



St. Luke Catholic School

Established 1947

5521 N. Cloverly Avenue
Temple City, CA 91780

School..... (626) 291-5959
Fax (626) 285-5367
Church..... (626) 291-5900
Day Care..... (626) 695-0376
Website..... www.stlukelions.org

We are excited to share the spiritual and academic development of your child this year. We support you, the primary educator of your child and share the hopes and dreams for their future. We wish to extend an open policy of communication and invite you to share and discuss all aspects of your child's experience here at St. Luke Catholic School. There are many avenues of communication which include: Back to School Nights, the handbook, weekly email communication and newsletter, general parent meetings, teacher newsletters and web pages, the school website, conferences, and individual discussions. We welcome your calls and will direct you to the person who can best meet your needs. Your interest and participation is critical to a successful school year for your child and the community.

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MISSION STATEMENT

St. Luke the Evangelist Catholic School is a family community that provides a strong spiritual and academic foundation. We strive to educate the whole child. In partnership with parents, our goal is to graduate our young adults as effective witnesses of Christ in the world.

STATEMENT OF PHILOSOPHY

We, the community of St. Luke Catholic School, embrace our mission of helping our students to learn the message of Jesus Christ through the experiences of worship, community, and service. We strive to build a Catholic Christian foundation that will ground them in Christ throughout their lives, thus enabling them to spread the Good News.

We endeavor to lead them to an ever deeper perception of the precious gift of faith through active participation in the sacramental and spiritual life of the Church. We help students to recognize the many talents God has given them. We challenge students to a life of Christian service, as well as to an acceptance of their Christ-mandated role as justice-seekers and peacemakers in our multicultural society.

We are aware that our ever-changing society often promotes values incompatible with Catholic Christian beliefs. We very consciously work at creating in our school a community built on principles of responsibility, love, respect, and forgiveness. We strive to enable each child to realize his or her own self-worth and to develop a healthy sense of self-esteem.

We seek to promote the holistic growth of each child. While always striving for academic excellence, we recognize that each child is a unique individual. We provide varied learning experiences in order to encompass the diverse learning styles, creativity, and physical development of our students.

We recognize that parents are the primary educators of their children. We join together with them to foster the academic and spiritual education of our students. This enables faculty, parents, and students to work together as one to create a harmonious learning experience in our St. Luke Community.

Curriculum

St. Luke Catholic School is fully accredited through WASC/WCEA. The accreditation confirms our commitment to excellence in education. St. Luke Catholic School follows the Los Angeles Archdiocese standards and guidelines in addition to the Common Core Curriculum/California State Standards.

Highly qualified teachers support this commitment by organizing curriculum in accordance with the approved standards. Teachers regularly check students' level of understanding of the benchmarks established for each grade level. Lessons, methodology, and assessments are designed to address multiple learning styles. St. Luke Catholic School encourages each student to strive for excellence, offering curriculum that is challenging, yet supportive. The core curriculum includes Religion, Language Arts, Math, Science, and Social Studies. In addition Art, Music, Physical Education, Spanish, and Computer are integrated into the curriculum. Each curricular area is studied and evaluated as part of the process for school improvement in accordance with the WCEA/WASC accreditation.



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Established 1947

SCHOOLWIDE LEARNING EXPECTATIONS

We expect each graduate to strive to be:

1. a **CATHOLIC** who:
 - a. knows Church teachings, history, traditions, and works for social justice
 - b. worships with the Church Community
 - c. participates in a life of service
2. a **LEARNER** who:
 - a. has a basic foundation in all academic subjects and technology
 - b. is organized and possesses study skills
 - c. thinks critically and solves problems
 - d. is a curious, open-minded, and independent thinker
 - e. is knowledgeable in the area of Fine Arts
3. an **EFFECTIVE COMMUNICATOR** who:
 - a. listens and speaks appropriately
 - b. writes effectively
4. an **ACTIVE COMMUNITY MEMBER** who:
 - a. respects life and diversity
 - b. respects authority and follows rules
 - c. cooperates with others
5. an **INDIVIDUAL** who:
 - a. is creative
 - b. presents a sense of self-worth

**SAINT LUKE CATHOLIC SCHOOL
2017-2018 FACULTY/STAFF**

Pastor	Rev. Mark Strader	626 291-5900
Principal	Ms. Yvette Jefferys	626 291-5959
Vice Principal	Mrs. Carol Desy	
TK / Kindergarten	Mrs. Carol Desy / Mrs. Patti Travis	
Grade 1	Mrs. Paula Pearl	
Grade 2	Miss Tiffany Desy	
Grade 3	Mr. Peter Delgado	
Grade 4	Mr. Christopher Rudd	
Grade 5	Mr. Pascual Diaz	
Grade 6 / Athletic Director	Mr. Michael Romo	
Grade 7	Miss Melissa Garcia	
Grade 8	Mr. Tom Medina	
Library / Technology	Mrs. Carol Desy	
Office Manager/Music	Ms. Monica Mendoza	
Maintenance	Mr. Don James Mr. Sam Lespron	
School Care Director	Mrs. Carol Desy	
School Care Staff	Miss Marylou Martinez Mrs. Patti Travis	

ACCEPTANCE OF HANDBOOK



St. Luke Catholic School Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the St. Luke Catholic School Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child/ren from the school or our child/ren may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook, and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date: _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.

ARCHDIOCESAN GUIDELINES—These may be found on our school website www.stlukelions.org. Upon reading the school and archdiocesan guidelines, please sign this acknowledgement form and return to school promptly.

ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION

- Siblings of current students are considered first for admission.
- Preferences shall be given to active members of the St. Luke community which includes parish worship and financial support through stewardship.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The required age for Transitional Kindergarten students is four (4) years of age on or before September 1st, unless waived by the principal.
- The required age for kindergarten students is five (5) years of age on or before September 1st, unless waived by the principal.
- The required age for first grade students is six (6) years of age on or before September 1st, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employee, and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists, or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal, other person in charge, or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TRANSFER OF RECORDS

Student Transfers and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. **Official transcripts are not given to students or parents.**

Damaged or Loaned Property

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

ACADEMICS AND CO-CURRICULAR ACTIVITIES

TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who encounter non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan, and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

A

ACADEMIC POLICIES

Grading

Students in Grades K-1 are graded on the scale of "O" (Outstanding), "G" (Good), "S"(Satisfactory), "S-" (Still Passing) and "NI" (Needs Improvement).

Students in Grade 2 through 8 receive the standard letter grades. The correlation between letter grades and percents is the following:

A	=	96-100	C+	=	80-84
A-	=	93-95	C	=	75-79
B+	=	90-92	C-	=	70-74
B	=	87-89	D	=	65-69
B-	=	85-86	F	=	64 & Below

Report Cards will be distributed each trimester according to the school calendar. Progress reports will also be sent home during the interim period. All students will receive at least one progress report during each trimester. All reports are reviewed by the principal, and an acknowledgement of receipt is signed by the parent and returned to school. **It is the responsibility of the parent to watch for distribution dates on the school calendar.** Parents may request a progress report at any time.

