

**ST. LUKE SCHOOL**

**2024 - 2025  
PARENT/STUDENT  
HANDBOOK**



[Introduction](#)

[Mission Statement](#)

[Philosophy](#)

[Catholic Identity](#)

[Administration and Governance](#)

[Compliance](#)

[Right to Amend](#)

[Handbook Acknowledgement](#)

[Tuition](#)

[School Hours](#)

[Academic Action Plan](#)

[Admissions Policy](#)

[Adult Expectations](#)

[Athletic and Extracurricular Eligibility](#)

[Attendance](#)

[Cell Phones](#)

[Child Abuse](#)

[Child Custody](#)

[Classroom Assignments](#)

[Class Size](#)

[Classroom and Grade Level Programs](#)

[Code of Expected Behaviors](#)

[Curriculum Expectations](#)

[Dismissal Procedures](#)

[Electronic Devices](#)

[Emergency Closing](#)

[Extended Day Service \(EDS\)](#)

[Field Trips](#)

[Food Allergies & Gum](#)

[Forgotten Materials](#)

[Gang Activity](#)

[Grading, Assessments & Graduation Criteria](#)

[Homework](#)

[Health Requirements & Medication Procedures](#)

[Lunchroom & Preschool Snack Procedures](#)

[Missing Children Registration Law \(325 ILCS 55/\) Procedures](#)

[Personal Gifts/Invitations](#)

[Phone Calls](#)

[Safe Environment](#)

[Law Enforcement Drills](#)

[Sibling Performances](#)

[Student Illness & Allergies](#)

[Students with Allergies](#)

[Students with Diabetes](#)

[Faculty/Staff Training](#)

[Delegated Care Aide](#)

[Substance Abuse by a Student](#)

[Suspension of Students for Disciplinary Reasons](#)

[Expulsion of Students for Disciplinary Reasons](#)

[Tardy Policy](#)

[Technology Policy](#)

[Treats-Birthday Celebrations](#)

[Uniforms](#)

[Vacations](#)

[Weapons](#)

[Weekly Bulletin](#)

[Wellness](#)

[Withdrawal of Students Based Upon the Conduct of Parents/Guardians](#)

[School Student Records - Transfer Students \(in/out\)](#)

## Introduction

This handbook is intended for the parents and students of St. Luke School. It contains an explanation of policies, practices, and procedures which relate to the students of this school. Included are policies set by the Archdiocesan Office of Catholic Schools (OCS) and some apply to the organization of our particular school. St. Luke School adopts wholly the policies written by the Archdiocese of Chicago and the Office of Catholic Schools. St. Luke School complies with all applicable federal and state laws, including but not limited to, relevant portions of the Illinois School code, and relevant case law including *Plyer v. Doe*. It is the responsibility of each school family to be aware of the contents of this handbook and to cooperate fully with the implementation of the procedures outlined in this handbook.

## Mission Statement

St. Luke School is a private school in River Forest, IL founded in 1921 dedicated to providing students with the advantage of well-rounded Catholic education in grades preschool through 8. We are committed to nurturing the spirit and engaging the intellect of each child. We prepare students with the strong foundation of rigorous academics and a vibrant school community rooted in the shared values of faith, excellence, service, responsibility and love.

## Philosophy

The following statements are objectives consistent with the Mission Statement of St. Luke School. They express specific ways in which our educational philosophy is made manifest.

- We strive to build a sense of community within the entire faculty and student body, which will reflect the message of Christ.
- We strive to provide opportunities for students to form a strong Christian value system with an understanding of our Catholic heritage and a desire to spread God's word through evangelization.
- We strive to present a curriculum that will both impart knowledge and provide productive learning experiences for each student as an individual learner.
- We strive to provide flexible and diversified learning situations that encourage self-directed learning.
- We strive to foster a sense of personal responsibility and good citizenship in each student.
- We strive to develop an inclusiveness that will celebrate and incorporate the diversity within our community.
- We strive to develop in our students critical and creative thinking skills so that they approach the future committed to becoming life-long learners.
- Recognizing that parents and guardians are the primary educators of their children, we strive to build a cooperative and supportive atmosphere between home and school.
- St. Luke School exists to teach as Jesus did. We are committed to developing a strong foundation based upon academic excellence, Catholic faith ministry and evangelization, moral development and social and emotional growth. We endeavor to prepare responsible, life-long learners who will proclaim their Christian witness by contributing to the well-being of society.

## Catholic Identity

At St. Luke School, our Catholic Identity stands as the foremost priority in all aspects of school life. We ensure students have frequent opportunities to engage in liturgies, religious activities, and service projects. Prayer is woven into daily routines, with each school day commencing with a moment of prayer.

## Administration and Governance

### The Pastor, the Principal, and the School Advisory Board

All Archdiocesan Catholic schools must have a canonical leader appointed by the Archbishop of Chicago. These leaders ensure that the spirit and teachings of the Catholic Church are clearly and accurately presented. At St. Luke School, the appointed leader is the pastor of St. Luke and St. Bernardine Parish. The pastor has the final decision-making authority for hiring the principal. The Office of Catholic Schools (OCS) provides input and support to both the pastor

and the principal. The OCS initiates the principal selection process, facilitates school accreditation, screens principal candidates, and ensures compliance with Archdiocesan policies.

The principal serves as the school's administrator and is supported by the School Advisory Board. Both the pastor and the principal are members of the School Advisory Board, with the board's powers defined by its bylaws.

The identity and mission of a Catholic school are established by the authority of the Archbishop of Chicago and cannot be delegated according to Canon Law.

## Compliance

As an Archdiocesan school, St. Luke School complies with all relevant Archdiocesan policies and procedures, as well as applicable state and federal laws and regulations, provided they do not conflict with Catholic teaching, divine law, or Canon Law.

## Right to Amend

The administration of St. Luke School, in collaboration with the School Advisory Board, works together to create and update school policies as needed. The statements in this handbook are subject to change with or without notice. The principal will strive to inform staff and families of any changes as promptly as possible. However, some changes may need to be implemented immediately due to unforeseen circumstances.

## Handbook Acknowledgement

Families are expected to familiarize themselves with the St. Luke Parent-Student Handbook. By enrolling your child at St. Luke School, you acknowledge and agree to support the school's policies. All families are required to read, understand, and adhere to the policies outlined in the handbook.

## Tuition

Tuition for one full-time student in grades kindergarten through eight is \$7,660.

Tuition for students in our preschool program is as follows:

- 5 full days: \$8,177
- 5 half days: \$6,831

Family Discounts: 2 full-time students (grades K-8) receive a 5% discount; 3 full-time students (grades K-8) receive a 10% discount; 4 or more full-time students (grades K-8) receive a 15% discount.

## FEES:

Graduation (only applies to 8<sup>th</sup> graders): \$175

Extended Day Services (EDS): Annual Registration Fee: \$50 per child / \$90 per family

- EDS Hours:
  - o Monday - Thursday (7:00am - 8:00am & 3:00pm - 6:00pm)

- o Friday (7:00am - 8:00am & 3:00pm - 5:00pm)
- Cost: \$7.00 per student/per hour.
- Late Fee if child(ren) picked up after 6:00PM: \$1 per minute for the first 10 minutes and \$25 will be charged every 10 minutes thereafter.

## **Tuition Policy**

The management of St. Luke School is tuition based; therefore, the fulfillment of parental financial obligations is crucial to sound operation. The School Advisory Board (SAB), Pastor and Administration approve tuition rates annually. It is the responsibility of the SAB to ensure that adequate financial resources are made available for the school and that Catholic education is as affordable as possible for families.

There will be three (3) exclusion days for all families with delinquent tuition bills. Students will not be able to attend school until the tuition bill is up to date or an agreed upon schedule to pay the tuition bill is made between the family and the school administration. The tuition exclusion dates are November 18, 2024, March 10, 2025, and May 1, 2025.

**Outstanding tuition/fees for previous years must be fully paid before starting a new school year. Students will not be admitted if previous balances are unpaid.**

## **School Hours**

Office Hours Monday – Friday 7:30 AM – 3:30 PM (except for days off)

8:00AM: Enter Building

8:10AM: Tardy Bell (Students must be seated by 8:10AM)

11:00AM-11:50AM: Lunch/Recess (Grades K - 4)

11:50AM-12:40PM Lunch/Recess (Grades 5 - 8)

3:00PM Dismissal

All students should be picked up by 3:10PM. It is the parent/guardian's responsibility to pick up children on time. If the child is not picked up by 3:10PM, he/she will be sent to Extended Day Service and the parents will be charged.

## **Preschool Hours**

Half Day 8:00AM-11:00AM

Full Day 8:00AM-2:55PM

## **Academic Action Plan**

Any student earning a grade of D, F, or N in any subject area at any time during the school year must meet with the subject teacher to develop an Academic Action Plan.

The teacher will complete an Academic Action Plan with the student. The student must have the plan signed by a parent and return the signed copy the next day. The teacher will then meet with the student ten school days later to review progress.

If the student meets the goals of the Academic Action Plan within seven school days, they will no longer be on academic probation. If the goals are not met, a new Academic Action Plan will be created.

Any student who receives an Academic Action Plan may not participate in St. Luke Athletics or St. Luke extra-curricular activities while the plan is in effect.

## Admissions Policy

St. Luke School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Catholic schools shall admit students regardless of their citizenship status, provided that the student (s) meet all other admissions requirements in accordance with the applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

Catholic Schools shall admit students whose parents are not married (including cases of divorce), provided that the student (s) meets all other admissions criteria. Catholic Schools must abide by court decisions regarding student's custody, exposure and communication with each parent. Copies of active restraining orders (or other relevant court documents) should be requested from parents and kept on file.

A child entering school must be in compliance with the age requirements of the State of Illinois regarding age for admission:

- A student entering 3-year-old preschool must be three years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained. (Pull ups are not an option).
- A student entering 4-year-old preschool must be four years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained. (Pull-ups are not an option).
- A student entering kindergarten must be five years of age on or before September 1st for the year in which he/she seeks admission. He/she must also be toilet trained.
- A student entering first grade must be six years of age on or before September 1st for the year in which he/she seeks admission.

Before a student is accepted for admission, the following must be submitted:

- A state certificate of live birth as evidence of age.
- A certificate of baptism from the parish of baptism (if applicable)
- The latest report card and Certificate of Child Health record from the school from which the student is transferring (grades 1 – 7)
- Custody or Guardianship Records (if any)

Upon receipt of required documentation, the admissions committee will review the application.

