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*Dear Parents, Guardians, and Students*

*Welcome to St. Luke's School for the 2017 – 2018 School Year!*

*We hope that your years here at St. Luke School will be productive, rewarding, and worthwhile.*

*This handbook will tell you something about the school, what it offers you, and what it expects from you. What this handbook offers you is our programs in its' ideal state – what you receive from the school will depend on your future attitude, your work, and your desire to learn.*

*What the handbook expects from you is your cooperation with the rules which are necessary to keep St. Luke's a good school.*

*St. Luke's realizes the responsibility it shares with parents to educate each individual child and to bring out that child's full potential. We believe it is only with the parents support of both child and school that our educational goals can be achieved. We take great pride in our students and we will do everything we can to ensure the best quality Christian education.*

*Please read this handbook carefully and discuss its contents with your child/children.*

*Thank you for your time, support, and cooperation. We look forward to working with you.*

*Blessings,*

*Staff, Faculty, Administration*

## **PARENT / STUDENT HANDBOOK**

### **PHILOSOPHY**

*At St. Luke School we believe that each student, as a child of God, is a unique individual, blessed with talents – both great and small, realized and undiscovered. We encourage every child to strive intellectually, socially, physically, and personally so as to achieve his/her full potential. We aim to prepare every student to become a contributing member of society by instilling in him or her the ethical and moral values of church and country.*

*At St. Luke School we believe in building a nurturing Christian community, dedicated to providing challenging, meaningful academic and religious educational instruction in order that each child reaches an awareness of self. We strive to foster the intellectual growth of our student body through rigorous classroom study emphasizing basic skills. We provide spiritual and moral guidance through scripture and the sacraments, as well as through the relationships and school community we build together.*

*At St. Luke School, we the faculty, staff and administration endorse and work to implement the academic standards set forth by the State of New York and Archdiocese of New York. We recognize that we live in a changing world, and students' needs are changing and expanding. We understand that curricula reflection and restructuring are required to address these changing needs in accordance with the inherent progressiveness of learning.*

*In our view, teachers, staff, and administration must model good citizenship and Christian values in both word and action. We accept a shared commitment to do everything within our power to meet the needs of each and every child.*

*Our administration is based on a belief in strong, supportive leadership and strives to foster an environment where input and ideas are welcomed from all members of the school community. The parents and caregivers of our students accept and endorse the importance of religious and academic schooling, and strive to reinforce school*

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*expectations at home. Teachers at St. Luke School believe in supporting each other as co-workers, as professionals, and as persons. We recognize that it is essential to work together on grade level issues, professional development, and school-wide events, activities, and concerns. We believe that relationships between teachers and students at St. Luke School*

*should be rooted in a solid foundation of mutual respect, compassion, and acceptance. Teachers must aim to encourage, mentor, listen to, challenge, and motivate each and every student through thoughtful instruction, evaluation, and knowledge of the students as individual people.*

*Teachers and families at St. Luke School believe that it is essential to build and maintain a partnership in the interest and growth of the students. Key components of this partnership relationship are open two-way communication, cooperative problem solving, and family involvement both in setting and in meeting expectations that enable students to reach their highest potential.*

*The importance of teacher participation in planning and policy decisions is a central tenet of our philosophy. We advocate teacher-school relationships that are based on team-work, involvement, and availability outside of the classroom. Teachers are encouraged to exercise independent professional judgment and value the mutual support and respect shared with administration.*

### **Philosophy and Goals**

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with the Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

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### **Goals and Objectives**

*To provide a Christian environment in which each child can achieve a quality academic education.*

*To reach an awareness of self—developing self-pride and self-discipline.*

*To bring children to a realization of their responsibilities as Christians, to others and to the earth.*

*To develop mastery of the basic skills of learning that will prepare the children to compete and succeed in the 21<sup>st</sup> Century.*

*To motivate each child to reach his / her potential while encouraging enthusiasm and wholesome attitudes toward learning.*

*To provide opportunities to develop a spirit of prayer—private and liturgical.*

*To nurture the individuality and creativity of each child.*

### **Mission Statement**

*“St. Luke School is committed to the holistic development of each child put under her care. Our aim is for every St. Luke’s graduate to leave our school with the skills of a successful competitor in the arena of higher education, and the social conscience of a responsible steward of God’s creation. St. Luke’s School is also called to the quest for social justice in our city and in our world. To this end, scholastic achievement is regarded as a vital step towards the empowerment of our students... to right the wrongs confronted in their young lives.”*

### **DAILY SCHEDULE**

*On clear days, all children will line up in the schoolyard for September, October, November, and April, May, June. Schoolyard will be supervised at 8 a.m. During December – March weather permitting, the children will also line up in the yard. On days where the weather does not allow us to line up outside, grades 1 – 3 will gather in the lunchroom while grades 4 – 8 will line up in the gym. They enter by the middle doors. The middle doors open at 7:45 a.m. Any child not in the lunchroom must go directly to the yard (September, October, November, and April, May, June), or to their designated area. Children will start up to classrooms at 8:20. All children must be in the classroom by 8:30 a.m. Late students must enter through the front door and receive a late pass at the office. No student will be allowed in a classroom after 8:30 without a late pass. **8:31AM is considered late. Students should not arrive in school before 7:45AM or stay after 3:00PM, unless students are formally registered for before or after school programs. St. Luke School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive prior to 7:45AM and parents must arrange pick up at dismissal times.***

The Universal Pre-K schedule begins instructions at 8:00AM until 2:30PM. (UPK may enter class at 7:50AM)

The following schedule will be observed by Grades K – 8:

7:45 am	Can wait in the lunchroom for morning line up call
8:15 am	Enter School
8:30 am	School Begins
10:45am – 11:45am	Pre-K Lunch
11:15am – 12:00 pm	First Lunch – (K-3)
11:45am – 12:15 pm	Second Lunch – (7-8)
12:05 am – 12:50pm	Third Lunch
2:25 pm	Pre-K Dismissal
2:30 pm	Dismissal K-8

Students exit through the middle doors to 138<sup>th</sup> Street. They are not to crowd around the gate! Children must wait in front of the church or convent. \*Parents, relatives, friends must wait by the church or convent also! Parents of Pre-K children must enter the school and pick the child up from the classroom at 2:25 P.M. This is to ensure a safe exit for the children. Please be on time to meet your child. If there is a problem, call the office. 718 585-0380 **\*\* CHILDREN WILL BE PLACED IN THE AFTERSCHOOL PROGRAM AND PARENTS WILL BE CHARGED A PER DIEM FEE IF THEY ARE NOT PICKED UP BY 3:00. THE PER DIEM FEE IS \$15.00. \*\***

This fee will be charged to **UPK** families who are late as well. If **UPK** students stay beyond the school day, they will be charged because the UPK school day ends at 2:30PM.

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### **Breakfast in the Classroom**

This year, all classes will participate in the Breakfast in the Classroom and healthy snack program. Breakfast will be served with in the classroom to all children who attend St. Luke School. Children must come to school on time to receive the in class breakfast. There is no charge for this service.

Children will also receive a fruit or vegetable snack during each school day. This program is designed to expose children to healthy snacking options. This is also a free program for all children from grades Pre-K through 8.

### **Lunchroom**

The school provides a hot lunch through the Archdiocesan School Nutrition program or the local Department or Board of Education. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form.



- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom
- In good weather, the children go directly from lunchroom to schoolyard; first lunch IS until 12:00, second lunch IS until 12:15 and THE third lunch is until 12:50.
- During inclement weather the children will report to the gym after lunch.
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

*Children who eat lunch in school must eat the lunch provided – they may not bring their own lunch or drinks. The only exception to this is if there is a medical reason supported by a doctor’s note. Children may eat lunch in school, or at home. If the child will go home for lunch, he/she must be picked up by an adult. This is not done on a daily basis; this should be decided by the parent in the beginning of the school year. They are not allowed to go to any stores during lunchtime. On rainy, snowy, or extremely cold days, children will go to the gym rather than go to the yard. \*Students who misbehave in the lunchroom may be suspended from the lunch or breakfast program. Children who intentionally throw food and/or leave a mess in their table area will be responsible for cleaning up in the lunchroom. The length of time of the community service will be determined by the extent of the damage done by the child. In extreme cases, a suspension from the lunch program and/or school may be necessary. This will be determined by the school administration.*

### **Release of students**

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child’s emergency contact card. Emergency cards are completed in September and must be updated as necessary.
- For liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **(Please note: only the principal may approve the release of a student for a prearranged appointment.)**

### **Faculty Meetings**

Faculty meetings are scheduled on first Fridays of each month, unless parents are otherwise notified. All children will be dismissed at 11:45 AM on these days.

### **School Calendar**

A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar for any revisions to the Yearly School Calendar.

