

ST. LUKE SCHOOL

2021 - 2022 PARENT/STUDENT HANDBOOK



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 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.

St. Luke School Mission Statement

St. Luke School is a private school in River Forest, IL founded in 1921 dedicated to providing students with the advantage of a 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.

St. Luke School 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

St. Luke School's Catholic Identity is the top priority in the school's planning and operations. The school provides regular opportunities for students to participate in liturgies, religious activities, and service projects. When possible, all-school Masses are celebrated weekly. Prayer is integrated throughout the school day. Each school day begins with prayer.

Theme

Strength for the Journey

This year, St. Luke School embraces the theme of the Office of Catholic Schools, "Strength for the Journey".

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 appointed leaders have the duty to see that the spirit and teachings of the Catholic Church are clearly and accurately presented. The appointed leader of St. Luke School is the pastor of St. Luke and St. Bernardine Parish. The pastor serves as the final decision maker for the hiring of the principal. The OCS provides input and support for the pastor and principal. The OCS initiates the principal process, facilitates school accreditation, screens principal candidates, and ensures the school's compliance with Archdiocesan policies.

The principal is the administrator of the school and is supported by the School Advisory Board. The pastor and principal serve as members of the School Advisory Board and the powers of the board are defined in the board bylaws.

A Catholic school's identity and mission is constituted by authority of the Archbishop of Chicago and may not be delegated by Canon Law.

Compliance

As an Archdiocesan School, St. Luke School adheres to any and all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not conflict with Catholic teaching, divine, or Canon Law.

Right to Amend

St. Luke School administration and Board of Specified Jurisdiction work together to create and revise school policies as needed. Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school staff and families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Handbook Acknowledgement

Families are expected to familiarize themselves with the St. Luke Parent-Student Handbook. By enrolling your child in St. Luke School, you acknowledge and support the policies at St. Luke School. All families are expected to read, understand, and agree to support and abide by the policies within.

Tuition

Tuition for one full-time student in grades preschool through eight is \$6,975

Tuition for students in our early childhood program is as follows:

- 3 half days: \$4,165
- 3 full days: \$5,990
- 5 half days: \$5,745

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

FEES:

Graduation (only applies to 8th graders): \$150

Extended Day: Annual Registration Fee: \$50 per family

- AM (7:00AM-8:00AM): \$5.00 per student/per hour
- PM (3:00PM-6:00PM): \$5.00 per student/per hour with a \$20.00 cap.
- 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.

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)

11:03AM-11:48AM: Lunch/Recess (Grades K - 4)

11:51AM-12:36PM 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 D, F, or N in any subject area, at any time during the school year, will be required to meet with the teacher of the subject area and develop an Academic Action Plan.

The teacher fills out an Academic Action Plan with any student who is earning a D or F in any subject. The student has the Academic Action Plan signed by a parent and returns the signed copy the following day. The teacher meets with the student 5 school days after the Plan was written to discuss progress.

If the student meets the goals of the Academic Action Plan after 7 school days, then the student is no longer on academic probation. If the student has not met the goals of the Academic Action Plan, then a new Academic Action Plan is written.

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 of baptism (if applicable)
- The latest report card from the school from which the student is transferring (grades 1 – 8)
- 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 a child/ren enrolled at St. Luke School understand that teachers are professionals who are committed to the education and well-being of your child/ren. In the spirit of that belief, teachers will:

- respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication;
- properly prepare for each class in order to attain curricular objectives; work with each child to foster a spirit of achievement;
- provide a safe and caring environment; structure discipline and classroom environment with a Christian, Catholic attitude;
- use appropriate language in all parent and student interaction; agree to disagree respectfully;
- maintain the highest level of privacy for the students and parents of St. Luke School.

In turn, we ask that parents understand that:

- unscheduled visits to the classroom teacher cannot be accommodated; appointments enable classroom teachers to spend adequate time listening to your concerns;
- in order to resolve conflicts or voice concerns, parents will meet first with the teacher;
- if a parent is dissatisfied with the meeting, parents may make an appointment with an administrator;
- they will support academic and disciplinary policies as stated in the handbook and as set forth by the individual teacher;
- they will use appropriate language in all parent and teacher interaction; agree to disagree respectfully;
- they will maintain the highest level of privacy for the teachers, students and families of St. Luke School.