If the applicant is transferring from another school, a thorough review of all prior academic and behavior records (e.g. transcripts, standardized test scores, IEPs, behavior documentation, attendance records, etc.), including outreach to the prior school, is conducted.

Admissions will not be denied to students with special learning needs based solely on ability or achievement. St. Luke School strives to provide for the needs of all of its students. We recognize that some students have special needs. We work closely with our local public school district in attempting to identify these students and to implement recommendations based on testing and evaluations. If the school determines that it does not have the resources to meet the student's diagnosed learning needs that will enable the child to succeed even at the minimum proficiency level, admissions will be denied.

St. Luke reserves the right to deny admissions based on academic or social-emotional needs or for any non-discriminatory reason.

A school may ask a student to voluntarily withdraw for academic reasons if the school is unable to meet the student's academic/instructional needs, given its available resources. If such a request is made, the following conditions shall have been fulfilled:

The school has first placed the student in an intervention plan that includes additional support, as appropriate and feasible by the school. Specific academic goals shall be identified in this plan.

- If a student has a diagnosed special need and has an ICEP, the principal (or designee) shall consult with the school's Special Education staff/counselor (where present) and/or special education personnel from the local public school district to ensure that the special need diagnosis and IEP/ICEP are up-to-date and reflective of the student's current needs. Revisions of the ICEP shall take place as part of formulating the intervention plan (see §512.02).
- If a student has not been diagnosed with a special need and/or has no ICEP, it is recommended that they consult with the school's Special Education staff/counselor and/or special education personnel from the local public school district, at the discretion of the principal (or designee).
- The school has met with the parents/guardians to discuss this plan and provided written evidence of student performance.
- The intervention plan has not succeeded in achieving the academic goals in a reasonable amount of time.
- The school has provided documented evidence to the parents that the plan has not succeeded and that it does not have the resources to serve the child's academic needs.
- The parent is given the opportunity to voluntarily withdraw the student from the school.
- The school agrees to cooperate with any receiving school in providing academic and attendance records.

If the family refuses to voluntarily withdraw, the principal shall contact their assigned Regional Director. The school shall only complete the withdrawal with the permission of their Regional Director.

## Adult Expectations

All parents of children enrolled at St. Luke School understand that our teachers are dedicated professionals committed to the education and well-being of your children. In line with this commitment, teachers will:

- Respond to parent letters, phone calls, and emails in a timely manner.
- Invite parental participation and maintain open communication.
- Prepare thoroughly for each class to meet curricular objectives.
- Work with each child to foster a spirit of achievement.
- Provide a safe and caring environment.
- Structure discipline and the classroom environment with a Christian, Catholic attitude.
- Use appropriate language in all interactions with parents and students.
- Respectfully agree to disagree.
- Maintain the highest level of privacy for students and parents.

In turn, we ask that parents understand the following:

- Unscheduled visits to the classroom teacher cannot be accommodated; appointments allow teachers to devote adequate time to your concerns.
- Parents should first meet with the teacher to resolve conflicts or voice concerns.
- If dissatisfied with the meeting, parents may make an appointment with an administrator.
- Parents are expected to support academic and disciplinary policies as stated in the handbook and set forth by individual teachers.
- Appropriate language should be used in all interactions with teachers.
- Respectful disagreement is expected.
- The highest level of privacy for teachers, students, and families of St. Luke School should be maintained.

## Athletic and Extracurricular Eligibility

At the end of each week, student eligibility for athletics will be determined for the following week.

- A student athlete must maintain a C average (2.0) to be eligible for athletics.
- A student is ineligible for athletics if they earn a D or U in any subject.
- When students receive a D or F, they are placed on Academic Probation and may not participate in extracurricular activities or sports. The Athletic Director will be notified by school administration.
- Any student placed on an Academic Action Plan may not participate in St. Luke Athletics while the plan is in effect.
- Any student who receives a Code Notice may be ineligible for athletics, with the final decision determined by administration on an individual basis.

## Attendance

School is where children begin to learn essential life responsibilities, particularly regular attendance and punctuality. Consistent and prompt attendance is crucial for every student's success.

### Reporting an Absences

- Parents/guardians must report all absences by 8:15 a.m. Absences can be reported by calling the school at 708-366-8587 or by emailing [mgattone@stlukeschoolrf.org](mailto:mgattone@stlukeschoolrf.org).
- Parents/guardians planning an extended absence for their child(ren) must notify the office in advance, stating the date and reason for the absence.

#### Reporting Tardiness or Partial Day Attendance

- Parents/guardians must report all tardies by 8:15 am. A parent/guardian must enter the school building with the student upon arrival to sign the student in.
- Parents/guardians should report to Mrs. Gattone and the homeroom teacher if their student(s) need to leave early for the day. If a child needs to leave school before dismissal, they must be signed out by a parent/guardian at the front office.

#### Absences or Partial Attendance due to Illness or Injury

- Students unable to participate in Physical Education class or recess must bring a written physician's excuse to the office. Students who are unable to participate in recess/PE may not participate in athletics on that day.
- Students who are absent due to illness or who leave school early because of illness may not return that day to participate in any extracurricular activities.
- Students who have been absent for three or more consecutive days must bring a dated note from a physician stating the reason for the absence and assuring the school that the student's return poses no health risk to other students.
- Students with a fever must remain home for at least 24 hours after they no longer have a fever (100.4°F/38°C or higher when measured orally) or signs of a fever without the use of fever-reducing medications.
- Students with vomiting or diarrhea must be symptom-free, without medication, and able to tolerate a normal diet for 24 hours before returning to school.
- Students must be symptom-free, without medication, for 24 hours before returning to school..
- In an emergency, students will only be released to another adult with prior parental consent. The adult must present identification and be listed on the emergency contact form. A written note specifying the pickup time must be provided to the teacher in the morning.

#### Chronic Absenteeism Protocol

Illinois Compulsory attendance law requires all children ages 6-17 to attend school, and we are required to maintain accurate daily attendance records. St. Luke School maintains accurate daily attendance records. This is a progressive plan aligned with the Archdiocese of Chicago's Excessive Absence and School Refusal Protocol. The support of parents, teachers and administration is integral to improving student attendance.

- When a student misses 10% or more school days (including excused and unexcused absences) a meeting between administration and a parent/guardian will be required. After the meeting, the student's attendance will be monitored for 10 school days. If improvement occurs, intermittent family correspondence will occur over the next several weeks.
- If improvement does not occur, the school will request medical or mental health correspondence from the student's provider to identify supports that may improve attendance. After correspondence and a plan is initiated (within 5 days of request) a 10

day monitoring period will be initiated to monitor attendance progress following correspondence, and if attendance improves intermittent family correspondence will remain in place.

- In the case that a student's attendance does not improve after the above steps have been taken, a mental health assessment or medical assessment will be required. Administration will review the assessment and determine if the school has sufficient resources to meet the needs outlined by the medical or mental healthcare provider. If it is determined the school does not have sufficient resources the student may be withdrawn from the school in a time frame determined by administration.

## Cell Phones

Cell phones are prohibited from being in possession of students throughout the school day. Students must submit their cell phones to the homeroom teacher upon entering the classroom each morning. Cell phones may not be used between 8:00 AM and 3:00 PM. Any cell phone found in a student's possession will be confiscated and returned only to the parent/guardian. The student will receive a Code Notice for this violation.

## Child Abuse

### **Policy GP 602.2 The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.**

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

## Child Custody

### **Guardianship of a Student**

Prior to admitting a student, school personnel must confirm that the individual enrolling the child is the legal guardian. If someone other than the parent/guardian wishes to enroll a child, school personnel must be provided with a court order appointing them as the child's legal guardian. Failure to provide such proof should prompt immediate contact with the assistant superintendent to address the matter.

### **Custody/Guardianship Issues**

If one parent has sole custody of a child, the child's other biological parent remains the legal guardian unless the court has legally revoked guardianship. A parent granted sole custody in a divorce proceeding does not necessarily become the sole legal guardian of the child.

A non-custodial parent is allowed to participate in school activities, volunteer activities, recitals,

performances, parent meetings, and other events, unless there is a valid order of protection prohibiting access to the child or school information, or unless the parent is a registered sex offender. If the parent is a registered sex offender, they may still have certain rights to be on school grounds, as specified by the terms of community supervision. In such cases, the principal must contact the Regional Director or the Office of Legal Services immediately.

Similarly, a grandparent or stepparent does not have legal guardianship of a child unless appointed by court order. When a document requires the signature of a parent or legal guardian, the signature of a stepparent or grandparent does not fulfill this requirement.

### **Release of a Child to Non-Custodial Parent**

If a non-custodial parent requests the school to release the child and the school determines that the custodial parent may not be expecting this, it is crucial for the school to contact the custodial parent immediately. The custodial parent will be promptly informed of the non-custodial parent's request.

The school will not release a child to a non-custodial parent if there are concerns about the child's welfare and safety. In such cases, access to the child may be denied, and local law enforcement may be contacted if necessary.

In situations where there are concerns regarding the release of a child to a non-custodial parent, it is advisable to contact the Regional Director and/or the Archdiocesan Office of Legal Services.

In the absence of a court order, the school will offer the non-custodial parent the opportunity to participate in a parent-teacher conference. The conference will be scheduled at a different time than that of the custodial parent, unless both parents agree otherwise. Similarly, relevant school information about the child will be shared with the non-custodial parent promptly.

### **Access to a Student's Records by a Non-Custodial Parent**

According to Illinois law, a non-custodial parent has the right to access their child's school records unless prohibited by a valid order of protection. Any questions regarding the validity of an order of protection should be directed to the Office of Legal Services or Protective Custody.

The Abused and Neglected Child Reporting Act (ANCRA) specifies that only the following individuals may take protective custody of a child in cases of urgent and immediate necessity for the child's safety and well-being:

- Law Enforcement (Police)
- Physician treating the child
- DCFS Department of Child Protection (DCP) investigators

In these situations, it is crucial for the school to notify the parent/guardian. However, police and/or DCFS DCP investigators are not required to wait for the parent/guardian's arrival and may leave immediately with the child.

Both police and DCFS DCP investigators have independent authority to take protective custody and do not need each other's presence to do so. DCFS caseworkers are not authorized to take protective custody of a child.

