriously and achieve superior grades will be recognized with appropriate awards and honors.

#### **Honor Roll Criteria**

- 1<sup>st</sup> Honors: 90's and above with 1's or 2's an average of O's
- 2<sup>nd</sup> Honors: 80's and above with 1's or 2's with O's & G's
- Honor students will be recognized each quarter with a breakfast (except for the last quarter—students are recognized at the end of school Mass).

### **Non-fulfillment of academic expectations**

1. Academic misconduct (i.e. failure to turn in homework, being unprepared for class, etc.) will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. The individual teachers will inform students and parents of academic expectations and the consequences of not meeting those expectations.
2. Continued failure to perform academically will result in a principal, teacher, parent and student conference to determine action to help the student improve.

### **ILLNESS/MEDICATION**

The school does not have a resident nurse on staff.

If a student has a medical problem, he or she is referred to the clinic. Unless the student has a fever, vomiting, diarrhea, or an emergency condition, the school's policy is to encourage the student to return to class. If a student goes home due to fever, vomiting, or diarrhea, they must be symptom free for 24 hours before returning to school. When major medical care is needed, the parent or guardian is notified, and their instructions are followed. If a true medical emergency occurs, the parent is immediately notified along with a call to 911. When an accident occurs on campus or a school sponsored activity, an accident report will be filed.

#### **Illness**

Parents/guardians should notify the school in writing if their child has a temporary or permanent health problem. Parents/guardians are requested to inform the school of the condition after the advice of the family physician has been obtained. Please refrain from requesting that a student be kept indoors during lunch, as it is difficult to supervise the student.

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis, pink eye, or head lice) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists.

Students who are ill should not be sent to school. When a student has been ill with a fever, he/she shall not return to school until the body temperature has been normal for at least 24 hours (no fever reducing drug should need to be administered during this time). Students need to be on an antibiotic for a full 24 hours before returning to school from a contagious disease.

Should a student become ill during the day, office personnel will contact the student's parent/guardian. The parent/guardian will sign out the student for early dismissal in the main office. In some specific health situations, (i.e. infectious diseases or head lice) the school may set criteria for school re-admission. Before any child prohibited from attending school due to head lice may reenter school, certification from a health professional, shall be presented to the appropriate school authorities, certifying that the child is no longer afflicted with head lice.

### **Medications**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the forms.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring any medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the clinic supervisor or School Office and the student must go there to take it.
4. While the school will monitor a student taking medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine auto-injection (Epipen).

### **Emergency Care**

If a student becomes ill or has an accident at school, school personnel will provide first aid and attempt to notify the parent/guardian as soon as possible. In an extreme emergency AND/OR if the school cannot reach the parent/guardian, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at school. Parents/guardians should notify the school of work and home telephone number changes to avoid delays in contacting them for emergencies.

Every student is required to have emergency information on file in the school office. This information should include parent/guardian work numbers, as well as the name, telephone number, and relationship of two people who can be contacted if the parent/guardian cannot be reached. It is the parent's/guardian's responsibility to keep this information updated. Insurance is offered for the protection of your children. This school insurance is required by the Diocese and is included in the registration fee.

### **Emergency Cards**

Every parent is asked to fill out an emergency health card. These cards will be handed out to your child(ren) during the first week of school. These cards are kept on file and will be used as

the need arises. Any changes in address or phone numbers should be reported to the school. Parents will be asked to indicate any of the child's disorders, physical handicaps, allergies and any special medications that would enable the school to better handle any emergencies that may arise. It is important that we have a current phone number where you can be reached during the day and an emergency contact in case we are unable to reach you. Please include all business and cellular numbers. You must notify the school if these numbers change during the school year.

### **IMMUNIZATIONS**

The Diocese requires that prior to enrollment or attendance in grades Pre-Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

One of the primary purposes of the Home & School Association is to provide a forum in which open communication within the school community can be fostered. The HSA offers parents an excellent opportunity to learn more about all phases of the curricular and extra-curricular activities of SLCS. It is vital that all parents participate actively in this organization so that both home and school are united in their efforts to further the development of each individual student.