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### **ADMISSION POLICY**

*Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.*

*Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.*

*This policy is subscribed to by all Catholic elementary and secondary Schools in the Archdiocese of New York. Whether owned or operated by the parishes within the Archdiocese, Catholic School Regions, or religion communities within the Archdiocese. The process for admission to St. Luke School is: parents must complete the school application and provide required documents. St. Luke's does require each prospective student to take a placement test which determines acceptance and grade level.*

*If a child has an Individualized Education Program (IEP) in place, it must be included with all required documents. Failure to reveal an IEP or IESP will result in your child being asked to leave St. Luke School.*

*The process for admission to St. Luke School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parents will be notified in writing about the status of the child. For regional schools, this application is found online and is processed through TADS Admissions.*

*While admission is on a first-come, first served basis. The school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish, or if a regional school, active in a parish outside region; and fourth, to non Catholic students.*

*UPK admissions must fill out all DOE paperwork. They must also: bring in the child, birth certificate, immunization, social security card, and proof of address from approved agencies.*

### **IMMUNIZATIONS**

*Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Department of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.*

### ***New York State Immunization Requirements For School Entrance and Attendance***

## **ABSENTEEISM**

*If a student is absent, the parent must call the school office before 9:00 a.m. to report the absence, giving a reason for the same. Upon return to school, a note **must** be sent, stating date, day, and reason for absence, name of student, room number, and signed by a parent or guardian. (See appendix) This is New York State Law. Any child who is absent 20 days or more without just reason will be reported to the District 7 office. Any child absent three consecutive days will receive a phone call from the school office. If at that time, we are not able to reach the parent, a phone call will be*

*made to the Bureau of Attendance. Children are mandated to come to school. This will also hold for excessive lateness. Illegal absences include visiting, extra vacations, helping out at home, taking care of the baby, oversleeping, etc. All clinic and other appointments should be made after school or on weekends. If a doctor / dentist appointment is during school time, a note must be handed in on doctor's / dentist's stationery stating there was an appointment. Students who arrive late because of early morning appointments outside school will be marked late. Those who have appointments causing them to miss a half-day will be considered absent for that half-day. This includes UPK students also.*

### **Release of Students (during school day)**

*The school has a sign-out book located in the main office.*

*Occasions for the use of a sign-out book are:*

- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact card. Emergency cards are completed in September and must be updated as necessary.*

*Students who leave early because of appointments, illness, etc. who miss a half-day will be marked a half-day absent. If an absent note is not given to the classroom teacher, the child will be placed on detention each day until the note is handed in. Excessive absences and/or lateness have a great impact on student learning. Besides that, children under the age of 16 are mandated to report to school daily, unless there is illness or any other legally excused absence. If a child is absent/late in excess of New York State mandates, a child will be retained in the grade. They will*

not advance to the next grade because successful completion of the grade has not taken place. The actual number is not mandated by St. Luke School, but by New York State.

Any student who is truant (absent from school without the parent's knowledge) will be suspended and must have a conference with the principal, parent and student before the student can return to class. If this occurs three times, the student will be asked to leave St. Luke School. Children in UPK do not serve detention for any reason.

## **Attendance**

- **Excused Absence:** A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.
- **Lateness:** A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up the time missed. Student lateness interrupts the learning process of your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year.
- **Shadow days:** Eighth graders are allowed three shadow days for high school. This absence will show on the report card, but will not count against them for perfect attendance.
- When a child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

### **ACCIDENTS OR SICKNESS**

#### **Student Accidents Insurance**

In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parents own medical insurance coverage.

#### **Medication**

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student Name
- name and phone number of pharmacy
- licensed prescriber name
- date and number of refills

- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be

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advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain

circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of a child as well as:

- Severity of health care problem, particularly asthmatic or allergic conditions
- Prescriber order directing the students be allowed to carry his/her medication
- Written statement from parent requesting compliance with prescriber and can assume this responsibility.
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

If a child gets hurt or sick during school, the parent will be notified by the office. Parents may not receive a call for minor scrapes. No child is allowed to leave school without permission from the office and must be accompanied by an adult. A parent must meet his/her child in the office for early dismissal, where the child must be signed out. If the parent chooses another person to pick up a child for early dismissal, that person must be of legal adult age. They must be at least 18 years of age or older. The school must be informed ahead of time about such occurrences.

## **ILLNESS**

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition. The school reserves the right to call 911 in any case of a medical emergency.

## **HIV/AIDS CURRICULUM**

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on HIV and AIDS to all students in Grades K-12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the administrator and pastor.

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

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## **BATHROOM ACCIDENTS**

*In the UPK, children may occasionally have bathroom occurrences. In this case, the child will be given their change of clothes and a phone call will be made to the parent. The child will then go to the nurse and the clean up as much as he/she is ok. Adults may not clean your child. As your child is school aged now, this must be taught at home.*

## **Student Abortion Policies**

### *Rationale:*

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable..... since it is the deliberate killing of an innocent human being."*

### *Policies:*

- 1. If a student decides to obtain an abortion and if the school learns of it after the fact she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.*
- 2. If a student refuses counseling, she will not be allowed to continue as a student at the school.*
- 3. The counseling requirements stated in policies in 1 and 2 also apply to the student who is considered the parental father.*

### *Guideline:*

- 1. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.*

## **CLOSING SCHOOL DUE TO BAD WEATHER**

*The decision to close school due to bad weather is made by the principal. Information about school closing will be broadcast on the following radio stations:*

*WINS, WNEW, WOR, WNBC, WADO*

*You will also receive an **IRIS alert** if we have a working phone number for you.*

## **Emergency Closing/Delayed Openings**

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.*
- In addition to following the lead of New York City public schools, Catholic school in the Bronx, Manhattan, and Staten Island, may find it necessary to make closure decisions independently, based on local situations. Schools in Westchester, Putnam and the Upper will follow the delayed opening and/or closing policy of the local district.*

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- Catholic schools throughout the Archdiocese of New York utilize parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.*

- *When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:*
- *All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled*
- *After school and/or extended day care program will be closed all day.*

*If the decision to close school is made before the end of the school day, a letter will be sent home with all students.*

*The Cornerstone system will also inform parents of any school closings or emergencies. Parents must make sure that the office has working phone numbers in the office. If phone numbers or contact information changes, the office must be made aware.*

- *In addition to the following the Lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may find it necessary to make closure decisions independently, based on local situations. Schools in Westchester, Putnam and the Upper Counties will follow the delayed opening and/or closing policy of the local district.*

### **CHANGE OF ADDRESS**

*Parents should notify the school immediately in writing if there is a change of address or phone number. We must be able to reach parents in case of sickness or accident. This is also necessary for purposes of mailing and/or emergency notification.*

### **CLASS TRIPS**

*From time to time, students will go on a field trip with their class. In order to go on a class trip, parents must sign the Archdiocesan field trip permit or the teacher's consent forms. A written note from the parent will not suffice.*

*Class trips should not be used as a punishment because they are part of your children's education. Please do not forbid your children to attend a school field trip. Occasionally, parent chaperones are required. This will be decided on a first come, first serve basis. It is the teacher's responsibility to appoint chaperones – parents do not appoint themselves. If your child does not go on a designated class field trip, your child is still expected to come to school in uniform.*

*In cases where there are behavioral issues, a teacher may request that a parent accompany the child on a trip. If a parent is not available, the teacher does not have to take that child on a trip.*

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### **FIELD TRIPS**

*Field trips must serve an educational purpose and their value should be an integral part of the school's instruction program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.*

*It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools and ski slopes are strictly prohibited.*

- *Field trips are designed to correlate with teaching units and to achieve curricular goals.*



- *Field trips vary on each grade level.*
- *Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.*
- *Individual 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.*
- *If a child's behavior is in question, the teacher may request that a child's parent accompany their child on the trip. If the request is made and the parent can not go on the trip, the child will not be allowed to go on the trip.*
- *If the school cancels a scheduled field trip, any money paid to the school will be returned. However, if a parent chooses not to send a child on an already scheduled school trip for any reason, no money will be returned.*
- *It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools and ski lodges are strictly prohibited.*
- *UPK children may go on community field trips where they can walk. They will not go on any trip involving transportation.*

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### **TRANSPORTATION**

*The city provides free transportation for children in Grades K-2 who live over a half-mile away and for those in Grades 3-8 who live at least one mile from the school. Bus and train passes are available in the office for those students eligible. However, you must file an application in the office ASAP for passes because each pass has a student ID number and is only issued twice a year. If a Metro card is lost or stolen, it must be reported to the main office immediately. Metrocards must be taken care of and should not be bent or folded, as this may damage the card. There are no extra Metro cards in the office. If a card is lost or stolen, your child will be without a Metro-card until the Office of Pupil Transportation sends a replacement card. The school is not responsible for covering*

the travel expenses for your child. Proof of address may be required in the school office if the child's legal residence is in question.