In all such cases, the school will verify and document the identification of the individual taking protective custody of a student.

## Classroom Assignments

Each spring, careful consideration is given to classroom assignments for the upcoming school year. Factors such as students' learning styles, personalities, and friendships are taken into account to create classroom communities that support spiritual, intellectual, and social-emotional development. We ask parents to respect the decision-making process of the staff involved. The final decision on classroom assignments rests with the School Administration.

## Class Size

The ratio of adults to the number of children who are three, four and five years of age are as follows:

- 3 Year-Olds: 1 to 10
- 4 Year-Olds: 1 to 10
- Kindergarten: 1 to 20

Regular class size in grades one through eight should be limited to 30 students; however, St. Luke School will strive to limit class size to twenty-five students.

## Classroom and Grade Level Programs

Throughout the school year, various classroom and grade-level programs are scheduled, and parents/guardians are invited to attend. Siblings may attend these programs if the parent provides a written request to the classroom teacher. The teacher will assess whether attendance will not disrupt class instruction.

## Code of Expected Behaviors

Maintaining a learning environment free from disruptions is essential to upholding the high academic standards at St. Luke School. Our goal is to provide students with a safe, caring atmosphere that encourages Catholic values, self-discipline, and responsibility for their actions. The Administrators, Pastoral Staff, and Teachers at St. Luke School are dedicated to fostering and promoting these values.

### **As a Catholic educational community, we expect all students to:**

- Show respect for God, authority, themselves, peers, and school property.
- Work diligently to maintain a productive learning environment.
- Complete assignments on time, follow directions promptly, and actively participate in class.
- Strive to produce neat and accurate work to the best of their ability.
- Take responsibility for their actions and uphold academic honesty.
- Demonstrate a cooperative spirit and exemplary behavior.
- Adhere to the Code of Expected Behaviors.

**As a Catholic educational community, parents, teachers, and administrators are expected to:**

- Create a positive learning environment by working together respectfully to implement effective instructional and disciplinary strategies.
- Ensure that disciplinary decisions balance the needs of individual students with the well-being of the entire student body.

**Code of Expected Behaviors**

1. Speak and act courteously, showing respect and cooperation with others.
2. Ensure my classmates feel safe at school, free from any form of physical violence or threats.
3. Show respect for everyone in my school, parish, and community.
4. Treat my classmates and schoolmates with respect.
5. Respect the property of my school, parish, community, and the personal belongings of others.
6. Maintain a quiet and purposeful atmosphere in the classroom and school building.
7. Follow school rules regarding the consumption of food, beverages, candy, and gum.
8. Adhere to the regulations set by playground and lunchroom supervisors.
9. Wear the full school uniform regularly as required.
10. Do what is right, even if others choose not to.
11. Take credit only for my own work and deeds, and give others the credit they deserve.
12. Speak only what I believe to be true.
13. Return found items to their rightful owners and never take what belongs to someone else.
14. Protect the reputation of others by speaking well of them.

**Undesirable Behavior Protocol**

When a student behaves in a way that infringes on the rights of others and disrupts a harmonious atmosphere, consequences are necessary. Corrective measures play an important role in teaching children the outcomes of their actions. Learning through experience is vital, making developmentally appropriate corrective measures essential for shaping values and developing moral character.

At St. Luke School, we consistently apply discipline with compassion, providing counseling in a manner suitable for the child's developmental stage. We collaborate with students and their families to help them make appropriate choices.

St. Luke School encourages self-regulation, safety, and support in a developmentally appropriate way. Students at all grade levels actively participate in learning skills that apply to everyday life and making positive choices. Many students have successfully reduced inappropriate or problematic behaviors through this approach.

In Pre-K through Grade 4, students who make poor choices or exhibit rough, quarrelsome, or disorderly behavior may face the following actions:

- Engage in discussions with teachers and supervisors to identify and address undesirable behavior.
- Receive a corrective measure such as a "time out" or indoor recess, removing the child

- from regular playground activities.
- Be asked to write a reflection to identify the problematic behavior and explore better choices.
- Be suspended from participating in school activities for a set period.
- Be referred to the counselor for additional guidance on changing and controlling undesirable behavior.
- Be referred to administration or clergy for further consequences.

Parents are notified and involved in resolving repeated troublesome behavior. Regular communication and conferences between parents and school personnel are established. Additional support services may be required if it is determined that the child will benefit from them.

### **Infractions**

Infractions indicate a failure to meet behavior expectations and are classified based on their seriousness. Identifying Level 1 infractions aims to promote positive behavior patterns. Students should recognize their accountability for their actions and understand that all choices have consequences. Unless infractions become habitual, disciplinary responses are intended to be minor.

**Level 1** infractions include, but are not limited to:

- Classroom Disruption
- Food, Drink, Gum Chewing
- Inappropriate Language/Gestures/Comments
- Misconduct/Noncompliance
- Unexcused Tardiness
- Academic Dishonesty

### **Response to Level 1 Infractions (Grades 5-8)**

If a student commits a Level 1 infraction, the teacher or staff member will issue a written notice indicating that the student did not adhere to St. Luke School's Code of Expected Behaviors. Each notice must be signed by a parent and returned the following morning. The purpose of the notice is to remind students, parents, and teachers that a minor offense occurred and to prevent the behavior from becoming a pattern. If the first notice is not returned on time, a second notice will be issued. These notices are kept on record.

A student who receives three notices within one trimester will receive a Code Notice. If a student receives two Level 1 Code Notices, parents, teachers, and administrators will meet to discuss the behavior pattern and collaborate on a behavior improvement plan and/or appropriate consequences.

Students begin each trimester without any notices. However, all Level 1 and 2 Code Notices are cumulative.

**Level 2** infractions include, but are not limited to:

- Academic Dishonesty

- Disrespect
- Harassment
- Inappropriate use of electronic devices during the school day
- Theft
- Vandalism
- Unsafe Behavior

### **Response to Level 2 Infractions (Grades 5-8)**

A Level 2 infraction is serious. Generally, no warnings lead to a Level 2 infraction; a Code Notice is immediately given. Parents (or legal guardians) will be notified and a meeting to discuss consequences and a behavior improvement plan for Level 2 infractions may be requested. When a behavior improvement plan is provided, a review of progress regarding the plan will be addressed with the principal.

**Responses to a Code Notice** include, but are not limited to:

- A lunch/recess detention in the office of the Principal
- An after school detention in the office of the Principal (3:00pm-3:45pm)
- Removal from extracurricular activities and/or special in-school events
- Loss of school privileges
- Probation for the remainder of the school year
- In-School Suspension in the office of the Principal
- Suspension/Expulsion from St. Luke School.

### **NOTES:**

- St. Luke School maintains a commitment to uphold a safe, orderly, and reputable academic environment. Therefore, the school expects its students to avoid behaviors, both within and outside of school, that contradict its philosophy and policies, and that may undermine the school's good order and reputation. The school reserves the right to address student misconduct that occurs in any context, including online activities.
- Students who engage in repeated misconduct, disrespect, harassment, theft, or vandalism may face the loss of privileges for participating in extracurricular activities. Safety remains a primary concern, and any need for heightened attention to one student during an off-campus activity can compromise the safety of all students. Decisions regarding these safety concerns are made by teachers and administrators.
- Requests from parents or students for anonymity can limit administrators' ability to effectively address certain disciplinary issues. It is essential for parents and school staff to collaborate closely to resolve behavioral challenges.

### **Extreme Violations**

Repeated and/or extreme violation of school rules may result in expulsion. Such situations will be dealt with at the discretion of the Principal on a case-by-case basis in consultation with the Pastor.

## **Early Childhood Biting and/or Pushing Policy**

Teachers provide an engaging and developmentally appropriate environment to avoid harmful behaviors to others. Behavior is a form of communication, especially in early childhood. When harmful behaviors arise, the following steps will be taken.

For that child that bit or pushed:

1. After the first occurrence, the teacher tells the child that biting/pushing is not allowed and it can cause harm to another child. The child will be asked to check on the student they caused harm to. Further discussion will occur between the child and teacher. The teacher will email the parent to notify them about this incident.
2. If biting or pushing continues to occur (2 bites/pushes in 1 week), a parent conference with both the teacher and administration will occur to identify the cause of the behavior and create a plan of action for the behavior to decrease.
3. After the third incident of biting or pushing, the child will be picked up from school for the day and a parent - administration meeting with the child will occur prior to re-entering the classroom. Administration may request the family seek outside medical sources to help correct the behavior.
4. Further incidences of biting or pushing may result in withdrawal of the student.

For the child that was bit or pushed:

1. First aid will be given to the bit using soap and water, and a bandage if necessary
2. Teachers will discuss this incident with the child
3. Parents will be notified

## **Bullying**

As Catholic school educators, we respect the dignity of each person created in the image of God. With this reverence for the individual, we are dedicated to fostering Catholic school communities of faith and kindness, where all students are welcomed, and bullying or harassment is not tolerated. Harassment, intimidation, and bullying are strictly prohibited as they hinder a student's ability to learn and the school's ability to provide a safe and productive learning environment.

Bullying is defined by the following three criteria: (1) repeated words or actions, (2) intended to cause harm, humiliation, or discrimination, (3) creating an imbalance of power. Bullying is contrary to the Catholic mission of our schools and is not tolerated. School officials must vigilantly monitor students for bullying behavior and take immediate action when bullying occurs. Bullying is prohibited at any time at the Catholic school, including during extracurricular activities and other after-hours gatherings. No student shall be subjected to bullying during any school-sponsored education program or activity, on school property, on school buses or school vehicles, at school-sponsored or sanctioned events and activities, or through electronic means from school, home, or public networks.

Adults can also be perpetrators of bullying towards children or other adults. School officials should address bullying that occurs between parents, volunteers, or other adult nonemployees. In some cases, parents, volunteers, or other adult non-staff members may need to have restricted access to the school or be asked to leave the school entirely due to bullying behavior. Bullying by employees, whether towards children or other adults, is not tolerated and should be immediately addressed.

As the leader of the school, the principal is the ultimate example of Christian behavior, modeling acceptance, compassion, and forgiveness. Students should be taught to address bullying in ways consistent with our Catholic mission. The best way to combat bullying is through preventive rather than reactive measures. The principal and staff should work to establish a climate where bullying never occurs.