### **LIBRARY/MEDIA CENTER**

SLCS has a media center and collection of print and non-print instruction/learning materials. The print and non-print educational media materials are available to meet varied needs and to stimulate the interest of the students and staff of the school.

Library materials are to be returned on time and in good condition. The student must pay for damaged or lost books before any other material may be checked out. Students with lost or damaged books do not receive quarterly report cards until their account is cleared.

Students are expected to adhere to all Library/Media Center rules and regulations. The library is a place of study and research, and as such, all users should be respectful of one another's time and work.

### **LOST AND FOUND**

Items turned into the school office or the Lost and Found box will usually be disposed of at the end of each quarter. Parents are encouraged to mark the student's name on all articles of clothing and supplies. Students are reminded to check the Lost and Found box every few weeks to see if their misplaced property has been placed there.

## **LUNCH**

To promote good eating habits and manners, the cafeteria is considered a classroom. A balanced nutritious lunch is served daily in the cafeteria. Students in Prek3 through eighth grades are provided with a hot lunch each day.

All students should observe the following procedures and rules:

- Students can purchase icecream.
- No gum is allowed.
- Improper behavior, such as loud talking or laughing, running, crowding or pushing is unacceptable.
- Students will clean their table and floor area before being dismissed.

## **NATIONAL ACHIEVEMENT TEST**

A Standard Achievement Test (Terra Nova) is administered to students in grades 2-8 each year. The results of these standardized tests are sent to parents. These tests inform you of your student's performance in relation to the national performance of students at the same age and grade level.

Measures of Academic Progress (MAP) Test is administered to students in grades K-8 three times per year (Fall, Winter, Spring). These tests inform teachers, parents, and administrators so that student learning can be improved. Results of this assessment helps to make academic decisions to promote academic growth.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is open to seventh and eighth grade students:

- Students must have attended the school for the equivalent of one semester.
- Students must have a 3.3 cumulative GPA with no F's for that same semester, no 4's in conduct and effort and a maximum of two 3's per quarter in conduct and effort.
- Students who do not maintain a 3.3 cumulative GPA with no D's or lower in any class will be placed on probation for one quarter. Loss of membership may occur if there is no improvement.
- An Eligibility Packet consisting of an NJHS Survey will be given to all 7<sup>th</sup> and 8<sup>th</sup> grade students who meet the criteria.

- Students who are eligible must include in their completed packets a letter from an adult attesting to their character. This can be a pastor, coach, scout leader, etc. It cannot be from a family member or a school teacher or staff member.
- Students will use the NJHS Survey to document their leadership, citizenship, and service. There must be a signature from the adult or leader attesting to the service, leadership, or citizenship. None of these areas can be from a family member.
- All documents must be submitted by the date selected by the NJHS moderator. Any documents turned in late will not be considered.
- A faculty council will be selected by the principal. The council will review all the necessary documentation. A candidate must receive a majority vote of the council to be inducted into the National Junior Honor Society. The faculty may provide information to the Faculty Council for consideration during the selection process.
- A list of all candidates that are selected for induction and those who are not will be submitted to the principal prior to notification of the candidates.
- Students who are not selected will meet with the faculty moderator. The moderator will explain to the candidate why he or she was not selected and explain where the candidate needs to improve to be considered in the future.
- No quota or percentages of members per class will be established.
- Once a student has been accepted into the National Junior Society, administration reserves the right to put that student on probation for academic and/or behavioral issues subsequent to induction into NJHS. Once the student has shown improvement in behavior and/or academics, his or her probation may be removed. If no improvement has been made, the student could be permanently removed from NJHS.

