



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

Dear SLCS Parents and Students,

Congratulations you have completed your first day of school today! On this first day of school there is homework for ALL parents and students. Coming home with this letter are a few important documents. The following are included in this packet:

- 2020-2021 tentative calendar (You can subscribe to our regularly updated e-calendar at: <http://www.stlukepalmssprings.org/calendar>)
- Family Handbook Acknowledgment form. The handbook can be accessed on our website at: <http://stlukepalmssprings.org>
- Volunteer Service Program Contract
- School Advisory Council (SAC) information sheet and nomination form
- Sunday Service Ministry information sheet and cards for logging service (grades 4-8 only)
- Altar Server Application (grades 4-8 only)
- University of Notre Dame photo release form
- Tardy Policy
- Letter of Permission for Student Electronic Email
- Car Line Instructions
- Facts Family Portal access instructions

It is important that both parents and students understand the rules, expectations, policies, and procedures of the school and follow them throughout the school year. Please be sure to complete and sign the attached forms. Note, if you need assistance with these forms in another language, please contact the office. Please do not hesitate to contact me if you have any questions.

Your partner in faith and education,

Diann Bacchus, M.Ed.  
Principal



**St. Luke**  
CATHOLIC SCHOOL  
A BISHOP DUFF RELIGIOUS CENTER

# Calendar 2020-2021

Revised 7/23/2020

Month	Day	Date	Event	Day	Date	Event
August	Monday	10	First Day For Teachers	Monday	4	Students Return
	Monday	24	First Day For Students	Friday	8	½ Day Noon Dismissal
September	Friday	4	½ Day Noon Dismissal	Monday	18	MLK Day- NO SCHOOL
	Monday	7	Labor Day -NO SCHOOL	Friday	22	End of 2nd Quarter
October	Friday	2	½ Day Noon Dismissal	Saturday	31-2/6	Catholic Schools week
	Friday	30	End of 1st Quarter	Friday	5	½ Day Noon Dismissal
November	Friday	6	½ day	Monday	15	President's Day -NO SCHOOL
	Thursday	12	Fall Festival	Wednesday	17	Ash Wednesday (Mass)
	Sunday	15		Mon-Fri	22-26	Terra Nova Testing
	Monday	16	Teacher Work Day- No School	Friday	5	½ Day Noon Dismissal
	Monday	23	Thanksgiving - NO SCHOOL	Monday	15	Spring Break- NO SCHOOL
December	Friday	27		Friday	19	
	Friday	4	½ Day Noon Dismissal	Wednesday	31	End of 3rd Quarter
	Saturday	5	High School Placement Test	Thursday-	1-2	Easter Holiday- NO SCHOOL
	Friday	18	Cardinal Newman	Friday	5	Easter Monday- No School
	Monday	21	½ day (No Aftercare)	Friday	9	½ Day Noon Dismissal
January	Monday	1	Christmas Break	Friday	7	½ Day Noon Dismissal
	Monday	21		Monday	31	Memorial Day- No SCHOOL
February	Monday	1		Wednesday	9	Last Day for Students- End of 4th Qrt
	Monday	1		Wednesday	9	
March	Monday	1		Wednesday	9	
	Monday	1		Wednesday	9	
April	Monday	1		Wednesday	9	
	Monday	1		Wednesday	9	
May	Monday	1		Wednesday	9	
	Monday	1		Wednesday	9	
June	Monday	1		Wednesday	9	
	Monday	1		Wednesday	9	

**Qrt 1: 49 Days**  
**Qrt 2: 43 Days**  
**Semester 1: 91 Days**  
**Qrt 3: 42 Days**  
**Qrt 4: 46 Days**  
**Semester 2: 89 Days**  
**Total Days: 180**

## Volunteer Service Program Hours Contract

Parent(s)/Guardians Name(s) \_\_\_\_\_

Child(ren) Name(s) \_\_\_\_\_

Below is St. Luke's policy regarding 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 25 hours each school year. Families that do not participate in volunteering will be expected to pay \$500."*

I have read and understand the St. Luke Catholic School Volunteer Policy and agree to the following:

\_\_\_\_\_ I will participate in the Volunteer Service Program and as a parent/guardian will provide 25 service hours per family this school year.

\_\_\_\_\_ I choose to pay half of the service contract and complete half of my required hours. Enclosed is a check for \$250.00. I understand I am still required to complete 13 volunteer hours and 10 hours for the Fall Festival.