Bullying can take various forms:

- Physical: Includes, but is not limited to, punching, poking, stalking, strangling, hair pulling, beating, biting, spitting, pinching, excessive tickling, theft, and destruction of property.
- Verbal: Includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats, whether in person, through electronic communication or social media, on the Internet, or in written communication.
- Emotional: Includes, but is not limited to, intimidation, rejection, terrorizing, extortion, defamation, humiliation, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulation of friendships, isolation, ostracism, and peer pressure.
- Sexual: Includes, but is not limited to, many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment, and abuse involving physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g. Internet, phone, text or social media).

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative, or other) should report the bullying incident to a teacher, staff person, or principal.

### **Conflict or Disagreement Resolution**

Conflicts between individuals should be approached with respect and a calm demeanor. Whether the issue is between students or between parents and teachers, it is crucial that the classroom environment and school day remain undisturbed. All interactions should be conducted with mutual respect and an openness to God's grace and the healing power of the Holy Spirit.

If a parent, student, or guardian becomes aggressive or confrontational, teachers and staff members have the right and obligation to disengage from the confrontation. St. Luke staff will NOT be expected to endure or engage in disrespectful or confrontational behavior.

Emotional outbursts and arguments are counterproductive. Issues should be addressed calmly and privately. Parents or students wishing to discuss a concern with a teacher should request an appointment at a mutually agreeable time. The administration should only be approached if the issue cannot be resolved directly with the teacher or staff member.

The appropriate sequence for addressing issues of responsibility or fairness is as follows:

1. Private, Scheduled Discussion: Arrange a private meeting among those directly involved.
2. Administration Review: Request the administration to review the situation, if necessary.
3. Follow-Up Meetings: Conduct follow-up meetings to resolve any outstanding issues.

## **Harassment**

The Pastor, administration, and staff of St. Luke School believe that all students and employees are entitled to work and study in environments that are Christ-centered and free of harassment. The school takes complaints of harassment seriously and will respond promptly, confidentially, and thoroughly. Harassment of any kind will not be tolerated, and appropriate disciplinary action will be taken, which may include suspension, expulsion, or termination.

Guidelines for recognizing and responding to harassment include the following examples:

- Verbal or written taunting
- Bullying
- Offensive, intimidating, hostile, or threatening conduct
- Ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- Jokes, stories, pictures, cartoons, drawings, or objects that are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Failure to recognize and stop harassment of any type fosters a negative environment, which is unacceptable in Catholic schools.

## **Sexual Harassment**

**Policy ES 263.1/HS 417.1 Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.**

### *Procedures*

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

## **Policy ES 263.2/HS 417.2 Retaliation in any form against an employee or student**

**who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.**

#### *Procedures*

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

**Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.**

#### **School Incident Reporting System (SIRS)**

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

#### **Curriculum Expectations**

St. Luke School's instructional program is based on the Archdiocesan Strategic Plan for Catholic Schools and the school's foundational statements.

The principal is responsible for organizing instruction within the school according to Archdiocesan educational policies and the requirements for non-public schools recognized by the Illinois State Board of Education (ISBE).

St. Luke School implements a comprehensive curriculum characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged. The school adheres to the Archdiocesan Curriculum Standards, ensuring that the academic programs are as good as or better than those of surrounding public schools, as stated in Canon 806. Principals are responsible for collecting and analyzing relevant academic data to ensure this standard is met.

The Archdiocesan Curriculum Standards serve as the framework for instruction in Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Health. For subjects not addressed in these standards, such as music, fine arts, computers/technology, and foreign language, St. Luke School follows the Learning Standards of the Illinois State Board of Education (ISBE).

Instructional materials and texts used at St. Luke School align with the objectives of the Archdiocesan Curriculum Standards. The use of these materials, including digital resources, must comply with applicable copyright laws.

#### **Dismissal Procedures**

- Preschool and Kindergarten dismiss out the gym doors.
- Grades 1-4 dismiss out the main doors.
- Grades 5 dismiss out the west doors facing Lake Street.
- Grades 6, 7, and 8 dismiss out the back alley door.
- Children must walk their bike while on school grounds. Bike riding is not allowed on school grounds.
- Children are not allowed to “cut-through” the parking lot during dismissal.
- Children are not allowed to play on the grassy areas near the rectory during dismissal.
- Please supervise your child(ren) at all times during dismissal and hold the hands of younger children while walking in the parking lot.
- All students commuting to and from school on bikes must wear helmets in order to ensure their safety.
- Children who are not picked up by 3:10 PM will be sent to our Extended Day Service for supervision. Families will be charged regular EDS rates for this supervision.

### **Parking Lot Procedures at Dismissal**

- All cars must enter the lot from the south entrance and leave the lot from the north exit.

Parking is never allowed on the east or west side of Ashland Avenue in front of the school. During school hours, visitors must park either in the parking lot or on Ashland Avenue north of the school parking lot. Quick drop off and/or pick up is only allowed in the Student Loading Zone lane designated by the cones on Ashland Avenue.

Please respect our neighbors and do not block driveways. Under no circumstances should a driver stop in the road or double-park to load or unload children. It is a state violation to discharge a pedestrian in a roadway.

Parents are expected to make this policy known to anyone who comes to pick up children.

Full cooperation from all families is necessary and expected. If you will be late picking up children, please call the school office and make other arrangements.

### **Proper Use of the Student Loading Zone**

According to Village Ordinance, drivers are to stop in the Student Loading Zone only as long as it is necessary to load or unload a student. After this occurs, drivers are to exit the Student Loading Zone to allow others curb space.

- Drivers needing to stop and wait must do so legally outside the student loading zone, either in the parking lot or on Ashland Avenue north of the parking lot.
- Drivers needing to leave their car must do so in the parking lot.
- Please pull north in the student loading zone as far as possible (close to the convent) to prevent traffic backup on Lake Street.
- Please use turn signals when pulling into or out of the Student Loading Zone.
- If the Student Loading Zone is full upon your arrival, please continue north on Ashland Avenue until you can legally and safely unload your child at the curb.
- Student Loading Zone regulations are enforced as posted (i.e. parking in the Student Loading Zone is illegal during posted hours).

## Electronic Devices

Personal iPads, laptop computers, laser devices, iPods, compact music or video devices, cameras, video games, and similar items are not allowed in the school at any time. Cellular phones are not to be used by students during school hours on school grounds. (Please refer to the cell phone policy for more details.) The use of the camera feature on cell phones is also prohibited on school grounds unless a teacher has previously notified parents of its instructional use in the classroom. These items will be confiscated and returned only to the parent/guardian by the principal or assistant principal. Additionally, students are not permitted to send friend requests or messages to faculty and staff through school networking platforms. This policy applies to field trips, bus rides, and during Extended Day Service as well.

## Emergency Closing

In severe weather refer to the school website for any emergency closing of school. Before a decision to close school is made, the following factors are considered:

- Safety of walking or driving
- The ability of teachers to get to school

You will receive a phone call and email via our automated system in case of school closing.

Principals are empowered to close school temporarily for unforeseen circumstances (e.g. inclement weather, facilities issues, excessive illnesses, etc.). Principals carefully consider the needs of their students, staff, and facilities when deciding whether to close school. If school is closed for reasons other than inclement weather, principals shall first seek permission from their Regional Director.

In extreme circumstances, the Superintendent is empowered to close all Archdiocesan schools (across the Archdiocese or in defined geographic areas). Local and state agencies (e.g. health department, law enforcement agency, etc.) are also empowered to close schools for a variety of reasons; principals shall contact their Regional Director if told to close by a local or state agency.

If schools experience excessive student illnesses (defined as over 25% of the total student body) or excessive faculty/staff absences (defined as over 50% of the faculty/staff), the principal shall consult with their Regional Director. Further consultation may take place with the local health agency. The school shall only be closed for excessive illnesses with the permission of the Regional Director.

Schools shall generally not cancel classes for excessive heat or cold. Principals are encouraged to make modifications to the instructional environment so that positive student learning can still occur (such as moving students to different areas of the building, conducting indoor recess, etc.). Principals who feel that there are legitimate reasons for the school to close due to excessive heat or cold shall first receive permission from their Regional Director before announcing a closure.

## Alternative/E-Learning Days

The Archdiocese Office of Catholic Schools recognizes that education can continue even when students and teachers are not in the same location. Alternative/E-Learning Days will be allowed for the 2024-2025 school year. The Alternative/E-Learning day encourages student growth in areas of self-sufficiency, adaptability, and perseverance and encourages students to take

responsibility for their own learning and enforces good habits geared toward high school and college digital learning expectations.

## Extended Day Service (EDS)

Extended Day Service is designed to accommodate families whose children are enrolled at St. Luke School. Care is available from 7:00-8:00am and 3:00-6:00pm (5:00pm on Fridays) on full days when school is in session. EDS is not available on half days, early dismissals or holidays. Students will have space for individual or group games and supervised homework space with homework help available.

### Attendance and Guidelines

Enrolled St. Luke School students in 4 Year-Old Preschool through 8<sup>th</sup> grade may attend EDS.

- PreK students enrolled in the morning class may attend EDS from 7:00 - 8:00 am.
- Grades PreK (full day) through 8 may attend both sessions.
- EDS will be offered in Waldron Hall in both mornings and afternoons. Weather permitting, students may be allowed to play outdoors with adult supervision. This is only offered in the afternoon session.

### Fee Schedule

- Fees for the morning session are \$7.00 per hour/per child.
- Fees for the afternoon session are \$7.00 per hour/per child.
- A yearly \$50.00 registration fee is charged (\$90.00 per family), upon registration.
- A \$1.00 per minute late fee will be charged for every minute a parent is late for pickup. If a parent is more than 10 minutes late a \$25.00 fee will be incurred for each ten- minute period thereafter.
- EDS may be used on an “as needed” basis.
- Families will be billed monthly for their EDS usage through Brightwheel.
- Should an emergency arise for a non-registered family, the normal daily charge will apply and the \$50/\$90 registration fee will be added to the monthly bill.
- If a family has an outstanding balance for more than 2 months the family will not be allowed to utilize EDS until their balance is paid in full.

### Morning Overview

- Morning EDS opens at 7:00am
- Parents must walk their child into the building and sign them in daily.
- Children may play or finish their homework during this time.

### Afternoon Overview

- The afternoon EDS pick up door is located at door #1. Parents must come into the building to sign their child(ren) out daily. Only adults authorized on the registration form will be allowed to pick children up from EDS. Parents must call or provide written notice if their child is to be released to any other adults.
- A snack is provided daily at 4:00pm.
- Students may attend EDS before or after an after school activity. They will be charged the hourly rate.