### **NON-DISCRIMINATION POLICY**

As a Roman Catholic school dedicated to the dignity of every human being, we state clearly that there can be no discrimination in administration of educational policies, admission policies or other school-administered policies based on sex, race, ethnic background, social or economic status. Since we are a religiously oriented school for the Catholic community, we give preference to members of SLCS, then to members of the Roman Catholic Church, but we also welcome members of other creeds after the Catholic community has been served.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the school principal (or appropriate school official) identifying the record(s) they wish

to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school office in performing this or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5902

## **OFFICE HOURS AND PROCEDURES**

The school office is open on full days of school from 7:30 a.m. to 4:00p.m. and on half days from 7:30 a.m. – 12:30 p.m. Summer office hours are 8:30 a.m. to 12:30 p.m., Monday through Friday.

Please notify the school office any time your family's phone number, home address, or email changes. This information is needed for emergencies.

## **OPEN ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **PARTIES**

Classroom parties are permitted in grades PK – 8 at various times during the school year. Teachers will inform parents if there is to be a party and will provide them with the necessary information. At the teacher's discretion, birthday treats may be brought for all classmates and distributed during the day. Nothing should come to the classroom without the teacher's approval. Gum should never be included as a part of the treats. Clear drinks or juice boxes are recommended.

If parents are planning a party away from school and invitations are to be given out, an invitation must be given to every class member, or the school will not permit these to be distributed. Holiday greeting cards may be distributed in school if all students in a class receive one.

## **PICTURES**

Each year, the school has professional photographers take individual and class pictures of our students. There is no obligation to purchase them.

### **PRIVATE TUTORING, COACHING OR LESSONS**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

### **PROMOTION AND RETENTION**

A student shall be advanced to the next grade level at the discretion of the principal, in light of the teacher's recommendation based on a student's daily performance, test results, and the ability to complete work successfully on a more advanced level. Consultation with the parents/guardians and the student will take place, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

For retention of a student, three elements are necessary:

1. Recommendation of the teacher.
2. Approval of the principal.
3. Approval/consent of the parents/guardians.

At the middle school level, students will be retained if they fail two or more core subjects. Any eighth grade student who fails two or more core subjects will not participate in graduation exercises. If a student fails 2 marking periods (59 or below) within a school year a teacher will recommend retention.

A student will be promoted upon satisfactorily completing the assigned curriculum. Failures may have to be made up by whatever method the teacher and principal deems advisable. Inability of the student to meet the requirements of the school's academic program may result in the retention of the student. Failure in two or more major subjects may be grounds for retention.

### **PUBLIC DISPLAY OF AFFECTION**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

## **REPORT CARDS**

Teachers will issue mid-nine week reports and report cards each nine-week period for every student in third through eighth grade for the first quarter. After that, reports will be issued on a need basis to students. Students in first and second grades earning a “C” or below in any major subject also will receive a progress report. These reports will be sent home with the students. These reports must be signed and returned to the teacher.

## **RIGHT TO AMEND**

SLCS reserves the right to amend this Handbook. Notice of amendments will be sent via newsletters and will be posted on our school website.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is responsible for making recommendations to the Pastor and Principal concerning school policy. The members of the board concentrate their efforts in the areas of budget and finance, curriculum, policy formation and evaluation, communications, long range planning. Board meetings are held throughout the year.

## **SCHOOL ARRIVAL & DEPARTURE**

### **Rainy Day Dismissal (Yellow Flag)**

On rainy days a yellow flag will be displayed on the flagpole indicating you must park and pick-up your child from the classroom (all grades). Parents may begin to pick-up children at 3:10 PM on rainy days.

### **Before and After School Responsibility**

Students of SLCS are supervised during the school day from 7:00 a.m. to 7:50 a.m. Parents are asked to pick up their students before 3:20 p.m. Unattended children remaining on the school grounds after 3:20 p.m. will be sent to Extended Day Care, our supervised after school program. Parents will be responsible for immediate payment to Extended Day Care.

### **Early Dismissals**

No phone calls will be accepted as permission to release a student from school. A written note should be presented to the teacher and school secretary by 8:30 a.m. on the day of the requested dismissal. Faxes will be accepted when the following information is provided phone number where the parent can be reached that day, and parent signature.