**BUSES**

To obtain student transportation in school districts outside of New York City, parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district. Parents must contact their local public school district to determine their eligibility.

**GRADING POLICY**

There are four marking periods. For grades 5 – 8, each marking period will represent 20 % of the final grade (this is the last column on the report card). 10 % of the final grade is made up by the Midterm exam, and the final 10 % is made up from the final exams that the children take in June.

4 Report Cards	20%	20%	20%	20%	
Midterm exams				10%	
Final exams				10%	
				10%	
					100% - TOTAL GRADE

The grade that is in the final column of the report card is only the average of the first two marking periods. It does not yet include the midterm grade. This is important to know because depending on your child's midterm exam results, it could make a big difference.

Ex:	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>Midterm</u>	
	<u>87</u>	<u>90</u>	<u>70</u>	
	<u>70</u>	<u>68</u>	<u>90</u>	
	<u>70</u>	<u>70</u>	<u>60</u>	

This child's grade will drop a couple of points once the midterm is weighed in the final grade.

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This child's grade will be a passing final grade once the midterm is averaged in.

This child's final grade is a failing grade once the midterm is averaged in.

For grades K – 4, there are four marking periods. Each quarter is worth 25% of the final mark. There are end quarter exams given that are averaged into each quarter.

Each child's assessment includes:

- Summative Assessments – 45%
- Classwork/Participation – 20%

- Quizzes – 25%
- Homework – 10%

All Catholic Grammar Schools in the Archdiocese have implemented this grading policy. Varying the ways we assess the children, allows us to create opportunities for differentiated instruction.

**ASSESSMENTS FOR UPK**

*UPK children will be assessed with work sampling collected by each UPK teacher. They will also be assessed with the ESI at the beginning of the school year. Communication with parents is the key to success.*

### **Academic Expectations**

*St. Luke School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the students' progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.*

### **Progress Reports**

*Progress reports will also be sent home approximately one month after the marking period begins. This is to ensure that parents and teachers are working together to monitor the progress of the children. Often, making parents aware of poor grades early on, gives parents time to correct situations before they become worse. Communication between parent and teacher is key.*

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### **REPORT CARDS**

*Report cards are distributed four times a year for all children. The marking system is based on quizzes, tests, projects, homework and class work. \*Each one of these criteria is important in determining report card marks. Any assignment not completed or handed in by the student will receive a grade of zero for the missed assignment. The report card is a link between the school and the home.*

- *Mid-terms will be given in January and End-terms will be given in June for grades 5 - 8.*
- *End quarter exams will be given in January and June for children in grades K - 4.*
- *Report cards will be distributed four times a year. In November, all parents must come in to meet their child's teacher. The parent will receive the report card at that time.*
- *For the second marking period, report cards will be sent home with the students. However, at this time, if your child is not making adequate progress, the teacher will request a conference with the parent. In addition, a possible retention letter will be sent home. If significant progress is not made, this letter indicates that your child may repeat the grade. In April, meetings will be scheduled with parents only for children who still have not made adequate progress, with regard to academics and/or behavior. The final report card will be sent home on the last day of school.*
- *No report card will be distributed before the last day of school. There are no exceptions. A self addressed stamped envelope may be sent to the office and the final report card can be*

*mailed to you if your child is not in school on the day of report card distribution. The school office is also open after the last day of school, and the report card may be picked up in the main office.*

*A letter indicating the school office hours for the summer months will be sent home with each student.*

*Report cards are distributed four times a year for Grades K to 8. UPK report cards are distributed two to four times a year. The report card is an important part of the ongoing communication between the school and the home.*

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### **Academic Achievement**

*The first part of the Archdiocesan Report Card is used to mark the students' achievement in academic subjects.*

- *The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:*
  1. Tests
  2. Quizzes
  3. Classwork/participation
  4. Homework
  5. Projects/portfolios
  6. Formative Assessments
  7. Summative Assessments

*There are no grades for Computer Science, Library or Music as these two areas are to be supportive of, and integrated into, the total learning process.*

*The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and the end-year tests (for Grades 3-4 in ELA, Math, and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record card.*

- *Numerical marks are recorded on report cards for Grades 1-8.*
- *Passing is any mark 70% or above or any mark D or higher.*
- *A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.*
  - **4: Meeting Standards with Excellence**

- Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently.
- **3: Meeting Standards**
- Students demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade-level work, and completes work independently with limited errors.
- **2: Approaching Standards**
- Students demonstrate partial understandings and are beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/or practice.
- **1: Below Standards**
- Student demonstrates minimal understandings and seldom meets requirement for grade-level work. Requires an extended amount of time, instruction, assistance and/or practice.
- **N/A: Not Assessed**
- Students were not assessed on these standards this quarter.

Parents should be informed in a timely matter in the event that a student who is not satisfactorily performing in a course of activity.

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### **Character Development**

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A new single letter grade is used with check marks indicating improvement needed in any sub-category.

The “Conduct Grade” indicates that the student:

1. follows class and school rules
2. shows care and the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately

<b>Conduct Grade</b>	<b>Number of Checkmarks</b>
A	0
B	1 OR 2
C	3
D	4
F	5 or more

A parent may request a meeting with the child’s teacher. Maintaining open lines of communication between the parent and teacher will only benefit the child. Requests can be made with a letter or phone call. Please do not wait until report cards are given out to discover that your child is having difficulty. The earlier we can address a problem, the better.

## **HONORS – Not for UPK or Kindergarten**

Principal's Honors            *A in all subjects*  
   *95% - 100% average – no mark lower than A/90*  
   *A grade of A or B in conduct and effort must be*  
*achieved as well*

First Honors                *A in all subjects – one grade of B (80-89) permitted*  
   *90% - 94% average – one grade of 80 permitted*  
   *A grade of A or B in conduct and effort must be*  
*achieved as well*

Second Honors            *B+ average minimum of 85% average*  
   *– one grade of C (70-79) permitted*  
   *85% - 89% average – one grade of 70 permitted*  
   *A grade of A or B in conduct and effort must be*  
*achieved as well*

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*Conduct and effort are equally as important as the academic grades. A child must meet the grading criteria in these two areas as well to achieve honors. **Failure to achieve acceptable grades in those areas will prevent a child from achieving honors.***

*A child who receives checks for improvement needed in the character development section of the report card may not receive honors. A minimum of a B in the areas of conduct and effort must be achieved by all students to be eligible for honors. This is in addition to maintaining acceptable grades, as stated above.*

***\*In addition, any child who has more than ten unexcused latenesses/absences in a quarter will not receive honors. An honor student of St. Luke School is representative of a model student. Therefore, a child with excessive absences/lateness is not eligible for honors.***

## **PROMOTION AND RETENTION**

*Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.*

*Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develops for each of these students a special program, based on the school's regular program, which follows the New York Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has no made satisfactory progress.*

*If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically,*

*and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.*

*The following are specific criteria that will assist teachers as they consider a recommendation for retention.*

*The student has failed to pass the major subjects on each grade level.*

*The following table indicates the specific failures by grade level that might result in retention at that grade level.*

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<i>UPK</i>	<i>In order for a child to advance to kindergarten, the child must turn 5 by December 31<sup>st</sup> of the academic school year. The UPK program is designed for 4 year olds.</i>
<i>Kindergarten</i>	<i>Evidence that the child is not meeting academic expectations of the program. A child may be retained in kindergarten that is markedly immature and does not demonstrate readiness. Excessive absence can also be a factor for retaining a child in Kindergarten. Also, a child who is not prepared to work independently on tasks may be retained. Work assigned for home, must be completed by the child, unless otherwise indicated. It is a disservice to your child to do the work for him/her.</i>
<i>Grades 1 – 2</i>	<i>Evidence of insufficient developmental progress and a failure in Reading. <b>Students who are not able to read and who fail reading may not be advanced.</b> Students who fail two subjects may not be advanced. Children in grade 1 who are able to complete assigned task at home, should be able to complete similar tasks during school independently. If this does not occur, the child may repeat the grade. They must pass all subjects to advance to the next grade.</i>
<i>Grade 3</i>	<i>Failures in Reading and Math</i>
<i>Grades 4 – 6</i>	<i>Failures in Reading and Math Or Failures in Reading or Math and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts</i>
<i>Grades 7, 8</i>	<i>Failures in Reading and Math Or Failures in Reading and Language Arts Or Failures in Reading or Math or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies</i>

*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments*

- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card.

Generally, a student would be retained only once in the elementary grades (1 – 5), and only once in the upper grades (6 – 8).

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### **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request.

Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent’s responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be under taken by a qualified teacher.

If a child is required to go to summer school for promotion, that child must attend an approved summer school program. If the child does not attend an approved summer school, the child can be retained.

### **Graduation**

At the discretion of the principal each school has the right not to certify the student’s graduation or provide transcripts of the student’s academic record to third parties such as other school, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract. (ex: failure to meet financial obligations, infractions against the school’s code of conduct).

