

St. Luke Catholic School

Parent-Student Handbook

2023-2024



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Fr. Joel Quezada, MSpS, Pastor
Fr. Jorge Haro, MSpS, Parochial Vicar

Mrs. Nadine Buhrman, Principal
Ms. Liz Gonzalez, Assistant Principal

4603 Manitou | San Antonio, Texas 78228 | 210-434-2011

www.stlukecatholic.org

2023-2024 Parent and Student Handbook

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Principal's Welcome

Dear St. Luke Families,

Welcome to our cozy school, where the grass does grow greener! We are so blessed to have you as part of our family. As the world continues to present challenges, St. Luke is devoted to educating our students to become the servant leaders of the future. St. Luke was built on the mission of the Brigidine Sisters. The mission of the Brigidine sisters has never been more apropos. The foundation of who they are is stated in their mission, "In the midst of diminishment we continue to seek new ways of affirming the aspects that bind us as a community and to search for new ways of being generative. In this context, we go forward with openness to risk and a fidelity to our shared story." What a beautiful mission to revisit, as we write our own stories together. Together as a community, we can reaffirm who we are as Catholics, having faith in our God, as we take steps on our journey.

As parents, we make decisions to help our children become the best people they can be. Some parents view success as money, others may measure success by prestigious jobs. You made the decision to send your child to St. Luke Catholic School, because you believe in the mission of our school for success for your child. St. Luke helps to provide the foundation for success through focusing on the message of Jesus, high standards, and communal experiences. We are a family brought together to become Christ-like, to take his message with us wherever we go, and to share that message with others.

The high expectations we have for our students provide a platform for self-efficacy, a true belief that you can accomplish great things with hard work. The values that are ingrained in our students by being held accountable, guided through opportunities for growth, and believing in themselves, is a tried and true formula for success. "Give a man a fish, and he eats for a day. Teach a man to fish, and he eats for a lifetime." We want our St. Luke graduates to eat for a lifetime, with Christ's love ingrained in their hearts.

We want to welcome you to our St. Luke family. You are loved, cherished, and respected. Please become active with your extended family. We all have wonderful gifts to share, to help our community continue to thrive with God's love. We are St. Luke Catholic School. Welcome home.

Nadine Buhrman

Principal

HISTORY/PROFILE

One of only three Catholic schools located in the Northside ISD, St. Luke Catholic School was opened as an annex of St. Paul's in January 1959. The following September, the school went into operation as a separate school with Sister Candice Walsh, a Brigidine Sister who came to San Antonio from Ireland in 1953, as the first Principal.

Four classrooms and a temporary chapel comprised the first school. By 1960, the enrollment was 270, requiring the construction of four additional classrooms and a cafeteria which was completed by 1963. Because of increased enrollment, another four-classroom block was required by 1970. Some time later, a parish gym was added, which was a great asset for school activities, and in 1972, additional temporary buildings were added to house a library and learning center. Enrollment at St. Luke Catholic School grew to 500 students in the 1978-1979 school year.

In 1988, the parish began a major construction project that resulted in the renovation of some classroom space and the construction of an entirely new middle school wing housing a new cafeteria, library (which now houses over 18,000 volumes), learning center, science laboratory, music room, and an Apple computer lab. The new addition made it possible for St. Luke Catholic School to open a kindergarten for the first time during the 1990-91 school year. In 1993, a prekindergarten program was started for four-year old students and a Macintosh computer laboratory was established for middle school students. In 1996, a second Macintosh computer laboratory was established so that each of the 580 students enrolled from prekindergarten through eighth grade could have computer access. Furthermore, the 30 Apple computers which had been in a laboratory setting were relocated to classrooms in grades one through four. In 1997, part-time classroom assistant positions were established in the first grade in order to lower the teacher-student ratio during morning learning activities. In 2005, the John Garza Computer Lab was opened, a 30-seat Dell lab with LCD projector, and locker rooms were developed for the middle school students and athletes. In 2012, St. Luke's opened doors to a new state-of-the-art gymnasium, and the following year, the beautiful, new children's playground was completed.

During the past few years, with the help of PTC and School Council, the school was able to purchase 50 new iPads. In addition, state-of-the-art Epson Interactive Projectors were installed in each of the classrooms. Maintaining its strong commitment to technology education, the school fit the John Garza Computer Lab and Joe Sanchez Computer Lab--with all new Chromebooks in time for the 2016-2017 school year. In 2017-2018 St Luke added Google Classroom and is in the cloud. Thanks to a hard-working staff!

In addition, the parish and the school began a major outdoor construction project of building a "Rosary Garden". The garden was dedicated to the loving memory of Mrs. Marcella Salazar, the school's Principal from 2003-2007 and 2011-2015.

In conjunction with this physical growth, there has also been a corresponding growth in professional and auxiliary staff over the years. Specialized personnel in Physical Education, Music, Art, Spanish, Computer Education have been added, as well as a School Nurse (RN), a full-time counselor, a part-time middle school counselor, a full-time Interventionist, a full-time librarian, and five instructional assistants.

Communication between school and home has been enhanced and expanded. Parents, students, teachers, and administration use the FACTS Student Information System (RenWeb), an electronic school-to-parent communication system, to maintain communication between school and home. A weekly newsletter, *The Light*, with photos and links bring the events of the week to life. An updated mobile-friendly website can be found at <https://stlukecatholic.org/>.

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St. Luke School also has a social media presence on Facebook, Instagram, Twitter and YouTube. The FACTS Tuition Management Program was introduced in 2016.

As we enter into our 64th year, we remember all of our wonderful past Pastors and Principals, especially Fr. Jim Barlow, who will always be remembered for his humbleness and giving nature.

We are honored to have Fr. Joel Quezada, MSpS, as our pastor who officially began July 2022 and our new parochial vicar, Fr. Jorge Haro, MSpS.

The professional staff at St. Luke Catholic School includes Mrs. Nadine Buhrman, Principal, Ms. Liz Gonzalez, Assistant Principal, Ms. Lupie Padilla, Accountant, Mrs. Gloria Russell, Bookkeeper, Mrs. Laura Garza, Registrar, and Mrs. Debbie Rodriguez and Mrs. Carla Thompson, Administrative Assistants. There are more than 30 full-time faculty members.

St. Luke Catholic School is and will continue to be dedicated to academic excellence, service to the community, and inspiring students to live as faith-filled Catholics.

St. Luke Catholic School follows the directives and policies of the Texas Catholic Conference of Bishops Education Department (TCCB ED) and the Archdioceses of San Antonio. The policies in the St. Luke Parent-Student Handbook were created based on the directives of these agencies and the educational needs unique to St. Luke Catholic School.

ACCREDITATION

St. Luke Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED) The TCCB ED through its association with TEPSAC (Texas Private School Accreditation Commission), is recognized by the Texas Education Agency, and is responsible for the accreditation process for Texas Catholic Schools. In the fall of 2022, the school underwent its most recent re-accreditation process with TCCB ED. For more information on accreditation, please visit the following websites:

<https://www.tx catholic.org/accreditation/> (TCCB ED)

<https://www.tepsac.com/> (Texas Private School Accreditation Commission)

RIGHT TO AMEND THE PARENT-STUDENT HANDBOOK

The Archdiocese, the Pastor and/or the Administration of St. Luke Catholic School reserve the right to modify existing policies or add new policies as deemed prudent and necessary for the best interest of the school.

MISSION STATEMENT

Our mission is to *educate* our students to excel in high school and in life, and to *inspire* our students to live as faith-filled Catholics.

PHILOSOPHY

*Be it known to all who enter here,
that CHRIST is the reason for our school,
The unseen but ever-present Teacher in our classes,
The Model of our faculty and
The Inspiration of our students."*

Our philosophy of education flows from the Christian belief that each child is created in God's image and redeemed in Christ, and has a transitory destiny on Earth and an eternal destiny with God in Heaven. Hence, the school proposes to complement the home, church, and state in giving dignity, direction, and motivation to all phases of the students' lives, and to prepare them spiritually, intellectually, psychologically, socially, physically, and morally to take their places in American contemporary society as mature Christians.

In practical application of this philosophy, the school seeks to provide the children with those experiences and opportunities which are designed to develop in them such knowledge, appreciation, skills, interests, and habits requisite to the realization of their full potential. A St. Luke Catholic School education will thus prepare students to be intelligent, faith-filled Catholics, good citizens to include provide service to those in need and be productive members of our society, the church, and the home.

Students are taught that knowledge is not to be considered solely as a means of material prosperity and success, but a call to serve and be responsible for others. The integration of religious values into one's lifestyle is brought about not only by specialized curricula, but more importantly by the presence of teachers who employ an integrated, multi-cultural and not only discovery learning but also have a thirst for learning and embody Christian living in their private and professional lives.

The unique contribution of Catholic education to the community-at-large is its precise understanding of the human person as a God-created being and its explicit teaching, development, and implementation of the values that flow from this understanding: faith values that nourish and strengthen the entire public community. We do not choose to dilute or hide our identity as a religious, value-oriented school, because we believe that this emphasis on value is precisely what our society needs at this juncture in its history. It is our unique service to all aspects of the civic community.

STRATEGIC PLAN

The School Council and administration develop the school's five-year strategic plan, a map for how the school will continue to fulfill its mission and philosophy. During this 2023-2024 school year, the School Council will finalize the next five-year strategic plan that will run through 2029. As a living document, the plan is modified and revised annually as needed.

For copies of the current strategic plan, please consult the school's web site (www.stlukecatholic.org). A copy can also be obtained in the school office. The 2024-2029 Strategic Plan will be finalized by the St Luke School Council this year.

VISION STATEMENT

“Building a Catholic Culture of Accompaniment” was our Assembly 2019 theme—where we witness the Holy Spirit through fellowship with our dynamic speakers and Archbishop Gustavo Garcia-Siller. The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners in education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We are committed to providing inspiring, active learning and quality education so that all students *Share the Spirit* of Catholic education.

The Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic schools in the Archdiocese of San Antonio. They are:

Foster A Catholic Identity

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

Invest in Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills to enable students to function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission and philosophy.

Seek Equitable Distribution

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

COMMUNITY MEMBER RESPONSIBILITIES

The members of St. Luke Catholic School Community must all share in the responsibility of fulfilling our mission and living our vision.

Administrator Responsibilities:

Administrators have the responsibility to:

- Model and promote the Gospel Values.
- Promote effective training and discipline of all students.
- Encourage and facilitate parent communication with the school, including participation in required parent/teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Assume responsibility and instructional leadership for all academic programs.
- Share in the responsibility for the moral and spiritual development of students and staff.
- Ensure that the school is in compliance with all Archdiocesan and TCCED requirements.
- Observe and evaluate all professional staff; provide ongoing professional development for all staff members.
- Work with the Pastor and School Council to plan and implement a responsible budget.

Teacher Responsibilities:

Teachers have the responsibility to:

- Model and promote the Gospel Values.
- Comply with Archdiocesan and school policies, rules, regulations, and directives.
- Meet the standards of teaching performance established by the Archdiocese.
- Keep current with professional development.
- Serve as appropriate role models for students in accordance with the standards of the teaching profession. Keep all information regarding students confidential.
- Be prepared to perform their duties with appropriate preparation and materials.
- Maintain an orderly classroom atmosphere conducive to learning.
- Use discipline management techniques consistent with school philosophy and policy.
- Ensure good student discipline by being in regular attendance and on time.
- Teach students to develop and practice good discipline.
- Encourage good work habits that will lead to student successes and meeting personal goals.
- Establish rapport and effective working relationships with parents, students, and other staff members.
- Respond to parent calls/notes in a timely manner. E-mail not to be used for emergency situations
- Maintain timely progress of students on RenWeb.