Absences of fifteen (15) or more days during a trimester may result in holding the report card/ grades until the work is made up to the satisfaction of the teacher. If a student does not complete the assigned work due to absence or other reasons, the term 'incomplete' may be entered on the report cards. This will be changed to a letter grade when work is completed in the time designated by the teacher.

Awards/Honor Roll Criteria

For purposes of determining honor roll eligibility, the following are considered academic subjects: Religion, Reading, Math, English, Social Studies, Science, Spelling/Vocabulary.

In addition, PE, Computer, Art, and Spanish will be considered for Grades 5-8 honors.

Honor Roll recognition is given out for each trimester.

Grades TK-4: No Academic Honors

Grades 5-8:

1st Honors: 93% or above in all subject areas/ Behavior 93% or above

2nd Honors: 85% or above in all subject areas/ Behavior 87% or above

Students must meet all other requirements set by the teacher.

Permanent Records

The school keeps a record of accumulated academic records for each student. This information is kept on file in the school office and is transferred when a student leaves for another elementary school or enters high school. Legal parents/guardian have the right to access the cumulative record. In the event a parent wishes access to the cumulative record, please make an appointment with the principal.

Promotion/Retention

A student with an "F" average in two major subjects may be retained, given a conditional promotion, or asked to transfer. Promotion may be dependent on satisfactory completion of summer remediation. In certain circumstances, a student in Grades K through 6 can repeat a grade once. Parents will be notified by the end of the second trimester if there is a possibility of retention for their child.

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending St. Luke Catholic School as prescribed by the Archdiocese of Los Angeles. A student must receive an "A" through "D" average in academic subjects to qualify to receive a diploma. All financial obligations must be met to issue the diploma.

Standardized Testing

All students in Grades TK-8 are tested four times a year as part of the Archdiocesan testing program (STARS). Fifth and eighth grade students take the Assessment of Catholic Religious Education (ACRE) Test in the spring.

ACADEMIC HOMEWORK POLICY

The following are the time guidelines for homework. Homework may take slightly longer or less time than indicated. Homework is assigned to reinforce material already taught, as well as to challenge students and to foster habits of independent study.

Time allotments are as follows:

- Grades: K-2..... Recommended not to exceed thirty minutes
- 3-5..... Recommended not to exceed sixty minutes
- 6-8..... Recommended not to exceed two hours

Homework is usually given Monday through Thursday nights. If a student has long-range assignments, he/she will be expected to do school work on the weekend. A student will benefit if parents help foster systematic study habits. If a student regularly insists she/he does not have homework, please contact the teacher.

Please consider the following for your student's homework:

1. Adequate study space and lighting
2. Proper environment free from distractions, such as TV/ other electronic devices
3. A definitive time for daily independent study

Each classroom teacher, K- 4, sets his/her own homework policy. Please familiarize yourself with the policy for your child's grade level. Students who are absent must meet with the teacher to arrange to make up quizzes or tests.

Grades 5-8 Homework and Test Policy

Responsibility for homework assignments and time management is critical for students. In order to develop good study habits and test preparation, students will be encouraged to develop independent skills to successfully complete homework and study expectations. Since 6th-8th grade classes are departmentalized, specific homework expectations will be distributed by the classroom teachers to the students in class and to parents at Back to School Night. Please nurture high expectations and independent study. To support students to work to their potential, teachers try not to schedule more than two tests per day.

All Grades

Teachers have no obligation to prepare or give make-up work for students who are absent, due to vacation time. Vacations during the school calendar are strongly discouraged as both class work and tests will be jeopardized.

ACADEMIC INTEGRITY

St. Luke Catholic School promotes academic integrity, instilling in students that their honestly achieved best work and effort are to be celebrated. Cheating and dishonesty of any form is directly contrary to the policy of St. Luke Catholic School. The administration and faculty interpret cheating as any of the following forms (though not restricted to these listed):

- Loaning or copying homework, in or out of class
- Giving or receiving answers to quizzes, tests, and examinations
- Looking at another's paper or allowing another to look at your paper
- Plagiarism
- Doing another person's work, or allowing another person to do your work

Consequences to Cheating

- Incidents of cheating will be reported to the principal
- Parents will be notified
- Incident will be documented
- Grade will be adjusted (i.e. "0" on the assignment, quiz, or test)
- Appropriate disciplinary action may be taken

ALTAR SERVERS

All Student Leaders MUST be Altar Servers in order to hold a position on Student Council. All boys and girls in Grades 3-8, have the privilege of being altar servers. They are trained by the Altar Server Coordinator/parish staff. Students who accept the privilege of being altar servers also assume the responsibility of being on time and adhering to their schedule. It is the student's responsibility to find a replacement, if they are unable to serve at their assigned time. Students must be neatly groomed when on the altar and should be wearing clean school shoes or dress shoes.

ARTS PROGRAMS

Students have many opportunities to be involved with the arts. The school curriculum includes art and music classes weekly. Each class also participates in the Meet the Masters Art Program where they learn the style of a master artist. In addition, the Theater Program sponsors a play or two each year. Students in all grades have the opportunity to sing in the liturgical choir when their class sponsors Mass.

ATHLETIC PROGRAM

Physical Education Program

In addition to lunch and recess, all students participate in physical education each week. Students are expected to actively participate in the physical education program unless a written excuse is provided by a parent. In the event of an extended health concern, verification must be in writing from a physician. Please see Uniform section for details about P.E. uniforms.

Sports Program

St. Luke Catholic School participates in the Catholic Youth Organization (C.Y.O.) CYO is a competitive sports program involving local Catholic schools. The sports program is available to grades 5-8. Track is the exception which includes training for 3rd and 4th grade students. Girls compete in volleyball, basketball, softball, football (co-ed), soccer, and track. Boys compete in football (co-ed), basketball, volleyball, soccer, and track.

Students will be assessed a fee per sport. This fee is non-refundable if the student becomes ineligible due to grades, behavior, or unsportsmanlike conduct. The fee covers the cost of referees throughout the season, as well as needed supplies. Parents are expected to volunteer to support the team and the sports program.

Game and Practice Transportation

It is the responsibility of the parent to provide transportation to and from all extra-curricular activities.

ATTENDANCE POLICY

Regular school attendance is important because academic skills are presented in sequence. Excessive absence creates gaps which can be difficult to overcome.

Pupil absence must be reported to the school office (626) 291-5959 between 7:30 and 9:00 a.m. On returning to school, a **written excuse** signed by the parent/guardian is required, even though the office was notified. Failure to send the appropriate note will necessitate a phone call to the parent/guardian and the child/ren may be asked to remain in the office during this time.

Students are tardy if they are not in their classroom by 8:00 a.m. A warning bell will ring at 7:55 a.m. Students arriving after 8:00 a.m. must report to the school office for an admission slip. Parents are asked to make every effort to see that their child/ren arrive at school on time as frequent tardiness is detrimental to learning and disruptive to the class. Students with unexcused tardies are considered truant. Disciplinary action may be taken for excessive tardiness

Medical and dental appointments are to be made outside of school hours, when possible. Parents are advised to notify the school in advance if the student has an appointment during school hours. When leaving the campus for an appointment, the student must be signed out in the office by the parent or other responsible adult. After keeping any medical appointment, the student must check in at the school office before returning to class. According to the state of California **Medical/Dental absences are no longer distinguished from regular absences as "excused"**.