Please do not use cell phones during pick up and drop off!

## **SCHOOL – HOME PARTNERSHIP**

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled.

1. Parents can expect to be treated with respect at all times and, when concerns arise, have access to teachers and administrators at mutually convenient times.
2. Teachers and administrators can expect to be treated with respect at all times and, when concerns arise, have access to parents at mutually convenient times.
3. *Parents who have a concern should first contact the teacher directly.* If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education, conduct, and choices.
4. A strong, cooperative partnership between home and school is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the community. As a partner in the process, the student is afforded the best possible educational experience.

## **SCHOOL-SPONSORED EVENTS**

The school does not sponsor or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## **SEARCH AND SEIZURE POLICY**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

## **STUDENT SERVICES**

Referral testing will be recommended for students who may be experiencing academic or emotional difficulties. This testing, done with parental permission, will help the school accommodate the needs of the student.

## **SMOKE FREE ENVIRONMENT**

SLCS is a smoke free environment. There is no smoking on campus grounds.

## **SOCIAL MEDIA**

Follow us on our social media sites for additional updates on school happenings.

<https://www.facebook.com/stlukecatholicschool/>

Twitter: @StLuke\_ND\_ACE

## **SPECIAL PROGRAMS**

Title I is a county program that is offered to students who need assistance and live within a certain school boundary. The teacher and guidance counselor will offer assistance to students who qualify for this support. SLCS provides identified K-3 grade students with an opportunity for support within the academic day. A school support team will meet with the homeroom teacher to identify students. Parents will be notified if their child will receive this support.

## **STUDENT ATTENDANCE**

A student's absence from or tardy to school interferes with their academic progress. SLCS complies with the compulsory attendance regulations set by the state of Florida.

School begins at 7:50 AM. The school building opens at 7:00 AM. Upon arriving, the students go to their classrooms until 7:50 AM at which time teachers escort them to the flagpole for Morning Prayer.

A student is tardy if they are not in their homeroom when the homeroom teacher closes her door (@8:00am). Students who are tardy must come to the office for a tardy slip before they can go to class. Tardiness is discouraged. It is disruptive to the classroom proceedings, the other students, the teacher, and the student who is tardy.

An absence of more than two hours shall be recorded as one-half day absence. This pertains to either a two-hour late arrival or early departure. No student may leave the school grounds at any time during school hours without being checked out at the office. Please make all appointments

(medical, dental, barber, etc.) outside the school day, if possible. The criteria for Perfect Attendance recognition is no absences and no tardies.

An absence is considered excused if it based on illness or a death in the family. All other absences are considered unexcused. It is the parents' responsibility to notify the school when their child is absent.

Students who are absent without valid excuse for ten (10) days or more or parts of days within a semester are at risk of retention or may be required to attend summer school before being promoted. The principal and teachers will meet with the parents to evaluate the situation. Factors, such as past attendance patterns, grades, and excused versus unexcused absences will be considered. The school may ask parents to verify student illness with medical documentation such as medical reports or a letter from the doctor.

### **STUDENT CARE RELEASE**

The staff of SLCS is concerned about the safety and welfare of all its students. A request for the release of a student from school will only be honored when the request can be verified as legitimate. Persons who are authorized to seek a student's release are the custodial parent/guardian, the noncustodial parent (who presents a certified copy of a legal document proving relationship to the student), or a designee with written authorization by the custodial parent/guardian that can be verified by the school. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a student.

### **STUDENT RECORDS**

SLCS shall respect parental and student rights to information and to confidentiality. The school shall:

1. Provide parents/guardians access to records directly related to the student (i.e., the cumulative record card, health records);
2. Permit parents/guardians to challenge these records and to secure amendment, if any are inaccurate or misleading; and
3. Obtain the written consent of parents/guardians before releasing personally identifiable information from students' records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or a legally binding document relating to matters, such as divorce, separation, or custody, that specifically revokes these rights. It is the responsibility of the parent(s) to provide the school with any changes to the legal document in writing.