(These responsibilities are addressed more completely in the Archdiocese of San Antonio Teacher Performance Standards and Evidence Indicators for Growth and Evaluation.)

Parent Responsibilities:

Parents, legal guardians, and persons who have agreed to assume responsibility for the student have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Provide for the physical, emotional, and spiritual needs of the student.
- See that the student attends church on Sunday and Holy Days and receives the appropriate sacraments.
- Teach the student to listen to teachers and other school personnel and to obey all school rules.
- Be sure that the student attends school regularly and on time, and promptly report and explain absences and tardies to the school.
- Keep abreast of child's progress on RenWeb/Family Portal.
- Be sure that the student attends school tutorials when required or as the need arises.
- Encourage and lead the student to develop proper study habits at home.
- Be sure the student is appropriately dressed and groomed at school and school-related functions.
- Keep informed about school policies and events through reading and responding to school communications, most especially the *St. Luke Light* which is posted on the website.
- Allow the student to experience the consequences of his/her own choices.
- Discuss report cards, progress reports, and school assignments with the student. Sign and return progress reports, report cards, deficiencies, and detentions the next day.
- Participate in meaningful and respectful parent-teacher conferences to discuss the student's school progress and welfare.
- Bring to the attention of school authorities any learning problems or conditions that may relate to the student's education.
- Communicate with the teachers in the appropriate and respectful manner by scheduling conference times through proper channels. Do not approach teachers to discuss a child or issue when the teachers are "on duty" and/or with the children, or in the car line.
- Participate in school-related organizations.
- Maintain up-to-date medication and health issues with school nurse or administration.
- Maintain up-to-date work, home, and emergency telephone numbers and emails.
- Keep current with all financial obligations including tuition.
- Go to the source to discuss issues before contacting administration.
- Submit a signed statement that the parent understands and consents to the policies outlined in the "Parent/Student Handbook." (Statement included in the Handbook)

Student Responsibilities:

Student responsibilities for maintaining a positive learning environment at school or at school-related activities include:

- Living the Gospel Values; respecting each other's differences.
- Accepting responsibility for his or her own educational achievement.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired according to the uniform policies outlined in the Parent-Student Handbook.
- Exhibiting respect and sensitivity toward others.
- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
- Respecting all property of St. Luke Catholic School peers, including books, desks and lockers.
- Paying required fees and fines.
- Promoting good home-school communication by promptly taking home all school work, correspondence, etc., and returning what is required.

Church and Liturgical Worship Etiquette:

- Recognize and respect the Church building as an environment where God is worshipped and people need quiet to commune with God.
- On school Mass days, put yourself into a prayerful mindset before leaving your classroom, walk to Church quietly in single file.
- Upon entering the Church, bless yourself using the Holy Water from the Baptismal Font.
- Dress respectfully, remove all outerwear jackets (if you tend to get cold, St. Luke School uniform sweatshirts and sweaters are permitted).
- Before entering your pew, face the altar and genuflect or bow.
- Fully participate in the Liturgy by listening attentively to the Word of God and to the words and actions of the presiding priest.
- Actively sing, pray, give thanks, and reflect on how you can be a better person of faith and more loving and caring of yourself and others.
- Approach the Holy Sacrament with seriousness and with an inviting heart, place your hands in the proper position to receive the Eucharist, when the minister says, "The Body of Christ" respond with "Amen."
- If you are approaching the Eucharistic minister to receive a blessing, please make sure your arms are crossed in front of you.
- Leave Church quietly and orderly, following your teacher's directions.

HOME-SCHOOL RELATIONS

Ethical Code of Conduct for All Members of the School Community

A great advantage Catholic schools benefit from is the high degree of shared values, morals, and faith among the families who choose a Catholic school for their children and a faculty and staff who also share those values. When both home and school work together, the impact on the life of the child is immeasurable. In order for St. Luke Catholic School to serve the best interest of all the families who attend, cooperation between home and school is expected.

In matters of school discipline, the school staff and the administration are the final arbiters of student conduct that occurs during school hours and all school-sponsored activities. In the attempt to resolve an issue, a reminder that parents can approach their own child to question or solicit information but not any other child(ren). School matters are to be resolved with the teacher, staff, or administration — please call us if you need a Parent Conference. Communication is vital to the success of parent-student-teacher-administration relationships. In cases of anything other than routine classroom management, parents will be informed by the teacher and/or administrator of the matter at hand.

Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters of both school work and of student discipline.

Parents and all family members are role models to all persons, most particularly the children. As a Catholic/Christian community, all persons should be aware of how to conduct themselves and all should refrain from any behavior, actions, language, or gestures that are unbecoming to a Christian person. Please note: any matters of conduct that are not of a Catholic/Christian community will be dealt with accordingly. We encourage cooperation, communication and collaboration. Just a reminder: Anyone who is removed from any event and wishes to return must contact the school Principal before resuming attendance at any subsequent event.

We value that you reflect the faith and values that are nurtured at school are also nurtured at home Please note: the school will not be responsible for any activity or event that is not officially sanctioned by the school administration whether or not it takes place on the school premises.

Parent Volunteers in School or at a School-Sponsored Event:

All parents of the St. Luke School Community are part of the Parent-Teacher Club (PTC). Parents are invited, indeed encouraged, to participate and assist in many activities and events sponsored by the School Council, PTC, Athletic Department, and class activities/field trips. There are a variety of community-building events to choose from. The expectation as a Christian Community is for all volunteers to maintain and **build community** among all the families; to respect each other and the gifts each volunteer brings to the activity/event; and, an understanding spirit and appreciation of each other's differences.

May all the members of the community, administration, teachers, parents, and students, respect each other and persevere to demonstrate the values and morals which exemplify a gospel-based school. In short, actions of the members of the school community should be of a Catholic/Christian member of St. Luke Catholic School.

Parent Communication with School Staff:

If parents wish to meet with a teacher, they may do so by making an appointment. It is recommended that parents contact the child's teacher whenever there is a question or concern. However, it is important to respect teachers' schedules and privacy by scheduling conferences in advance whenever possible. Teachers should not be called at home unless they have specifically invited parents to do so. E-mail contact is not to be used in emergency situations; email communication should be limited to information that is not critical or time sensitive.

We appreciate when issues or concerns are brought to the teacher first — if resolution cannot be decided on or found, please let administration know and we can work together to find a solution to the concern. Any situation which cannot be satisfactorily resolved through direct contact with the teacher or staff member should be brought to the attention of the Principal or Assistant Principal.

Important note: If you have any concerns, please contact the school and make an appointment to meet with the appropriate person. We will *never* respond to anonymous letters or emails.

ARCHDIOCESE OF SAN ANTONIO

St. Luke Catholic School is governed by the policies of the Archdiocese of San Antonio. These policies are regularly reviewed and revised. Throughout the 2023-2024 St. Luke Parent-Student Handbook you will notice sections that begin with **numbers set off in parentheses**. These sections are taken directly from the Archdiocesan Policy Handbook and must be included in parent-student handbooks of schools throughout the Archdiocese.

ADMISSION POLICIES (3001)

Non-Discrimination Certification (3001A)

The schools of the Archdiocese of San Antonio admit qualified students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of San Antonio do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs.

Preference for admission will be given to students of the Catholic faith.

The school's admission policy shall be clearly written in the Parent/Student Handbook. The Principal shall ensure that the school abides by a non-discriminatory policy regarding students and publish such a policy in the school's Parent/Student Handbook.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the Principal or his/her designee. The school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition, and make an equally strong effort to make sure that those who are able to pay tuition do so.

Admission criteria shall vary from school to school, depending upon the objectives of the school, its resources, and the type of community served. Each school is encouraged to have a recruitment program. Schools shall outline their admission process and criteria in their recruitment material, which includes but is not limited to their website, and parent/student handbook.

In those cases, in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

At St. Luke Catholic School every student, Catholic or non-Catholic, will be expected to study the Catholic religion as an independent subject. He/she will be expected to attend and participate in Masses and other liturgical services, to participate in religious activities, to fulfill service requirements and to demonstrate a Christian attitude.

Age Requirements (3002):

- A student should be four years of age on or before September 1 to be admitted to the 4K program. **Students must be toilet-trained.**
- A student should be five years of age on or before September 1 to be admitted to Kindergarten. In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their child attended the school's 4K program. Participation in the school's 4K program does not ensure acceptance into Kindergarten.
- A student should be six years of age on or before September 1 to be admitted into the first grade. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.
- Extenuating circumstances please see administration.

Admission/Document Requirements (3002):

- Certificates of birth and baptism must be presented at registration.
- A health record is required indicating that the student has received the immunizations required by state law. Every student enrolled in a Catholic School in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (MD or D.O.) authorized to practice in the state of Texas (4801).
Completion of the health questionnaire with permission to screen is also required. The registration process is not complete unless all health records are in order.
- Preference for admission is given to registered, participating, contributing St. Luke parishioners; this is parish policy. Non-parishioners may be accepted if openings are available after parishioner registration is completed.
- Acceptance of incoming Kindergarten students is dependent on satisfactory demonstration of age-level development. There are necessary academic, emotional and social readiness skills, and motor and language development required for kindergarten.
- Acceptance of students in grades 1 through 8 is dependent on the openings available and a variety of other factors, including: a satisfactory student record from the previous school, and if applicable, no outstanding financial obligations at the previous school. The factors considered from a student's record include academic progress, conduct and effort ratings, standardized test scores, and an in-house academic evaluation in mathematics, reading, and writing. A personal interview with the Principal and/or the Assistant Principal may be required; recommendations from previous school teachers and/or administrator may be required.
- Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school secretary/registrar.

Admission of Students from Public and Other Non-public State Approved Schools (3004):

Admission of students transferring from public and other state approved non-public schools is the decision of the Principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both the parents and the Principal.

Admission of Students from Home Schooling and Non-accredited Schools (3006): St. Luke's policy is to interview the parents and student. Based on the interview, students will be given an ability assessment to determine appropriate grade-level placement. The age of the child will also be taken into consideration by the administration.

Every student entering St. Luke Catholic School for initial enrollment is considered to be on probationary status for a period of one year.

The Principal may, at his/her discretion, place any student on probation, remove a student from probation, or extend the probationary period at any time. Failure to perform satisfactorily after having been placed on probation will result in the withdrawal of the student from St. Luke Catholic School.

Admission of Students Transferring Within the Archdiocese (3004)

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the Principals of the two schools involved.

Admission of International Students and Exchange Visitors (Sevis) (3007)

Form: I-20 Required Data Form (3007A)

Each school should be certified as an approved agent to certify eligibility of nonimmigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process.

The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school. The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system.

Admission of Students with Special Needs (3008)

The Archdiocese of San Antonio promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to the Department of Catholic Schools for assistance in determining other schools and/or programs that may have the ability to effectively serve their needs.

Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Catholic schools will collaborate with the Department of Catholic Schools, parent(s), the public school district, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, a school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability;
- The level of support/special services needed or any special equipment the student may require;
- The school's available resources such as support staff, accessibility of facilities, class size, etc.
- The school's ability to provide and effectively implement the accommodations, modifications, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

Re-Enrollment:

Re-enrollment at St. Luke Catholic School is on a year-by-year basis. As a community, St. Luke Catholic School must insist on behavior that is consistent with Christian ideals and standards of academic excellence. Cooperation of the families in meeting their financial obligations to the school in a conscientious and timely manner is required. At the time of registration, children who are currently enrolled at St. Luke Catholic School are given first priority. **Please note: Re-registration, however, might be denied to a particular child or particular family if circumstances indicate that re-registration is not in the best interest of the child, the family, or the overall school community.** Such circumstances include, but are not limited to, a family's financial debt to the school; an unwillingness or inability to abide regularly by the student code of conduct or school practices; the inability or unwillingness of parents to work cooperatively with the school, this includes chronic tardiness or excessive unexcused or questionable absences; the unwillingness of parents to work cooperatively with the administration and its staff in resolving problems which may arise.