The following demonstrates how tardies and absences will be recorded:

L/ Late arrival (up to 30 minutes tardy)

/L Left early (left within 30 minutes of dismissal)

A Whole day absence

A/ Morning absence (tardy more than 30 minutes)

/A Afternoon absence (signed out more than 30 minutes before dismissal)

Although students who participate in movie projects are educated on the set, they are still considered as absent, since they are not on campus.

The administration strongly discourages absence from school due to vacations, as the student's learning is interrupted. Anytime students will not be at school, including vacation, the administration and the teacher must be notified in advance. Projects due will not be accepted late. It is the student's responsibility to acquire missed assignments. Missing school sends the wrong message to a student regarding the importance of their education and may severely affect their performance and grade. Parents/guardians are strongly encouraged to plan vacations during the regular school vacation periods.

If the student is involved in an after school activity such as sports, he/she may not leave the campus for any purpose and return for the activity, unless supervised by a parent or other responsible adult. We ask your support in upholding this policy.

B

BICYCLES / SCOOTERS / ETC.

Parents are responsible for seeing that their children get to and from school safely and on time. The decision, therefore, as to whether a child should ride a bicycle or scooter to school or not, is left with the parents.

1. Children who ride bicycles are to walk them on the school grounds.
2. Students who ride bicycles are to wear bicycle helmets.
3. During the day, students must lock bicycles in the area provided.
4. The school is not responsible for any damages to bicycles on campus.
5. Playing or loitering in the bike area is never permitted.
6. Students who fail to obey these rules will no longer be permitted to bring bicycles on campus.

BIRTHDAY CELEBRATION POLICY

Birthday party invitations may not be passed out at school, unless all members of the class (or all of the boys or all of the girls) are invited. It is also hurtful when only a certain group is picked up at school for a party; others feel excluded. Please make other arrangements. Parent cooperation in this area is imperative. You may bring a small treat, such as a cupcake, cookie, or popsicle to share with the whole class. However, we do not want parties/pizza parties taking place at school.

BOOKS AND PROPERTY

All hard bound books and some soft cover books are the property of the school and must be cared for respectfully and returned at the end of the school year in good condition. Books should always be **covered** and free of writing and logos. Students will be billed for lost books, damaged books, damage to the property of others, or to school property. Lost books must be paid for, before replacements are given. Re-registration is conditional on the return of all textbooks.

All sweatshirts, sweaters, jackets, coats, lunch boxes, and other personal property must be marked with the owner's name and grade.

C

CELL PHONE POLICY

Cell phones are not allowed in classrooms. If for individual safety reasons a student requires a cell phone, it must be turned OFF and remain in the student's backpack. Cell phones may not be used by students on campus. Students may only use the office or School Care phones on campus. Cell phones used on campus will be confiscated and returned only to the parent/guardian. A second violation may result in holding the cell phone until the end of the term. Any student found using a cell phone will receive disciplinary action. St. Luke Catholic School is not responsible for any lost, damaged, or stolen cell phone on school property.

CHILD PROTECTION POLICY

In accordance with Archdiocesan policy and California State Law, school staff is obligated under penalty of fine, and imprisonment to report reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision, or sexual abuse or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion has been established, have any legal alternatives except to make the report to the proper authorities for their investigation and review.

COMMUNICATION

Back to School Nights

These nights, are classroom presentations that allow the teachers to introduce their curriculum and classroom procedures. These meetings are the initial point of communication between teachers and parents. **Attendance is required to have a full understanding of the curriculum and to gain insight on your child's academic year.**

Family Communication

The weekly family newsletter is a critical tool of communication. Please make sure to read it weekly to be aware of all events/news at the school. The newsletter will be sent via email. Information to be published must be emailed to the office at principal@stluketemplecity.org by the Friday of the previous week you want it published. The principal reviews and approves each announcement. Those without access to the internet will receive a hard copy upon request. Additional information is sent electronically throughout the year. If an email is not available, some of this information may be missed. If you do not receive a weekly email or change your email, it is imperative that you contact the office. We will try to go green as much as possible during the school year.

Conferences

Annual parent/teacher conferences are scheduled in November. This is an important one-on-one meeting to update and discuss student academic achievement in which all parents are expected to participate. **Students in Grade 5-8 are required to attend conferences with their parents.** Additional conferences may be requested at any time by parents, teachers, or administration. Parents will be assigned a conference time, but may re-schedule, if needed.

School Office

The school office is open during the school year from 7:45 a.m. until 3:30 p.m. Messages for faculty and staff may be left through e-mail or at the front office. Under normal circumstances, school personnel will respond to messages within 24 – 48 business hours. **Individual teachers will share the best mode of communication for them at Back to School Night.** The principal has an "open door" policy to parents and students. When available, the principal will meet with a parent or student upon request. For important or personal situations, please make an appointment to ensure time and focus.

Teacher Appointments

Parents are encouraged to consult with a teacher whenever any questions, difficulties, or misunderstandings occur. Prompt communication between home and school is essential to addressing concerns before they become problems. Please contact the teacher through the school office or teacher's e-mail. Please do not attempt to conference at dismissal or on the schoolyard, as the teacher is responsible for students at that time and cannot give you their full attention.

Website

www.stlukelions.org

The school website is updated periodically with information. The weekly newsletter, school handbook, and calendar are posted on the school website. Email addresses for administration, faculty, and staff are also available on the website. In addition, you can link to each individual teacher's website. The website includes pertinent class and academic information.

COMMUNITY BUILDING ACTIVITIES

Taco Night

Traditionally, the school celebrates the opening of school with Taco Night. It is an evening where all families join together to enjoy food and friendship, as well as meet the teachers.

Catholic Schools' Week

Throughout the archdiocese, Catholic school education is celebrated during the last week of January. This week includes Liturgies, Open House, The Book Fair, and other activities celebrating the long tradition of Catholic education.

Walk-a-Thon and Mini Olympics

A day of challenging games and enjoyable competition is set aside, usually in the spring. Students are grouped in School Families. Teachers serve as "coaches" for each team. There is a minimum pledge to participate.

Spirit Days

Student Council may plan Spirit Days throughout the school year to celebrate the student community. These days include fun activities, as well as, spiritual development.

PTO

The Parent Teacher Organization plans social and fundraising activities throughout the year. These activities can be found on the school calendar and are updated through the school newsletter.

COMPUTER LAB

Students throughout the grades utilize computers for academic purposes. The Acceptable Use Policy must be signed before students may use the computer and internet access. Students will use computers under the guidance of either their classroom teachers/computer teacher to enhance instruction in all areas of curriculum.

D

DAYCARE PROGRAM

The Before/After School Care Program provides a safe, professionally supervised program for children before/after school hours. Students attending St. Luke Catholic School from TK-8th grade are eligible to attend the program.