Athletic and Extracurricular Eligibility

- At the end of each week, student eligibility will be determined for the following week.
- A student athlete must maintain a C average (2.0) or they will not be eligible for athletics.

- A student is also ineligible for athletics if they earn a D or U in any subject.
- Any student who is placed on an Academic Action Plan may not participate in St. Luke Athletics while the plan is in effect.
- Any student that receives a Code Notice may be ineligible for athletics. Removal from extracurricular and/or special in-school events will be determined by administration on an individual basis.
- When students receive a D or F they are placed on Academic Probation, and may not participate in extracurricular activities or sports, and the Athletic Director is notified by school administration.

Attendance

School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school.

- The parent/guardian must report all absences by **8:15 a.m.** Absences can be reported by calling the school at **708-366-8587** or by sending an email to mgattone@stluke.org.
- Students unable to participate in Physical Education class or recess must bring a written 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 due to illness may not return that day to participate in any extracurricular activity.
- Students who have been absent for three or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.
- Students with fever are to remain home for at least 24 hours after they no longer have a fever (100.4°F/38°C or greater when measured orally) or signs of the fever without the use of fever-reducing medications.
- Students must be symptom free without medication for 24 hours before returning to school.

Students must attend school on time and daily:

The State of Illinois provides by law for compulsory attendance by all children between the ages of six and sixteen. We are mandated to keep accurate records of daily attendance.

- A child who must leave at any time before dismissal must be signed out by a parent/guardian in the front office.
- In case of emergency, students will only be released to another adult with the prior consent of the parent. The individual must show identification and should be on the emergency list. A written note must be sent to the teacher in the morning with the specific time of pickup.
- A parent/guardian taking their child(ren) out of school for an extended period of time, must send a note to the office (prior to the date of absence), indicating the date and reason for the absence.

After 6 absences in a trimester, administration, nurse, and teaching staff will review the

child's academic progress for mastery of concepts.

Cell Phones

No cell phones are allowed anywhere on a child during the school day. Students must turn in cell phones to the homeroom teacher upon entering the classroom each morning. Students are not allowed to use cell phones during the hours of 8:00AM-3:00PM. Any cell phone found on a student will be confiscated and returned only to the parent/guardian. The student will receive a Code Notice for this infraction.

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

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to

school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the **Regional Director** or the **Office of Legal Services** immediately.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

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

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

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

Under Illinois law, a non-custodial parent cannot be denied access to the school records of his/her child, unless that parent is prohibited by an order of protection from inspecting or obtaining the records. Questions regarding the validity of an order of protection should be directed to the Office of Legal Services.

Protective Custody

The Abused and Neglected Child Reporting Act (ANCRA) states that only the following may take protective custody of a child if urgent and immediate necessity exists regarding the safety and well being of the child:

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

In these situations, it is important that the school notify the parent/guardian. However, the police and/or Department of Child Protection (DCP) Division investigators from the Department of Children and Family Services (DCFS) are not required to wait for the arrival

of the parent/guardian and may leave immediately with the child.

The police and DCFS Department of Child Protection (DCP) investigators do not need the other's presence to take protective custody. Either entity can do so independently of the other agency. DCFS caseworkers are not authorized to take protective custody of a child.

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

Classroom Assignments

Each Spring, much thought is given to classroom assignments for the following school year. Consideration is given to a number of factors, including students' learning styles, personalities, and friendships. Class lists are built to create classroom communities that foster spiritual, intellectual, and social-emotional growth.

In general, we ask that parents respect the decision-making process of the staff involved in this process. For a variety of reasons, parents would like to make a request regarding their child's classroom assignment for the following school year. As those who know their children best, we respect and value parents' input. Should a parent wish to make such a request, it should be communicated in writing, including the reason for the request, and directed to the Administrative Assistant no later than May 1st of the current school year.

Because so many factors are taken into consideration when building class lists, it may not always be possible to accommodate a given parent request. The final determination of 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

Various classroom/grade level programs are held throughout the school year to which parents/guardians are invited to attend. Siblings are able to attend the program only if the parent writes a note to the classroom teacher requesting permission and the classroom teacher determines that attendance will not interfere with class instruction.