Please note: Beginning in school year 2024-2025, re-enrollment will be done automatically thru FACTS. As soon as the date for re-enrollment is determined, all parents will be contacted.

Missing Children Program (3003)

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency. If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of the municipality or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing. A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

Documents required to enroll for 2023-2024

Before a student can be considered for admission, the following records are required:

1. Official Birth Certificate
2. Baptismal Certificate
3. Official cumulative record or transcript of previous grade, (a) Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
4. Emergency Information Card
5. Health Record (a) Immunization record (b) Illness record
6. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
7. If applicable: I-20, for International Students (when applicable) Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

FEES AND TUITION FOR 2023-2024

Registration fees are non-refundable.

Tuition and fees are combined and are payable in 11 or 12 equal installments; the 1st payment is due June 1 or July 1. The annual tuition rate, book fees, and miscellaneous fees are added together to determine the annual cost of educating the child. The total is divided into eleven (11) or twelve (12) equal payments which are payable in June or July through May each year. A family may choose to make one payment for the total tuition amount on or before June 1. Every family is required to participate in the FACTS Tuition Management Program. The annual enrollment fee for the program is not refundable (\$50 for the 11- or 12-month payment plan; \$20 for the semester plan or one-time payment in full) and is paid by the family. The FACTS Tuition Program offers the following:

- Automatic deduction by bank draft or credit card payment (Master, Discover, American Express)
- Online access 24/7, 365 days.
- Phone access in English and Spanish.
- Automatic email payment courtesy reminder.
- Automated email and phone call follow-up service when payment fails.
- PCI compliance — banking/credit card information is secured and encrypted.

Fees: Fees are charged for book rental, standardized testing, yearbook, student insurance, supplies, technology, new building costs, PTC fees and graduation. These fees vary depending upon the grade in which each child is enrolled. These fees are non-refundable.

Pre-Kindergarten Fee: The rate for full day includes: tuition, in-house 'field trips' (but not off campus field trips). A 4K student is not computed in the multiple student discount.

Tuition Calculation: In April, the school office calculates and updates the tuition for each family for the coming school year and notifies the FACTS Tuition Management Program. Parents are asked to review all calculations and report any discrepancies to FACTS Tuition immediately. Any request for changes in the amount of tuition due or the tuition payment plan must be approved by the school Principal in consultation with the school business office; ALL requests must be in writing.

Automatic Tuition Debiting: Parents are required to participate in the automatic withdrawal of their monthly tuition payment through the FACTS Tuition Program. Although tuition payments are due the first of the month, payments are deducted from a checking or savings account on the 1st, 5th, 10th, or 15th of the month for either the 11- or 12-month plan, whichever the family has selected.

Outstanding Debt: If the tuition payment to FACTS Tuition is declined by the due date chosen, a late fee of \$60.00 is assessed to the account.

Insufficient Fund Fee: In the event there are insufficient funds for the automatic withdrawal, FACTS Tuition assesses a fee of \$30.00. At that time, the \$20.00 late fee will also be assessed. Your account may be subject to insufficient funds fees by your financial institution.

Fees:

All fees are included in tuition with the exception of the 8th grade graduation fee of \$175.

Textbooks:

Texts are rented to students (included in the book fee) for their use each year. It is the students' responsibility to care for them and see that they are returned in good condition at the end of the year. Books must be covered, and students are required to have a backpack. If books are lost or damaged, students will be fined according to the value of the book and the degree of damage (repair or replacement cost).

The following guideline is in effect regarding damaged or lost rental items:

- | | |
|--|-------------------------|
| • Torn pages and markings on book | \$1 per page |
| • Broken spine | \$10 |
| • Lost or irreparably damaged book | Price of replacing book |
| • Vulgar language, graffiti, etc., in book | Price of replacing book |
| • Lost or damaged calculator | Price of calculator |

Technology Resources: Technology resources are loaned to students to meet the academic, research, and service purposes of St. Luke Catholic School. Any school identification labels must remain on the resources. Additional tags, stickers, labels or markings of any kind are not to be added to the resources. Families are responsible for replacement costs if the resources are lost, damaged, destroyed or stolen. If resources are not returned in good condition to St. Luke Catholic School, the cost of repair or replacement is due and payable to St. Luke Catholic School.

School Raffles (4410)

Definitions: Calendar year is defined as beginning January 1 and ending December 31 of the same year. Tex. Occ. Code Sec. 2002.052.

Schools cannot hold more than four (4) raffles, from selling tickets through awarding prizes, in a calendar year. Additionally, a school cannot sell tickets for a raffle during a period when the school is selling tickets for another raffle. *Tex. Occ. Code Sec. 2002.052.*

Raffle tickets **MUST** include the following information:

- 1) The name of the school/organization conducting the raffle;
- 2) The address of the school/organization or of a named officer of the organization;
- 3) The ticket price;
- 4) A general description of each prize having a value of more than \$10 to be awarded in the raffle; and
- 5) The date on which the raffle prize or prizes will be awarded. *Sec. 2002.055.*

Money cannot be offered as a raffle prize. The value of a raffle prize that is purchased by the school/organization may not exceed \$50,000. A raffle prize must be in the possession or ownership of the school/organization in order to be a lawful prize. *Sec. 2002.056.*

Schools cannot use paid advertising to "promote a raffle through the use of mass communication, including television, radio, or newspaper." Raffles cannot be promoted or advertised statewide. Donated advertising is permissible. Raffles can be advertised using the school or church's newsletter, email, social media or secure website (e.g., intranet) provided the website is accessible only to previously identified supporters of the organization (i.e., the school). Raffle tickets cannot be sold online. *Sec. 2002.054.*

ARCHDIOCESAN TUITION POLICY (5403B)

Delinquent Tuition and Fees Payment Arrangement

The success of St. Luke Catholic School hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Interim Principal, Nadine Buhrman, as soon as possible to review the financial hardship and seek a mutually acceptable alternative tuition payment plan. ***Hope for the Future at the Archdiocese also provides financial assistance according to their guidelines***

The St. Luke Catholic School administration and the School Council, with the support of the Pastor, Fr. Eric Ritter have implemented the FACTS Tuition Management Program. It is mandatory that all families participate in the program. The program offers two options for parents to pay their tuition either by automatic draft or credit card payment. For the 2020-2021 school year, parents will have their tuition payment automatically deducted from their checking or savings account, or by using their credit card. The options and services offered by this program facilitate the payment of tuition and make the entire process more convenient for the parents. Overdue tuition payments may not be made by personal check.

When payments are not made in accordance with the tuition agreement, the following steps will be taken:

30 days past due:

- When an account becomes 30 days past due (30 days from the 1st of the previous month) under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's Finance Manager to bring the account up-to-date or to create an alternative payment plan with the school.

60 days past due:

- When an account becomes 60 days past due (60 days from the 1st day of the past due tuition), the school's Principal will issue the financially responsible party a written notice by a certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) may be denied entry to the school until arrangements are made for payment.
- Also, student(s) will not be permitted to re-register for the following academic year or to return to the school after a specified date until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

Exclusion Policy:

Non-payment of a prior year's tuition will result in non-admission for the following school year.

- All tuition and fees must be current for the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at a specified date for non-payment of financial obligations.
- when the financially responsible party has failed to demonstrate good faith in attempting to meet these obligations.
- Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and fees.

The school encourages all responsible parties to maintain open communication with the Principal and/or Finance Manager to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

Tuition Assistance : There is an Archdiocesan Tuition Assistance Program entitled "*Hope For the Future.*" *Families in need of financial assistance are encouraged to apply for this on-line through the Archdiocesan website.*

Tuition Discounts for Employees (4403)

To the extent that local resources will allow, schools are encouraged to establish employee discount rates for tuition. Employee tuition discount rates should apply to employees who are personally responsible for the tuition of a student in the school. The tuition discount rates and procedures shall be published in the Faculty Handbook and shall also be promulgated at the time of employment and/or registration.

Likewise, as local resources allow, schools are encouraged to establish tuition discount rates for employees of other Catholic schools or entities within the Archdiocese of San Antonio. Employee tuition discount rates and policies shall be reviewed annually by the Pastor/Authorized Agent, Principal and the school council to ensure equity.

Parochial Schools

It is recommended that parochial schools, at the discretion of the pastor/finance council, set tuition discounts for full-time and part-time employees of the parish or school who are personally responsible for the tuition payment of a student enrolled at the school. Tuition discount rates should not exceed those established for Archdiocesan schools.

Refund Policy

Students withdrawing during the school year **may** receive a refund, based on a pro-ration of their tuition. Please note, registration and **all** fees are non-refundable.

Please note: Limited funds for tuition assistance are available for true hardship cases at the school level. This tuition assistance may only be applied to assist a family in meeting all or part of their tuition payment for a month or two if the family is experiencing an emergency (major family illness, loss of job, etc.). To apply for this assistance, parents are required to meet with the Principal. An explanation for the request and the amount of assistance or alternate payment plan must be presented **in writing** at the meeting along with appropriate documentation to support the request.

Reimbursement for School Costs and Attorney's Fees (3702)

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy:

At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it

appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

DRESS CODE (3303):

Each school shall establish standards of student dress, which will promote dignity, cleanliness, and good health. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities. The dress code shall be published in the Parent/Student Handbook and enforced by the administration, faculty, and staff.

Uniform Policy

The school believes that students' performance and future success are enhanced by appropriate dress and good grooming. We want to teach our students to **"Dress for Success."** We ask all our parents to please work closely with the school to enforce moderate hairstyles and high standard of dress for their children. Parents will be serving the welfare of their child(ren) and helping us as educators by emphasizing standards in cleanliness, neatness, safety, and decency in grooming and dress.

The wearing of school uniforms serves the family in two ways: it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term "uniform" denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately; oversized uniform clothing or accessories may not be worn.

In addition to all specified items of school uniform, the following regulations are to be observed:

- **Boys' shirts are to be tucked in at all times.**
- Colored shoelaces are not acceptable; shoelaces must match the color of the shoe. Laces must be tied.
- Shirt and blouse sleeves will not be rolled up.
- Girls' skirts will be at the **top of the knee or longer.**
- Navy blue, black or green PE uniform shorts must be worn under the skirts and jumpers. No other type of short is allowed.
- Non-uniform items may not be worn with the uniform.
- **Jackets and hoodie sweatshirts are not to be worn during the school day, only to and from school and at recess** (when it is cold).
- **Only** uniform sweatshirts, fleeces and sweaters can be worn in the classroom or church.

During the first several weeks at the beginning of the school year, students and parents will be notified if a student is out of uniform. Afterwards, a student not in compliance with the uniform code will be given a signature, and student will be expected to correct the infraction. Continual infractions will be dealt with at the discretion of the administration.

School Uniforms can be purchased at Dennis Uniforms at 431 Isom Rd Ste 101, San Antonio, TX 78216, (210) 366-2003, or Schoolyard Uniforms at 12300 West IH-10, Building 3, San Antonio, TX 78230, (210) 734-2912.