Promotion on trial is rare and the conditions are strictly enforced. Failure to comply results in immediate retention to the previous grade. Retention is the sole decision of the principal.

A student may be asked to attend summer school in order to reinforce skills necessary for success in the next grade. However, summer school is not intended as an option for a child who must repeat a grade. Attending summer school in order to advance to the next grade is the sole decision of the principal.



### **Report Card Distribution**

*Report cards are distributed in November, February, April and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.*

*Final report cards may not be given before the assigned date June 20th in the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teachers a self-addressed stamped envelope and the report card can be mailed on the last day of school.*

### **Progress Reports**

*Progress Reports are distributed during the midway point of each quarter. This is to keep you informed about your child's progress, we believe in plenty of communication with parents.*

### **Special Learning Needs**

*Students with learning differences are children of God and members of the church. St. Luke School makes every effort to meet individual student needs by providing accommodation. Sometimes however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.*

*Once the results of the evaluation are available, parents / guardians are obligated to share education / psychological testing results and any resulting plan with the school. The parent / guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the individualized Education Services Plan (IESP).*

*If a student transfers in from a public school with an individualized Education Plan (IEP), the parent / guardian must go back to the Committee on Special Education (CSE) to get an IESP.*

*When a student qualifies for a 504 Plan, the principal will meet with the parent / guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations / modifications can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. Upon the accommodation / modifications, to the school reserves the right to negate enrollment of the student.*

*There are children in St. Luke School who have IEPS (Individualized Evaluation Plans). These IEPS are in place for a child who has needs that may need to be met by modifications stated in the individual child's IEP. These needs may include but are not limited to: extended time, resource room, speech etc.*

*A child with an IEP/IESP must meet the criteria mandated by the IEP/IESP for promotion.*

*If a child has needs that St. Luke School can not meet, an alternative school setting may be recommended. If an evaluation is requested by the school administration, and a parent does not comply, the child may be asked to leave St.*

*Luke School. An evaluation does not suggest that a child has special needs, but that additional services may be required to ensure the child's success. A parent may also request an evaluation*

for their child. The school will help the parent with the evaluation process.

### **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary.

All books must be returned. All bills must be paid before records are transferred to a new school. When a student transfers to another school, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parents/guardian signature is required for release of a student's confidential file (i.e. special educational records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, and infractions against the school's code of conduct)etc.

### **Assessments**

<b><u>LEVEL</u></b>	<b><u>ACADEMIC PERFORMANCE</u></b>
Kindergarten	<i>Evidence that the child is immature and not meeting program expectations</i>
Grade 1	<i>Evidence of developmental immaturity and a failures in reading</i>
Grade 2	<i>Failures in reading</i>
Grade 3	<i>Failures in reading and mathematic</i>
Grade 4, 5, 6	<i>Failures in reading and mathematics, or Failures in reading or mathematics and failures in two of the following subjects: religion, science, social studies and language arts</i>
Grade 7, 8	<i>Failures in reading and mathematics or Failures in reading and language arts or Failures in reading or mathematics or language arts and failure in one of the following subjects: religion, science, social studies</i>

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, annual interim assessments, and New York

State Education Department assessments. These tests measure academic growth over a period of time.

Archdiocesan Tests will be used as the students Mid-Year and End-Year Examinations.

New York State Tests are given in	April	Grades 3-8 – ELA
	May	Grades 3-8 – Math

- Subject to change according to State Mandates.

Archdiocesan religion finals are given in June to grades 3, 4, 5, 6, 7, & 8. NWEA Map Assessments are also given to children in grades K-8. These exams are approved by the Archdiocese of New York. They are given three times a year. Teachers administer tests regularly. Mid-terms are given in January, and final exams are given in June. All children will be given study guides by their teachers to help them study. It is necessary that the children study as all students from grades 5 – 8 will take midterm exams. Children in grades K - 4 will take quarterly exams in both January and in June. Standardized Assessments for grades K-2 will be administered one time a year in the spring. This test is called the ITBS (Iowa Test of Basic Skills). Interim Assessments – will be administered two times a year for grades K-8.

## **HOMEWORK**

Homework is an essential part of the instructional program. Children will be assigned a certain amount of homework each day. Homework - - Written and study must be completed accurately. When students are absent, they must make-up any work that they have missed. Homework is counted as a grade for the report card and definitely affects each student's average. Parents will receive a detailed policy from the individual teachers. Any student in grades 7 – 8 who does not complete homework will stay in the library until 4:00 that day to complete homework. If a child in grades 7 – 8 has a total of ten incomplete homework assignments, he/she will serve an in house suspension. A meeting with the parent, student, and principal will also take place. If the child misses more than ten homework assignments, the student is jeopardizing his/her chances of returning to St. Luke School. In some cases, children in grades 1 – 6 may also serve homework detention if completing homework and/or projects is

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not done in a timely fashion. The length of detention will be determined by the principal. Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians.

The time allotments for homework (written and study) are as follows:

UPK		receives family engagement assignments
Grades K	approximately	15 minutes
Grades 1 & 2	approximately	30 minutes
Grades 3 & 4	approximately	45 minutes
Grades 5 & 6	approximately	90 minutes
Grades 7 & 8	approximately	120 minutes

*Students are required to complete all homework, and it is expected that parents or guardians sign the completed homework.*

*Children must remember to bring books needed for homework. They will not be allowed to return to class to get books they have left.*

## **ACADEMIC PROGRAM**

### **Guidelines for the Education of Non-Catholics**

*Parents must be made aware of the intentional Catholic witness in our schools. St. Luke School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.*

*All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.*

*Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.*

*Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.*

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*The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.*

*The religious education of the whole person is the primary thrust of St. Luke's School. All students must attend the daily religion class, as well as liturgies and other religious services. However, non-Catholic students do not participate in the sacraments.*

*The academic curriculum is based on the guidelines of the Archdiocese of New York in conjunction with the New York State Learning Standards. The curriculum includes: Religion, Language Arts*

*(Reading Spelling, Phonics, English, and Penmanship), Mathematics, Science, Social Studies, Art, Music, Physical Education, and Computer Education.*

### **ACADEMIC INTEGRITY**

*All students of St. Luke School are expected to successfully complete all work assigned to them by their teachers.*

*At times, students may have to use technology to research information to complete the given course work. Plagiarizing work – copying/downloading work directly from the internet is against copyright laws. Any child, who is caught downloading information and simply attaching their name to it, will automatically receive a zero averaged into their grade for the given assignment. Work that is handed in by a student that is not the work of the student will not be graded. It will be sent home with the child and the parent will be contacted by the teacher. The student will receive a grade of zero for the missed assignment. Children will be assessed in class in the form of tests and/or quizzes. Unless otherwise instructed, children at all levels are expected to work on all tests independently.*

*Any child who is talking during classroom testing will be subject to losing points on the test. The amount of points may range from 5 – 25 points depending on the nature of the discussion.*

*Offering or receiving assistance on a test by a classmate is unacceptable and will result in all children involved losing points on the test.*

*Using “crib notes”, cheat sheets, cell phones, iPads, textbooks, study guides, calculators, etc... to complete a test is unacceptable. If a student is found using any/all of these materials during a test, the student will receive a grade of zero.*

*It is expected that all students of St. Luke School uphold the standards of academic integrity set by the school administration and teachers of St. Luke School.*

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**Summer School:** *If you do not attend summer school when it is required, your child will automatically be placed in the grade that required summer school. A report card from the summer school attended must be sent to the school.*

### **GUIDANCE**

*A guidance program is a resource available to St. Luke School students. Service may include counseling, psychological intervention and support for families experiencing change. A child that is in need of counseling may be required to see a counselor if it is deemed by the administration that counseling is necessary. In extreme cases, counseling services outside of the school setting may be required. If it is decided by the school counselor and / or administrator that counseling is required, then failure to do so may result in your child being asked to leave St. Luke School.*

### **AFTERSCHOOL PROGRAM**

*An after school program is available to parents. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policies. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make*

arrangements to pick up their children at the end of the program activity. Students will be released only to a parent or a person specified in writing by the parent.

St. Luke School does have an afterschool program that is open to all children of St. Luke School. It runs daily from 2:30 – 5:30pm. During half days of school, the afterschool program does not remain open. The fee for afterschool is \$50 weekly for an individual or \$70 weekly for a family. If a child is enrolled in the afterschool program, it is expected that they attend the program regularly. The same fee is applied on days where children attend four or five days. Weeks with three days of attendance or under will be rated. Students will be released only to a parent or a person specified **IN WRITING** by the parent.

On occasion, an emergency may occur where someone who is not enrolled in the afterschool program may need to stay in the program. If this does occur, the afterschool program coordinator must be informed immediately. A per diem fee of \$15 will be charged to the parent.