Code Notice

Code Notices and Behavior Action Plans can be issued by any staff member and filled out by the student with the staff member's assistance. The student has the Code Notice and

Behavior Action Plan signed by a parent/guardian and returns it the next day.

The staff member who issued the Code Notice meets with the student 10 days after issuance to discuss progress. Code Notice Consequences can be found in Addendum A.

Code of Expected Behaviors

Expected Behaviors	Examples of Inappropriate Behaviors	Consequence
Completes work on own	Cheating, copying homework or allowing homework to be copied	Code Notice
Respects property	Destruction of property	Code Notice
Treats others with respect	Lack of respect for others through inappropriate remarks or manner (is argumentative, talks back, makes teasing or rude remarks, belittles another, intentionally makes comments to cause someone to feel uncomfortable, hurt or embarrassed.	Code Notice
Keeps hands to self	Not observing the hands-off policy	Code Notice
Gives cell phone/electronic devices to teacher by 8:15AM	Possession of cell phone/electronic devices (with the exception of electronic readers) during school hours	Code Notice
Classroom behavior is conducive to learning	Behavior disrupts the learning environment (talks at inappropriate times, makes inappropriate remarks for entertainment value, talks when teacher is talking, does not take out books/materials when asked, does not use time wisely on given task)	Code Notice
Prepared for class	Does not have homework complete on time	Homework Notice
Maintains a C average in all classes	Earns a cumulative grade of D or F in any class any time during trimester	Academic Action Plan and removal from Athletics for minimum of 10 school days

Adheres to uniform policy	Nail polish, make-up, non-religious necklaces/bracelets, earrings that dangle, skirt does not touch top of knee, colored t-shirts worn under uniform shirt, shirts and sweaters do not have the St. Luke logo, multi-colored shoes, shirt un-tucked, no belt (grades 4-8), colored hair, hair on boys touches the collar, bangs on boys are in eyes.	Out of Uniform Notice
Arrives to school on time	Is not in homeroom by 8:10AM	Tardy Slip

Bullying

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated. Harassment, intimidation and bullying will not be tolerated; these negative behaviors impair a student’s ability to learn and a school’s ability to provide a safe and productive learning environment.

Bullying can be defined as meeting the following three criteria: (1) Repeated words or actions (2) that intend to cause harm, humiliate, or discriminate (3) and create an imbalance of power. Bullying is contrary to the Catholic mission of our schools and shall not be tolerated. School officials should vigilantly monitor all students for bullying behavior and take immediate action when bullying occurs. Bullying shall not be tolerated at any time at the Catholic school, including during extra-curricular activities and other after-hours gatherings. No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

Adults may also be perpetrators of bullying (toward children or other adults). School officials should also correct cases of bullying that occur between parents, volunteers, or other adult nonemployees. In some cases, parents, volunteers, or other adult non-staff members should be asked to have restricted access to the school or leave the school entirely for bullying behavior. Bullying by employees (toward children or other adults) is not tolerated and should be immediately addressed.

As leader of the school, the principal is the ultimate example of Christian behavior. He/she should model such behavior, and establish a culture of acceptance, compassion, and forgiveness. Students should be taught to address bullying in a manner consistent with our Catholic mission. The best way to combat bullying is through preventative (vs. reactive) measures. The principal and staff should seek to establish a climate in which bullying never occurs.

Bullying acts may be:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which 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 actual 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.) 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

Issues between individuals should, first of all, be discussed respectfully. Whether between students, or parent and teacher, the classroom teaching routine or school day should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit. If a parent/student/guardian becomes aggressive or confrontational, a teacher and/or staff member has the right and the obligation to walk away from said confrontation. St. Luke staff will NOT be expected to engage in/suffer through disrespectful or confrontational behavior.

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The administration should not be approached until the matter has been discussed with the teacher or staff member.

The appropriate sequence for questions of responsibility of fairness should be:

1. Private, scheduled discussion among the people directly involved.

2. Administration requested to review the situation, if needed.
3. Follow up meetings are available to resolve any outstanding issues.

Curriculum Expectations

St. Luke School's instructional program is founded upon and reflects the Archdiocesan Strategic Plan for Catholic Schools and the school's Foundational statements.

The principal is responsible for the organization of instruction within the school in accordance with Archdiocesan educational policies and the educational program requirements applicable to non-public schools recognized by the Illinois State Board of Education (ISBE).