BOYS UNIFORM is as follows:

- **Shirt:**
 - Short-sleeve or long-sleeve hunter green polo shirt with the gold St. Luke logo.
 - Only a plain white or black t-shirt, or a plain white or plain black turtleneck shirt in cold weather, may be worn under the uniform shirt.
 - **6th- 8th grade:** On Mass days, middle school boys will wear a long-sleeved or short-sleeved white dress shirt. Shirt needs to be buttoned to the top button, wrinkle-free and tucked in.
 - Boys in 6th and 7th grade will wear a **solid hunter green** tie or bow tie.
 - Boys in 8th grade will have the privilege of wearing **any solid-colored** tie or bow tie.
 - Boys may wear the hunter green cardigan with the St. Luke crest/logo or the hunter green sweatshirt with the St. Luke crest/logo or the hunter green fleece jacket with the St. Luke crest/logo over the uniform polo shirt. Only approved cardigans and sweatshirts may be worn in the classroom.
- **Pants:**
 - Khaki-colored trousers. Pants may not be oversized or baggy and they must be worn at the natural waist. Trousers may be pleated or flat front, but must not be light khaki.
 - Khaki-colored walking shorts (optional item) may be used according to weather/temperature.
- **Socks:**
 - Only solid plain black or plain white socks, **over the ankle or higher**. No-show socks may NOT be worn.
- **Shoes:** (*Shoes must be in good condition.*)
 - **PreK–1** All black **Velcro only** Tennis Shoe (or New Balance/Sketchers in similar style)
 - **Grades 2–5:** Willits/Vinney or similar style; All black Athletic Tie Shoe; worn all day, including during PE.
 - **Grades 6 – 8:** Only a black leather oxford uniform dress shoe **with a soft leather sole**.
 - Any athletic shoe may be worn during PE class; no light-ups or shoes with rollers/wheels.
- **Belt:**
 - A size-appropriate 1" **black** belt shall be worn.
 - No spikes or protrusions are allowed on the belt.
 - Simple belt buckles shall be used. Buckles with adornments, oversized styles, or commemorative art are not permitted.
 - Pre-K and Kinder boys are exempt from being required to wear a belt.
- **PE Uniform:**
 - Boys in Pre-K through 5 will wear the regular student uniform during PE
 - Boys in grades 6-8 will wear athletic shoes, green shorts and gray t-shirt with their names printed across the back.
 - PE uniforms are purchased through the Athletic Director. During after-school sports, appropriate athletic shoes should be worn as per the coach's instruction.
- **Outerwear:**
 - *Green windbreaker jacket with St. Luke crest/logo, the hunter green outer jacket, with St. Luke crest/logo, and the green fleece jacket with St. Luke crest/logo are permitted.
 - Green sweatshirt with embroidered logo and student name is permitted.
 - Varsity jacket is permitted for boys in grades 6 – 8 and may be purchased through the school's athletic department.
 - The St. Luke hooded sweatshirt is considered outerwear and can be worn to and from school and at recess, **but not during class time or during Mass**.

GIRLS UNIFORM is as follows:

- Smock:
 - Girls in PreK–1 can wear the uniform smock or jumper with a peter pan collar blouse
- Skirt:
 - Girls in grades 2–8 wear the uniform pleated plaid skirts or skorts; **skirts and skorts are to be no shorter than the top of the knee when standing straight.**
 - All Girls are to wear shorts (PE shorts or bloomers) **underneath their uniform at all times.** Shorts must be black, navy or green.
 - Girls may wear leggings in black, navy or green only during cold weather.
 - Girls may also wear the uniform skort and blouse available at Dennis Uniform.
- Blouse:
 - Girls in grades PreK–1 wear the white middy blouse with the uniform shorts or peter pan collar blouse with the jumper.
 - Girls in grades 2–5 wear the white middy blouse **or the green St. Luke polo.**
 - Girls in grades 6-8 have the option of wearing the green St. Luke polo (girls' style/fit) on non-Mass Days (the polo shirts must be tucked in).
 - **On Mass days, girls in 2nd-8th grade are required to wear the white middy blouse and appropriate tie.**
 - Girls may wear the hunter green cardigan with the St. Luke crest/logo or the hunter green sweatshirt with the St. Luke crest/logo or the hunter green fleece jacket with the St. Luke crest/logo over the uniform middy blouse or uniform girls' polo shirt. Only approved cardigans and sweatshirts may be worn in the classroom.
 - **Only a plain white or black undergarment, t-shirt, or turtleneck (in cold weather) may be worn under the uniform blouse.**
- Tie:
 - Girls in Pre-K through 5 wear the green plaid uniform tie.
 - Girls in grades 6 & 7 wear the solid green uniform tie.
 - Girls in grade 8 wear the solid gold uniform tie.
- Pants:
 - All girls have the option of wearing the dark green uniform pants throughout the school year.
 - Green walking shorts are optional and may be worn as needed due to weather/temperature.
- Socks:
 - Pre-K–grade 5 girls may wear only **white** over the ankle socks, knee highs, or tights. No sports socks; no frilly socks with lace.
 - Grades 6-8 girls are required to wear the uniform color hunter green or navy blue crew or knee socks or tights.
- Shoes: (*Shoes must be in good condition.*)
 - **PreK–1** All white **Velcro only** Tennis Shoe (or New Balance/Sketchers in similar style)
 - **Grades 2–5:** Keds athletic saddles (with a soft rubber sole) or all white tennis shoes; worn all day, including PE
 - **Grades 6–8:** Classic black penny loafer.
 - Any athletic shoe may be worn during PE class; no light-ups or shoes with rollers/wheels.
- PE Uniform:
 - Girls in Pre-K through 5 will wear the regular student uniform during PE
 - Girls in grades 6-8 will wear athletic shoes, green shorts and gray t-shirt with their names printed across the back.
 - PE uniforms are purchased through the Athletic Director. During after-school sports, appropriate athletic shoes should be worn as per the coach's instruction.

Other notes:

- Girls on safety patrol duty may wear sweatpants while on duty; pants must be removed when duty is over and the student returns to class.
- All school sweaters and school sweatshirts are to be labeled with student's name and must be in good condition. Thumb holes in the sleeves are not permitted and must be mended.
- Jackets and hooded sweatshirts may **not** be worn in the classroom during instructional time or during weekly Mass and liturgical services.
- Lost and found is located in the hall between the cafeteria and the gymnasium. At the end of each quarter, all unclaimed items will be donated to PTC for their used uniform sale.
- Students may not use roller backpacks (backpacks on wheels). Due to the congestion in the halls during arrival and dismissal times, these backpacks can create a potentially hazardous situation.
 - Suitcases on wheels may not be used as backpacks.
- Students who choose to bring purses, E readers, Nooks, cell phones, or any other item to school do so at their own risk.

Please note: St. Luke School cannot be responsible for the theft of or damage to items that are not required, including cell phones, smart watches or any other personal electronic devices.

GROOMING AND PERSONAL HYGIENE

- **Boys' and girls' hairstyles should reflect the spirit of the St. Luke uniform code and be *conservative in style*.** Like a uniform, hairstyles reflect the spirit of St. Luke, and a spirit of cooperation. Choosing to attend St. Luke assumes a willingness to follow these guidelines in spirit. If you have questions about a potential haircut, please reach out to administration *before* your child's hair is cut.
 - A student with a hair style or hair color that does not follow the uniform code will be given a warning and a notification will be sent to the parent, and *one weekend* will be given to correct either cut or color. After that, students who continue to be out of the uniform code will be given a signature. In the case of hair color, a student may be asked to stay home until their hair is returned to its natural color.
- **No hair color treatments of any kind for boys and girls. Hair color must be natural color with no frosting, highlighting, tipping, or fad styles. No perms or designs/lines cut into the hair, etc.**
 - **Boys:**
 - Hair should be in a conservative style.
 - Hair length above the eyebrows, tapered above and around the ears and above the collar. The sides and top of the hair must be tapered/blended into the cut.
 - Unacceptable hairstyles include, but are not limited to: tails, patterned, lined, spiked, mushroomed, bowl cuts shaggy, high top fade, burst fade, trendy faux hawks, extreme bi-level or any other hairstyle deemed not conservative by the administration.
 - Sideburns should not extend below the middle of the ear.
 - Boys are not allowed to wear hair ornaments or accessories, including headbands.
 - Middle school boys must be clean-shaven.
 - **Girls:**
 - Hair should be in a conservative style.
 - Hair to be kept above the eyes and away from the face in **neat** styles. Moderate length encouraged. No hair pieces, falls or hair extensions may be worn without explicit permission from the administration.
 - Hair ornaments must be either plain white, yellow, green, uniform plaid, or navy blue; gold or silver barrettes and headbands (girls only).

- Seasonal hair ornaments may be worn on designated days as long as they are appropriate, discreet and not a distraction.
- Nail polish and artificial nails, gel nail tips and French manicures are **not** permitted. Middle school girls may wear clear/colorless nail polish only. **Students will be asked to remove nail polish immediately.** Repeated use of nail polish will be handled at the discretion of administration.
- Girls are not permitted to wear make-up of any kind including mascara, Vaseline, or eyelash serums, **and will be sent to remove it immediately at the nurse's office with hypoallergenic wipes.** Repeated use of makeup will be handled at the discretion of administration.
- Jewelry:
 - Girls' jewelry is limited to one ring per hand, **stud** earrings, one bracelet and/or a wristwatch, and a simple chain necklace; necklace may be adorned with a Christian or other unpretentious symbol. Rubber bands, ponytail bands and scrunchies are NOT bracelets.
 - Boys' jewelry is limited to one ring per hand, a bracelet and/or a wristwatch, and a simple chain necklace; necklace may be adorned with a Christian or other unpretentious symbol. Rubber bands are NOT bracelets. Ear jewelry is not permitted on boys.
 - **IMPORTANT NOTE: STUDENTS MAY NOT WEAR FITBITS OR SMARTWATCHES THAT CONNECT TO THE INTERNET OR PHONES.**
- Tattoos, permanent and/or temporary, are not permitted at St. Luke School. **In addition, students are not permitted to write with ink or markers on their hands, arms, footwear, or uniform.**
- Medical identification items may be worn and must be approved by the school nurse and/or administration.
- No aerosol hair products or deodorants are allowed at school. Any hair or deodorant products must be roll on (due to fire alarm) and can only be used in the locker room or bathroom by middle school students. Any misuse or abuse will result in removal of the privilege.
- Accessories and jewelry are not to be a distraction in the classroom. The final determination of dress and grooming rests with the school administration and cannot be appealed.

SPECIAL DRESS DAYS - CIVVIES DAYS

On special days, the administration will hold 'Civvies Days' in which students will be able to have free dress. There are still some rules that accompany these days.

- The clothing must be modest; may not be tight-fitting, low-slung, sleeveless, torn, revealing, or contain a graphic or logo that is inappropriate for a Catholic school.
- Sweats, athletic pants, athletic shorts, yoga pants, Flip-flops, baseball hats, Crocs, and sandals are not permitted.
- **Leggings may only be worn with a tunic that hits mid-thigh.**
- Depending on the weather, walking shorts (to the knee) may be worn, jeans may be worn, capris or crop pants may be worn.
- **The administration is the final arbiter of acceptability.**
- If a student forgets that it is a "civvies" day, he/she may not call home or receive a delivery from home to change at school.

Monthly Civvies Days will be co-hosted each month by the Beta Club and PTC with a cost of \$5 per student. Participation will be optional. Monies collected will be split with half of the proceeds going to PTC and the other half going to a charity selected by the Beta Club.

SPECIAL DRESS DAYS – SPIRIT DAYS

St. Luke spirit shirt top worn with any color jeans. May wear casual or athletic shoes. No open shoes. Must follow guidelines of the spirit day shirt designated by the school.