All payments for June afterschool stays must be paid in advance. There will be no carry over of outstanding fees to afterschool. Also, your child may not attend in June without June being paid.

### **Announcements**

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.

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### **BIRTHDAY PARTIES**

Birthday parties for Grades Pre K – 3 may be held from 1:45 – 2:30 only, with the teacher's permission. Parents should notify the teacher in writing. If the teacher does not give permission, there will be no party held – no exceptions. The party may not include siblings or relatives from other classes.

### **BOOKS**

All resource materials chosen for use in academic courses must be consistent with the religious nature of our school. Books, DVDs, or other electronic-based supplementary resource that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. **CONTACT PAPER IS NOT TO BE USED TO COVER ANY BOOKS OBTAINED UNDER N.Y.S. TEXTBOOK LOAN.** These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost. No report card will be given to a child who owes money for a lost or defaced book until restitution is made.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a. The pupil's name be placed in the space provided in each book
  - b. The teacher make a record of the number of the book
  - c. The teacher make a record of the condition of the book
  - d. In September, each child will put a clean cover on each textbook

received. In June, all textbooks are collected, extra materials and covers are removed.

e. In June all textbooks are collected and book covers are removed.

f. All workbooks are collected in June.

At the end of each marking period, parents should check the condition of the child's textbooks. The books must be returned in the same condition that they were given to your child. If they are not, the student and the parents are liable.

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

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3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it. All children will be allowed to borrow books from the library including UPK. If you do not wish for child to borrow books, you must write a letter stating that.

### **COMMUNICATION**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or some place that ensures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent – teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of the student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

#### **Parent Requesting a Meeting:**

Sometimes there are issues that occur between children. Most times, those issues are resolved very quickly with the assistance of the teacher/principal.

Occasionally, one parent will ask to have a meeting with another parent to help resolve the issue. This meeting will take place with the principal present. A meeting is never held to point blame at a child, the sole purpose is for clarification and resolution.

### **SCHOOL PUBLICATIONS**

*All students or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email, or social media accounts that represent or use the school name.*

*Parents, volunteers, and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.*

### **CONTACTS WITH THE MEDIA**

*Parents have the right to exclude their children from videotaping, audio, recording, school pictures, other photography or participation involving printed materials or on the internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.*

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### **CHANGE OF ADDRESS, E-MAIL, PHONE**

*The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and /or emergency notification.*

### **PARENTS AS PARTNERS**

*Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.*

*No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.*

*Parents are asked to take an active role in their child's education by:*

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.*
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.*
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.*
- Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.*
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.*
- Making all tuition and fee payments on time, and participating in fund-raising activities.*



- *Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movie, song lyrics, and on the Internet.*
- *Monitoring activity on social media sites.*

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- *Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.*
- *Arranging for a time and place for their child to complete homework assignments.*
- *Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.*
- *Attending all Parent-Teacher Conferences and Home-School Association meetings.*
- *By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.*

*The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.*

### **Parent Organization**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purpose is:

- To create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- To provide a means for keeping parents informed of school activities, programs, etc. and if any, parent service requirement
- To assist the school in meeting its financial obligations, primarily through fund-raising activities
- To provide adult education programs

**NON-CUSTODIAL PARENT**  
**Release of copies of report cards, school notices, etc...**

*In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.*

*Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc... Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.*

**Release of children**

*Non-custodial parents may pick up a child only if previous arrangements have been made.*

**CELL PHONES**

*We understand that cell phones are necessary for many children today. However, the children may not have their cell phones in their possession during the school day. **Upon arrival to school, all children with cell phones will be asked to hand in their phones to the teacher.** They will be labeled with the child's name. At the end of the day, the teacher will return the cell phone to your child. **Any child caught with a cell phone in their possession during the school day will have their cell phone confiscated, at which time, the parent must pick up the phone in the office.** A child who is caught not handing in his/her cell phone more than once will lose all privileges to carry a cell phone in school. If it is that essential to contact your child, please call the school office and we will make sure that the message is given to your child. We can not have cell phones ringing during school time. **Cell phones with inappropriate messages or pictures will be confiscated. Depending on the nature, a child may be suspended for inappropriate information found on their phone.***

**UNIFORMS**

*Your school uniform confirms your attendance at school and is a symbol and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school. Your behavior should be a credit to both yourself and the community.*

*Complete school uniforms must be neatly worn each day. Uniforms may be purchased directly by the parent through **FLYNN AND O'HARA'S** store in the Bronx.  
(136 Westchester Square) 718 863-7561*

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*If a child's uniform is inappropriately worn (too short, too tight) the parent will be made aware of the matter. The parent will be given one week to correct the matter. If it is not corrected after being brought to the parent's attention, the child will not be allowed to attend class until the uniform infraction is corrected.*

Children must wear the school uniform. Only new gym uniforms may be worn at this time. The school does have some gently used donations if you need to get a uniform. This is open to all children in St. Luke School.

**All Girls**

K - 8

Grey Skirt (Flynn & O'Hara ) K – 8

White Blouse (pointy collar only) K – 8

For Boys & Girls sweater vest with logo or long sleeve sweater with logo from (Flynn & O'Hara)

**Boys**

Grey Trousers K – 8 (Flynn & O'Hara)

White dress shirt

\*Boys and Girls – The presence of anything that proclaims a current fad is not permitted.

Children in pre kindergarten must wear the gym uniform to school daily.

Navy Blue Knee Socks or Navy blue tights for girls K – 8, **Black tights/socks are not acceptable.**

Girls may wear grey trousers only from November 1 – March 31. No spandex or close fitting pants. **Girls must have acceptable covering (school sweatshirt, school sweater vest or school long sleeve sweater) when wearing trousers.**

Both boys and girls have the option of wearing the white polo shirt in September, May - June. If this is worn a tie or sweater are not necessary.

\*Navy Blue, or Black Shoes – **NO SNEAKERS** – black sneakers are not considered shoes. No boots may be worn during school hours unless the child has a NUT card.

\*Colored T-shirts may not be worn under uniform if they are visible under the school shirt.

\***NOTE:** Pre-K wear school sweatsuits. If the weather is warm, they may wear the gym shorts.  
\*Only school sweatshirts may be worn.

\*No boots may be worn inside school – carry shoes. Low cut boots are not permitted either.

\*Sandals, high heels, or flip flops may not be worn unless the child has a NUT card. Absolutely no slippers may be worn.

\*Boys may not have hair in pony tails. Boys may wear braids (no loose or tied back braids). The braids for the boys must not exceed the collar on the school shirt. Boys may not wear long tails. Mohawk haircuts are not acceptable. However, hair may be gathered into one bun' so that the braided hair does not exceed the collar of the school shirt.

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Boys may wear hair in the style where it is blown out. However, if it is too long or unmanageable, the hair must get cut to an acceptable length, where it is better managed. Whatever style is worn by girls or boys, the hair must appear neat.

Designs may not be cut into the boys' haircuts. A simple part is acceptable. A child with extreme cuts and designs in their hair will not be allowed in class until the hair grows back. They will complete their work in the library. **Boys are allowed to wear only one earring. It should not exceed the size of a post earring. Anything larger than a post earring will be confiscated.** Young men whose hair length exceeds acceptable lengths will be given a warning to cut their hair. If the hair is not cut, the child will not enter the classroom. The principal will make the parent aware if a child's hair is too long.

**\*Children may not shave “cuts” in their eyebrows.**

*\*Jewelry is limited to watches, small earrings, (No Dangling or Large loop. The loop may not exceed 1 inch in diameter. **Religious** medals may be worn on a chain. The school **is not** responsible for lost jewelry. **Colored beaded necklaces or wrist apparel may not be worn, or anything that may be misconstrued as gang wear.***

**\*Children are not allowed to wear body piercings other than in an ear. This includes, but is not limited to: tongues, nose, cheek, eyebrows, navels, face, etc...**

**\*Boys must wear a belt at the waist. Acceptable belt colors are black, blue and brown only. Belt buckles must be simple in design.**

*\*No Fake or Acrylic Nails are allowed. Students may use clear nail polish only! Colored nail polish is grounds for detention. Continued disregard of this rule may result in disciplinary action. If children have polish on their nails, the office may remove the polish.*

*\*Children may not have tattoos, real or fake exposed so that people may see them.*

*\*No make-up is allowed.*

**\*\* Children may not wear accessories that may be mistaken for gang wear. This includes, but is not limited to: bandanas, beads, bracelets, etc...**

*\*\* Children may not dye their hair in unnatural hair colors (blue, green purple, etc...)*

*\*\* Children are here for an education – not a fashion show!*

**\*\* Girls and Boys: The presence of anything that proclaims a current fad is not permitted.**

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#### **NUT CARDS (NO UNIFORM TODAY CARDS)**