\_\_\_\_\_ I choose not to participate in the Family Service Program. Enclosed is a check for \$500.00. I understand I am still required to complete 10 hours at the Fall Festival.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**\* Please complete this page and return it to the school office. \***

## ***Parent Volunteer Service Program Outline***

### **Program Philosophy**

St. Luke Catholic School prepares students for a lifetime love of learning, service to God, and responsible membership in the school, community, and ever-changing world. St. Luke Catholic School believes that the education of students requires a partnership with families and encourages family involvement through our Parent Volunteer Service Program to help meet these goals.

### **Guidelines**

Families are required to volunteer a minimum of twenty-five (25) hours each year. Hours may be completed any time between August 1<sup>st</sup> and April 30<sup>th</sup> for a particular school year and will include hours worked on school-related matters, regardless of where or how the service is provided, i.e., at home, school, on a field trip, in-kind donations or fund-raising support. Hours are only applicable to the family performing the service and are non-transferable.

### **Participants**

Parents or guardians and extended family members (grandparents, aunts/uncles/cousins and siblings who are 16 years of age and older), may complete hours for the family. Hours must be completed no later than the last week of April each year and recorded with the school on or before the last day of school. Every family member that works with children during the school day or as part of extra-curricular activities must comply with the Diocese of Palm Beach policies and requirements for background checks, fingerprinting, and training, such as attending a Protecting God's Children Workshop.

### **Fall Festival Support**

As part of the Parent Volunteer Service Program Hours requirement, each family is required to work at least 10 hours *per enrolled child* during the school's annual Fall Festival event. Volunteer opportunities exist during the set up and break down of Fall Festival as well. This event typically takes place during the first weekend in November. This obligation is mandatory for all families including those that choose the payment option.

### **Service Hour Options**

It is your responsibility to volunteer for the activities of your choice. Families are encouraged to become involved in the St. Luke Catholic School community according to their interests and talents. Only service hours that directly benefit the school will count towards hours. Community service hours to other non-profit organizations outside of St. Luke Catholic School, while charitable, do not count toward Parent Volunteer Service Program hours.

There are a variety of opportunities to fulfill your hours. Examples are listed below: participating in any of the school fundraisers, Advisory Council committees, Home and School Association committees, serving in your child's class, helping with office tasks, writing thank-you notes from home, supporting the lunch and recess program, and the school's extra-curricular activities. For your convenience, a list of proposed activities is attached. Opportunities will be communicated throughout the year. In addition, if you secure a direct donation or fund-raising sponsorship, you will receive a credit of one (1) Hour for every \$100 raised.

### **Documenting Hours**

All hours must be logged and approved. Then recorded with the school. Parents or guardians must submit their completed hours by April 30<sup>th</sup> annually. When your hours are provided to the school, you will be issued a receipt by school personnel.

### **Cash Payment Option**

If you cannot fulfill your hours, you may choose instead to make a cash payment of \$250.00 per family. Families that choose this option are still required to complete their Fall Festival shifts as indicated in the Fall Festival section above. This payment is not a donation and is not tax deductible, but it does fulfill your contractual obligation. This payment is due no later than May 4, 2019.

### **In-Kind Donations**

Families may also make a donation of items and/or in-kind professional services that are of general benefit to the school to satisfy hours. If a parent's business or profession provides goods or services that the school normally pays for, please consider donating that product or service in fulfillment of your hours. You must contact the office to qualify your in-kind donation in advance. Once your hours have been completed, additional in-kind donations for products or services may be tax-deductible. Please refer to IRS guidelines when claiming in-kind donations. The school is willing to provide any necessary supporting documentation.

## School Advisory Council (SAC)

The SAC has been established to advise and assist the pastor in the governance of the parish school. It consists of appointees from the parish, and elected representatives from among the parents of children in the school.

The full council meets approximately 4 times during the school year, on a Monday evening usually between 7 pm and 8pm. The standing committees meet on a more regular basis. Members are expected to serve on at least ONE of the Standing Committees.

There are currently 5 Standing Committees which cover the following areas:

Finance and Budgeting; Recruitment and Marketing; Buildings and Grounds; Curriculum and Calendar; and Volunteer programs.

As can be seen from the minutes of the Council meetings, which are published online, the work of the Council this year has included: introduction of a STEM curriculum; authorizing upgrade of smart board technology in each classroom; preparation of plans for a new admin and reception office for the school; banners and publicity for the school; expanded music, languages and sports programs for; establishment of the Sunday Service program and after-school activities for middle school students.