ATTENDANCE

Student Attendance (3101)

State law requires students to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered. Each school shall publish its local attendance policy in their parent/student handbook.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance at school for a minimum four hours (240 minutes) in the instructional day.

Half Day Attendance: To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

Students are to attend school unless there are valid reason for an absence provided by the parent/guardian. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. The process for notifying the school of an absence or to submit documentation of an excused absence shall be clearly defined in the parent/student handbook.

Local school policy will determine when other absences or tardies are to be excused. Valid reasons, such as sickness, are considered excused. ***Invalid reasons, such as extra vacation, are considered unexcused.*** In all cases, students are responsible for all work missed and are subject to the local school policies (or discretionary authority of the Principal) for determination of whether absences are excessive and to determine what consequences will be enforced.

After ten absences (excused or unexcused), school administration must give a parent/guardian written notification that their student has accumulated excessive absences making it clear that students may not be promoted if they miss more than 10% of the school year (or 18 days). This includes both excused and unexcused absences. The school may determine appropriate means to make up the time lost if a student is out for more than 10% of the school year. In this case, the school must have a documented plan for promotion. The school shall follow a similar process for excessive tardies.

School Day:

A normal school day extends from 7:55 a.m. to 2:45 for PreK and K; 3:00 for grades 1-4; and 3:20 for grades 5-8. Students should be dropped off after 7:30 a.m. and **all** children in PreK through grade 4 must be picked up by **3:30** p.m.. Students in grades 5-8 must be picked up by 3:45p.m. On Noon dismissal days, all children must be picked up by 12:25 p.m. These pick-up times apply to all parents and guardians whose children are not registered in the St. Luke After-School Care Program. Any student not picked up by the appropriate time will be sent to the After School Care Program.

Before School Supervision:

Students arriving between 6:30 and 7:30 a.m. will proceed to the Before-School Program in the cafeteria where they will be supervised. There is a \$100.00 registration fee for this service; there is no additional cost to the parent.

After School Supervision:

Students who have not been picked up on time (**3:30 - PreK through 4th, 3:45 - 5th through 8th or all students by 12:25 on noon dismissal days**), will proceed to the After-School Program where they will be supervised. There is an annual tuition for this program. [See After-School Program.] There is a \$20.00 drop-in rate for students who are escorted to the program after 3:30; other fees are applied after the first hour.

Absence:

If a student is absent, the parents are to call the school office by 9:00 a.m. A written excuse is required for a student to return to school following an absence. Please provide a note to the school office-if there is a Doctor's note. Any extenuating circumstances or emergencies please see registrar or administration.

Attendance Committee

When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered then the school may convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences. The attendance committee shall be comprised of the Principal and/or his or her designee, the school counselor and the classroom teacher.

Excused/Unexcused Absences:

Students are required to make up all work missed during absences-please check with your child's teacher. Acceptable reasons for absences include:

- Personal sickness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous.
- Any other cause acceptable to the administration

Recreational travel is not considered necessary and will not be excused. Considering the school calendar, summer vacation, Thanksgiving, the Christmas holiday, spring break, and Easter weekend, it is requested that parents make every effort to work around the school schedule.

Absence due to travel where a significant family occasion is scheduled may be excused. However, teachers will not be required to honor requests for work **prior** to a student's planned absence but will make an effort to do so at the parent's request. The work can be made up upon the student's return to school. The administration is the final arbiter of what constitutes a significant family occasion. If absences are unexcused, all missed schoolwork may receive zeros. A student who receives "unexcused absences" may be denied re-admission for the following school year.

Each student has the responsibility to make up work or tests that are missed due to absence. Normally, one day per day of school missed with a maximum of five school days is allowed for make-up work. Any work not completed within the assigned time frame — may be given an incomplete or a zero until turned in. The student must take the initiative to coordinate the due date of the make-up work with each teacher during the first day returning from an absence.

Work assigned-prior to the absence is due the first day back. Absent work not turned in on time may receive a lower grade. Please check with your individual teachers about making up the Tests/and or Projects, etc.

Tardiness (3103):

- All tardies are considered unexcused.
- Prompt arrival at school by 7:55 am is expected of all students. A student who arrives after the scheduled starting time for the morning is tardy. It is important to be here on time since a lot of information and announcements are given that are important for your child to know. Excessive tardies result in a loss of instructional time. Please make every effort to have your child arrive at school on time. Any extenuating circumstance, please see administration.
- Situations beyond a student's control can cause them to arrive late for school. Therefore, each student is granted 10 no fault tardies per school year.
- After 7 tardy arrivals, a letter will be sent home to notify the family that they are near the limit for the year.
- On the 11th tardy and with each subsequent tardy up to the 15th tardy, a \$5.00 charge will be assessed each time a student is late.
- Beginning with the 16th tardy and with each tardy thereafter, a \$10.00 charge will be added to the monthly tuition.

The **student** must sign in at the school office and receive a tardy admit slip. Tardies will be recorded on the student's report card. Any student who is tardy more than three times during a grading period will be ineligible for a Citizenship Award.

Recording Attendance (3102)

The school is required to keep an accurate record of attendance, tardiness, and absences. Daily attendance records must be kept for each student and a daily report must be reviewed by the Principal. Every student enrolled in the school must be included in the records and is a member of that school until officially withdrawn. A student is considered absent unless officially withdrawn. Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five (5) years.

Excessive Absences:

Consistent daily attendance at school is imperative for the full faith and academic development of a student. After fifteen (15) days of absence in an academic year, a student is considered to have an excessive number of absences.

At that time, a letter will be sent from the Principal requiring a conversation to discuss the reason for the excessive absences and to review the progress of the student. Discussion will revolve around whether the excessive absences have impeded the academic development of the child to such a degree that he/she should repeat the academic year, attend summer school, commence after-school tutoring, or make other plans acceptable to the administration to ensure that the child is on grade level.

A student who has accrued 18 or more absences, regardless of their academic progress, may be required to attend summer school or repeat the grade. The final decision on how to handle excessive absences rests with the administration.

Please note: Students who are quarantined or absent due to Covid will be handled on a case by case basis.

Inclement Weather/Tardy Waiver Day:

On the rare day in which road conditions are hazardous and would not allow a vast majority of families to arrive on time, the Principal will declare an inclement weather day. On those days, a tardy does not count in the calculations of total tardies; however, students must still report to the office first to receive an admit/tardy slip.

Truancy:

Students who are absent from school without the consent of their parents are considered truant. One or more unexcused absences is a serious issue; the student must be accompanied by a parent before being re-admitted to school.

Notification Necessary for Releasing Students During School Hours (3104):

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released.

The individual to whom the student is being released should be required to come into the school, show identification, and sign the student out. Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc., without written parental permission and approval by the Principal.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Documentation of this notification must be made.

Appointments:

Medical and dental appointments are to be scheduled around school hours as far as this is possible. Medical and dental appointments will be counted as excused absences; however, the time away from school will count against attendance record (partial day absence).

Note: Students will not be released after 2:30 pm on regular school days or 11:00 am on Early Release Days.

Eighth Grade High School Visits:

Two whole days will be excused for 8th graders to visit the high schools of their choice. In order to be excused students must do the following:

- ✓ Visits must be scheduled between September (after Labor Day) and the Christmas holiday.
- ✓ The student must take the initiative to make up all the work missed either before or **immediately** after the absence.
- ✓ Upon the student's return, written verification must be received from the high school/s of the date and time of the visit; the high schools will gladly provide this verification.
- ✓ The verification form or letter received from the high school should be turned in to the school office so that the student can be marked present for the day missed.

Release of Students to a Law Enforcement Officer (3105):

Police and other government officials are required to directly deal with the Principal in requesting an interview with a child.

Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

The following procedures must be observed when students are released to an officer:

1. The school will ask for identification to verify that the person is an officer. The officer is
2. not required to present a warrant to speak with a student but will be requested to wait until parents are notified and given reasonable time to come to the school.
3. The school will contact and ask parents or guardians to come to the school to be present with the student during the interview. If a parent or guardian cannot come to the school, the Principal or his/her designee will sit in for the interview *in loco parentis* (in the place of a parent).
4. A warrant for arrest must be presented by an officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the officer's arrival on campus, or while the officer is present, the Principal will contact the parent or guardian to come to the school. If the parent or guardian cannot come, the Principal or designee must accompany the student.

STUDENT RECORDS/OFFICE POLICIES

The school office is open from 7:30 a.m. until 4:00 p.m., Monday – Friday.

Student Records (3200):

All information regarding students and their families is confidential. Student files contain permanent academic records, standardized test scores, health records, and attendance data. These files are only accessible to the Principal, members of the professional staff, parents and legal guardians.

Access to Records (3203):

St. Luke Catholic School abides by all rights of custodial and non-custodial parents as specified by the laws of Texas. The Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gives parents (custodial and non-custodial) the right of access to the academic records and to other school-related information regarding their child. Requests to review a child's record must be made in writing 24 hours in advance. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

***All court orders pertaining to the wellbeing of the child(ren) **MUST** be given to the school administration as soon as it is registered in the court. The orders will be kept confidential in the student's file. In addition, parents are asked to settle any dispute outside the school environment so that their child can prosper in the academic environment provided. Failure of parents to comply with these obligations may jeopardize a student's enrollment at St. Luke Catholic School.

Request for and Transfer of Student Records (3205):

Form to be used: Request for Records - 3205A

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to St. Luke School. A copy of the student's permanent record card and the original health records shall be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has the signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signature for release of that information. Any student that is not cleared of obligations at St. Luke School will not be able to enroll in another Catholic school in the Archdiocese until all debts are cleared. In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in the circumstances of individuals who will be moving out of the country and must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and the school seal.

Withholding School Records (3206)

Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of transcripts, report cards or other records of student's work be used for enforcement of collection.

Emergency Information Card (3301A):

The school keeps an Emergency Information Card for every student enrolled. These cards contain pertinent information in case of accident or illness. Parents must update information at the beginning of each year. **It is of utmost importance that parents send emergency card information changes throughout the school year as they occur. Students will only be released to persons designated on the Emergency Form; there will be no exceptions.**

Student Accident Insurance (4808):

The Archdiocese requires accident insurance for every student enrolled. This insurance provides basic coverage and payment is included in the regular fees charged to parents. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

Telephone and Other Office Equipment:

Students may be permitted to use the office telephone for **emergency** purposes only. This does not include forgotten homework or gym clothes. In order to use the telephone, students must have a pass from their teacher. Students with cell phones may use them **ONLY** with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

Messages/Deliveries:

Delivery of forgotten items including lunches to students during the school day should be limited to emergency situations only. We cannot guarantee that items delivered during the school day will be delivered on time.

Visitors (6106):

Due to safety protocols, access to the school building will be limited.

All visitors to the campus must sign in and out at the office. A visitor's pass must be worn visibly during the entire visit. All visitors will be asked to leave an ID when they sign in with the school office; the ID will be returned at sign out.

Parents or relatives visiting a child for lunch must sit at the designated tables with only the child or children being visited; no other children (friends) are permitted to sit with the adult visitor. Since cell phone use by students is prohibited, visitors are asked not to give their cell phone to a student (their child) to play with while visiting. Visits of returning students or siblings under 18 years of age will be limited to lunch time and dismissal time unless other arrangements have been made with the administration.

School to Home Communication:

The **St. Luke Light** and other communications are posted on the St. Luke website and emailed to families. All families should take care to read all the information as this is the main line of communication between school and home. The school web site is also maintained (www.stlukecatholic.org); it has many of the school forms, activities, important dates, and all the Newsletters posted.

Calendar:

The annual calendar is posted on the website and on RenWeb with all major events and activities. Changes, additions, and deletions will be posted and published in the *St. Luke Light*.