The program will operate on most days that school is in session from 7:00 a.m. - 7:45 a.m. and from the time of dismissal until 6:00 p.m. Please check the calendar or call for closure dates. **Please note School Care will be closed during Christmas, Easter, and national holidays.**

Any student on campus before 7:35 a.m. will be signed into School Care. Any student not picked up 20 minutes after dismissal will be signed into School Care, unless they are involved in a supervised school activity. **All students must be signed out by a parent/guardian. Staff is not allowed to sign out students.**

Enrolled students are expected to follow the same rules as during school hours that are outlined in the discipline section of this handbook. School Care reserves the right to refuse any student who does not comply with our rules, and policies.

Fees

- A registration fee of \$45.00 per child is required upon initial use of daycare, regardless of number of days used.
- The full time cost for one child is \$220.00 per month.
- The full time cost for two students is \$335.00 per month.
- The full time cost for three students is \$435.00 per month.
- For occasional or part time use, the cost is \$4.00 per child per ½ or fraction thereof.
- Students who are not picked up by the end of carline will be sent directly to School Care.
- Students on the perimeter of campus will also be sent to School Care for safety reasons.
- There is a late child pick-up penalty fee of \$25.00 per child, for every 15 minute part thereof, after 6:00 p.m.
- Payments are due by the 1st of the month; a \$30.00 late payment fee will be assessed, if payment is received after this date. Returned Checks: \$50.00 per check

DISCIPLINE POLICY

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Teachers develop classroom rules and policies with their students. Classroom issues are handled by the teacher. School-wide policies come from the principal's office. These policies are developed for the smooth running of the entire school.

While there is a general discipline policy, each classroom teacher establishes developmentally appropriate behavior expectations which are shared with students the first week of school and with parents at Back to School Night.

Student Expected Behavior

Christian living means being in community with others. The school forms its own community and all members (students, parents, teachers, staff, and administration) are expected to contribute positively and cooperatively to the building up of the community.

Specific Behavior Expectations

1. All school community members (children and adults) are expected to treat others with respect, courtesy, and kindness. Cooperation and appropriate behavior are expected of all persons. All community members are expected to understand and follow the harassment policies of the school and the Archdiocese of Los Angeles.
2. Students are expected to observe classroom and school rules. Positive classroom behavior creates a successful learning environment.
3. Students are expected to complete their assignments and participate actively in class and school projects.
4. Students are expected to use classrooms, books, materials, and school facilities, and keep them in order with a sense of pride and responsibility. Personal property of others must be respected as well.
5. Students are expected to speak politely (using "please and thank you") and appropriately

- (no use of "obscene or street" language). No personal verbal or written abuse of students or adults is acceptable.
6. Students are responsible for the books given to them for their use. Books are to be covered at all times. If students write in a book or deface it in any way, they will be expected to replace it before the end of the school year. If students deface furniture (desks) in any way, they will be required to pay for its repair or replacement. The replacement fee for lost/damaged textbooks is at least \$60 and workbooks at least \$30. The replacement fee for lost/damaged library books varies from book to book, the school librarian will charge as needed.
 7. Students are expected to be well groomed and wear a clean school uniform each day.
 8. Students are expected to be on time for school each day and not leave school without permission.
 9. Students are expected to play in ways that are fair, kind, and fun during recess and lunch.
 10. Students are expected to settle problems in a positive way and ask adults for help when needed. Fighting or verbal abuse is not an acceptable solution for conflict.
 11. Students are not allowed to chew gum, bring skates, or ride skateboards/ride bikes on the campus.
 12. Students who ride bikes to school are expected to lock them in the designated area. Skateboards should be brought to the front office.

Discipline Procedures

Disciplinary action for a minor infraction will be addressed by the classroom teacher. Discipline will be addressed as a learning process. Disregard for school behavior policies or other misbehavior may result in a conduct referral, behavior probation, suspension or expulsion.

For more severe infractions the following action may be taken.

Conduct Referrals

In some situations a student's unacceptable behavior is written up by the teacher or staff member in a written conduct referral. A copy is sent home for a parent/guardian signature and a copy is sent to the principal. Copies of the conduct referral may be kept with the student's file and become part of the consideration for the conduct grade on the report card.

Behavior Probation

A student may be put on probation for a clearly specified period of time (usually a trimester) for serious or continued misconduct. Parents and the student are made fully aware of the seriousness of the action and the reason for probation. A conference is held with parents, student, teacher, and principal, and a written form of behavior probation is signed by the parents and principal. During probation, students are expected to show improvement in behavior, and show a positive attitude as they observe and follow classroom/school rules.

A student may be placed on probation for one trimester for the following reasons or any other actions considered by the principal:

1. Receiving a "D" in conduct for the preceding trimester
2. Being rude to a teacher or school personnel
3. Receiving three conduct referrals for the following actions:
 - a. disrupting the class
 - b. neglecting to have the necessary classroom supplies
 - c. chewing gum
 - d. riding bicycles, skateboards, or roller skates on campus
 - e. not remaining in the assigned areas during recess, lunch, before or after school
 - f. uniform violations
 - g. failure to cooperate with teachers and/or supervisory personnel at any time

Conduct Referrals are sent home to the parent to be signed and returned to the teacher the following day. Copies are kept in the child's file.

Suspension

Suspension means a student is not allowed at school (or in class) for a specified period of time because of serious misconduct. The principal decides on one of the following forms of suspension and informs the parents.

1. The student may attend class, but lose the right to participate in any school activity, on or off school grounds.
2. The student may be suspended from a particular class and be required to report to a specific place on the school grounds. At all times the student will be supervised by an adult.
3. In some cases, a student may be sent home for the entire period of suspension provided that she/he be assigned academic work to make up the loss of class time.

Conditions of Suspension

1. Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.
2. No student shall be suspended from an elementary school for more than two consecutive weeks.
3. Notice of suspension must be given to the parents/guardians by telephone or in a conference.
4. The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
5. In no case will a teacher on his/her own authority suspend a student.

A student is required to meet all class work and homework requirements during the duration of the suspension.

Expulsion:

Reasons for expulsions are, but not limited to, the following offenses committed by students:

1. For chronic disregard of the behavior policy
2. For severe infraction that risked the mental or physical well being of another
3. For severe destruction of property
4. Actions gravely detrimental to the moral and spiritual welfare of other pupils
5. Habitual profanity or vulgarity
6. Assault, battery or any threat of force or violence directed toward any school personnel or pupil
7. Bullying or harassing school personnel or other students
8. Open, persistent defiance of the authority of any teacher or supervising adult
9. Continued willful disobedience or disrespect to teachers or other students
10. Use, sale/possession of narcotics
11. Use, sale, distribution/possession of any alcohol on or near school premises
12. Smoking or possessing tobacco
13. Stealing, cheating or lying
14. Forging signatures
15. Plagiarism
16. Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
17. Habitual truancy
18. Possession of harmful weapons (e.g. guns, knives, etc.) or materials that can be used as weapons
19. Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
20. Actions in or out of school which are detrimental to the school's reputation
21. Violation of the Electronic Communications Policy policies and guidelines
22. Inappropriate conduct or behavior unbecoming a student in a Catholic school
23. For any behavior that the administration deems unacceptable for a St. Luke student

A pupil may be suspended or expelled for any of the above actions

1. while on school grounds
2. while going to or from school
3. during lunch, whether on or off campus
4. during or going to or from a school sponsored activity

School personnel may notify the police department in a situation where there may be legal circumstances.