The first Council decided to maintain an elected element for parent representatives, who are elected on a 'grade room' basis and serve for a year. We strongly encourage all parents to give thought to serving on the Council and seek nomination and election. We aim to keep St. Luke on the path of expansion and improvement, but we need your input and your help. Together we are a school community, a parish family, but like any family we cannot leave everything to be done by just the few. Please get involved in the life of the school and parish.

Nomination forms for election to the Council are available in this packet, online, and from the school office. They must be returned to the school office by Friday, August 25<sup>th</sup>. Where necessary (in the event of more than one nomination per grade) elections will be held the following week. The first meeting of the new Council will be on Saturday, September 9<sup>th</sup> at 9am.

In Christ,

Fr. Andrew

## Sunday Service Ministry Form

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. 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.

Student: \_\_\_\_\_ Home Parish: \_\_\_\_\_

**Mass time(s) that you want to serve (please circle)**

Saturday Vigil:                      4:30pm                      6:30pm (Spanish)

Sunday:            7:30am            9:00am            11:00am            1:00pm (Spanish)

\_\_\_\_\_ **Altar Server** - Students are to attend a training workshop and follow procedures laid out during training. St. Luke students will be expected to serve at Masses as scheduled (families may opt for English or Spanish masses). Students may also be asked to serve funeral Masses during the school day throughout the year.

\_\_\_\_\_ **Lector** - Students will read one of the readings or the prayers of the faithful at the 9:00am Sunday Mass. The readings can be found at <http://www.usccb.org/bible/readings/042714.cfm>. Students are to have practiced before coming to Mass.

\_\_\_\_\_ **Choir** - Students are to attend practice sessions and to sing at the 9:00am Sunday Mass as required. (This is a service that requires more than once a month commitment.)

\_\_\_\_\_ **Usher** - Students must arrive at least 10 minutes before Mass and speak with the Head usher, to know what tasks are needed.

\_\_\_\_\_ **Tech Support (Middle School Students)** - Students assist with technology during Mass. Students must arrive at least 15 minutes before Mass.

I understand the commitment and requirement for my child.

Parent Signature and Date: \_\_\_\_\_



School Name \_\_\_\_\_

### AUTHORIZATION AND RELEASE

I hereby grant permission to the University of Notre Dame du Lac, and its officers, trustees, employees, agents, students, representatives, successors, licensees and assigns, including its Alliance for Catholic Education and Alliance for Catholic Education Press (hereinafter "the University") to photograph or otherwise capture permanently in any form or medium my image, likeness, words, verbal expressions, or other depiction and/or that of my minor children (if applicable) (hereinafter the "Images"). I hereby grant permission to the University to edit, crop, or retouch such Images, and waive any right to inspect the final Images. I hereby consent to and permit Images and/or those of my minor children to be used by the University worldwide for any purpose, including educational and advertisement purposes, and in any medium, including print and electronic. I understand that the University may use such Images with or without associating names thereto. I further waive any claim for compensation of any kind for the University's use or publication of Images and/or those of my minor children (if applicable). I hereby fully and forever discharge and release the University from any claim for damages of any kind (including, but not limited to, invasion of privacy; defamation; false light or misappropriation of name, likeness or image) arising out of the use or publication of Images and/or those of my minor children (if applicable) by the University, and covenant and agree not to sue or otherwise initiate legal proceedings against the University for such use or publication on my own behalf or on behalf of my minor children. All grants of permission and consent, and all covenants, agreements and understandings contained herein are irrevocable. I acknowledge and represent that I am over the age of 18, have read this entire document, that I understand its terms and provisions, and that I have signed it knowingly and voluntarily on behalf of myself and/or my minor children (if applicable).

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name of Minor Child (if applicable)

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

\_\_\_\_\_  
Print Name of Minor Child (if applicable)

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



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### **Tardy Policy**

The final bell rings at 7:50 a.m. – if a student is not at morning assembly they must report to the office and receive a pass to class. If they reach 10 tardies per semester they will be charged a \$5 fee per tardy up to and including 15 (a total of up to \$75); on the 16<sup>th</sup> tardy, they will receive a 2- hour Saturday detention and an additional \$25 fine.