## **SUNDAY SERVICE MINISTRY REQUIREMENT**

Sunday service ministry is required for all St. Luke students in 4<sup>th</sup> through 8<sup>th</sup> grades who are receiving the active Catholic tuition rate. Students must choose ONE of the following parish ministries: altar server, choir, lector, or usher. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders may choose tech support as their service. Students who choose choir will be given a schedule of rehearsals, attendance at Mass and asked to sign an agreement about commitment and absence. Students will be required to volunteer one Sunday a month at their home parish, up to ten Sundays in the school year. Students will sign up at the beginning of the school year. Families will help students with their decisions and sign the appropriate forms for this requirement. Families not meeting this requirement will not be offered the active catholic tuition rate next school year.

## **TELEPHONE**

In order to preserve the learning environment and maintain maximum time-on-task, classroom interruptions must be at a minimum and only for emergency use. **Cell phones are not allowed to be used during the school day** and are restricted to students in grades 6 through 8. To use the office telephone, students must present authorization from their teacher to the principal's office. The office telephone is a business phone and students are permitted to use it only in the case of an emergency. Forgotten homework, textbooks, or athletic equipment, etc. do not constitute emergencies. Arrangement for after school visits with friends should be made at home. Unless an emergency arises, neither students nor teachers may be called to the telephone during school hours.

## **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings, which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

## **TEXTBOOKS**

All students will be issued appropriate textbooks in the basic subjects. Because they are so valuable and costly, books must have the added protection of a book cover.

Each student should follow these simple procedures for good care and handling of books:

1. No scribbling, drawing, etc. on the outside or inside of books.
2. No writing in or on edges of non-consumable books.
3. Turn pages correctly.

Students and their parents are accountable for all issued textbook/ (CD's) and can be required to pay for lost or damaged books. Payment for destroyed property must be made by the end of the school year or report cards will not be released.

### **THREATS OF VIOLENCE**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of who may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.
4. The school may submit an informational report to the police.

### **TRANSPORTATION**

Students may come to school by car, bus, bicycle, or walking. No skateboards, rollerblades, or "heelies" are allowed at school. Please use bicycle locks, as the school cannot be responsible for lost or stolen bicycles. Please stress bicycle safety with your child.

### **UNDOCUMENTED STUDENTS**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status. There will be a \$250.00 processing fee for the first two students in a family or \$500.00 for a family with more than two students.

## **USE OF PHOTOS**

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. By executing this acknowledgement of receipt of this Handbook, Parents hereby consent, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and consent to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

## **VISITORS**

The safety and security of our children is of utmost importance. All visitors, including parents and guardians, must check in at the office. Any items, lunch money, books, etc. that you might bring for your child must be brought to the office and we will see that your child receives them. Student visitors are not permitted.

## **VOLUNTEERS**

The assistance of parents as volunteers is vital to the school. This help is always needed and appreciated by the faculty and students. All volunteers must be fingerprinted by the Diocese of Palm Beach and attend Protecting God's Children Class. Parents may volunteer in the library, lunch program, classroom, playground, and other areas. Each family is expected to volunteer 20 hours each school year. Families that do not participate in volunteering will be expected to pay \$250.

## **WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may

be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **WEBSITE**

The school website is [www.stlukepalmssprings.org](http://www.stlukepalmssprings.org) Posted on this website is basic information about the school.

### **WITHDRAWAL FROM SCHOOL**

When withdrawing a student from the school you should notify the school office in ample time of departure. Parents need to sign a records release form in order to release proper records from SLCS to the transfer school. The transfer school must request these records. Records are not transferred if monies or books are owed to the school.

**BULLYING REPORT FORM**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Today's Date:  
\_\_\_\_\_

Names of Accused:  
\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempts you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary.)

Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Name of Complainant

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date



## Letter of Permission for Student Electronic Email Access

**Dear Parent/Guardian and Students:**

As we continue to expand our STEM program and 21 century learning, St Luke Catholic School, A Notre Dame ACE Academy is pleased to offer Google email access to students in grades 3 through 8. To gain access, a student under the age of 13 must obtain parental permission and must return this form, signed by a parent or guardian, to their school office. This form is intended to be informational as well as to seek your permission.

Access to a Google email account will enable students to communicate and collaborate with students and teachers. Additionally, we will be able to fully integrate our chromebooks with Google educational apps. While our intent is to make email available to further educational objectives, parents/guardians should know student email addresses will have restrictions on what can be received. St Luke uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever evolving. School email shall not be used for social or personal reasons. If a student receives any inappropriate emails, he/she must report this to an adult immediately. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from email access outweigh any disadvantages.

Students will be trained at the school about proper email etiquette as well as online and email safety. Your student's email account will allow them to become fully engaged in our school learning community.

### **Student Info. (please print)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Grade Level \_\_\_\_\_ Homeroom \_\_\_\_\_

Teacher \_\_\_\_\_ -- \_\_\_\_\_

**Student Agreement:** I agree to comply with school rules and the St. Luke Acceptable Use Policy. I realize that if I don't comply with the rules and guidelines, my account may be terminated, restricted, or suspended.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Agreement:** I have read this letter of permission and

\_\_\_\_\_ I **agree** to give my child access to electronic mail at St. Luke

\_\_\_\_\_ I **do NOT agree** to give my child access to electronic mail at St. Luke.

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ST. LUKE CATHOLIC SCHOOL EXTENDED DAY PROGRAM

August 2018

Dear Families:

The attached forms are very important. Please read all of the information and follow the directions below.

1. Every family must fill out the EMERGENCY INFORMATION/REGISTRATION FORM regardless of your intention to enroll your child/children in the program. We need to be able to reach you if your child(ren) come to Extended Day for any reason.
2. We only need ONE FORM PER FAMILY.
3. Please list all of your phone numbers so that we may easily reach you. Be sure to include cell phone numbers.
4. Monthly billing paid by a specific due date. If your payment is more than 30 days late you will be assessed a 2.5 % late fee on your account.

### SOME IMPORTANT POINTS ABOUT OUR PROGRAM

**WHERE:** Our Extended Day Program is located in the cafeteria. This is the room located directly behind the Parish Center.

**WHEN:** Our hours are: Regular dismissal days: 3:20 – 6:00 pm  
Early dismissal days: 12:15 – 6:00 pm

**HOW TO REACH US:** Our phone number: **(561) 965-0341**. You can reach us during Extended Day hours **ONLY** at this number. If you need to reach us during the school day, contact the school office at (561) 965-8190.

**PICK UP:** All children must be picked up by 6:00 PM

#### Regular School Days:

School dismisses at 3:10 pm. Students will be outside at that time. If your child is not picked up at 3:20 pm, he/she will be taken to Extended Day in the cafeteria at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 3:30 pm, you will be charged.**

#### Early Dismissal Days:

School dismisses at 12:00 pm. If your child is not picked up by 12:15 pm, he/she will be taken to Extended Day at which time he/she must be signed out by an authorized adult. **If your child is not picked up by 12:30 pm, you will be charged.**

**Final Pick-up Time for Extended Day is ALWAYS 6:00 pm.**

- These dismissal rules are to protect our children.
- There will be no exceptions.
- No child will be permitted to be alone in the parking lot area or any other area on our school campus.
- If your child is not picked up on time, he/she will be taken to Extended Day.
- After School activities: sports, band, tutoring, etc. please make arrangements with Extended Day if your child needs our services either before or after any activity.
- If your child is not picked up on time after an activity, he/she will be brought to Extended Day.
- Students must be picked up by 6:00 pm by – no later.
- A late fee of **\$20 for every 15 minutes** late will be assessed after 6:00 pm.
- Repeated late pick-ups will be cause for dismissal from the program.