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated, unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last trimester of the school year or during the last trimester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Discipline Guidelines For The School Yard

- Respectfully follow adult directions
- Use hands and feet appropriately
- Zero tolerance for fighting. Any student who initiates or participates in a fight may be suspended.
- **“Play” fighting is also not allowed**
- Use appropriate language. No name calling, swearing, rude comments or gestures.
- Clean your own lunch area. Show pride in your school by picking up litter, even if it is not yours!
- Use playground equipment properly.
- Follow rules of the game as agreed upon by yard duty personnel.
- Play in assigned areas. Remain on campus at all times.
- Students and their parents or guardians are held responsible for replacement or repair of any damage to school property. Intentional damage will result in disciplinary action determined by the principal in consultation with those involved.

HARASSMENT, BULLYING AND HAZING POLICY

St. Luke Catholic School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

DROP OFF AND DISMISSAL PROCEDURES

Please follow the directions of the school safety patrol team at all times. Drive with patience and refrain from talking on cell phones during the drive through process; we need your full attention at this time!

Arrival in the morning: Speed limit is **5 mph**. Enter the church parking lot from Broadway or Cloverly. Please follow the flow of traffic. Carefully proceed through the line following the directions of the Safety Patrol on duty. In order to keep a good traffic flow for all drivers in the car line, you may pull your car up near the field to "situate" your student(s) backpacks or to fasten your student(s) into a child safety seat. Absolutely NO students, parents, or safety patrol members are to walk behind or around the cars in the line. If you need to drop off items to the School Office in the morning please proceed to the drive through, drop off your student(s), park in church lot, and enter the school through the front doors.

NO STUDENT OR SAFETY PATROL DROP OFFS IN THE PAC PARKING LOT.

Dismissal in the afternoon: Cars again enter the church parking lot from Broadway or Cloverly using extremely slow speed (**5 mph**) and watching for moving children and adults. Students are waiting in the dismissal area and will proceed to enter the cars on the right only. Students are not permitted to walk around cars in the safety lane. You do not need to look for your child as you are driving through the line-- that is why the safety team is on duty.

Drivers are always to be moving forward, no backing up in the line. Please have patience and always be alert for directions from the safety patrol team. **EXTREME CAUTION IS DEMANDED OF ALL DRIVERS for the safety of all. Speed limit is 5 mph. CHILDREN ARE NOT TO BE PICKED UP AT ANY OTHER LOCATION. PLEASE DO NOT USE YOUR CELL PHONE WHILE IN THE CAR LINE. THIS IS A SAFETY HAZARD TO YOU AND OUR STUDENTS.**

Walkers

Students may only be released to walk home at school dismissal time if a written release signed by parent(s) has been sent to the school office in advance. All written authorizations must be renewed yearly. It is the responsibility of the parents to discuss all necessary safety issues with the student(s). Student walkers will exit the gate through the PAC parking lot after the dismissal bell rings.

No student may remain on campus without adult supervision for any event after dismissal. Students not supervised, will be signed into School Care and charges will incur.

E

ELECTRONIC DEVICES

No electronic games are allowed on school grounds or school field trips. Electronic devices that are used for reading may be utilized, but the school is not responsible for them.

EMERGENCY PREPAREDNESS

Emergency Cards are kept in the office, the earthquake cage, and in School Care. It is imperative that the office have several numbers of contacts in the event of an emergency. Please notify the office IMMEDIATELY if you or one of the people listed on your child's emergency card have a change of home address, phone number, and/or work location. It is most important that these records be kept up to date. In your absence, your child/ren may be released only to those names listed on the emergency card. Please list persons other than yourself/spouse on reverse side of the card.

Earthquake Disaster Plan

The school conducts regular earthquake disaster drills. The students assemble on the field in designated areas under adult supervision. According to state law the students will be released only to a parent or to another person designated by the parents on the **Emergency Cards**.

Briefly, instructions for the parents are:

1. **DO NOT** phone the school. Lines will be needed for emergency use.
2. Tune in to your radio
3. Report to release area to sign out student/s
4. Pick child/ren up
5. Volunteer assistance, if you are able
6. Be calm

EXTRA-CURRICULAR ACTIVITIES

- Academic Decathlon
- A Cappella
- CYO Sports – see academic eligibility
- Graphic Design
- Math Club
- Robotics
- Safety Patrol
- Speech and Debate
- Spirit Squad
- Student Council
- Theater

Academic Eligibility

Students with satisfactory grades are eligible. This would be determined by the teacher and principal. Any teacher may remove a student from extracurricular participation at any time during the trimester based on lack of effort, poor test performance, lack of homework, **persistent tardiness to class**, or failure to

demonstrate appropriate progress on long-term projects or assignments. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher, depending on student performance improvement. At the discretion of the administration, a student may be removed temporarily or permanently from participating, based on conduct violations as identified in this handbook.

F

FACULTY MEETINGS

School will be dismissed at 2:00 p.m. on Mondays for faculty/staff meetings.

FIELD TRIPS

Educational field trips are a regular part of the instructional program. They should not be viewed as "free days" on which students may be absent from school. A **written permission** from a parent is necessary before a student can participate in a field trip. Classes are permitted to have at least one educational field trip each year. Telephone calls or hand written notes will not be accepted in lieu of proper forms. Students who fail to submit the proper form will not be allowed to participate in the field trip.

FREE DRESS

Free dress days are awarded by the administration during certain school or school related activities. This is a privilege given to those who observe the uniform regulations. Any student who violates the uniform policy may have their free dress privileges revoked. Students are expected to wear proper clothing; i.e. dress that reflects modesty, cleanliness, and good taste.

As such, the following will be acceptable:

1. Jeans, as well as jean shorts, may be worn as long as they are not excessively tight, and are clean, and have **NO** holes. Jeans must fit. **BAGGY PANTS** are not allowed.
2. Walking shorts, may be worn as long as they are modest, not tight, and are not too short, aiming more towards the knee.
3. Closed toe shoes **MUST** be worn **WITH** socks or stockings, but tennis shoes are preferred for safety reasons. Open-toed shoes or sandals are not allowed.
4. Skirts that are appropriate in length aiming towards knee (approximately 3 inches above knees when kneeling is the limit.)
5. **ONLY** stud earrings may be worn, one in each earlobe (girls only)
6. The following may **NOT** be worn:
 - A. make-up of any kind
 - B. tank tops, halter tops, cropped tops, midriffs or spaghetti straps
 - C. clothing that exposes student undergarments
 - D. revealing necklines
 - E. bicycle shorts or other tight, elasticized shorts or pants
 - F. mini-skirts or clinging clothes
 - G. inappropriate language advertising, or pictures on t-shirts
 - H. see-through clothes of any kind
 - I. gang apparel or accessories
 - J. headwear- unless specifically stated (i.e. Funny Hat Day)
 - K. sunglasses

St. Luke Catholic School reserves the right at all times to determine whether or not a student is appropriately dressed and groomed. The school faculty reserves the right to request any student to change attire to regulate against certain fashions, and to confiscate any objectionable items when they deem it necessary.