St. Luke School implements a comprehensive curriculum that is characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged. St. Luke School follows the defined Archdiocesan Curriculum Standards. As indicated in Canon 806, the academic programs of Catholic schools shall be as good as or better than surrounding public schools. Principals shall collect and analyze relevant academic data to ensure that this requirement is met.

St. Luke School utilizes the Archdiocesan Curriculum Standards as the framework for instruction in the subjects of Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Health. St. Luke School follows the Learning Standards of the Illinois State Board of Education (ISBE) for all subjects not addressed in the Archdiocesan Curriculum Standards, including (but not limited to): music, fine arts, computers/technology, and foreign language.

St. Luke School uses instructional materials and texts that are consistent with the objectives of the Archdiocesan Curriculum Standards. The use of instructional 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 and 6 dismiss out the west doors facing Lake Street.
- Grades 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 3:10PM 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.

Electronic Devices

Personal iPads, laptop computers, beepers/pagers, CD players, laser devices, iPods, iTouches, compact music or video devices, cameras, video games, and items of this nature are not permitted in the school at any time. Cellular phones may not be used by a student during school hours on school grounds. (Please read the cell phone policy.). Use of the camera feature on cell phones is not permitted on school grounds, unless a teacher previously notified parents of their instructional use in the classroom. Such items will be confiscated and will be returned only to the parent/guardian by the principal/assistant principal. Students may not send any friend requests or messaging through school networking to faculty and staff. This policy also applies on field trips, on buses, and during Extended Day Service and Homework Club.

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:

- The decision of our local public schools
- 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.

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 2020-2021 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 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 8th 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 \$5.00 per hour/per child.
- Fees for the afternoon session are \$5.00 per hour/per child with a \$20.00 cap.
- A yearly \$50.00 registration fee is charged, 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. Bills will be emailed the first week of the month following usage.
- Should an emergency arise for a non-registered family, the normal daily charge will apply and the \$50.00 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 defined as any event where students leave their school location, even if outside the school day. This includes such activities as going to a park, other schools within the Archdiocese, or other locations outside of the Archdiocese. Field trips should be taken only

when there is a valid educational purpose for the trip and limited potential liability.

Field trips are rich opportunities to connect classroom learning with the real world. They are considered an important 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

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.

Forgotten Materials

In the unusual event that your child forgets school materials/assignments at home, they may

be left for the student on the bench near the office. Items must be clearly marked with the student's first and last name and homeroom number.

Because of the disruption to the learning environment of all students, we will not deliver forgotten items to a student, nor will we call a child to the office to retrieve a forgotten item. Students who forget an item should look on the bench to see if the item has been delivered.

Students should not be coming back into the building at dismissal for 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 and Assessments

Multiple forms of authentic assessment and standardized testing are used to evaluate the curriculum and to determine student learning needs. Teachers are expected to continually assess and document student progress in all learning areas using a comprehensive system of formative and summative assessment.

In accordance with the policy of the Office of Catholic Schools, St. Luke School administers the ACT Aspire test, the standardized testing program of the Archdiocese. These tests shall be administered to all students in grades 3-8 during the spring of each year. The OCS shall designate specific dates for testing, with an extended "testing window" for schools to provide testing for students who were absent during testing week or who require accommodations (as expressly detailed in their ICEP). Schools may also opt to administer the ACT Aspire Periodic Assessments (Interim and Classroom) and Quizlets at the discretion of the principal, or as required by the OCS. These assessments provide valuable information to the teacher, but are not counted as graded assignments for the purposes of grading and preparing student report cards.

In administering standardized tests, school officials shall carefully read and follow the published testing procedures. Printed testing materials shall be collected by the principal (or

designee) immediately after administration and locked in a secure location. Standardized tests shall be administered only by licensed educators employed by the school. Following published testing controls is vital in maintaining the integrity of the testing process and ultimate results.

The principal (or designee) shall compile and analyze test scores, and promulgate scores to relevant personnel. Scores shall be used in defining school and student academic goals, and shall be used to influence the school’s Continuous School Improvement Plan (CSIP) for AdvancEd Accreditation. Standardized test scores shall not be the only factor when determining whether to advance a student to the next grade. Standardized test scores shall not be used as the primary factor in assessing teacher performance.