### Additional information

- Supervision of the EDS program will be handled by St. Luke School faculty and staff. All St. Luke School policies apply to the EDS program.
- The phone number for EDS is **708-435-8944**.

## Field Trips

A field trip is any event where students leave the school premises, including activities such as visits to parks, other schools within the Archdiocese, or locations outside of the Archdiocese, even if these occur outside regular school hours. Field trips are undertaken only when they serve a valid educational purpose and present limited potential liability.

Field trips are valuable opportunities to link classroom learning with real-world experiences and are considered an essential part of the curriculum.

Before each field trip, students will bring home a permission slip to be signed by a parent or guardian, giving approval for the trip. Unless this form is received prior to the trip, the student will be unable to accompany their classmates on the trip. The School Office is not allowed to accept permissions sent by telephone, fax, or email. In the event that a student does not have a signed permission slip, the student will be given work to complete while his/her classmates are off campus.

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Oftentimes teachers will be looking for parent chaperones. Only chaperones/volunteers 21 and older who have successfully completed the Safe Environment Requirements of the Archdiocese of Chicago and who have been approved in advance by the principal may attend field trips. Infants, toddlers, siblings of students, or students from other schools may not attend field trips. Relatives of chaperones may not attend the field trip.

Due to field trip site limitations, not all interested parents will be able to participate in all field trips. During the Field Trip, the students are the responsibility of the school. For this reason, parents who are not official chaperones of the school field trip are not permitted to join the students on that field trip. Students shall not be left unsupervised for any reason.

If the Field Trip requires transportation, schools shall rent buses from a licensed bus provider. All adult-chaperones shall accompany students on buses, and each bus shall have at least one adult-chaperone. Employees, parents, and other chaperones are not permitted to transport students in private vehicles.

The principal reserves the right to exclude a student from participating in a field trip. If the parent/guardian chooses not to allow a student to participate in the field trip, alternate plans for the day will be approved by the principal.

## Food Allergies & Gum

Due to the increasing number of students with food allergies, we ask that you take this into consideration when bringing healthy treats into the building. A “peanut free” table will be available in the lunchroom. Anyone may sit at this table, provided they do not have peanuts or nuts in their lunch.

Parents will receive notification of classes in which students have food allergies. To prevent an allergic reaction, it is essential to avoid these foods when sending a snack or healthy treat for the classroom.

### **Gum**

St. Luke School is a gum-free environment. Students are not permitted to chew gum on school grounds, and we ask adults to respect this policy as well. If a student is caught chewing gum, the Code of Expected Behavior Policy will be followed.

### **Forgotten Materials**

In the rare event that your child forgets school materials or assignments at home, you may leave these items on the bench near the office. Please ensure items are clearly marked with the student's first and last name and homeroom number.

To minimize disruptions to the learning environment, we will not deliver forgotten items to students or call them to the office to retrieve such items. Students who forget something should check the bench to see if it has been delivered.

Students are not permitted to re-enter the building after dismissal to retrieve forgotten items.

### **Gang Activity**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

### **Grading, Assessments & Graduation Criteria**

St. Luke School uses multiple forms of authentic assessment and standardized testing to evaluate the curriculum and identify student learning needs. Teachers are expected to consistently assess and document student progress in all areas using a comprehensive system of formative and summative assessments.

In accordance with the Office of Catholic Schools (OCS) policy, St Luke School administers the i-Ready fall, winter and spring assessments to all grades, kindergarten through eighth. Designated testing dates are chosen by St. Luke School prompted by OCS. Students with IEPs are provided the appropriate and lawful testing conditions.

The principal (or designee) will compile and analyze test scores and share them with relevant personnel. These scores will help define academic goals for the school and students and will influence the school's Continuous School Improvement Plan (CSIP). Standardized test scores will not be the sole factor in determining student promotion to the next grade and will not be used primarily to assess teacher performance.

Individual student test scores, whether from standardized or local assessments, are considered confidential and will not be published publicly. Class, grade, and school-level assessment results may be published at the principal's discretion to showcase the impact of the school's academic program, but scores will not be used for comparisons between Catholic schools.

### **Grading Scale**

**Letter Grade Scale** (applicable in grades 3-8 where letter grades are given)

<b>Grade</b>	<b>Description</b>	<b>Gradebook Value</b>
A+	Outstanding	99
A	Outstanding	95
A-	Outstanding	93
B+	Excellent	91
B	Excellent	87
B-	Excellent	85
C+	Good	83
C	Good	79
C-	Good	77
D+	Poor	75
D	Poor	71
D-	Poor	69
F	Very Poor	50
I	Incomplete	0
NG	Not Graded	0

**Developmental Scale** (applicable in grades kindergarten-grade 3)

<b>Grade</b>	<b>Description</b>	<b>Gradebook Value</b>
Mastered (M)	Consistently Demonstrates	85
Successful (S)	Frequently Demonstrates	77
Emerging	Occasionally Demonstrates	69
Not Yet	Rarely/Never Demonstrates	50
Not Evaluated		0

In third grade, students will be graded using the Developmental Scale during trimester 1 and trimester 2. To transition students to letter grades, third grade will be graded using the Letter Grade Scale in trimester 3.

## **Honor Roll**

The primary obligation of St. Luke School is to ensure the comprehensive education of its students. As a Catholic community, we value recognizing students who contribute to and enhance the academic environment. Each student is personally responsible for their academic work, and their dedication is acknowledged through the Honor Roll. This recognition exists to celebrate those students who are highly motivated and achieve academic excellence.

Students in grades 5-8 are eligible for placement on one of two honor rolls.

**HONORS:** grade point average of 3.2-3.69.

**HIGH HONORS:** grade point average of 3.7-4.0

GPA's are found by ascribing:

4.33=A+

4.00=A

3.67=A-

3.33=B+

3.00=B

2.67=B-

2.33=C+

2.00=C

1.67=C-.

No points are given for a D, F or I.

Core subjects carry equal weight in grades 5 and 6. Fine Art classes (Art, Computer, Music, Spanish, PE) are averaged together, to obtain one percentage grade. This percentage is averaged with the Core subjects to determine a student's GPA. In grades 6,7 and 8, Spanish is counted as a Core subject. Students will be given a Pass/Fail grade in Religion. This grade is not averaged into the student's GPA. A student is ineligible for Honor Roll status if he/she has a grade of D or below in any subject, including Fine Arts or a Fail in Religion.

## **Graduation Criteria**

Students graduating from St. Luke School must have successfully completed the elementary program by maintaining a grade of no lower than "D" in all major subject areas: Language Arts, Math, Science, Social Studies, and Spanish. Additionally, students must receive a passing grade on the U.S. Constitution and State of Illinois examinations. All academic work, including that in Fine Arts classes (such as Music, Art, PE, etc.), must be completed.

Students who receive an "F" in any major subject area will be required to successfully complete a summer school program or receive private tutoring throughout the summer to improve their learning before a diploma is issued.

**Diplomas will not be awarded until all financial obligations are paid in full.**

## **Homework**

Students in grades first through eighth grade should expect homework daily. Developmentally and age appropriate levels of homework are assigned to each grade level.

If a student does not come to class with their homework completed, they will be issued a Homework Notice. The student must have this notice signed by a parent or guardian, complete the homework, and return both the signed notice and the completed assignment the next school day.

If a student turns in completed late homework without the signed notice, they will receive a duplicate Homework Notice that must be signed by a parent or guardian and returned the next day. Failure to return the signed duplicate notice will result in a Code Notice.

In the event a student is absent, they will be given 1 day for every missed day of school to complete their classwork and homework. For quizzes or tests, they have two days to make up the work. The Principal may grant additional time on an individual basis.

Students who receive three Homework Notices in one trimester will be placed on an Academic Action Plan. All students begin each trimester with zero Homework Notices.

## Health Requirements & Medication Procedures

### **Policy ES 150.1/HS 310.1 Each school shall comply with the local and State of Illinois regulations regarding physical examinations, immunizations and contagious diseases of students.**

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. St. Luke School is responsible for complying with laws that protect the health and safety of children, faculty, and staff, and students at school-sponsored events. Before the school year begins, your child's health forms need to be on file in the school office.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

#### **Health Examinations and Proof of Immunization**

State Law requires that all children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois
- within one year prior to entering kindergarten or the first grade
- upon entering sixth and ninth grades

### **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. If a student in Grade 2 or Grade 6 fails to present proof of a dental exam by May 15th, the school may hold the child's report card until the student presents proof of the School Dental Examination Form. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

### **Vision Examinations**

A new law effective January 1, 2008, requires that all children (except preschool students) enrolling in public, private or parochial for the first time and/or entering kindergarten shall have an eye exam. Parents/Guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Every school shall report to the State Board of Education by June 30 the number of children who:

- have received the required eye examination;
- are exempt on religious grounds;
- have received a waiver;
- are not in compliance with the requirement.

### **Medical Objections**

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

### **Religious Objections**

- Parents/Guardians who object on religious grounds must complete a Certificate of Religious Exemption, which must be signed by the physician, advanced practice nurse or physician assistant responsible for performing the student examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

**The parent or legal guardian must be informed by the local school authority of a**

**measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.**

## **Medication Procedures**

*Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

### **Procedures**

1. **Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete **Medication Authorization Form** approved and signed by the principal. A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Medication Authorization Forms are available in the school office. The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.
2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School. Cough drops are considered medication.
3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
  - a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
  - b. Manufacturer-labeled for non-prescription over-the-counter medication.
4. **Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable). Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

## Lunchroom & Preschool Snack Procedures

In the unusual event that a lunch is forgotten, it may be left for the student on the bench near the office. Lunches must be clearly marked with the student's first and last name and homeroom number. If a student does not have lunch, a simple snack will be provided.

FAST FOOD LUNCHES, SODA, ENERGY DRINKS ARE NOT PERMITTED. We will not permit the child to eat fast food in Waldron Hall.

- No running.
- Students must remain seated while eating.

### **SNACKTIME PROCEDURES: PRESCHOOL**

- Hand washing by children and adults precedes snack time.
- Snacks are planned in advance by the teacher responsible for the group.
- Children are assigned to assist with snack preparation by placing napkins, cups and food at each place.
- Notice regarding children with specific food allergies is posted on the staff bulletin board near the snack area. Alternate food or beverage must be provided.
- Sponges are readily available for spills. Children are encouraged to wipe their spills.
- Children dispose of their own items and wipe their places at the tables before leaving for another activity.