**ST. LUKE CATHOLIC SCHOOL EXTENDED DAY PAYMENT INFORMATION:**

- Payments made payable to St. Luke Catholic School.
- Use rate schedule and calendar of scheduled days Extended Day will be open (below) to calculate payments to our program.
- **Registration Fee: \$25.00 per family.**
- Families will be billed monthly. If bills are not paid by due date students will be unable to remain in aftercare and parents will be called to pick up their child.

**SCHEDULED SCHOOL DAYS/EXTENDED DAY OPEN: 2018-19**

Month	Regular School Days 3:20-6pm	Early Dismissal Days
12:15 - 6pm August	15	0
September	18	1 (9/7)
October	21	1(10/5)
November	15	0
December	13	1 (12/7) No aftercare (12/21)
January	18	0
February	17	1 (2/1)

March	15	2 (3/1)
April	18	1 (4/5)
May	20	1 (5/3) Last day 5/31 No aftercare

**Rate Schedule**

Type of Day/Service Regular Day Fees	Number of Children		
	1	2	3 or more
Regular Day: 3:20-6pm/ <b>Full Day</b>	\$12	\$15	\$19
Regular Day: 3:20-4:30 pm/ <b>Early Pickup</b>	\$6	\$8	\$10
Early Dismissal Day: 12-6pm/ <b>Full Day</b>	\$18	\$21	\$25
Early Dismissal Day:12-3pm/ <b>Early Pickup</b>	\$10	\$13	\$16

Drop-In Fees	1	2	3 or more
Drop in Fee: Regular Day: 3:20-6pm (No Early Pick up option)	\$20	\$23	\$25
Drop In Fee: Early Dismissal: 12-6pm (No Early Pick Up option)	\$30	\$33	\$35

**REMEMBER:**

1. EVERY FAMILY MUST fill out 1 Emergency Information/Registration Form and return it to your youngest child's teacher by **Friday August 17, 2018**.
2. To register your child for our program:
  - Please send \$25.00 registration fee along with the Emergency Information/Registration form.
  - Use the Rate Chart and Extended Day Calendar to help you calculate your payment.
  - All payments should be made payable to St. Luke Catholic School.
  - If your payment is more than 30 days late you will be assessed a 2.5 % late fee on your account.

- You must follow the parking and pick up procedure when picking up your child/children from Extended Day.

This program is designed to meet your changing needs. You only pay for the services you use. If your child is absent, there is no charge. If you need our services intermittently, you pay for what you use.

## ST. LUKE CATHOLIC SCHOOL EXTENDED DAY

### POLICIES AND PROCEDURES

Our Extended Day program is an extension of our school day. The behavior guidelines stated in our Student Handbook and our Extended Day Policies and Procedures apply at all times.

All Extended Day Students are expected to:

1. Report to the Extended Day Room at dismissal time and remain under our supervision until properly signed out. They will not be allowed to leave once they have arrived until they are signed out.
2. Remain on school grounds. **No one will be permitted to leave school grounds and then return to The Extended Day program for any reason.** This applies especially to Early Dismissal days and sports activities off campus.
3. Work quietly during homework time.

Students in grades 1-8 will have a homework time supervised by Extended Day Staff Monday through Thursday afternoons.

**\*\*However, it is still the responsibility of the parent to see that all homework is completed properly.**

- Be respectful of one another and all adults at all times.
- The following WILL NOT BE TOLERATED:
  - Rude Behavior/Talking Back
  - Use of foul language
  - Physical contact
  - Bullying of any kind
- Be respectful of school property and Extended Day property.
- Not bring/use any of the following on campus/into Extended Day: Electronic games, cell phones, IPODS, CD players, MP3 players
  - Any time one of these items is brought into Extended Day, it will be held until the parent picks up the child.
  - The Extended Day Program and staff will not be responsible for any electronic devices that are lost, broken, or stolen while in the child's possession during Extended Day.
- No chewing gum at any time on school/Extended Day grounds.