Individual student test scores (whether from standardized or local assessments) are considered confidential and shall not be published publicly. Class, grade, and school-level assessment results may be published at the discretion of the principal for the purpose of displaying the impact of the school’s academic program. Scores shall not be published for the purposes of providing comparisons between Catholic schools.

GRADING SCALE

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

Grade	Description	Gradebook Value
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)

Grade	Description	Gradebook Value
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.

GRADUATION CRITERIA

Students graduating from St. Luke School must have successfully completed the elementary program through maintaining a grade of no lower than “D” in all major subject areas: Language Arts, Math, Science, Social Studies, Spanish and receive a passing grade on the U.S. Constitution and State of Illinois examinations. All academic work must be completed in conjunction with all subject areas including Fine Arts classes (i.e. Music, Art, PE, etc.) Students who received an “F” in any major area will be required to successfully complete a summer school program or be privately tutored throughout the summer to enhance learning before a diploma will be issued.

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

GUM

St. Luke School is a gum free school. Students are not allowed to chew gum on school grounds. Adults are also asked to respect our gum free environment. A student caught chewing gum will serve a one hour service requirement beginning at 7:00 a.m. the day following the infraction. Chewing Gum could also result in a code notice.

HARASSMENT

The Pastor, administration, and staff of St. Luke School believes that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

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Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation

- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

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

HEALTH REQUIREMENTS

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 Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or 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.

HOMEWORK

With the exception of History Fair and Science Fair, all project-based assignments will be completed in school.

Any time a student does not come to class with homework completed, the student is issued a Homework Notice. The student has the Homework Notice signed by parent/guardian and

completes the homework and returns the signed notice and completed assignment the next school day. If the student does not complete the homework the next day, he/she must attend Homework Club on that day to complete the work. Parents will be notified by phone if your child needs to attend Homework Club.

Receiving three Homework Notices in a trimester in a single subject will result in a lower grade for that subject.

Students in grades 5 through 8, should expect a minimum of an hour a night of homework. Students in grades 1 through 4th grade, should expect a minimum of 30 minutes a night of homework.

If a student misses a day of school, they are allowed one day to make up the homework. If the students have a quiz or test, they have two days to make up. Additional time may be deemed appropriate by the Principal, on an individual basis.

Students who turn in completed late homework without the signed notice will receive a duplicate Homework Notice to be signed by a parent or guardian to be returned the next day. Failure to return the signed duplicate notice will result in a Code Notice.

All students begin each trimester with zero Homework Notices.

HONOR ROLL

The primary obligation of St. Luke School is to the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Each student is personally responsible for their academic work. Their efforts are rewarded by placing their names on the Honor Roll. Therefore, the honor roll exists to recognize those students who are highly motivated, thereby achieving academic excellence.

Students in grades 5-8 are eligible for achieving 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.

LUNCHROOM 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 the fast food in Waldron Hall.

- No running.
- Students must remain seated while eating.
- All food must be eaten in Waldron Hall. Any students who are not finished eating after the allotted time will be given additional time.

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.

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.

PARKING AND DROP-OFF PROCEDURES

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).

PERSONAL GIFTS/INVITATIONS

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations, or exchange individual Christmas/birthday gifts to selected students during the school day.

PHONE CALLS

Phone messages to be delivered to children interrupt classes and are not encouraged. Please arrange any change in transportation with your child(ren) prior to his/her arrival at school. Any important message necessary for your child(ren) must be received in the office no later than 2:45PM.

Students will not be permitted to call home for forgotten lunches, homework, clothing, or to arrange visits with friends after school. (In grades Pre3 through two, the discretion of the office staff will determine if a call is necessary.) If a student is ill, the nurse/office personnel will call parents/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
 - 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
 - Scroll to the *Protecting Children* button and select **eAPPS**.

- **Read and sign Code of Conduct.**
 - Online at 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
 - 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 1st: 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 15th 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 School Reach 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.

Emergency 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.

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.

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.

SIBLING PERFORMANCES ~ Reader's Theaters etc.

Parents are asked to send a note in with the sibling(s) on the day of or day prior to any performance etc. It is at the discretion of the teacher whether the student will be allowed to leave their classroom at that time. Students will not be allowed to leave if they are in the middle of a test.

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.