## Missing Children Registration Law (325 ILCS 55/) Procedures

Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, St. Luke School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar will immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.

Written documentation of the report to local law enforcement will be maintained in the missing child's record.

Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school will remove the flag from the student's record.

St. Luke School will notify in writing the parent/guardian enrolling a child for the first time in St. Luke School that within 30 calendar days, he/she must provide a government-issued copy of the child's birth certificate.

If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with

an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.

Should the person enrolling the child in St. Luke School fail to comply with the above procedures, St. Luke School will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within 10 calendar days, the case shall be referred to the local law enforcement authority for investigation.

If compliance is not obtained within 10 calendar days, St. Luke School will refer the matter to the local law enforcement agency.

St. Luke School will immediately report to the local law enforcement authority any affidavit, which appears inaccurate or suspicious in form or content received regarding the registration of the child.

Within 14 days, St. Luke School will request a certified copy of the school records of a transfer student from the student's previous school

St. Luke School will forward a copy of a transferring student's record to the new school within 10 days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

## Personal Gifts/Invitations

To respect the feelings of all students, personal information, party invitations, and individual Christmas or birthday gifts may not be distributed or exchanged during the school day.

## Phone Calls

To avoid disrupting classes, we discourage delivering phone messages to students. Please arrange any changes in transportation with your child before they arrive at school. Any important messages for your child must be received in the office by 2:45 PM.

Students will not be allowed to call home for forgotten lunches, homework, clothing, or to arrange after-school visits. For students in PreK3 through grade 2, the office staff will use their discretion to determine if a call home is necessary. If a student is ill, the nurse or office staff will contact parents or guardians.

## Safe Environment

Under Article 12 of the Charter for Protection of Children and Young People from the United States Council of Catholic Bishops:

*"Dioceses/eparchies are to maintain safe environment programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents/guardians, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people."*

In order to implement this requirement St Luke will provide students with an annual training that teaches how students can be safe from all forms of abuse. The program may include information from outside providers, such as Chicago/suburban/county police department school programs.

## **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS**

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview.

When volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people. **Volunteers are not fingerprinted nor are they mandated reporters.**

- **Attend Virtus/Protecting God's Children for Adults™.**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **Virtus**.
    - **NOTE:** All participants must pre-register online to attend.
    - Virtus Certificate received at the completion of training to be placed in volunteer file at the school.
    - **NOTE:** If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago.
    - Give a copy of your Virtus certificate to the school administrative assistant.
- **Complete Criminal Background Check (eAPPS)**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **eAPPS**.
- **Read and sign Code of Conduct.**
  - Online at [www.archchicago.org](http://www.archchicago.org)
    - Scroll to the *Protecting Children* button and select **Code of Conduct**.
      - The signed copy of the Acknowledgement Form is filed at the local school.
- **Complete Child Abuse and Neglect Tracking Form (CANTS)**
  - Online at [www.archchicago.org](http://www.archchicago.org)
  - Scroll to the *Protecting Children* button and select **CANTS**.
    - **Return the completed form to the Principal.**
    - The original form will be sent to DCFS; a copy is filed at the local school.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, backpacks, purses, or articles of clothing that are left unattended on the school campus.

School personnel should always have another school authority present when a search is conducted.

### **Searches of Student's Person and Personal Property**

The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

### **Conducting the Search**

- Secure the safety of the students and staff.
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present.
- Parent/guardian should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.
- If a weapon, illegal drug or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrives at the school. The contraband must be turned over to the local police jurisdiction.

### **Reporting the Incident**

The appropriate assistant superintendent should be contacted as soon as possible. An Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

## **SAFETY**

### **Safety Drills**

All Catholic schools are required to comply with the School Safety Drill Act (105 ILCS 128) which outlines the schedule of safety drills and reporting for public and non-public schools. Each school shall submit an Annual Review Report to ISBE and their assigned Regional Director by *June 1 of the current school year*. Proper documentation of each Safety Drill shall be kept by the principal, and may be accessed at any time by OCS personnel.

At least three Evacuation Drills (or "Fire Drills") shall be conducted each school year, in compliance with the School Safety Drill Act (105 ILCS 128). Proper documentation of each Evacuation Drill shall be kept on file in the principal's office. All drills require the participation of the local fire department/district. The three drills must occur during the following time periods:

Before September 1<sup>st</sup>: The school's local fire department/district is required to contact the principal no later than September 1st of each year to arrange for the first Evacuation Drill (which shall include fire department/district participation). If the local fire department/district does not make contact by September 1st, the principal shall make appropriate contact.

October: The principal shall contact the local fire department/district no later than September

15<sup>th</sup> to arrange for an Evacuation Drill date to take place within the month of October.

**Additional Date:** The school shall conduct a final Evacuation Drill after the month of October, on a date of mutual agreement between the principal and the local fire department/district.

Additional Evacuation Drills may be conducted at the discretion of the principal.

## **Law Enforcement Drills**

Each school shall conduct at least one Law Enforcement Drill (or “Lockdown Drill”) per school year, in compliance with the School Safety Drill Act (105 ILCS 128). Law Enforcement Drills shall include specific procedures for handling intruders, school shootings, bomb threats, and similar incidents in the school building. Law Enforcement Drills *must* include the participation of the local law enforcement agency (principals should contact the local agency prior to a Law Enforcement Drill). The Law Enforcement Agency shall certify the drill once it is complete. Schools may complete additional Law Enforcement Drills at the discretion of the principal.

## **Emergency Procedures**

Our main objective is to attend to the health and welfare of your children in the event of a crisis. School personnel are encouraged to remain calm and use common sense, as it is impossible to know in advance all of the circumstances one might face.

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. The faculty will make students aware of these precautions and the entire school community will participate in multiple practice drills during the course of the school year. Evacuation plans are posted in each classroom.

In most emergencies, your children will remain and be cared for at the school or in the Church. In the rare event of an emergency that prohibits reentry to the school building (broken gas or water main, fire or toxic spill) or otherwise necessitates the evacuation of the school, the students will walk to designated evacuation areas:

- Lincoln Elementary School

We ask parents to follow this procedure if you hear of any school emergency:

1. Turn on your radio or television.
2. Please do NOT telephone the school. St. Luke has limited phone lines. These **MUST** be used to respond to an emergency. We will activate our SchoolStatus notification system to update you on the status of any emergency. Please do NOT drive to St. Luke or the relocation site unless you are requested to pick up your child. Any emergency involving St. Luke may mean emergency vehicles and workers must be able to get to the building. In extreme situations, the superintendent of Catholic Schools reserves the right to close some or all Catholic Schools in the Archdiocese of Chicago. This could mean only city schools, schools in a certain geographic area of the city or Archdiocese Catholic schools in the Archdiocese. The announcement will be communicated to the principals as efficiently as possible.

## **SECURITY**

St. Luke School has a security system in effect when school is in session. This necessitates locking school doors at all times.

Students/adults entering the building after 8:10AM use the main school entrance on Ashland Avenue.

After ringing the bell, visitors will be asked to identify him/herself, state his/her business. If authorized the visitor will be buzzed into the building and must report directly to the front office.

Staff and students are not allowed to open the doors for anyone wishing to enter the building while school is in session.

## Sibling Performances

Individual grade levels and homerooms host special programs throughout the year at which parents and guardians are invited to attend. Siblings who attend St. Luke School may attend only if the child's homeroom teacher receives a note from a parent/guardian the day prior to the program requesting the child's attendance. It is then up to your child's classroom teacher to decide if attendance at the special event will not interfere with learning. Students will not be allowed to leave if they are in the middle of a test.

## Student Illness & Allergies

Children who attend school ill or become ill at school will be sent to the School Office. Parents will be immediately notified and will be expected to pick up their children promptly. If parents are not available, people listed on the emergency contact list will be called.

When a school becomes aware of a student with a contagious/communicable disease, the school shall notify the appropriate parents/guardians in writing. Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department. Parents will be immediately notified and will be expected to pick up their children promptly.

School staff shall take all necessary action to maintain a school environment that is clean, safe, and kept free of communicable diseases. Students who are diagnosed with a communicable disease may be asked to leave school and remain at home at the discretion of the Principal (or designee). Certain Communicable Diseases are required by Illinois State Law to be reported to the local health department.

If the illness or accident is an emergency, the Principal (or designee) shall immediately contact 911 and then the parent/guardian. An approved authority from the school shall accompany the student to the hospital if a parent/guardian (or other person approved by the parent/guardian) is not available to do so. The Principal shall also notify their assigned Regional Director from the OCS.

The school shall document all injuries on school property and retain such records. The Student Accident Form shall be used in cases where:

- A student or adult is seriously injured.
- A student or adult threatens a student or staff member.
- A student or adult possesses drugs or firearms.
- The police, fire department or emergency personnel are notified and called to the school.
- In other unfortunate and/or unexpected incidents, especially those resulting in injury, damage, harm, or loss to a student, employee, volunteer, visitor, including damage to school property.

We are asking that all St. Luke families take the following precautions:

- Stay home if you or your child is sick until at least 24 hours after there is no longer a fever or signs of a fever (without the use of a fever-reducing medicine) and/or vomiting. Keeping sick students at home means that they keep their viruses to themselves rather than sharing them with others. Stay home even if taking antiviral medicines.
- Cover coughs and sneezes. Clean hands with soap and water or an alcohol- based hand rub often and especially after coughing or sneezing.

### **Students with Allergies**

Parents/Guardians shall notify the school in writing of any diagnosed allergies. For serious allergies, the Principal (or designee) shall meet with the Parent/Guardian to develop a written set of procedures, as well as an Allergy Emergency Action Plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors (“epi- pens”) with the approval of the parent/guardian, and with proper authorization from the Principal and training.

While Catholic schools strive to serve all students, children with severe allergies present challenges for which each local school must determine its individual capacity:

- To ensure the safety of the child and
- To ensure its ability to make the reasonable accommodations required for the student with serious medical and/or life-threatening conditions; and
- To ensure that the entire school community is trained and aware of the local school's Food Allergy Procedures.