Parents are asked to monitor their children's clothing according to the above policy and the dictates of good taste. Students are expected to respect the decisions of parents and teachers. Teachers and administration will determine if the students are appropriately dressed according to school policy. The principal reserves the right to make the final decision should a question(s) arise.

Consequence for Inappropriate Free Dress

Inappropriate dress will result in a phone call to parents to bring a change of clothes. If a student breaks the dress code by disregarding any section of the above policy, the school may forfeit any future casual dress days for that student.

H

HEALTH

Immunization Regulations

All directives regarding immunization, issued annually by the State of California shall be implemented. All children entering Kindergarten in the fall must have received the current immunizations to fulfill California State requirements. Any student entering a California school for the first time will be required to take a Mantoux TB skin test. Each child must have a health card on file with required information. Students entering grades 7th-12th must show proof of a TDap booster after age 10. ***Children who do not have all information on record may not attend school until all information is complete.***

Screenings

As needed, head lice checks will be implemented. Vision, speech, hearing, and scoliosis screenings are done for various grades during the school year.

Illness or Injury

Children who are ill or injured stay in the office. Parents will be called to pick-up the student. There is no nurse on duty or facilities to keep an ill child at school. In the event of an injury, an accident report will be completed and a copy will be available for the parent. Please do not bring child/ren to school who have observable signs of illness within 24 hours such as fever, chills, vomiting, or severe allergies.

I

INSURANCE

An accident insurance program is provided for all students. It supplements medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or while participating in a school-sponsored activity. When a student has been injured, an insurance claim form should be requested from the school office. Parents should report school related accidents or injuries to the office immediately and file an accident report with the school office the same day if possible. This is a secondary insurance only.

K

KINDERGARTEN/TRANSITIONAL KINDERGARTEN

Kindergarten/TK promotion is during the first week of June; please refer to the calendar for exact date. A Kindergarten/TK Handbook is distributed in addition to this handbook to assist parents at Back-to-School Night.

L

LIBRARY

All students have access to the school library, which is open during school hours. Students are expected to conform to rules regarding check-out and return of books and reference materials. Students are held accountable for lost, damaged, or overdue books. Library privileges may be withdrawn until restitution is made.

LOST AND FOUND

Please check regularly for lost items with the front office. Unclaimed items will be given away. Please see that your child's uniforms, lunch pail, etc. are marked with his/her name and grade. If a name is hand-printed, please reprint it periodically during the school year.

LUNCH

Students should bring their own sack lunch to school daily. It teaches the students responsibility and gives them a job. Parents may not deliver fast food for lunch. Glass containers are not allowed on campus. School personnel may not heat up lunches for students. Lunches should be nutritionally balanced, minimizing high sugar and caffeine content. **Please send lunches with your child in the morning. In case of an extreme emergency, if you must drop off a lunch, please leave it on the lunch cart outside the school office.** If you must drop off a lunch, it must be clearly marked with name and grade so that the lunch personnel can distribute to the right student. **If students forget their lunches at home they should look for it at the lunch cart.** Emergency lunches will not be provided.

M

MEDICATION

The school shall not furnish medication. School personnel shall administer medication with a doctor's note only.

Procedure And Regulations For Medication At School

- A release (Medication Authorization and Permission Form) stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided.
- Medication administered at school must be in the original container and labeled. It shall be in the appropriate container, and kept in the school office.
- The student shall come to the office for medication.
- A student's medication shall be self-administered.
- Students must check in any medication to be administered at school with the front office. (An exception for an inhaler requires a special release from the doctor and parent/guardian.)
- The medication regulations apply to both prescription and non-prescription medication.

NO EXCEPTIONS TO PROCEDURE FOR MEDICATION AT SCHOOL

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

P

PARENT – TEACHER ORGANIZATION

All parents of St. Luke Catholic School students are automatically members of the PTO. Membership dues are included in the annual registration fee. The PTO promotes school and community involvement by sponsoring community building activities and fundraising activities to support and enrich the school program. PTO provides the means to become more directly involved in your child's education. All parents and teachers are encouraged to participate in meetings and special events throughout the year. Dates of meetings and events are published in the weekly newsletter.

PTO Meeting Attendance

Attendance is strongly encouraged for three General Parent PTO meetings. Each family in attendance will earn one VIP credit.

Fundraisers

Various fundraisers are sponsored by the PTO throughout the year. These events are not mandatory, but they do help raise funds and school spirit. The school calendar and newsletter gives further information.

Lions' Club Raffle

Each family is required to support The Lions' Club Raffle by selling or purchasing 30 tickets at \$10 each. Parents will be billed for unsold tickets. The raffle will take place at the first General Parent Meeting in September.

VIP (Voluntary Involvement Program) Credit Program

The purpose of the parent VIP credit program is to gain the assistance of the parent volunteers in providing the best religious and academic environment at the lowest possible cost. Each family has a **MINIMUM** VIP credit hour responsibility, per VIP credit period.

DEFINITION OF A VIP CREDIT PERIOD:

1st VIP credit period: May 1 through October 31

2nd VIP credit period: November 1 through April 30

CREDIT REQUIREMENTS:

Each family has a requirement to complete a minimum of 12 VIP credits the first period and 18 hours the second period with a mandatory six (6) credits, up to a maximum of ten (10), being worked at the Parish Fiesta in April. Unfulfilled Fiesta hours will be billed at \$50.00 for each hour not worked.

Exceptions to the VIP credit requirements are as follows:

- * Single parent families will have a minimum requirement of eight (8) credits the first period and twelve (12) credits the second credit period with four (4) credits mandatory at the Fiesta, maximum of eight (8) hours. Unfulfilled Fiesta credits will be billed at \$50.00 for each hour not worked.
- * New families enrolled in St. Luke Catholic School will have a minimum requirement of eight (8) credits for the first period only. Single parent families will have a requirement of six (6) credits. They will be

required to complete the regular minimum of 22/14 hours the second VIP credit period including the 6/4 credits for the Parish Fiesta in April.

- * Parents on the Fiesta Committee will have their VIP credits waived for the year.
- * Fiesta booth captains will have their VIP credits waived for the second period.

Additional information can be found in the PTO Handbook.

PARISH PARTICIPATION

St. Luke the Evangelist Catholic Church supports our school in many ways: spiritual leadership, resources, buildings and grounds assistance, assistance with utilities, and more. As a registered parishioner, it is expected that as a family you attend Sunday liturgy, participate in parish ministries, and contribute regularly through the contribution envelopes. **To qualify for in-parish tuition, you must contribute at least \$360 annually to the parish.** Status as a parishioner is evaluated twice a year by the pastor. Families, who do not demonstrate the criteria above, will be billed as non-parishioners.

PHONE USE

In an effort to encourage responsibility, students are allowed to use the office phone **for emergency situations only** and must limit their conversation to a minimum. They may not call for forgotten items. Please encourage your child to double check that she/he has all necessary items before arrival at school. Students may not receive phone calls during school hours; either through the school office phone or personal cell phone (see cell phone policy in section "C"). Messages will be taken in an emergency, and only from the parent/guardian or anyone else listed on the emergency information record.