SPECIAL CLASSROOM/GRADE LEVEL PROGRAMS

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.

Student Illnesses

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 reactions 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 withdrawal 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 withdrawal 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 Letter*.
- 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.

TREATS-BIRTHDAY/CELEBRATION

St. Luke School follows the Archdiocese of Chicago Wellness Program, which encourages healthy eating and regular exercise. If you choose to bring treats for any reason they must be healthy in nature and individually pre-packaged by the manufacturer. Non-edible treats, such as pencils, erasers, stickers, etc, are encouraged.

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 1, 2021, March 1, 2022, and June 1, 2022.

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.

UNIFORMS

Regular Uniform

	Girls	Boys
Preschool	<ul style="list-style-type: none"> ● navy blue crested uniform jumper or navy polo dress ● white blouse (with jumper) ● solid white, navy or black knee high socks, tights, leggings ● gym shoes ● optional- solid colored navy blue or white sweater ● crested sweatshirt ● Bearcat Spirit Wear 	<ul style="list-style-type: none"> ● light blue crested polo shirt ● navy blue pants ● navy blue or black socks ● gym shoes ● optional- solid colored navy blue or white sweater ● crested sweatshirt ● Bearcat Spirit Wear
Grades Kindergarten through 4	<ul style="list-style-type: none"> ● plaid uniform jumper (must touch the top of the student's knee) ● white long or short sleeved cotton (not knit) blouse with round Peter Pan collar ● Navy polo dress ● solid white, black or navy blue knee socks, tights, leggings ● solid black, brown or navy blue dress shoes ● optional- solid colored navy blue or white sweater ● crested sweatshirt 	<ul style="list-style-type: none"> ● light blue crested polo shirt ● navy blue dress pants ● solid black or navy dress socks ● solid black or brown leather dress shoes. ● optional-solid colored navy blue sweater may be worn ● crested sweatshirt
Grades 5-8	<ul style="list-style-type: none"> ● plaid uniform skirt (must touch the top of the knee) ● solid navy blue crested overblouse ● Navy polo dress (grade 5) ● solid white, navy blue or black dress socks, tights, leggings ● solid black, brown or navy blue dress shoes ● optional solid colored navy blue or white sweater may be 	<ul style="list-style-type: none"> ● light blue crested polo shirt ● navy blue dress pants ● black or brown belt ● solid white, black or navy dress socks ● solid black or brown leather dress shoes. ● optional solid colored navy blue sweater may be worn ● crested sweatshirt

	worn <ul style="list-style-type: none"> • crested sweatshirt 	
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Optional Summer Uniform (worn April 15 – October 15)

Students who choose not to wear the summer uniform, must wear the full regular uniform (i.e. gym shoes may only be worn with the summer uniform).

	Girls	Boys
All students	Grades K – 4: regular uniform shirt or white crested polo shirt <ul style="list-style-type: none"> • Grades 5 – 8: regular navy crested overblouse or white crested polo shirt • <u>navy blue or tan bermuda length uniform shorts (no cargo shorts)</u> • navy polo dress • solid white or navy athletic socks • gym shoes 	<ul style="list-style-type: none"> • light blue or white crested polo shirt • <u>navy blue or tan bermuda length uniform shorts (no cargo shorts)</u> • belt- black or brown (Gr. 5-8) • solid white, navy or black athletic socks • gym shoes

Non-Uniform/Bearcat Days

On non-uniform/Bearcat Days student dress should be comfortable and in good taste.

Shorts, skirts and dresses must conform to uniform length. No leggings allowed. Sleeveless blouses with a full shoulder may be worn. Inappropriate images or messages, contrary to Christian ideals and the purpose of the school are not permitted on any article of clothing. Jeans, polo shirts, sandals and athletic shoes are acceptable if properly laced. Shoes worn should still be safe, practical and age appropriate.

Gym Uniforms

Students in grades K - 3 are required to bring their gym shoes on the days they have gym class. Girls should wear shorts under their uniform jumper. No other uniform is required.

Students in grades 4 - 8 are required to wear a gym uniform consisting of a uniform shirt, shorts, and gym shoes. Gym shirts and shorts must be purchased through the Dennis Uniform Company.

Additional Uniform Information

- Smart Watches are not allowed.
- Clothes must be clean and pressed.
- Hair must be clean and combed.