Due to the increasing number of children with life-threatening allergies, it is necessary that the school understands the risks of admitting students with severe allergies and other life threatening medical conditions. The school administration must create a culture of understanding and acceptance of allergy precautions among school personnel, students, and their families. The school may invite parents and guardians whose children have known severe allergies to work with the principal and staff in reviewing the Food Allergy Procedures of the local school. It should be a goal of school administration to establish an environment of caring and accepting individuals ready to welcome all parents/guardians interested in Catholic education for their children.

Note: The Food Allergy Emergency Action Plan and Treatment Authorization, including the student's photo, must be presented by the parents and approved by the school administration before the child is registered. Any reasonable accommodation by the school is initiated by a parent/guardian request which must include a physician's report outlining the severity of the

allergy and the recommended actions by the physician that are medically necessary to avoid reaction.

Guarantees of a “peanut free” or “lactose free” school are not credible accommodations for any school and should never be used in marketing materials. However, effective practices to reduce the chance of exposure to allergens in each local school’s School Food Allergy Procedures may include, but is not limited to:

- designating a separate table in the lunch room for students with the allergy,
- allowing the allergic student to eat at his/her own desk, keeping the same desk year round to reduce possible contamination if there is no common lunchroom in the school,
- remove food as a reward in classrooms or for celebrations,
- limit use of classrooms for after-school activities involving food,
- the regular cleaning of tables, desks, chalkboards, computer keyboards, musical instruments, and gym equipment in the classrooms and lunchroom,
- the washing of hands before and after meals using soap and water or commercial hand wipes.

Note: According to The Journal of Allergy and Clinical Immunology (JACI), antibacterial hand sanitizer does not effectively remove allergens.

Illinois law allows schools to voluntarily maintain a supply of emergency epinephrine autoinjectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a current known allergy. Schools are not required to maintain extra EpiPens; however, without an emergency supply, dialing 911 is the only option school personnel have if a student forgets his/her EpiPen and has an anaphylactic or a first time reaction. Any delay in administering epinephrine can be fatal. If a school keeps EpiPens available for use in case of emergency, the school must first have trained personnel available to administer the Epi-Pens. “Trained personnel” is defined in the law as either a school nurse or one or more employees who have received training in:

- recognition of anaphylaxis symptoms,
- standards and procedures for the storage and emergency use of Epi-Pens,
- instruction and certification in CPR, and
- emergency follow-up procedures.

The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. In August of 2012, the Physician’s Toolkit was developed by the Office of the Attorney General and the Director of the Department of Public Health in Illinois which assists physicians with an explanation of the Emergency Epinephrine Act, a standardized standing order and prescription form with additional resources that may be provided to school nurses and trained personnel. Once the nonpublic school has a prescription, it may take the prescription to be filled at any pharmacy.

Schools must maintain the supply of emergency epinephrine auto-injectors in a secured, locked location. The Emergency Supply of epinephrine may be used under three circumstances:

1. Administration of an epinephrine auto-injector to a student, with an unknown allergy, having a first-time anaphylactic reaction.
2. Self-administration of an epinephrine auto-injector by a student with a known allergy who has forgotten his or her auto-injector or it is otherwise unavailable.
3. Administration of an epinephrine auto-injector to a student with a known allergy having an anaphylactic reaction that meets the student’s prescription on file. Only the school nurse or trained school personnel can administer the Epi-Pen in the event of an

emergency.

Each local school must publish its School Food Allergy Procedures which:

- Designate the person(s) who will provide training for the trained school personnel,
- Designate the medical director of the local health department from whom the school obtains the Epi-Pen prescription and/or the licensed physician in the state of Illinois who prescribed epinephrine auto-injectors in the name of the nonpublic school to be maintained for use when necessary,
- Identifies the school employee who will obtain the prescription,
- States the location in the school where the Epi-Pens are stored, and
- States the school must have an emergency action plan and treatment authorization which includes a physician's report and recommended actions medically necessary for students with severe allergies.

If accepting a student with a life-threatening allergy, the principal should take proper steps to inform all personnel of the allergy, how to identify and avoid allergic reactions, and what to do in the case of a reaction. For management of severe allergies, it is important to take special care in the lunchroom/cafeteria during bake sales, parties/holiday celebrations, field trips and other events that may involve the presence of food. In the event of an allergic reaction, these general steps should be taken immediately:

- The injection of epinephrine if the child is unable to administer it him/herself OR the administration of other medication as directed by a physician on the Medication Authorization Form (i.e., inhalers).
- Contact emergency medical services immediately regardless of the continuance of symptoms.
- Contact the parent/guardian to inform them of the student's reaction.
- Complete the OCS Accident/Incident Report and follow up with the OCS Regional Director within 24 hours.

All students with severe allergies that have been prescribed epinephrine auto injectors (EpiPens) and other emergency medication should carry them in metal-lined pouches or 'fanny packs' while in school and there should be an understanding between the parents/guardians with the school administration on who has consent to use the EpiPen if the child is incapable. It is strongly recommended to have a general authorization so any trained school personnel could act in an emergency. It is considered a reasonable accommodation to have trained staff willing to use an EpiPen in an emergency, as long as a physician's report states that it is a medical necessity and cannot be self-administered. All faculty and staff should be trained of the warning signs for allergic reaction as well as the locations of the school nurse (if applicable) and the trained school personnel.

Exemption from Liability Under Illinois State Law (105 ILCS 5/22-30), a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school nurse or trained personnel acted in good faith when administering the EpiPen to a student whom he or she believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. If a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of the Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

## **Students with Asthma**

Asthma is the most common chronic condition of childhood. Comprehensive, individualized asthma education focuses on improving medical management which means recognizing and responding to attacks and medication.

A Doctor's signature is no longer required for a student to carry and self-administer an asthma inhaler in school. Only parent permission and prescription label are necessary.

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- The parents or guardians of the pupil provide to the school written authorization from the parents or guardians for the self-administration of medication or
- For use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and
- The parents or guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and
- The time at which or circumstances under which the medication is administered, or
- For use of an epinephrine auto-injector, a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:
  - the name and purpose of the epinephrine auto-injector,
  - the prescribed dosage, and of the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered.

The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the school's administrator.

The School is required to inform the parents or guardians, in writing, that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student. Reference: Public Act 097-0361

## **Students with Diabetes**

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the "Care Act"). Under the Care Act, a student cannot be denied access to any school or any school related activities on the basis that the student has diabetes. This law applies to Catholic schools as well as public schools. The Care Act does the following:

- allows parents/guardians to request assistance with their child's diabetes management from a "delegated care aide" during the school day and at school-related activities,
- allows capable students to manage their own diabetes care during the school day and at school functions, and
- mandates certain minimum training requirements for all school employees in schools that have a student with diabetes.

### **The Diabetes Care Plan**

To receive assistance with diabetes management at school, the student's parent/guardian must

submit a “Diabetes Care Plan” to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The parent/guardian must include the following information in the Diabetes Care Plan, including:

- the treating health care provider’s instructions concerning the student’s diabetes management during the school day,
- a copy of the signed prescription and the methods of insulin administration,
- appropriate safeguards to ensure that syringes and lancets are disposed of properly,
- requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations,
- procedures regarding when a delegated care aide (defined below) must consult with the parent/guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate, and
- the signature of the student’s parent/guardian.

Students must be allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student’s self-management and may include:

- allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin;
- self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink.

## **Faculty/Staff Training**

The Care Act mandates basic diabetes training for all school employees in any school that has a student with diabetes during the required annual school in-service training which should be completed before the beginning of the school year. School employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency. It is the principal’s responsibility to arrange for this annual training with a Certified Diabetes Educator or a licensed health care provider with experience in diabetes care. The training requirements of the Care Act also include providing an information sheet to any school employee who transports a student for school-sponsored activities that identifies the student(s) with diabetes, identifies potential emergencies and appropriate responses to such emergencies, and contains emergency contact information.

## **Delegated Care Aide**

A school employee who has agreed to receive training in diabetes care and to assist students in implementing their diabetes care plan is referred to as a “Delegated Care Aide.” To become a Delegated Care Aide, a school employee must enter into a written agreement with the student’s parent/guardian and the school. School employees who agree to serve as Delegated Care Aides must be trained to perform these functions:

- Check blood glucose and record the results.
- Recognize and respond to the symptoms of hypoglycemia and hyperglycemia according

to the student's care plan.

- Estimate the number of carbohydrates in a snack or lunch.
- Administer insulin according to the student's diabetes care plan.
- Keep the uniform record of glucometer readings and the amount of insulin administered using the standardized Insulin Administrative Chart provided by the Illinois State Board of Education.
- Respond in an emergency, including how to administer glucagon and call 911.

It is important to note that the position of Delegated Care Aide is voluntary; no school employee can be compelled to become a Delegated Care Aide. The school is not expected to hire additional personnel to serve in the position of Delegated Care Aide. A school may not take disciplinary action against a school employee who chooses not to serve as a Delegated Care Aide. Initial training of a delegated care aide shall be provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled "Helping the Student with Diabetes Succeed." Written documentation that the Delegated Care Aide has successfully completed the training for the six functions listed in the section above and is able to perform them independently should be presented to the principal and to the school's Delegated Care Aide by the trainer before the agreement with the parent/guardian is signed. The training shall be updated when the diabetes care plan is changed and/or at least reviewed annually.

REFERENCE: (105 ILCS 145/) Care of Students with Diabetes Act

## Substance Abuse by a Student

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

**Substance** is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

**Substance abuse** means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**Illegal Violations:** The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug. Please note that any trace or finding of "copycat" drugs are also a means for disciplinary action. Paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

## School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be

provided by the parent/guardian.

- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

### **Suspension of Students for Disciplinary Reasons**

In general, suspensions are reserved for serious or chronic behavior infractions. The following procedures are intended to ensure that the imposition of suspension is fair and consistent.

Procedures include:

An investigation of the alleged misconduct by a qualified school employee.

An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.

Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension (typically provided after the in- person conference).

Written notification to the Regional Director and Pastor (when applicable).

Suspensions may occur away from the school or within the school. Students who serve in- school suspensions must be monitored by a qualified staff member at all times.

Students are not permitted to participate in school-sponsored extra and co-curricular activities for the duration of their suspension.

### **Expulsion of Students for Disciplinary Reasons**

Any student may be expelled for serious or chronic violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Principals shall submit the details of the allegations, the results of their investigation, and the reasons supporting their recommendation to the Regional Director in writing before the expulsion is implemented. Consultation and approval must take place before the expulsion proceeds.