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Student Name

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Date

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Parent Signature

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Date





**St. Luke**  
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## 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

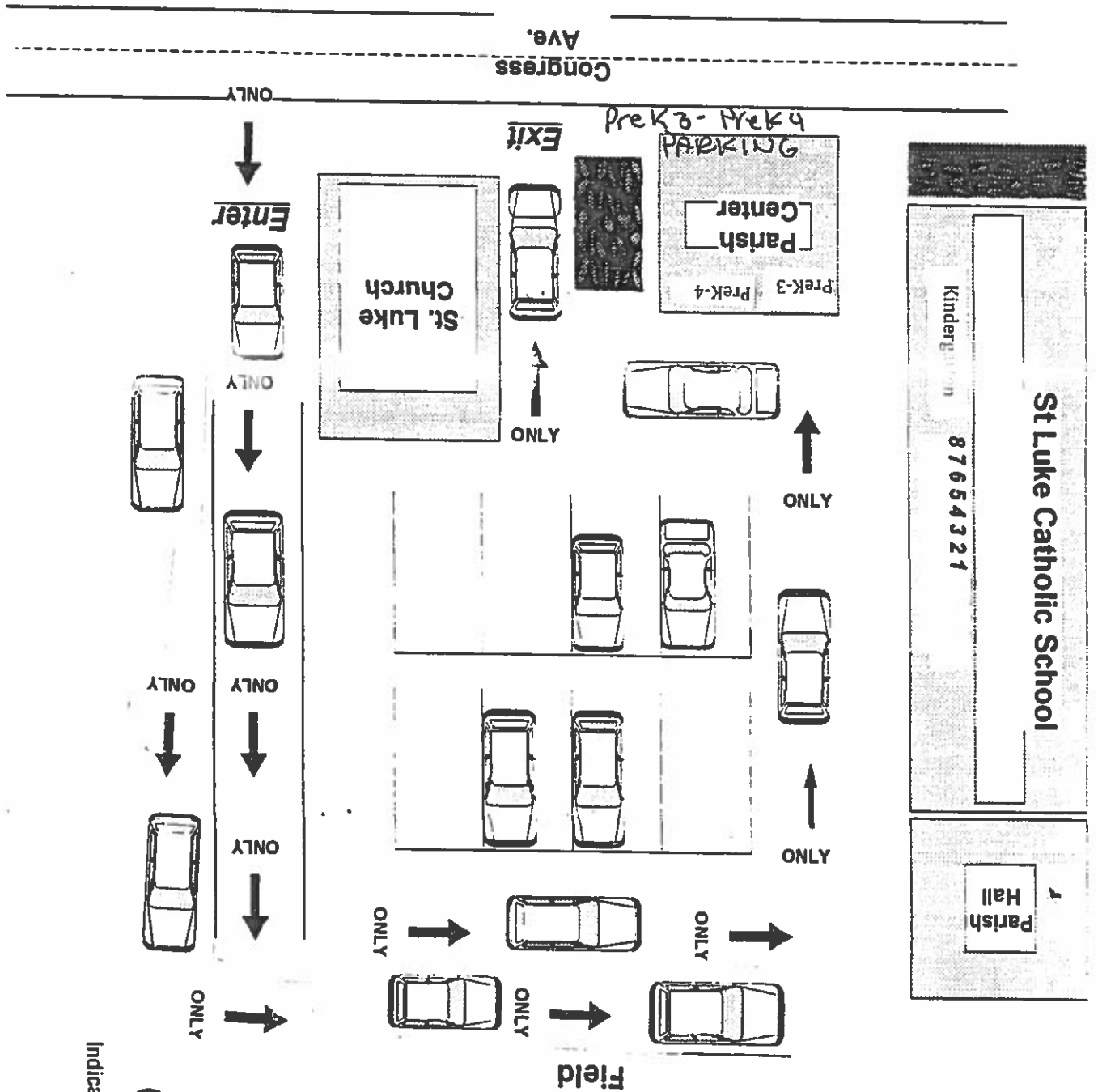
\_\_\_\_\_ I do NOT agree to give my child access to electronic mail at St. Luke.

Parent/Guardian

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

# Drop Off and Pick Up Procedure

\*\*\*cell phone free procedure! Help keep our students safe!\*\*\*



- Arrive using entrance SOUTH of St. Luke Church
- Use lane closest to the fields to pull up to school
- Drive forward as far as possible next to the orange cone line
- Students may exit when vehicle is fully stopped (no adults should get out of vehicles)
- Safety Patrol students are available to help younger students get to class
- Exit NORTH of St. Luke Church
- Thank you for your cooperation in making this a safe and smooth process!

# Accessing Family Portal

**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**FACTS Family Portal** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

Here's how to access our easy-to-use **Family Online**:

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code SIC-fil**
- Click **Create New Family Portal Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your **Name** and **FACTS SIS Person ID**.
- Type a **User Name, Password, and Confirm** the password.

## Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	johnston	*****	*****	<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.  
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

## Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	johnston	*****		<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Family Portal using your new user name and password.
- Family Portal allows you to access:
  - Student attendance and daily grades
  - Progress reports, reports cards and transcripts
  - Lesson plans and homework
  - School events and lunch calendar

FACTS



# St. Luke Catholic School

A NOTRE DAME ACE ACADEMY

## PRE-K 3 year olds

- 2 Rolls of Paper Towels
- 2 Boxes of Tissues
- 2 Clorox/Lysol Wipes
- 1 Box of Gallon sized Ziploc bags
- 1 Box of Sandwich sized Ziploc bags
- 1 Box of band-aids
- 1 Bottle of Soap
- 2 Full Sets of Clothes
- 1 Pair of Headphones for Listening Center
- 1 Blanket for nap
- Water Bottle with your child's name
- Box of large crayons
- Backpack clear or mesh

## PRE-K 4 year olds

- Backpack clear or mesh
- 1 Full Sets of Clothes
- 1 Small Blanket for nap
- 1 Clorox/Lysol Wipes
- 2 Rolls of Paper Towels (any size)
- 1 package of Baby wipes (unscented)
- 1 box of Band-Aids
- 1 box of Zip-Lock Baggies (any size)
- 1 Package of Card Stock: White or Colors
- 2 boxes of Tissues
- 1 bottle of Anti-bacterial hand soap (not hand sanitizer)
- 1 roll Clear/wide/ Scotch Heavy Duty Shipping Tape (for dispenser)
- 1 roll Clear/ Scotch Tape (for dispenser)
- 1 Packages of Expo Markers
- One of the following items for writing center: markers, post-its, envelopes, note pads
- 1 Pair of Headphones for Listening Center

## KINDERGARTEN

- Backpack Clear or Mesh
- 2 Rolls of Paper Towel
- 1 Box Gallon Plastic Bags
- 2 Boxes of Tissues
- 1 Clorox/ Lysol Wipes
- 1 Package of Dry Erase Markers
- 1 Package of Card Stock: White or Colors
- 2 Reams of Copy Paper
- Crayons
- Colored Pencils
- Large writing pencils
- Large makers
- 6 Glue Sticks
- 1 Box of Band-Aids
- 1 Pair of Headphones
- Pair of Safety Scissors
- 1 Box of Colored Pencils

## GRADE 1

- Backpack clear or mesh
- 2 Folders
- 2 Composition books
- 1 Pencil case – soft
- 1 Packages of Expo Markers
- 1 Expo Eraser
- 6 Glue Sticks
- Pair of Safety Scissors
- 1 Box of Crayola Crayons
- 2 Packs of pencils
- 2 Pink block erasers
- 4 Rolls of Paper Towels
- 4 Boxes of Tissues
- 1 Roll of Blue Painters' Tape
- 2 Reams of Copy Paper (white)
- 1 Clorox/Lysol Wipes
- 2 Bottles of Liquid Soap
- Index Cards (2 packs)
- 1 Box of Band-Aids
- 1 Package of Baby Wipes
- 1 Bottle of Hand Sanitizer
- 1 Pair of Headphones

## GRADE 2

- Backpack Clear or Mesh
- 1 12-inch ruler

- 1 Zippered soft pencil case (Not the Plastic Box kind)
- 1 Pair of Safety Scissors
- 1 Box of Crayola Crayons
- 1 Box of 8 count washable makers (unscented)
- 1 Pencil Sharpener
- 2 Large Glue Sticks
- 1 Large Pink Eraser (No Pencil Toppers)
- 5 Folders with pockets and prongs (if possible, get different colors to differentiate)
- 1 Composition Notebooks
- 1 1-inch Binder with 3 rings
- 2 Rolls of Paper Towels
- 2-3 Boxes of Tissues
- 1 Package of Baby Wipes

## GRADES 3, 4, and 5

- Backpack Clear or Mesh
- 6-folders with prongs
- 6 Marble Composition Notebooks- NO SPIRAL NOTEBOOKS
- 1 pencil case
- 2 Packs of pencils
- 2 Pink block erasers
- 1 Pack of highlighters
- 1 Pair of scissors
- 3 Glue Sticks
- 1 Box of crayons
- 1 Box of colored pencils
- 1 Box of markers (10 colors)
- 2 Packs of Lined Loose-leaf Paper
- 2 Reams of Copy Paper (white)
- 1 Pack of dry erase markers
- 1 12-inch ruler
- 1 Package of blue or black pens
- 2 Pack of sticky notes
- 1 Pack of index cards
- 1 Container of Clorox wipes
- 1 Boxes of tissues
- 1 Roll of paper towels
- 1 Roll of Blue Painters' Tape
- 1 Pair of Headphones for Listening Center