**All Parents of Extended Day Students are expected to:**

1. Provide a snack for your child(ren). Due to the increase in allergies in children, the School will no longer provide snacks.
2. Pick up your student by 6:00 pm.

\*\* A late fee of **\$20 for every 15 minutes** late will be assessed after 6:00 pm.

3. Follow proper pick up procedure:
  - Do not drive behind the school for any reason.
  - Park in the front parking lot.
  - Enter and Exit through the North East doors of the Social Hall-- ONLY when picking up your child.
4. Call in the event of an emergency:
  - During School Hours: School Office: 965-8190
  - During Extended Day Hours: Extended Day: 965-0341
  - Extended Day Hours:
    - REGULAR SCHOOL DAYS: 3:20 pm – 6:00 pm
    - EARLY DISMISSAL DAYS: 12:15 pm – 6:00 pm
5. SIGN OUT your child when picking him/her up
  - Write the pick-up time on the sign out sheet and sign your name
  - Be prepared to show I.D.
  - Be on the registration list of names

**EVERY FAMILY MUST:**

- Read these rules with your child(ren).
- Return the attached St. Luke Extended Day Emergency Information/Registration form completely filled out.
- Sign and date the Policies and Procedures Agreement section at the bottom of the second page (both you and your student(s).)
- Keep the copy of Policies and Procedures for your records.



**St. Luke**  
 CATHOLIC SCHOOL  
 A NOTRE DAME ACE ACADEMY

**ST. LUKE EXTENDED DAY PROGRAM**

**EMERGENCY INFORMATION/REGISTRATION FORM**

Please fill out one form per family.

**Method of Payment:**

\_\_\_\_ Monthly Billing

If your payment is 30 days late, a 2.5 % interest rate will be applied to your account. If payments are not paid by due date, students will be unable to remain in aftercare and parents will be called to pick up their child.

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_\_ **Grade** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Parent E-Mail Address:** \_\_\_\_\_

**PARENT CONTACT INFORMATION**

**Mother**

**Father**

<b>Business:</b>	<b>Business:</b>
<b>Work Phone:</b>	<b>Work Phone:</b>
<b>Cell Phone:</b>	<b>Cell Phone:</b>
<b>Pager:</b>	<b>Pager:</b>

**EMERGENCY CONTACT INFORMATION (Other than parent)**

<b>Name:</b>	<b>Relationship:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>

**MEDICAL INFORMATION**

If more than 1 child/label with child's name:

List Allergies: \_\_\_\_\_

List Medications: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

**PERSONS ALLOWED TO PICK UP MY CHILD(REN):**

<b>Name:</b>	<b>Relationship</b>	<b>Phone/Cell Phone</b>
1.		
2.		
3.		

**Persons NOT ALLOWED to pick up my child/children:**

<b>Name:</b>	<b>Relationship</b>	<b>Phone/Cell Phone</b>
1.		
2.		
3.		

**Person Responsible for Paying Extended Day fees:**

<b>Name:</b>	
--------------	--

<b>Address:</b>	
<b>Phone:</b>	
<b>Cell Phone:</b>	

**\*\* It is your responsibility to notify us in writing of any changes concerning this very important information.**

**POLICIES AND PROCEDURE AGREEMENT**

**1. We agree to abide by the POLICIES AND PROCEDURES of the St. Luke Extended Day Program.**

**2. We know we will be notified if we break a rule in the following manner:**

**1<sup>st</sup>: Verbal    2<sup>nd</sup>: Note    3<sup>rd</sup>: Phone call    4<sup>th</sup>: Serious problem: Administration**

**\*Serious infractions may result in expulsion from our program.**

**Student Signature:**

**Date:**

1.	
2.	
3.	
4.	

**Parent Signature:**

**Date:**

1.	
2.	

**By completing and signing this registration packet, I/we understand and agree to pay for all services provided for my child(ren) in the Extended Day Care program.**