*Children may earn NUT cards which give children permission to come to school out of uniform. The NUT cards may be used only by the student who has earned the NUT card. NUT CARDS may not be given to siblings or friends to be used. NUT cards may be worn any day of the week, except for a school dress down day. If a class has earned a NUT card for class effort, the teacher will determine, when the class will use the NUT Card. In addition, if a child's behavior / actions indicate that he / she is not acting in concert with the class, the teacher may withhold the child's use of the class NUT card.*

*All clothing must be appropriate for school. Any clothing that is deemed inappropriate by the school administration will result in the child not being allowed to go to class. A parent may be called to bring in appropriate clothing. If clothing can not be brought in, the child will remain in the library.*

*School Dress Down Days are usually on the school calendar. Children who are not dressed in the proper clothing for the day will not be allowed to go to class. We are a uniform wearing school, unless exception is given by school administration.*

## **GYM UNIFORMS**

*Gym uniforms must be worn by all students on their assigned gym day. The uniform consists of: school shorts or sweat suit, school gym shirts plus sneakers. Shorts, shirt and sweat suits are purchased through the uniform company. A child may fail gym if they are consistently unprepared in the proper gym uniform. A child in sweatpants, shorts or t-shirts that are not part of the school uniform may not be allowed to go to class. He/she will sit in the library until an appropriate change of clothing is brought in for the child.*

### **PERSONAL APPEARANCE**

*A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.*

### **UNIFORMS SHOULD BE NEAT AND CLEAN.**

*Hair should be clean and well groomed. The boys' hair must not be below the shirt collar. Bangs must not be so long that they impede vision. Afros are acceptable as long as they are low and properly maintained.*

*Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.*

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### **CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

- *All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.*
- *The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all grades.*
- *Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of students as possible.*
- *If parents choose not to have their children participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.*

### **Crisis/Emergency Information**

*Should a crisis require evacuation from the school building, students will be brought to a safe place located in the church or church's lower hall and parents/guardian should meet them at that location.*

## **FIRE DRILLS**

*Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students. Playing or talking during a fire drill will be cause for detention.*

## **CHILD CUSTODY**

*At the time of school entry or at any other time when a change in custody status/ arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his / her parent. Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.*

*School communication with the appropriate guardian is essential. Accordingly:*

- *Custodial parents must identify in writing other adults who may have access to information regarding their child.*

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- *Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.*

*(Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.)*

## **CHILD ABUSE**

*Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.*

*If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.*

## **CONFIDENTIALITY**

*There is a professional, legal, and moral ethic that requires all persons to safeguard all student information of a privileged nature.*

*It is imperative that such information be regarded as a sacred trust.*

- *If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.*

- *Under section 423 of the child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section of Child Abuse)*

*The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of confidentiality should prevail.*

### **Contacts with the Media**

*Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.*

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### **DISCIPLINE**

*The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.*

*By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.*

*Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.*

*The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.*

*Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.*

*It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.*

*The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change in appropriate behavior so that sanctions do not increase in severity.*

*For acts such as blatant disrespect of authority, bullying, and harassment students are often given special detention. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.*

*For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. If your child is present when vandalism or bullying takes place, he/she is equally as responsible. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.*

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*In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.*

*In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for such any serious offense.*

*It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion. There is a zero tolerance policy in St. Luke School with regard to such instances.*

*Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within beyond the vicinity of the school, will likely result in a child's expulsion.*

### **DETENTION**

*Held daily - **15 minutes** - Grades K – 3*

***30 minutes** - Grades 4 – 8*

1. **Lateness for school** – *It is vital that each child arrive to school on time each day. Occasionally, an unforeseen circumstance may occur and your child may arrive late. As a result of this lateness, a detention will be served by your child. However, habitual lateness is unacceptable. The following steps will be taken for excessive unexcused lateness:*

*After 10 latenesses – A letter will go home to the parent.*

*After 15 latenesses – the principal will schedule a meeting with the parent.*

*After the 20<sup>th</sup> lateness – there will be an in house suspension.*

*Repeating this offense may jeopardize your child's re-registration.*



2. *Lack of proper uniform, including gym uniform (must be worn properly as well).*
3. *Chewing gum/eating candy in school.*
4. *Failure to bring absent note. The note must be given to the teacher when child returns. A one day's grace period is given. If the child still does not present a note, he/she will serve detention until the note is brought in to school. A phone call does not take the place of a note.*
5. *Use of vulgar or offensive language which includes racial epithets.*
6. *Talking or playful activity during a fire drill.*

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7. *For grades 1-6, children may receive detention for not completing assigned homework. For grades 1-3 children may stay in detention until 3:00 p.m. For grades 4-6, children may stay in detention until 3:30p.m. In addition to serving detention, points will be deducted from the child's grade for any / all missing assignments. Children in grades 7-8 will receive homework detention on a daily basis as assignments are missed. Detention will be served until 4:00p.m. for each homework infraction.  
In addition, points will be deducted from the child's grade for any / all missing assignments. Children in grades 7 and 8 are preparing for high school and are held to a higher standard.*
8. *Disruptive classroom behavior that hinders others from learning.*
- \* **Special detention** – for serious and repeated offenses.
- \* **Serious or repeated offenses of any infraction will result in suspension.**
9. *If a child is placed on detention for an offense, the child must serve the detention on the day of the offense. However, a child may ask to serve the detention the following day if necessary. This permission may be granted by the office staff, and/or the teacher who has given the detention.*
10. *If a child does not show up for detention and is not excused, the child will serve a special detention, which is double the time of the original detention.*
11. *A child who repeatedly skips out of detention will receive an in house suspension the following day of school. The child will complete all work in the library for the day. In addition, the child will not have recess time.*
12. *Talking or playing during a fire drill.*

*For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In case of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.*

*In cases in which a child engages in a fight which cause injury to another child or adult the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child. In cases in which a child brings a weapon to school, the police are summoned, and the parents are called. The school reserves the right to expel a child for the possession of a weapon.*

*It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore the school reserves the right to punish students for acts such as, but necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, iPads and the like. (see-also Telecommunications Policy). Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.*

*Lastly, a child's arrest for a crime on/or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.*

### **SUSPENSION**

#### ***A child will be suspended for the following reasons:***

1. *Fighting on school property (all parties involved) this includes the instigator of the fight.*
  2. *Disrespect to faculty members and supervisors*
  3. *Leaving school grounds without permission of principal*
  4. *Spitting on a student and/or faculty member*
  5. *Any intentional physical contact which results in injury*
  6. *Theft*
  7. *Truancy*
  8. *Immorality*
  9. *Intentional throwing of food in the lunchroom*
  10. *Gross insubordination*
  11. *Vandalism of school property – this includes the bathrooms as well – Restitution must be made for damaged property*
  12. *Possession of any object / substance deemed dangerous (e.g. Drugs, alcohol, firecracker, knives, stink bombs, etc.) on school grounds or on school – sponsored trips.*
  13. *Public urination or urinating in areas that are not designated for urination – this includes the bathroom floor.*
  14. *Cutting Class – Being in any area of the school or off grounds without authorization from a teacher or administrator.*
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15. *Harassment / Bullying- Making others feel uncomfortable by constant name calling, pushing shoving etc. Will not be tolerated. A zero tolerance policy is in place to protect all children from harassment.*

## **HARASSMENT POLICIES**

**Harassment:** *Bullying or threatening behavior to another student or faculty member will not be tolerated. Harassment is the constant bothering of an individual to the point where the victim no longer feels comfortable in their school environment. This is very serious and will be treated as such. Continued harassment of another student will result in expulsion from St. Luke School.*

*Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited. In a Catholic Christian environment, all demeaning behavior is unacceptable. Before a suspension for harassment takes place, the child will meet with the principal to first try to rectify the situation. If harassment still persists after this meeting, an automatic suspension will take place. Every child has a right to feel safe in their school environment.*

*St. Luke School provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum. Verbal, Internet, telephone or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. The principal investigates all complaints of harassments/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension or expulsion and where appropriate will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately. Harassment of any type is not tolerated.*

**Sexual Harassment:** *Recognizing the behavior related to children's sexual development and sexual curiosity is normal and healthy, we do not condone sexually harassing behavior in children of any age. Bullying and sexual harassment are not the same. When behaviors and comments related to gender and private body parts results in a sense of fear and powerlessness, harassment is present. Children should be encouraged to speak about harassment when it happens to them. Teachers and parents should treat this with gentleness for the victim and seriousness toward those who are harassing. Certain behaviors in elementary school that can be looked at as sexual harassment include the following:*

- "Spiking" (forcibly pulling down pants)
- "Wedgies" – "Snuggies" (forcibly pulling up pants)
- Flipping up Skirts
- Grabbing / touching another's genitals
- Calling others sexually abusive names
- Teabagging
- Intentionally entering an occupied bathroom stall
- Asking others for sex or to perform sexual acts
- Threatening rape
- A touch that is unwanted by the person being touched. (A body part does **NOT** have to be in a person's private area to be sexual in nature).
- Sexual assault
- Passing sexually explicit notes
- Making gender demeaning comments
- Using sexual profanity
- Exposing genitals / "mooning"
- Participating in organized harassment of boys or girls
- Circulating pornography

Parents will be notified of any such conduct and the student will receive a notice of suspension.