PRIVACY

Administration, teachers, and school personnel will respect the verbal and written confidences of students and parents, except where health or safety of the student or others is involved.

R

RELIGION

St. Luke School is a Catholic School. The following are included in our Religion program:

- Daily instruction of Catholic teachings
- Daily prayer
- Weekly attendance at Mass
- Seasonal prayer services
- Christian service program
- Participation in parish liturgies
- Sacramental program

Parents are instrumental in faith development and are expected to participate in Sunday liturgy with their children, as well as promote prayer and Christian behavior.

S

SACRAMENTAL PREPARATION

Students in second grade participate in sacramental preparation for First Reconciliation and First Communion. A fee is due prior to participation in the program. Students who are in third through eighth grade who have not received these sacraments should contact the Pastoral Office at 626-291-5900 for sacramental preparation.

SAFETY PATROL

All Sixth, Seventh, and Eighth grade students provide service to the school community by their participation in the Safety Patrol Team. The Safety Patrol assists students and directs cars in the drop-off and pick-up of students before and after school. The program is monitored by a faculty/staff member. Please give these students your attention and respect for the safety of all students.

SCHEDULE

School yard supervision begins at 7:35 a.m. and ends at 7:55 a.m. when the first bell rings and students are escorted to the classroom. School Care is open at 7:00 a.m. for students who arrive between 7:00 a.m. and 7:35 a.m. **For safety, students may not be dropped off before 7:00 a.m. as there is no supervision.**

	<u>Daily Schedule</u>
Warning Bell	7:55 a.m.
Class begins	8:00 a.m.
Recess	10:15-10:30 a.m.
Lunch	12:00-12:40 p.m.
Dismissal	2:00 p.m. (Monday)
Dismissal	3:00 p.m. (Tuesday-Friday)

Minimum Days

Minimum school days are scheduled occasionally throughout the year. On these days, school is dismissed at 12:30 p.m. **There will not be a lunch period** on minimum days for Grades TK-8.

SCHOOL PICTURES

Each year in the fall, a professional photographer takes individual pictures of the children. Students wear school uniforms on this picture day. Parents have the opportunity to purchase the pictures, but there is no obligation to do so. For the spring picture, students may have free dress.

SCHOOL SUPPLIES

It is essential that each student have the supplies necessary to complete his/her work adequately. Students are responsible for replenishing supplies as needed throughout the year.

SERVICE HOURS

Service hours are required for 6th, 7th, and 8th graders, however, all grades may do service at various times throughout the school year. The Purpose of the service hour requirement is to teach students to give back to the school, community, and world as a whole. The requirement is meant to provide services without receiving monetary compensation. Hopefully students will learn to reach out and help those who are in need. By teaching children the importance of living a life of service, they reap the rewards of this lifestyle when they are adults. **THE SERVICE HOUR REQUIREMENT IS 15 HOURS PER SCHOOL YEAR.**

There are many opportunities within our school/parish:

- Working at Labors of Love
- Altar Serving
- Working Safety Patrol
- Working in Library
- Volunteering at the Pregnancy Help Center
- Volunteering at Convalescent Hospitals
- Volunteering at Animal Hospitals
- Visiting with a sick or homebound person
- Helping with Family Catechesis
- Working at Fish Frys (Sponsored by the Knights of Columbus)

- Working any parish sponsored events (Breakfasts, dinners, etc.)
- Help teachers before/after school

SOCIAL INTERACTIONS

The Archdiocese of Los Angeles discourages mixed parties in the upper grades. Parents are asked to cooperate with this regulation. Parents are encouraged to verify supervision of any social activity. The school does occasionally sponsor supervised school dances. During the school day and at after school activities, students are not to engage in public displays of affection beyond normal friendships.

STUDENT COUNCIL

Student Council elections will be held at the beginning of each school year. The purpose of the council is to train students in leadership, to encourage a high standard of scholarship, to promote school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members. In their position as council members, students are expected to be role models for the student body. Conduct unbecoming to student leaders may be cause for removal from office. Members and candidates for Student Council offices must maintain good behavior and meet the academic qualifications as outlined in Student Council Code of Conduct. Any student may be removed from student council due to academic or disciplinary problems, at the principal's discretion.

T

TRANSITIONAL KINDERGARTEN/KINDERGARTEN

Transitional Kindergarten/Kindergarten students attend full day except for the first day of school (please see the calendar). A TK/K Handbook is distributed in addition to this handbook to assist parents.

TUITION AND FEES: All Tuition and Fees are NON-REFUNDABLE. Every contract is for a year, but for your convenience, the payments are broken up over 10 or 12 months. International students must pay in full prior to beginning school.

	SUPPORTING	NON-SUPPORTING/NON-CATHOLIC
International Students		\$12,000.00
1 Child	\$4810	\$6250
2 Children	\$8960	\$12,300
3 Children	\$13,108	\$18,350
Registration Fee	\$300.00 per family paid at time of registration (Non-refundable)	
Annual Fee	\$385.00 per student (TK-8) (due May 3) (Non-refundable)	
PTO Pledge	\$450.00 per year (Non-refundable) (\$150 due Oct. 20/\$150 due Jan. 20/ \$150 due Mar.20)	
Grad Fee	\$275.00 (beginning June 5, 2017)	
Sacramental Fee	\$80.00 (beginning June 5, 2017)	
Lions' Club Raffle	Purchase or sell 30 tickets at \$10 each (Non-refundable)	
Voluntary Involvement Program (V.I.P.):	30 per year (12 hours due Oct. 31/ 18 hours due April 30) 20 per year for single parent family (8 hours due Oct. 31 ^t /12 hours due April 30) 6/4 hours at Fiesta in spring, included in 30/20 requirement	
V.I.P. Periods:	May 1 st to Oct. 31 st and Nov. 1 st to April 30 th	

Unfulfilled V.I.P.:

REG: \$30.00 per hour /Unfulfilled Fiesta Hours=\$50.00 per Fiesta hour

Supporting member: Family is a registered member of St. Luke Parish, active in Parish life, including support of parish activities, ex: Fiesta, attendance at Mass, uses Sunday envelopes, and contributes a minimum of \$380.00 per year

Non-Support: Family is not meeting contribution requirement, is not attending Mass, and/or supporting parish activities.