Copyright (8005):

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements, and
- other legitimate types of permission

Employees, volunteers and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

Publication of Addresses (5003):

The school will not publish the addresses or phone numbers of any parent/guardians, students, or employees without their permission.

Student Photographs/Interviews (5004):

Students' photographs and interviews may not be taken or used without written parental and administrative permission. Schools are to apprise parents of their procedures in the school's registration packet and /or handbook.

Volunteers

Criminal Background Checks (3103):

The Archdiocese requires that every school conduct criminal background checks on **all** volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. Forms are available in the office; there is no fee. Parents and guardians are encouraged to submit the form at the start of the year as it may take a few weeks for clearance.

The background checks are considered current for three years.

Safe Environment and Sexual Harassment Training

All volunteers must receive Adult Safe Environment Training and Sexual Harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. All volunteers must receive prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the training program developed by VIRTUS.

Archdiocesan Code of Conduct (2007)

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, sex, marital status, pregnancy, age, disability, results of genetic testing, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Archdiocese of San Antonio and Department of Catholic Schools policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited. Any violations will be

reported to law enforcement authorities as appropriate or required by law.

Student Transportation (8602)

If a school or parish is responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed.

Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

Use of School Facilities:

Use of all school facilities/grounds must be scheduled through the Parish Facilities Manager, Mrs. Patsy Baumann; 210-434-2011, ext 116.

THE INSTRUCTIONAL PROGRAM

St. Luke Catholic School offers a balanced curriculum of religion, reading, language arts, mathematics, social studies, science, Spanish, health, physical education, music, art, technology integration, and electives. Spanish is taught to pre-kindergarten through eighth grade. The curriculum objectives are based on the *Texas Essential Knowledge and Skills* (TEKS) and Department of Catholic Schools (DCS Standards) - Archdiocesan Objectives-Standards Based Instruction.

The faculty strives to encourage cooperative learning rather than competition at the elementary level. Thus, students below grade six are neither grouped by ability level nor do they participate in honor roll. In various ways they are acknowledged by their teachers for demonstrating Christian behavior, effort, and achievement.

At the middle school level, students are formally acknowledged for academic achievement, demonstrating Christian virtues, citizenship, effort, and service.

Honors:

Placement in ELA or math Honors classes in middle school is based on the following criteria: recommendation of the classroom teacher regarding the student's motivation, initiative, preparedness, and participation; report card grades; and, standardized test scores (NWEA). Students enrolled in Honors classes must maintain at least a 75% average every grading period in order to remain in the class.

The Core Curriculum

Religion:

The objective of religion classes throughout the grades is the integration of the Gospel message into the lives of our children both by direct instruction and through words and example. Integral features of the program include: a display of religious articles in the classroom, daily prayer, all school student liturgies every week, sacramental preparation and reception of the sacraments, Advent, Lent, and Easter observances, and community service activities

Children in second will prepare to receive the sacraments of Reconciliation and Holy Eucharist. Please note: Baptismal Certificates must be on file in order for the children to receive the Sacrament of Holy Eucharist. Preparation for the sacraments for students in the higher grades is accommodated on an

individual basis. Parental involvement is extremely important; therefore, we encourage parents to share in the sacramental preparation.

At grade levels 1-6, an age-appropriate educational program in Family Life and human sexuality are part of the religion curriculum. St. Luke School uses the Benziger Program; the curriculum follows the guideline established in the Archdiocesan Curriculum Guide. At the fifth-grade level, supplemental books on sexuality and human reproduction are sent home to the parents to provide guidelines on how to approach these sensitive topics within the context of our faith.

St. Luke students attend retreats during the school year, according to grade-level (2nd-8th). Students in grades 5 – 8 compete in a religion bowl each year during Catholic Schools Week.

English Language Arts:

Components of the language arts program consist of reading, spelling, vocabulary, grammar, language structure, and composition at all grade levels. The aim of the language arts program is to teach students to think, read fluently, listen attentively, and express themselves competently in both oral and written form.

Reading is taught through a strong phonics approach, which leads to further development of oral and comprehension skills. These skills then are reinforced by a strong literacy program. Intermediate and middle school students read a variety of literature including novels, short stories, plays, and poetry. Composition instruction is given in both expository and creative writing across the curriculum. Participation in spelling and writing competitions is encouraged in our middle school. Fifth grade and middle school participate in the annual Spelling Bee, sponsored by the *San Antonio Express-News*. Middle school students celebrate their writing and research each year at EXPO. In addition, all students in grades 1-8 participate in the Archdiocesan CAAC poetry and essay contests.

Mathematics:

Mathematics is an integral part of the curriculum at all grade levels. It is developmental and sequential. The students learn mathematical facts, operations, and algorithms in accordance with the Archdiocesan Standards and the Texas TEKS. Math concepts, computational skills, consumer math, measurement, geometry, and problem-solving skills are emphasized at all grade levels with expanded elements of algebra and geometry introduced in the middle school grades. Students in the school's math club compete against other schools.

Science:

Science provides students with an awareness of the physical world, knowledge of life, and appreciation our planet and solar system.

A fully equipped laboratory for 6th, 7th, and 8th grades is used to teach General Science, Life Science, and Earth Science. Labs are an integral part of the middle school science program. Middle school students use the scientific method in experiments and manipulate data in computer lab activities.

In grades kinder – 5, in addition to the science textbook, the Full Option Science System (FOSS) has been implemented as a process of discovery which engages students and teachers through their own investigations and analyses. It is a hands-on investigatory technique that fosters an understanding of the natural and designed world.

Social Studies:

Taught at every grade level, the sequence of concepts begins with the family and community and progresses to a study of history, geography, and government. Study includes the world, Texas, and the United States. The classroom texts help the students understand the people of the past and the present,

the environment in which they live, and their governments. Studies are supplemented by field trips, guest speakers, and audio-visuals. Middle school students participate in the annual St. Luke Geography Bee.

Spanish

In middle school, Spanish is considered a core subject and is graded numerically.

Homework

Homework is assigned daily as a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. Ordinarily, the assignments should require from one-half hour for the primary grades to two hours for the upper grades. Homework may consist of written, reading, reviewing and working on math concepts, computation, problem solving and/or study assignments as well as Technology homework. It is not unusual for middle school students to be given two or more days for assignments to be completed.

In the event of student absence, a parent should request the homework assignments for the student. For elementary students, the request needs to be made by **10:00 a.m.** to allow time for compilation. The requests are made by calling the school office. A parent may email the teacher, but the message may not be received in time to honor it on that day. For the middle school student, if there is any homework to be made up, the homework information will be available on Google Classroom. This 24-hour period will provide time for the teachers to prepare the assignment and any necessary information. In many cases, homework is posted on RenWeb. If you are not sure of the homework, please check with your child's teacher.

Individual study/homework times will vary from student to student; the following time allotments are generally suggested:

PK-Kinder: 20 minutes	Grades 1 and 2: 45 minutes
Grades 3 and 4: 60 minutes	Grade 5: 90 minutes
Grades 6, 7, and 8: 120 minutes	

Online programs are also utilized as homework. Lexia (for reading) and ST Math (for math) are also daily homework assignments that may be assigned by teachers in the early childhood and elementary grades.

Please have your child read at least 20-30 minutes a day.

Assessment and Reporting

Assessment is both evaluative and diagnostic in purpose and indicates to the teacher and students alike the effectiveness of the teaching/learning process. It highlights areas of strength and areas that need growth — immediate knowledge of results and data driven decisions are important to progression in learning. Preparing for assessments is vital to student success and creates good study habits.

Standardized Testing (8400):

NWEA - Map (Northwest Evaluation Association-Measure of Academic Progress)

The MAP Test is administered to students in grades K-8 several times per year. The test is used across the United States to measure individual progress in math, reading, language usage, and science. The test is nationally normed and provides the school with diagnostic data that is used for curriculum planning. The growth data is analyzed to identify a student's academic strengths and weaknesses. The information gleaned is grouped by low, medium, and high growth bands. Teachers use the data to identify student skill deficits to help plan and direct further teaching. Parents receive the student's RIT score (Rasch unit) with indicates the child's anticipated range of expected performance.

Semester Exams:

Students in 7th and 8th grade are given semester exams for both first and second semester in all major and core subjects. In the seventh grade, these exams count as 10% of their quarter grade. In the eighth grade, these exams count as 15% of their quarter grade.

Academic Honesty:

St. Luke Catholic School expects honesty in every aspect of school life. Academic dishonesty entails trying to get credit for work that is not yours or helping classmates to do the same. Examples of dishonesty or cheating include:

1. Giving or receiving help on a test or quiz by: talking or whispering answers, looking on another student's paper, showing your work to another person, emailing, photographing, text messaging or any form of electronically communicating information about a test to someone who has not yet taken the test, or giving information to someone who has not yet taken the assessment, and using hidden notes (e.g., cheat sheets, writing on your hand or desk, etc.)
2. Copying someone else's homework
3. Giving your classwork or homework to someone to be copied
4. Plagiarizing—claiming as your own another person's words or ideas (in part or in whole).

There are many occasions when students will work together on specific assignments and projects. Learning to work with others in pairs or in a small group is an integral component of academics. These assignments or activities will be clearly stated as collaborative and do not fall under the umbrella of cheating. Tutoring a classmate to help him/her comprehend an assignment is permissible, as long as you are not just giving him/her the answers or letting the person copy your work.

Report Cards:

Report cards are issued four times a year based on a nine-week grading period. The report card is an evaluation of the student's performance in school. Grades are determined by the student's performance on tests/varied assessments, projects, quizzes, class work, homework, and participation. The *conduct grade* is based on the student's adherence to the behavioral guidelines, attitude, and personal responsibility.

- Progress reports are sent at the midway of each grading period to students with an average of 74% or below.
- Parent-teacher conferences will be scheduled at the end of the first grading period.
- An electronic copy of the report card will be sent home at the end of each quarter.
- A hard copy of the report card, signed by the Principal and indicating promotion status is placed in the student's permanent record folder. A hard copy of the report card can be requested through the school office.
- Parents are encouraged to follow student progress and grades through regular visits to their online, RenWeb school accounts.

RenWeb (FACTS Student Information System Family Portal):

The school contracts with RenWeb to host a web portal with student grade information. Student progress reports in grades 2-8 are hosted at this web site, along with unofficial transcripts. Parents receive a secure log-on at the start of the school year for access to their children's information. Teachers are required to input grades every week. Parents have the responsibility to keep abreast of their child's progress through RenWeb.

Grading Scale (7104):

Individual assessment of a student's academic progress is a vital part of the educational process. St. Luke Catholic School follows the grading policy set forth in the Handbook of Policies and Regulations for the Archdiocese of San Antonio.

In PK through 1st grade, the following report scale has been adopted: (please note could be subject to change)

E = Excellent
S = Satisfactory
P = Progress
N = Needs Improvement
N/A = Not Applicable

In second through eighth grade, some non-core subjects use the same scale as conduct and effort. In all other grades, numeric grading is used; the following guidelines can be used in interpreting the quality of work:

94 – 100	Exceptionally High Achievement
85 – 93	High Achievement
75 – 84	Average Achievement
70 – 74	Low Achievement
Below 70	Failure to Master Material
SR	Summer School Required
SE	Summer School Enrichment

Elementary Specials, Conduct and Effort are indicated in grades PK-8 using the following rating scale:

O	Outstanding
S	Satisfactory
I	Improvement needed
U	Unsatisfactory
NO	Not Observed

At St. Luke's, the conduct grade in the middle school includes attitude and personal responsibility. Grades will be O, S, I, U and N O =Not Observed. Please note: The grade will reflect the number of signatures, detentions and/or disciplinary referrals that the student has accumulated.