The following procedures are intended to ensure that the imposition of an expulsion is fair and consistent.

1. An investigation of the alleged misconduct by a qualified school employee.
2. An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations.
3. Written notice to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension (typically provided after the in-person conference described in #2).

Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend the student for the remainder of the school year and allow him/her to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., principals may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.

In cases where a student is expelled, these procedures shall be followed:

1. The advice of a psychologist, physician, social worker, counselor, or other appropriate person may be sought (at the discretion of the Principal or designee).
2. The student is placed on suspension for the duration of steps below.
3. Written note is sent to the parents/guardians describing the reasons for the student's suspension and proposed expulsion. For , consolidated, and inter- schools, the designated pastor should likewise be apprised. In most cases, it is advised that the principal (or designee) contact the parent/guardian via phone before sending home the written note.
4. A face-to-face conference shall be held between the Principal, other appropriate school staff, and the parents/guardians. The student may attend at the discretion of the Principal. Attorneys, parent-advocates, or other parties invited by the parents/guardians may not attend.
5. For Archdiocesan schools, the Principal shall submit the details of the issue and rationale for the expulsion to the Regional Director *in writing*. Permission must be obtained from the Regional Director before the expulsion proceeds.
6. Parents/Guardians should be given the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school.
7. Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend

the student for the remainder of the school year and allow him/her to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.

8. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.
9. Parents/Guardians of Archdiocesan schools may submit an appeal to the expulsion, in writing, to the Superintendent.

## Tardy Policy

It is the responsibility of each family to work out a system so that students arrive on time to school. Students who consistently arrive late are deprived of social interaction, morning prayer, announcements, time to organize themselves for the day and important teaching time.

Students who are not in the homeroom by the time the 8:10AM bell rings are tardy.

Each time a student is tardy in grades K – 2, a tardy will be issued. If a child receives 4 tardies the parent/guardian will be notified by the administration.

Each time a student is tardy in grades 3 – 8, a Tardy Slip will be issued. Consequences for Tardy Slips are as follows:

- 3rd Tardy: student will report to the main office and receive a *Tardy Notification Email*.
- 4th Tardy and every tardy thereafter the students must stay after school until 4:00PM on the day of the tardy to make up for missed class time. Parent/guardian will be notified during the school day if the child is to stay after school until 4:00PM. Students who are unable to stay after school or already attend EDS will be assigned to come in at 7:00am the following morning.
- All students begin each trimester with zero tardies.

## Technology Policy

Technology, as a tool for learning, must be used in a respectful manner in accordance with the "Acceptable Use Policy." This policy must be signed by the student and the parent/guardian and returned to school before a student will have access to computer/Internet use.

St. Luke School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

The school has established technology protocol that:

- prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand alone computer and telephone;
- comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- accessing or downloading unacceptable or obscene materials;
- re-posting personal communication without the author's prior consent;
- violating copyright laws;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal);
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited-discovery function;
- using the Internet for unauthorized purchases.

### **Technology Use Outside of School**

St. Luke School expects all students to use appropriate behavior as it relates to the use of computers. Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

## Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

## Treats-Birthday Celebrations

St. Luke School adheres to the Archdiocese of Chicago Wellness Program, promoting healthy eating and regular exercise. If you wish to bring treats, they must be healthy and individually pre-packaged by the manufacturer. We also encourage non-edible treats, such as pencils, erasers, and stickers.

## Uniforms

Grade	Girls	Boys
Preschool	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"><li>• Navy polo dress</li><li>• Bearcat Spirit Wear</li></ul> <p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"><li>• White, black, or navy socks or tights</li><li>• Gym shoes</li></ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"><li>• Solid colored navy or white sweater or cardigan</li><li>• Crested 1/4 zip pullover or full zip jacket</li><li>• St. Luke logo sweatshirt</li></ul>	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"><li>• Blue or white crested polo shirt with navy or khaki dress pants</li><li>• Bearcat Spirit Wear</li></ul> <p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"><li>• White, black, or navy socks</li><li>• Gym shoes</li></ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"><li>• Solid colored navy or white sweater or cardigan</li><li>• Crested 1/4 zip pullover or full zip jacket</li><li>• St. Luke logo sweatshirt</li></ul>
K - 4 <sup>th</sup>	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"><li>• White long or short sleeved blouse with plaid uniform jumper</li><li>• Navy polo dress</li><li>• Blue or white crested polo shirt</li></ul>	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"><li>• Blue or white crested polo shirt with navy or khaki dress pants</li><li>• Solid black or brown belt (Grade 4)</li></ul>

	<p>with navy or khaki dress pants</p> <p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"> <li>• White, black, or navy crew/knee socks or tights</li> <li>• Solid black, brown, or navy dress shoes (students in K-2 can wear gym shoes)</li> </ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Solid colored navy or white sweater or cardigan</li> <li>• Crested 1/4 zip pullover or full zip jacket</li> </ul>	<p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"> <li>• White, black, or navy socks</li> <li>• Solid black, brown, or navy dress shoes (students in K-2 can wear gym shoes)</li> </ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Solid colored navy or white sweater or cardigan</li> <li>• Crested 1/4 zip pullover or full zip jacket</li> </ul>
5 <sup>th</sup> - 8 <sup>th</sup>	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"> <li>• Navy or white crested polo shirt with plaid uniform skirt</li> <li>• Navy or white crested polo shirt with navy or khaki dress pants</li> </ul> <p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"> <li>• White, black, or navy crew/knee socks or tights</li> <li>• Solid black, brown, or navy dress shoes</li> </ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Solid colored navy or white sweater or cardigan</li> <li>• Crested 1/4 zip pullover or full zip jacket</li> </ul>	<p><b>Regular Uniform:</b></p> <ul style="list-style-type: none"> <li>• Blue or white crested polo shirt with navy or khaki dress pants</li> <li>• Solid black or brown belt.</li> </ul> <p><b>Shoe/Sock Options:</b></p> <ul style="list-style-type: none"> <li>• White, black, or navy socks</li> <li>• Solid black, brown, or navy dress shoes</li> </ul> <p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Solid colored navy or white Sweater or cardigan</li> <li>• Crested 1/4 zip pullover or full zip jacket</li> </ul>

### Gym Uniforms:

**K-3:** Students should wear gym shoes on the days they have gym class. Girls should wear shorts under their uniform jumper/polo dress. No other uniform is required.

**4-8:** Students are required to wear a gym uniform consisting of gym shoes and:

- Navy or Gold Crested T-shirt (Purchased through Dennis Uniform)
- Navy Crested Shorts (Purchased through Dennis Uniform)
- Solid Navy Fleece Jogger Pants or Crested Sweatpants (Must be worn over shorts before and after Gym Class during the regular uniform months).
- St. Luke Sweatshirt

**Summer Uniform:** During the summer uniform dates given at the start of each year, all students are permitted to wear the modified summer uniform as follows. All students, in grades K-8 are permitted to wear gym shoes with solid white, black, brown or navy socks during these dates while wearing the summer uniform or regular uniform.

### Boys:

- Khaki or navy dress shorts (belt required in grades 4-8)
- Crested white or blue polo short

**Girls:**

- Khaki or navy dress shorts
- Crested white or navy blue polo shirt

**Bearcat Spirit Wear:**

On Bearcat Spirit Wear days, students may dress comfortably and in good taste with the outermost layer being a St. Luke shirt or sweatshirt. Shorts, skirts, and dresses must conform to uniform length. Jeans, polo shirts, and athletic shoes are acceptable if properly laced. Shoes and socks need to be worn and be safe and practical. No leggings or ripped clothing is allowed.

Inappropriate images or messages, contrary to Christian ideals and the school values are not permitted on any article of clothing.

**Additional Uniform Information:**

- Parents should ensure that their child(ren) are appropriately dressed for school and the weather.
- Clothing must be clean and pressed.
- Hair must be clean and combed and must be natural color (no dye or highlights are allowed).
- Hair should be sensibly cut, with no shaved designs, mohawks, tails, etc. Bangs must be trimmed and must not cover the eyes.
- Students may not wear makeup or colored nail polish.
- A simple religious bracelet or cross necklace may be worn.
- Only one pair of stud earrings are permissible (Girls only).
- No scarves or headbands designed to look like scarves are to be worn around the neck or on the head.
- Smart watches with communication/internet capabilities are not permitted.
- Crocs & backless shoes are not permitted, even on Spirit Wear Days.

**Uniform Policy:**

- Students who are out of uniform are sent to the main office for an Out of Uniform Notice.
- Students are to bring the Out of Uniform Notice home to be signed by a parent/guardian and return notice the following day.
- Students who receive three Out of Uniform Notices in one Trimester will receive a Code Notice.
- All students begin each trimester with zero Out of Uniform Notices.

**Non Discrimination Statements**

As per Illinois PA 102-0360, St. Luke School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. St. Luke School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the

requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

## Vacations

Family vacations during the school year are discouraged. If a student misses school due to a vacation, teachers are not obligated to provide assignments in advance. Upon returning to school, the student will be given a period equal to the number of days missed to complete any missed work. Please be aware that some assignments, such as science labs, may not be able to be made up due to their nature.

## Weapons

**Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

## Weekly Bulletin

Each Thursday, St. Luke School will email a weekly bulletin to all households with important information and upcoming events.

## Wellness

**Policy ES 105.1 Schools of the Archdiocese of Chicago are committed to providing a**

**learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.**

St. Luke School follows the Archdiocese of Chicago Office of Catholic Schools Wellness Policy. The policy can be found on the St. Luke School website.

### **Withdrawal of Students Based Upon the Conduct of Parents/Guardians**

A student may be withdrawn from St. Luke School if a parent or guardian's behavior is threatening, hostile, chronically disrespectful, or otherwise violates the parent code of conduct. In such cases, the Principal will consult with the assigned Regional Director and Pastor (if applicable) before proceeding with the withdrawal.

### **School Student Records - Transfer Students (in/out)**

Certified copies of transfer in students' records are requested within 14 days of enrollment. For students transferring out, unofficial records of students transferring to other schools are sent within 10 days of the request. Official records are sent once all financial obligations have been met.

The information in this handbook may be updated or amended with or without notice. The school principal will make efforts to inform families of any changes as soon as possible. However, some updates may need to be implemented immediately due to unforeseen circumstances.

Families accept and agree to adhere to this handbook in its entirety by accepting enrollment of your child(ren) at St. Luke School.