*\*\* A child will be suspended until an interview is had with the parent, teacher and principal.*

### **SEX OFFENDER POLICY**

***This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school the following are some safety tips that we hope you will share with your children:***

- ***Students should never go home with strangers.***
- ***Students should never talk to strangers.***
- ***Students should never take things from strangers.***
- ***If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.***
- ***Young students should be encouraged to walk/travel to school in groups whenever possible.***

*The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.*

*In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> – or by calling 1-800-262-3257.*

***Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.***

***These procedures are part of our continuing effort to provide a safe environment for all children in this school***

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### **RE-REGISTRATION**

*At the time of re-registration, each student's standing in St. Luke will be reevaluated. If there have been issues regarding your child's behavior and/or academics, the parent will receive notification stating that their child may not be able to return for the next school year.*

### **DISMISSAL**

1. *Three suspensions*
2. *Attack on a faculty member*
3. *Use of drugs or alcohol or weapons on school grounds or school trips*
4. *Gang members / Violence*
5. *Members of Entertainment groups.*
6. *Conduct that hinders others from learning on a regular basis.*

\* *The principal reserves the right to dismiss a student for very serious or repeated misconduct. Dismissal can be imposed during the school year if necessary, but usually occurs at the end of the school term.*

*It is the expectation of this school that student behavior is exemplary both on and off school grounds. Whenever a child is wearing our school uniform, he or she represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, fighting, vandalism, and stealing off school grounds when the child is in the vicinity of the school or wearing the uniform of the school. **Disciplinary action may result if your child is in the vicinity where a problem occurs whether they are in school uniform or not.***

*The principal determines what is within the vicinity of the school. This could result in any number of punishments including the possibility of suspension or expulsion. Eighth graders may be placed on the Step Program.*

*Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.*

### **DRUG AND ALCOHOL POLICIES**

*In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Luke School will follow the policy as stated below:*

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately*
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately*
- Should it be determined that the suspicion is founded, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school*

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- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing.*
- Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.*

### **8<sup>th</sup> GRADE STEP PROGRAM**

*Since many eighth graders have been students at St. Luke's for several years, we want to avoid rash decisions concerning misconduct in their final year. Therefore, we have devised the "Step Program" which provides progressive discipline and fair warning.*

*If a student misbehaves after being placed on the "Step Program", he/she will lose the following privileges.*

- 1. NO RING DAY CEREMONY**
- 2. NO GRADUATION TRIP**
- 3. NO GRADUATION PARTY**

4. **NO GRADUATION CEREMONY**
5. **NO DIPLOMA**

*Once a step is taken away, the child has lost it; they can not earn it back.*

*Very rarely does this program need to be invoked because the students understand the consequences.*

### **Graduation / Stepping Up Fees**

*Children who have successfully completed Pre-K, Kindergarten and Eighth grade take part in Special events planned for them. While a parent has the right to decide if a child will take part, the school plans all of these Special events to include all children.*

*As a result, these events are paid for in advance. Children who are in Pre-K , Kindergarten and Eighth grade are charged Graduation / Stepping Up fees for these events. These fees, which are determined by the administration, must be paid by all children in Pre-K, Kindergarten and Eighth grade. Failure to pay these fees results in an outstanding balance owed to St. Luke School. This balance, if not paid, will not allow for a child to receive: report card; cap and gown, record cards etc.....*

### **PARENTAL CONDUCT**

*Parents are expected to demonstrate appropriate conduct at all times in dealing with school administrators, staff and other members of the school community. Thus, the following misconduct by parents or family members is unacceptable:*

- *Foul language in the presence of the children of St. Luke School*
- *Assaulting or harassing any staff member, parent, or student*
- *Threatening or physically intimidating any staff member, parent, or student*
- *Approaching a student without benefit of that child's parent being present*
- *Engaging in any behavior such as but not limited to the above<sup>3</sup>*

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*Such misconduct by parents or family members may lead to a warning and/or the following actions by the school:*

- *If necessary, the police will be called to remove the offending parent.*
- *Not permitting the child / children to re-register for the following school year.*
- *Asking that persons exhibiting poor behavior have another person represent them on school matters for the remainder of the school term.*
- *In extreme cases, and with the approval of the district superintendent, asking the families to withdraw their children from the school.*

### **STUDENT EXPECTATIONS IN USE OF THE INTERNET**

*The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.*

1. *Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.*

2. *Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.*
3. *After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.*
4. *Students must abide by the generally accepted rules of network etiquette both inside and outside school.*
5. *Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.*
6. *Students must sign a contract indicating their understanding and acceptance of the school's guidelines.*
7. *Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.*

## **48**

### **Telecommunications Policy**

#### **Social Media Guidelines**

*The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of the Schools Office and the Archdiocese of New York media accounts.*

*All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.*

*In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.*

*All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.*

### **Expectations and Responsibilities for Students**

*Students attend the school in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:*

- *Do their best work at all times.*
- *Treat all members of the school community (i.e., teachers, staff, priests, parents and student(s) with respect. This includes respecting the work of others by not cheating.*
- *Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.*
- *Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).*
- *Speak in a well-modulated tone voice.*
- *Observe the school dress code, including standards on no-uniform days.*
- *Help care for school property and keep the school free from damage and defacement.*

## **49**

### **Standards of Behavior**

- *Be courteous and respectful in our messages to others.*
- *Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.*
- *Never visit inappropriate or offensive websites.*
- *Never download materials from inappropriate or offensive websites.*
- *Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.*
- *Illegal activities are strictly forbidden.*
- *Do not reveal your home address or phone number, or that of other students or staff.*
  
- *Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.*
- *Proofread your message before you send it.*
- *Never agree to get together with someone you “meet” on-line.*
- *Only public domain software (“shareware”) can be downloaded.*
- *Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.*
- *Do not use the Network/Internet for illegal activities.*
- *Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.*



- *Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.*
- *Do not post personal messages on bulletin boards, "list servers", or social media platforms. Send personal messages directly to the person to whom you want to write.*
- *Do not use the network in such a way that you would disrupt the use of the network for other users.*
- *Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.*
- *Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.*
- *If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) **the student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.*

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- *The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.*
- *Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, and cameras, are subject to the same guidelines as previously cited **in the "Discipline Code for Student Conduct", "Harassment Policies", and the "Summary Statement"**.*
- *The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.*
- *Do not join social networking sites without parental permission. Even then, parents must monitor children's activity in such sites. Children are able to access these sites on computers, cell phones, iPods, etc.....*
- ***Transmission of any material in violation of any U.S. or state regulation is prohibited.** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use*

of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

### **PARENT / TEACHER CONFERENCES**

Parents who wish to see teachers should write a note requesting an appointment before/after class. Only in an emergency or at the teacher's request may a parent meet with a teacher during school hours. However, the principal is usually available if any difficulty should arise during the day.

**\*\*Parents or visitors may not go up to the classrooms – They must report to the office to obtain a special pass. This is a safety measure and all must obey this directive – Positively no exceptions!**

### **TUITION / FINANCIAL POLICY**

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees. If a family chooses to withdraw their child(ren) from the school, partial, or full month tuition refunds will not be granted if the child(ren) attended one or more days that month. **51**

#### **Smart Tuition**

Smart Tuition will charge a \$40.00 assessment fee for any payments that are received after the 5<sup>th</sup> of the month. In addition \$15.00 will be charged for late payments and give to St. Luke School by the tuition company. This is why the late fee is \$55.00 in total for any late payments.

There is a one-time startup fee of \$40.00 per family each year.

Parents have access to their accounts with Smart Tuition 24 hours a day, seven days a week. Parents will be given a password which allows them to receive payment information online.

Parents decide which method of payment they will select through paperwork that is submitted to Smart Tuition. The phone number for Smart Tuition is **1(888)868-8828**

Tuition must be paid by the 5<sup>th</sup> of the month. Tuition is now collected by Smart Tuition. A late charge of \$50.00 is assessed as of the 6<sup>th</sup> of the month. If the tuition is not paid by the last day of the month, children are suspended until tuition is paid. Children who are suspended due to tuition may not attend classes. Prior to suspension for non-payment, a letter will be sent home to the parent.

If a child is still sent to school after the letter has been sent home, the child will be placed in the library and the parent will be contacted. Please do not send your child back to school until the outstanding balance is paid in full because your child will not go to class.

**June's tuition must be paid by May 5th.** All bills must be paid to take exams and receive any / all records, such as report cards.

Tuition Rates for 2016-2017 are found a separate sheet in the back of the parent/student handbook.