Student Recognition/Awards:

Academic Honor Roll (Grades 6-8):

The following are the requirements for honor roll which is awarded at the end of each of the four grading periods:

Blue/A Honors:

94 or higher numeric average for **all subjects** including Spanish
All S's (or better) in conduct and in Specials classes
No Demerits during the grading period

Red A/B Honors:

85 or above numeric average for all subjects including Spanish
All S's (or better) in conduct and in Specials classes
No Demerits during the grading period

Virtue of the Month: Each month from September to May, there is a school-wide focus on a specific virtue we would like to see in our students and all members of the St. Luke School community. The virtues are based on the Fruits of the Holy Spirit which characterize all who follow Christ and imitate His life. Students are encouraged to practice the virtue and recognize it and God's presence in others. By recognizing that

month's virtue when it is observed, it is our goal to strengthen that virtue throughout the school community. Students who consistently demonstrate this quality will be acknowledged by their homeroom teacher and recognized during Mass at the end of the month.

Academic Deficiency:

Deficiency notices will be given to any student failing or in danger of failing at the mid-point of each grading period. Deficiency Notices will be sent home for any student at the teacher's discretion. Parents must sign the Deficiency Notice and ensure the student returns it to the teacher who issued it within two days. Failure to do so will result in a signature for the student.

Parent - Teacher Conferences:

To bring about closer communication and cooperation between home and school, formal parent-teacher conferences will be arranged for parents of students in grades pre-kindergarten through fifth grade in October/November. These conferences with the teacher give the parent the opportunity to develop a true insight into the school and the challenges the child faces.

In the middle school, parent teacher conferences work two ways. If teachers want to schedule a conference, a notice is sent home which invites parents meet; parents are encouraged to accept the invitation to visit with the teachers. If a parent would like to schedule a conference with the teachers, they should contact their child's homeroom teacher. In addition, parent-teacher conferences will be held, as needed, throughout the year. Conferences can continue into the spring as needed.

Academic Promotion and Failure (8105)

Any student who fails one core subject for the year must attend summer school in order to be promoted. The failure of two or more core subjects for the year will result in the student having to repeat that grade. The core subjects are religion, English, reading/literature, mathematics, science, and social studies; Spanish is a major (not core) subject in middle school and students will receive a percentage grade, not an effort grade. If a student fails Spanish, summer school is strongly recommended. Religion, if failed, may be made up on an individual assignment basis. Proof that the failed subject has been successfully completed in an accredited summer program must be submitted to the school office before promotion is granted.

Students in pre-kindergarten, kindergarten, and first grade may not be promoted if they are showing limited progress in emotional and social growth, motor development, language, cognition, reading, or math. Students entering kindergarten will be administered a developmental assessment.

Graduation Guidelines:

Students that have successfully completed all course requirements for eighth grade will be awarded a certificate of completion at the graduation ceremony, provided all financial obligations have been met. Any student who has not successfully fulfilled the academic requirements or has repeatedly not lived-up to behavioral expectations of St. Luke Catholic School will not be allowed to participate in any graduation activities.

The Co-Curriculum

Electives:

Along with the core curriculum, students receive instruction in Spanish, physical education, art, music, library and technology. (Please note: In middle school, Spanish is considered part of the Core Curriculum.)

Technology:

Beginning in kindergarten, all elementary students have a scheduled technology period each week. Starting in 4th grade, students learn technology applications within units in core curriculum classes. Middle school students have two scheduled technology periods each week. Students in PreK have access to

iPads in the classroom; students in kindergarten through 8th grade are assigned a Chromebook.

Physical Education and Health:

Physical fitness, life-long health, and nutrition are components of the physical education program. Individual fitness, team sports, and classroom instruction comprise the curriculum. Healthy competitiveness and good sportsmanship are valued over winning. The Christian ethic imbues the athletic program. Students in middle school will receive a bi-monthly health class.

In middle school, the regulation PE uniform is required for all PE classes. Failure to wear the prescribed uniform will result in loss of PE points. Any excused absence from active participation for more than two days must be accompanied by a physician's note. Until that time, a parent note is sufficient. All parent and physician's notes will be handled through the office of the school nurse.

Middle School Service Program:

The purpose of service in a middle school setting in a Catholic school should be to encourage students to grow a "heart for service." That is what we are called to do as Christians in the world, to love our neighbor as ourselves. In order to emphasize the importance of service, the assignment counts as a test grade in religion each quarter.

All middle school students are required to perform service hours as follows:

8 th grade -	8 hours per quarter
7 th grade -	6 hours per quarter
6 th grade -	4 hours per quarter

The hours must be earned by service to the school, church, or community. **In general, any act that is not a family chore, a school requirement or something that the student is paid for is NOT considered an act of service.**

Some service possibilities are:

- Altar serving on Saturday or Sunday
- Safety Patrol
- Visiting with the sick or elderly
- Mowing the lawn for an elderly neighbor (no remuneration)
- Peer tutoring
- Assisting parents in volunteer work
- Assisting teachers in the classroom or school activity
- Volunteering at a shelter such as the animal shelter, day care, home parish, etc.
- Making prayer blankets
- Any other service project approved by the teacher or administration.

The teachers in the middle school and lower grades look for opportunities to help students find acts to perform, especially for students who have a difficult time finding those opportunities. There is an "SLS Service" website where opportunities are posted when possible. If a parent knows of an opportunity for service, please contact the religion teacher or Assistant Principal who will share the information with the middle school families.

Retreats

Each grade level will experience an age-appropriate retreat. School-wide liturgical celebrations happen throughout the year.

St. Mother Teresa of Calcutta Society

“Unless a life is lived for others, it is not worthwhile.”

The St. Mother Teresa of Calcutta Society is a service organization open to seventh and eighth grade students. This group of students has made service to others a significant part of their lives. The Mother Teresa Society strives to serve others in our school, parish, and city-wide communities, and to serve as servant leaders in our school. The Mother Teresa Society is based on four pillars: service to others, commitment to our organization and its undertakings, justice and respect for all, and compassion for all those we encounter. Members will take an oath to honor these pillars and will be held accountable for upholding them. Thus, participation in all facets of the Mother Teresa Society is required of all members. As a school sponsored organization, the Mother Teresa Society will require that students adhere to all the Extracurricular Eligibility requirements set forth in this handbook.

Students who are interested in joining will complete and submit an application in the first month of school. They are required to have completed the required number of service hours/acts in the previous school year in order to apply.

Field Trips and Travel for Athletic Events (7108)

Form: Field Trip Form – 7108A

Volunteer Driver Form – 7108B

Employee Driver Form – 7108C

Policy for Ministering to Youth – 7108D

Field trips are a privilege, not a right. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity. The Principal must initially approve the planning of the field trip or outing. The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of the school.
- Field trips should be related to the curriculum, meet educational objectives and goals.
- The trip should be appropriate for the age and maturity level of the students.
- Schools should review and follow the guidelines in the Policy for Ministering to Youth which outlines the requirements for both day and overnight trips.

The following requirements must be met when seeking approval for a Field Trip:

- The Principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct.
- Adequate transportation must be provided by the school. Appropriately licensed, insured and bonded transportation must be used. The school is discouraged from using private individuals for transportation. In the event that private individuals are considered for transportation, all requirements from the Archdiocesan Office of Risk Management must be met. The school should have the employee fill out and sign a driver form, provide a copy of their drivers' license, and, if they are operating their personal vehicle, provide a copy of their personal liability insurance card. All items can be emailed by the school to risk@archsa.org.
- Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school. Supervising adults and employees must have a current background check and safe environment training on file with the school. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy. The school is responsible for tracking and documenting the compliance of volunteers and employees with the aforementioned requirements.
- The student must have a signed and dated release form from the parent/guardian for each field trip. Specific information such as purpose, destination, activities, method of transportation, fees,

emergency numbers, estimated time of arrival and return, must be indicated or requested on the permission release form.

- All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including, but not limited to, medication permission forms, must accompany the students on the trip. If the field trip is out of town and/or
- overnight, parents should be asked to submit more specific information as needed.
- For overnight or out of town field trips, the principal and Pastor/authorized agent must approve. For out of country field trips, the principal and pastor/authorized agent must approve in writing and the Office of Risk Management must approve if the ultimate liability coverage for the trip is carried through the Archdiocese. Unless the school specifically approves a trip, the school's name cannot be used. Privately
- organized trips that involve students will not be promoted or organized within the school.

Library/Media Center:

A newly renovated, state of the art facility in the middle school building, staffed by a full-time library manager, the Library/Media Center contains more than 18,000 books and reference materials as well as audio-visual materials, study carrels and reading corners.

The library is open until 3:45 p.m., Monday through Thursday; on early dismissal Fridays, it closes at 12:30. Students in pre-kinder through fifth grade visit the library with their classes; this includes book check-out and library skills lessons. Students in middle school combine a library visit with work on building vocabulary through the study of etymology and the practice of math facts to support the math curriculum.

Students must observe the following rules when using the library:

- All books taken from the library must be checked out at the circulation desk by the person in charge.
- All books must be returned within the prescribed time; students with overdue books lose library privileges until the books are returned. Students with damaged books also lose library privileges until the book is paid for.
- Replacement cost will be charged for lost or damaged books. The library cannot refund payment for lost books that are subsequently found.
- Reference books and magazines are to be used only in the library; some of these materials are available for overnight check-out by special arrangement with the librarian.
- Respectful behavior is to be observed at all times in the library, as well as during passage to and from the library. Grade-appropriate consequences will be enforced for non-compliance; students may be refused the use of the library when their behavior is a disturbance to others

Videos:

Videos (including YouTube) or DVDs viewed in the classroom will be used solely to enhance or supplement the curriculum. Videos/DVDs rated "G" may be shown without parental consent; videos/DVDs rated "PG" or "PG13" will require parental permission *via* a consent form.

EXTRA CURRICULAR ACTIVITIES

Activities Program (3501)

The activities program, including sports, is the responsibility of the Principal and must be under his/her general supervision. Any activity or program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school.

Elementary School Athletics (3502)

Elementary Catholic schools may be members only of an athletic league recognized by the Superintendent. Schools must abide by all rules required by the league to which they belong.

Archdiocesan Interscholastic Athletic League (3504)

Membership in the Archdiocesan Interscholastic League (AIAL) is available to any Catholic school in the Archdiocese of San Antonio in accordance with league constitution and by-laws.

Clubs at St. Luke School

Clubs at St. Luke Catholic School give students an opportunity to use their skills, talents, explore their interests, and express their creativity.

Governance of Clubs

All club members are bound by the rules and regulations in the St. Luke Catholic School Parent-Student Handbook both on the campus and at club events off-campus.

Coaches and assistant coaches are under the direct supervision of the school's Athletic Director and the Principal. For specific policies and rules regarding the sports program at St. Luke School, please see the St. Luke Catholic Athletic Handbook under separate cover.

For special-interest clubs (Mad Science, Math Club, Lego Club, Dance Club, Scouting, Chess, etc.) an outside individual or organization may provide the leadership of the club. These individuals and organizations will be vetted through their mission statement and any individual's working with St. Luke students will be required to obtain a Criminal Background Check through the Archdiocese of San Antonio. The club leader is responsible for setting where and what dates and times the club meets. This information must be given to the office.

Any faculty member or parent who are interested in bringing a new club option to the students of St. Luke Catholic School must present it to the Principal. It should be in the form of a written proposal explaining the goal of the club and how it will support the mission of the school.