Non-Catholic: Student is not a baptized Catholic

Additional fees:

Some additional activities which require fees:

- Sports
- Speech and Debate
- Theater
- Library (late, lost or damaged books)
- Spirit Squad
- Dance
- Robotics

These additional fees can be paid by check or cash. All cash payments must be handed in to the school office, where a receipt will be prepared. Checks must be sent to the school office in a sealed envelope. It should be labeled with the student's full name, grade, the amount of money enclosed, and the purpose for the money. **If one check is submitted for multiple fees, payment applications must be delineated on the memo line. Returned Check Fee: \$50.00 per check**

Graduation Fees

All financial obligations for eighth grade families must be paid in full by June 5th (7th Grade Year) to participate in the various graduation activities. The graduation fee includes gown rental, honor cords, printing of certificates, supplies for retreat, Class shirt, DVD, keepsake, Diploma and cover, class photo, yearbook, Disneyland trip, flowers for church for May Crowning and Graduation, printing of booklets for May Crowning and Graduation, and general graduation expenses. **THIS FEE DOES NOT INCLUDE TEACHER/SCHOOL GIFTS.**

All fees and tuition are non-refundable

U

UNIFORM CODE FOR GIRLS:

REQUIRED GIRLS TOPS:

- Grades K – 4 White Peter Pan blouse (must be tucked in), white over blouse, or grey polo shirt w/logo (must be tucked in)
- Grades 5 – 8 White over blouse or grey polo shirt w/logo (polo must be tucked in)

REQUIRED GIRLS UNIFORMS:

- Grades K – 4 Bib top plaid jumper, plaid skort, navy walking shorts or navy long pants (purchased at CKW)
- Grades 5 – 8 Skirt or skort – plaid, navy walking shorts or navy long pants (purchased at CKW)

Jumpers and skirts should be of modest length, no more than 3" above the knee.

Socks – Solid knee-high or short socks (covering the ball of the ankle) white or navy blue (no designs). Socks must be worn by students at all times.

Shoes – Solid black or white leather low top athletic shoes, blue & white saddle shoes, or Mary Jane style shoes. No Multicolored or "lighted" athletic shoes are allowed. **NO CANVAS, CHARACTER, BOOTS OR BOOT-LIKE SHOES OR SANDALS MAY BE WORN.**

Optional:

In winter, plain white or navy blue tights may be worn under skirt, skort or jumpers. No leg warmers are permitted.

UNIFORM CODE FOR BOYS:

REQUIRED:

Pants - Navy blue corduroy or twill long pants, navy walking shorts (purchased at CKW)

Shirt - Blue polo shirt w/logo (short sleeve white T-shirt may be worn underneath – NO COLORED OR LOGO ON T-SHIRTS). Polo shirts are to be tucked in at all times.

Socks – Solid crew length or short socks (covering the ball of the ankle) white or navy blue (no designs). Socks must be worn by students at all times.

Shoes - Black solid or white leather low top athletic shoes. No Multicolored or "lighted" athletic shoes are allowed. NO CANVAS, CHARACTER, LIGHTED OR TWO TONED SHOES ALLOWED - NO BOOTS OR BOOT-LIKE SHOES OR SANDALS MAY BE WORN.

Belts – Black or brown belts with a plain buckle must be worn at all times.

OPTIONAL FOR BOYS AND GIRLS:

Jacket – Navy windbreaker, lined jacket, hooded jacket, fleece jacket or fleece vest purchased at CKW. Child's name may be embroidered on jacket. Initials, not full name, are recommended for safety reasons.

Sweatshirts - Navy blue with St. Luke Catholic School Logo (purchased at CKW)

Sweater – Navy cardigan long sleeve, pullover or sleeveless vest (purchased at CKW)

Fiesta T-Shirt/Sweatshirt – May be worn only during the month of Fiesta (April).

The school jackets are worn only outside of the classrooms. The school sweater or navy school sweatshirt may be worn in the classroom. St. Luke affiliated shirts, sweatshirts or jackets may be worn at school. No other sweaters, sweatshirts, or jackets may be worn at school.

P.E. - BOYS AND GIRLS:

- 1.P.E. uniform shirt and gym shorts purchased at CKW are the only accepted uniform for P.E.
- 2.White or navy blue long sleeve shirts may be worn under the t-shirt on cold days.
- 3.Uniform shoes will be worn for P.E.

***** NO OVERSIZED OR EXTRA LARGE CLOTHING IS ALLOWED!!! ***
ALL CLOTHING MUST BE REPLACED, IF IN BAD CONDITION.**

Students may come to school in their PE clothes and remain in them all day. Correct uniform is considered in the P.E. grading. During the winter when it is cold, optional sweatpants and sweatshirts are added to the P.E. clothes. They are not to be worn under skirts.

In very cold weather a white turtleneck shirt may be worn under the uniform shirt. Uniform jacket may be worn outside of classroom only.

NOT ALLOWED: Leg Warmers
 Any article of clothing that is not uniform
 Loose, baggy pants or shorts
 Oversized clothing
 Make-up
 Head coverings – hats, bandanas, scarves, etc.

PLEASE MARK ALL ARTICLES OF CLOTHING WITH YOUR CHILD'S NAME

Hair

All students:

Must be neat, clean, out of the eyes and may not fall below the eyebrows in the front

Must be the child's natural color, no bleach, color, high-light, frost or tinted hair

Must be neatly combed

No exaggerated styles or fads

Boys:

Shall be worn in a manner as to be tapered and evenly cut

Length may not go below the top of the shirt collar

Can extend no longer than the middle of the ear on the sides

May not exceed three inches in length at any point

Must be clean-shaven

The principal has final approval of hairstyles and grooming

Accessories

NO excessive jewelry – Jewelry limited to 1 simple necklace and 1 simple bracelet may be worn

Expensive jewelry and watches with electronic functions should not be worn

NO colored nail polish or artificial nails – only clear polish is permitted

NO make-up or glitter lotion

NO dangling earrings - one matching stud per lower earlobe **for girls only.**

We will abide by local Catholic high school guidelines which DO NOT allow for boys to wear earrings.

NO body piercing or tattoos including fake tattoos or henna

NO arm or head sweat bands

No bandanas or head wear

Game Jerseys

On game days, students may wear their sport jersey, tucked in at all times, and must wear the proper school uniform bottoms. Students must abide by the dress code policy when representing St. Luke Catholic School at functions both on/off campus.

If it is necessary for a student to be out of uniform compliance, a WRITTEN NOTE from parent(s) must be given to the teacher upon arrival at school and sent to the office.

It is our goal to have a student body that is identifiably St. Luke Catholic School, especially when representing our school. Please help us attain this goal by cooperating with the guidelines.

School uniforms are available from:

CKW School Uniforms

9400 E. Las Tunas Dr.

Temple City, CA 91780

(626) 287-1994

USE OF SCHOOL GROUNDS

Students may not be on school property before 7:35 a.m. or 20 minutes after dismissal without adult supervision. Supervision is provided by the school between 7:35 a.m. and 20 minutes after dismissal.

Students registered in after school sports/clubs or School Care are the exception. Use of school property is limited to school and church sanctioned activities, unless otherwise arranged with the pastor/principal.

V

VISITORS

Parents are encouraged to visit classrooms while school is in session. Parents are requested to make arrangements 24 hours in advance and must abide by the teachers guidelines. **ALL visitors are required to sign in at the school office upon entering the campus and obtain a visitor's badge.**

In addition to the policies in this handbook, St. Luke Catholic School follows all State and Archdiocesan regulations as detailed in the Administrative Handbook for Elementary Schools.

Right to Amend

The principal is the final recourse and reserves the right for final appeal in all handbook policies and can waive any regulations for just cause. The principal reserves the right to amend this handbook during the school year. Parents will be notified if changes are made.

Waiver of Policies

The principal, in consultation with the pastor, holds final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.