- Students must not dye or highlight their hair.
- Students may not wear makeup or colored nail polish.
- Hair should be sensibly cut, with no shaved designs, mohawks, tails, etc. Bangs must be trimmed and must not cover the eyes.
- Boy's hair must not touch the collar.
- No scarves, or head bands designed to look like scarves, are to be worn around the neck or on the head.
- A simple religious bracelet or cross necklace may be worn.
- Only girls may wear earrings; only one pair of stud earrings is permissible.
- Girls may wear shorts under their skirts; shorts must be shorter than the skirt.
- Parents should ensure that their child(ren) are appropriately dressed for the weather. Boots, hats, mittens, snow pants, and jackets are a must in the winter as the children do have outdoor recess on a daily basis. 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten must be dressed in layered, weather appropriate attire.
- In 3 Year-Old Preschool, 4 Year-Old Preschool and Kindergarten, parents should keep in mind that the children use paints, clay, markers, etc. on a daily basis. Children are asked to bring in an extra set of clothes and an oversized t-shirt to be used as an art smock as learning can get messy. Please label all clothing to help us identify lost items. Sunscreen and/or bug repellent may be needed in the warmer weather. If parents choose for their child to have sunscreen and/or bug repellent applied by the classroom teacher during the school day, a permission form, provided by the classroom teacher, must be filled out.

UNIFORM POLICY

Students who are out of uniform are sent to the 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 must be in full St. Luke uniform on the next scheduled out of uniform day.

Students who receive six Out of Uniform Notices, in one trimester, must complete service in the school from 7:00AM-8:00AM on the school day immediately following the sixth notice.

Students who receive nine Out of Uniform Notices, in one trimester, will receive a Code Notice for "Lack of respect through inappropriate manner."

All students begin each trimester with zero Out of Uniform Notices.

VACATIONS

Family vacations during the school year are not encouraged. **If a student is absent from school due to vacation, teachers are not required to give the student work ahead of time.**

Once a student returns to school, he/she will be given time to make up for missed work at a rate equal to the number of days missed. Please note that because of the nature of some assignments, those assignments may not be allowed to be made up (i.e. a science lab).

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

Every Thursday, the St. Luke School weekly bulletin containing important school information and upcoming events will be emailed to each household.

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.

Statements in this handbook are subject to amendment with or without notice. The school

principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct. In such cases, the Principal shall contact their assigned Regional Director and Pastor (if applicable) before the withdrawal is implemented.

ADDENDUM A: CODE NOTICE CONSEQUENCES

	FIRST NOTICE	SECOND NOTICE	THIRD NOTICE
Grades K-3	Code Notice must be signed by student, teacher and parent.	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a third notice, a parent-teacher-student-administrator conference will be held to discuss further consequences and a plan for student improvement.
Grades 4-6	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete a 45-minute session of service in the school beginning at 7:15AM each day for 3 days.	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parent meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result.

Grades 7-8	Upon receiving the first notice, the student will meet with the teacher to develop a plan to change the inappropriate behavior. This plan must be signed by the student, teacher and parent.	Upon receiving a second notice, a parent-teacher-student-administrator conference will be held to discuss the repeated inappropriate behavior. The student will be placed under a written contract to improve his/her behavior over a specified period of time. Student will complete a 45-minute session of service in the school beginning at 7:15AM each day for 3 days.	The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parents meet with administrator. Removal from activities will be determined on an individual basis. Suspension/Expulsion may result. Removal from graduation activities, etc. will remain at the discretion of the administrator.
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ADDENDUM A, continued

CODE NOTICE CONSEQUENCES

FOURTH NOTICE

The student will meet with the parent/guardian and principal. The student will be placed under a written contract to improve his/her behavior within a specified amount of time.	Grades K-3
The student will be removed from all extracurricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and the parent meet with the administrator. Removal from any activities will be determined on an individual basis. Suspension/Expulsion may result.	Grades 4-6

<p>The student will be removed from extra-curricular and/or special in-school events for a specified amount of time. Student is placed on probation for the remainder of the year. He/she and parents meet with administrator. Removal from activities will be determined on an individual basis.</p> <p>Suspension/Expulsion may result. Removal from graduation activities, etc. will remain at the discretion of the administrator.</p>	<p>Grades 7-8</p>
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