#### **Tuition Delinquency**

Families who are 30 days late on tuition will receive a notification letter. If tuition is collected via SMART tuition, a first notification will be sent immediately following a due date and the late fee will be assessed, which continues to compound for each month tuition is late.

Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from their principal. Upon receipt of this notification, parents/guardian who do not contact their principal to discuss a tuition payment plan, will result in a suspension for the child.

### **FEES**

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor and/or Principal. If you wish to speak to the Pastor, please contact him at the rectory.

## **52**

### **Fund Raising Activities**

#### **Candy Sale/ Yankee Candle**

*Each family must participate in at least one of the fundraisers during the school year by selling a minimum of \$100 worth of merchandise for each child who attends St. Luke School.*

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and our children. We thank you for your cooperation and support you give to St. Luke School.

Failure to sell, will result in Smart Tuition billing you an additional \$100.

For UPK students, fund raising is optional. There will be no additional fee added on by Smart tuition.

### **MONEY**

*Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name, grade and amount.*

*Since snacks may be sold occasionally, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, or desk. The school cannot be responsible for lost money.*

### **ANNOUNCEMENTS**

*Informational announcements are handled through the school telephone system or through the schools PA. Courteous attention is expected when any message is presented to the teacher and/or class, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.*

### **CRISIS PLAN**

*Should a crisis require evacuation from St. Luke School building, students will be brought to a safe place located in the lower hall and parents can meet them there. Catholic Schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify a parent directly about the crisis.*

*For further information concerning the crisis, parent can refer to the following:*

- *Radio Station – 1010wins*
- *TV Station – News12*

### **Security**

*To assure the security of the building and the safety of each child, St. Luke School strongly enforces its policy of requiring all visitors, even parents, to report to the office. To avoid interruption of the learning process, **no one** may enter a classroom without permission of the principal and/or office. The school has a crisis management manual and each classroom has a school emergency resource flipbook.*

**MATERNITY / PATERNITY POLICIES**

*As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.*

**ELECTRONIC DEVICES**

*Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students. The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the students, other students, or the class as a whole during the course of a school day and after school. (Ex. Cell phones, I-Pads, I-phones, I-Pod and other personal electronic devices). Inappropriate use of any electronic device may result in serious consequences. As stated in the school's Technology use Policy. Bringing electronic devices (PSP, Nintendo DS, I-pods, etc.) are strongly discouraged as they are very expensive items. They are not necessary items for school. If they are brought to school and left in desks, coat pockets, school bags etc. St. Luke's School is not responsible for replacing these items. All electronic devices that are brought to school must be handed in with cell phones in the morning.*

**COMMUNICATION DEVICES**

*Any device that gives access to the internet or text messages must be handed to the teacher. This includes watched, iPads, etc.*

**HOME / SCHOOL ASSOCIATION**

*The Home / School Association is active in fundraising and serves as an important consultant in policymaking. The Home / School Association is open to all parents of St. Luke's School children. Faculty members are also part of the Home / School*

*Association, but may not hold office. The Home / School Association provide an opportunity to share ideas and develop solutions for mutual problems. It is a vehicle of communication that benefits the total school community. New members are always welcome and appreciated. We encourage your participation and involvement in your child's education. UPK families may also take part in our Home School Association too.*

**Smoking**

*New York State law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in St. Luke School building, its parking area and playing fields. This prohibition applies to faculty, staff, parents and visitors to the school.*

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### **EXTRACURRICULAR ACTIVITIES**

*Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.*

*Extra curricular activities are a privilege for children. If there are behavior issues, your child may not be allowed to participate. Some extra curricular programs do carry expenses that must be paid by the parent. Failure to pay these expenses will result in a child not being able to participate in the activity/program. Expenses only occur to cover the costs of any program.*

*Extra curricular activities may also occur during the school day. Big events such as Culture Day, Spring Fling, etc. require a donation from all participants to make the event a success.*

*While these events are a lot of fun, they can be costly. Teachers are not responsible for funding these events, nor are a select group of students. The school reserves the right to include only the students who have financially supported the special events.*

*In Kindergarten, a monthly snack fee is added. This covers the cost of daily snacks for your child. This must be paid to the teacher. If it is not paid, this is considered an outstanding bill, which will not allow your child to receive report cards, cap and gown, record cards etc.....*

*If your child participates in programs afterschool, if a fee is required to participate, it is still owed even if your child does not wish to participate anymore. If your child is not allowed to participate due to grades, no money will be refunded to you.*

### **Faculty Meetings**

Faculty meetings are scheduled on the first Friday of each month, unless parents or otherwise notified. All children will be dismissed at 11:45am on these days or after the First Friday Mass has ended.

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### **SUMMARY STATEMENT**

*Once students have met the necessary admission requirements and have been accepted in St. Luke School, the school warmly welcomes these students for the coming school year and will strive*

*to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Luke School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.*

*In order to protect its standards of scholarship, discipline and character, St. Luke School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.*

*Students attending St. Luke School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Luke School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, students’ desks and lockers, which are at all times under the joint control of the school and the student to whom the desk has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely of privacy with regard to any item in their desks.*

*Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Luke School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook.*

## **56**

*Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.*

*While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any*

*meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.*

*There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct of resultant disciplinary action.*

### **CONCLUSION**

*St. Luke’s School encourages non-violence and peaceful resolution of Conflicts / problems. Each person is respected, and the dignity and self-worth of each child is valued and cherished. We celebrate differences and do not discriminate on grounds of sex, race, or religion.*

*St. Luke’s School has a rich tradition and history. We are proud of our graduates and their accomplishments. St. Luke’s is known for its special spirit which fosters a loving, caring and happy environment. If you follow the directives in this handbook, that special spirit will live on and thousands of children will become learned, honest and compassionate people.*

**REVISED 9/17**

**SCHOOLS RIGHT TO AMEND**

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.



## *APPENDIX*

Dear Parents,

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material, it is found in floor tiles, and it is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

Recently, because of that concern, the Federal Government asked every school in the country to conduct an inspection for all asbestos-containing materials.

The annual inspection of our school revealed all asbestos containing materials are in priority III condition indicating that only ongoing inspections are needed to assure proper maintenance for the future.

The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all our students and employees.

Respectfully,

Ms. T. Coleman  
Principal

## **ST. LUKE SCHOOL**

### **MEDIA AUTHORIZATION AND RELEASE**

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children of whom I am the designated guardian.

---

## Names of Children, Parent or Guardian

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors. (the "School").

I hereby grant the School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existing and all media yet in existence including, but limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by school. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or cause of actions, loss, liability, damage or cost arising from this authorization.

---

Print Name

Name of Child/Children (if applicable)

---

Signature

Signature of Parent or Guardian

---

Date

**Sign form and return by September 25, 2017**

**Technology Use/Telecommunications Policy**

**Agreement for 2017-2018 School Year**

**For St. Luke School**

## User

I understand and agree to abide by the Telecommunication Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Name (please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian

As the parent of this student, I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return by September 25, 2017**

## **St. Luke School**

**608 E. 139<sup>th</sup> Street**

**Bronx, NY 10454**

**NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL).**

**LIBRARY LAW (NYSLIB).**

**AND COMPUTERHARDWARE (NYS CH)**

**PARENTAL REQUEST FORM FOR SCHOOL YEAR 2017-2018**

I hereby authorize the school to obtain state-loaned textbooks, software, library material, and computer hardware for my child \_\_\_\_\_ who is in grade \_\_\_\_\_ pursuant to the New York State textbook, Software, Library, and Computer hardware Laws.

**Signature of Parent or Guardian**

---

**Address**

---

---

**Date**

---

Sign form and return by September 25, 2017

**ST. LUKE SCHOOL**

**SAMPLE ABSENT NOTE**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_



I have received and read the Parent/Student Handbook of St. Luke's School and understand that this handbook is part of the contract existing between the school and parents/guardians whose children are in attendance here.

**\*\*\* Please sign and return to the teacher within one week !! \*\*\***

**Thank you for your cooperation and support.**

\*\*\*\*\*

He recibido y leído el Pamfleto de Padres de San Lucas y entiendo que este panfleto es parte del presente contrato entre la escuela y Padres/Guardianes de niños que atienden aquí.

**\*\*\* Por favor firme y devuelva entre una semana !! \*\*\***

\_\_\_\_\_  
Parent's Signature/Firma del Padre \_\_\_\_\_

Child's Name/Nombre su hijo/hija \_\_\_\_\_ Class/Clase \_\_\_\_\_



Saint Luke School  
Parent/Student  
Handbook  
September 2017



**APPENDIX**

**St. Luke School**

**Parent Signature Page – Return Due Date: September 25, 2017**

We have received a copy of the school handbook and have read it.

\_\_\_\_\_

(Parent's Signature)

(Parent's Signature)

\_\_\_\_\_

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

\_\_\_\_\_

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

\_\_\_\_\_

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