All clubs are to be financially self-sufficient. This can be accomplished through fees charged or through the school authorized fund-raising events. All clubs must follow set school procedures when turning money into the office and for check requests.

The Saint Thomas Aquinas Junior Beta Club

The school's academic honor society is the St. Thomas Aquinas Junior Beta Club. The National Honorary Beta Club is an international organization, started in 1934, with the goals of recognizing student achievement and cultivating service and leadership; its creed "Let us lead by serving others" is highly consistent with the mission of St. Luke Catholic School. At the beginning of this year, eighth grade students who met eligibility requirements during seventh grade will be invited to be part of the Beta Club at the end of the year, and induction happens at the beginning of their 8th grade year.

The criteria for membership in the St. Thomas Aquinas Junior Beta Club at St. Luke is as follows:

- 90% or higher cumulative average in all major courses (religion, English Language Arts, mathematics, science, social studies and Spanish).
- Successful completion of the required service hours for each quarter in 7th grade.
- A good attitude towards conduct and responsibility. While a couple of signatures are OK, no detentions, demerits or suspensions.

To be a member of the Beta Club is one of the school's highest honors. As noted above, only students who have consistently maintained high academic achievement, exhibited outstanding character development, have a sincere desire to be of service to the school and community and possess leadership potential are

invited to join. Beta Club members are also expected to maintain these high expectations during their 8th grade year. If a student's grades begin to slip, they don't complete service assignments, or begin to struggle with discipline, it will result in a member being put on probation, and may result in the member being removed from the Beta Club.

Service projects are discussed and planned at meetings. Members also hold several fundraisers throughout the year as a way building up school community and to raise money for high school scholarships. Beta Club members are expected to attend all meetings.

Safety Patrols:

The safety of students and parents on the school parking lot is of utmost importance. The School Safety Patrol is an extension of the San Antonio Police Department. Students, beginning at the sixth grade level, are recruited by the moderator. Cooperation of parents is of utmost importance as the student must be at school between 7:20 and 7:25 a.m. so that he/she may be on post promptly at 7:30. A patrol's responsibilities and schedule must be a priority over all other before- and after-school commitments. (The morning patrol team is allowed to go to their locker with permission as long as they have checked with their lieutenant and are on time for duty.)

Student Patrols are expected to:

- Be willing to accept on-the-job training by the most senior patrols and the patrol moderator.
- Be of service to the community at least once a week, on the assigned day, before and after school.
- Be self-disciplined, diligent, take the job seriously, use good judgment, and enforce rules of safety with all. No socializing while on duty.
- Fulfill the commitment that was made on the pledge form. Everyone relies on the patrol being on duty in a timely manner.

Yearbook:

The yearbook staff is made up of a select group of middle school students who must be interviewed by the Advisor before they are allowed to join. At the beginning of the school year the staff usually meets only once a week. As the school year progresses, the staff may be required to meet more often and/or report to the Advisor more frequently. St. Luke Catholic School has a delivery date before the end of the school year-usually in May-so the Yearbook must be completed in a timely manner as to allow for publishing and shipping. After the Yearbook has been submitted the staff may still meet for various duties. They are usually the first to see the Yearbook when it is shipped to the school.

Choir:

Choir will be two-fold this year: A competition (CAAC) choir, and a Mass choir.

- The competition choir is open to fifth through eighth graders according to Archdiocesan guidelines, and practice will be held after school on Tuesdays from 3:30-4:15.
- The St. Luke Mass choir is open to all who wish to participate from grades 3 to 8. Students will be expected to arrive at church on Mass days at 7:30 to warm up and practice the songs for Mass that day. No after school practices will be held.

Strings: Through the Music Dept.

Scrabble Club:

Students in grades 5-8 are invited to participate in the after-school Scrabble Club. Students meet regularly and practice and try to improve their skills. After 10 games, there is a Scrabble tournament. It is a multi-skill level activity. Join in on the fun -- build vocabulary, develop cognitive skills with crosswords and anagrams, and practice spelling and addition. Become a Scrabbler! There is a nominal fee for membership.

Athletics:

The middle school sports program is provided to help foster spiritual, mental, intellectual, social and physical development in our students by offering a competitive team sports environment. Our sports policy strives to balance the drive to win and succeed in athletic competition with Christian principles that are the foundation of our educational program.

FOR A COMPLETE DESCRIPTION OF OUR ATHLETIC POLICIES SEE THE ATHLETIC HANDBOOK ON THE [ATHLETICS](#) PAGE OF THE SCHOOL WEBSITE.

Cheerleaders:

St. Luke Catholic School has established a competitive cheerleading squad for 5th, 6th, 7th and 8th grade girls. The purpose of the school's cheerleader program is to support the curricular and extra-curricular activities by promoting school spirit, to develop a sense good sportsmanship among students, and to improve relationships between competing schools during sporting events.

St. Luke School cheerleaders are considered athletes. Try-outs are in the spring. Being a St. Luke cheerleader is an honor and a privilege. They are special ambassadors of our school. All members must maintain academic and behavioral eligibility throughout each grading period as defined in the Extra-Curricular Eligibility section of this Handbook and the Athletic Handbook.

Additional Programs:

Girl Scouts, Boy Scouts, and parish CYO athletics are a few of the other activities which enjoy sponsorship by the parish or school and normally meet after school. St. Luke School eligibility requirements do not apply.

Extra-Curricular Eligibility

With emphasis on academics first, all students must be academically qualified both at mid-quarter (when deficiency/progress report notices are issued) and at quarters (when report cards are distributed).

At any mid-quarter (progress report or deficiency), a student receiving **more than one** failing deficiency notice in a major subject will be ineligible to participate in activities for a minimum of two weeks, and can be reinstated if the failing grade has changed to a passing grade. At any report card distribution, a student who fails any one (or more) major subject is ineligible to participate until the progress report time; in addition, students must maintain an overall average of 75% in the major subjects to be eligible for participation. Academic eligibility dates are listed on the school website.

If a student is ineligible for two consecutive marking periods, that student is ineligible for participation in his/her extra-curricular activity and will be suspended for a nine-week period.

Note: Ineligibility extends to all extra-curricular activities (sports, patrols, class leaders, clubs, school dances, etc.). It will not usually include religious activities such as choir.

Students, athletes, and cheerleaders who are ineligible will not be allowed to participate in competitions, practices, try-outs, or school dances during their term of ineligibility.

AIAL Eligibility

Please refer to the Athletic Handbook published on the [Athletics Page](#) on the school's website.

Criminal Background Clearances

All paid and volunteer club sponsors /volunteers must have a Criminal Background check and participate in the Virtus - Protecting God's Children Training program required by the Archdiocese of San Antonio.

Club Finances

All clubs are to be financially self-sufficient. This can be accomplished through fees charged or through

school authorized fund-raising events.

When income is received by clubs or organizations, the following policies must be followed:

- All deposits must be counted and prepared by two organizational representatives prior to submitting to the school office.
- Deposit slips/cash collection forms will be filled out and signed by both individuals attesting to the collected amount and submitted with each deposit slip/cash collection form.
- A copy of the deposit slip/cash collection form should be retained by the organization for their records.
- All deposits should be turned in to the school office by the close of business the following day.
- Deposit slips/cash collection forms can be obtained in the school office.

Club expenses:

All authorizations for payments must be submitted by the Club Sponsor and approved by the Principal prior to purchase of any items. Supporting documentation must accompany each request (invoices/receipts, etc.) No orders/purchases or check requests will be approved unless the expense is fully funded. Checks are processed according to a schedule. Check request forms are available in the school office.

If expenses are required to be paid directly from cash receipts, a detailed accounting of all expenses paid must accompany a deposit slip/cash collection form.

HEALTH AND WELLNESS

St. Luke Catholic School adheres to and implements The Wellness Policy for Catholic Schools of the Archdiocese of San Antonio. The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and /or USDA dietary guidelines for all foods and beverages sold or served at school.

Texas Catholic Conference Education Department (8001)

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

Role of Principal (8802)

The Principal of the school, as chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The Principal shall designate a person to administer medications, if necessary. The Principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health agencies.

Role of School Health Coordinator (8804)

The Health Coordinator is appointed by the Principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service-related duties for which they are trained.

Role of Health Screener (8005)

A health screener is a person who is certified by the state of Texas to perform required screenings, which include vision, hearing, acanthuses nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow up

findings on student's health records.

Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

Role of Teacher (8006)

The teacher shall refer suspicious symptoms to the school nurse, health coordinator, or Principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

Goals of the School Health Program:

- To increase each student's ability to maximize his or her intellectual potential by modifying or eliminating health-related barriers to learning.
- To increase the number of effective educational days per student and staff member.
- To decrease the incidence of communicable disease; decrease absenteeism.
- To promote present and future health through education and referral.
- To protect children, faculty and staff by providing a safe and healthy school environment.

Activities of a School Health Program:

- Advocate for and help provide an environment conducive to the promotion and maintenance of health.
- Detect and provide basic first aid care for any physical condition occurring during school hours which impedes learning or threatens optimal health.
- Provide a liaison between the school, home, community agencies, physicians, and other health care personnel.
- Promote and advocate for children's physical, mental, and emotional health in the school, the home, and the community.
- Achieve acceptable levels of compliance with state and local health regulations.
- Maintain and utilize current individual and collective health data.
- Maintain and protect the confidentiality of school health information and records.
- Provide learning and growth experiences for staff members.

Parents' Responsibilities for the School Health Program:

- Providing the school with all information pertinent to the health and well-being of their child.
- Providing the school with information regarding immunizations as required by state, local and archdiocesan policies.
- Taking necessary action, including retrieval of students when school authorities report to a parent an illness or injury which occurs during school hours. In a life-threatening emergency, the Principal or designee will take appropriate action to obtain medical assistance for the student.
- Insuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school; the child's health is primarily and ultimately the responsibility of the parents.
- Please note: sharing of food in the cafeteria is not allowed — if in doubt, please ask the teacher.
- Please note: There is a Food Allergy & Anaphylaxis Action Plan form (please obtain if needed, from the nurse). There is a Physician/Health Care Provider Signature needed on this form.

Role of School Nurse (8003):

A registered nurse or licensed vocational nurse, whether employed or volunteering to act in the capacity of

the school nurse, may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license.

A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency responses, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

Clinic Hours: School Days: 7:30 a.m. – 3:30 p.m. Phone: 434-2011, ext. 123

Medication Policy and Procedures (8201):

Students are not allowed to carry medication, including non-prescription, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medications, including a rescue inhaler or a single dose epinephrine auto injector. Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person. Medication must be brought to the office [Nurse] by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it.

Expired medication will not be given. Prescription medications must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medication must be the smallest available size to meet the student's medical needs. Medications will be dispensed by a designee of the Principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

Medical Marijuana Policy (8202)

Parents, guardians, and primary caregivers of students who have been authorized for the medical use of marijuana may administer medical marijuana to the student while the student is on school grounds or attending a school-sponsored event, provided that the prescription has been issued by a licensed physician in the State of Texas.

The parent/guardian or primary caregiver must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date. The parent/guardian or caregiver must maintain possession of the medical marijuana while on school grounds or at a school-sponsored event. In no event will the medical marijuana be stored at the school or held by school personnel. Only the parent/guardian or primary caregiver may administer the medical marijuana to the student. School personnel will not administer the medical marijuana.

When on school grounds, the medical marijuana must be administered in the appropriate location where other medications would be administered (i.e. in the nurse's office or health coordinator's office). If there is not designated office for the nurse/health coordinator, the school administrator will designate an alternate location for administering the medical marijuana.

Medical marijuana may never be administered to a student by smoking or other form of inhalation while the student is on school grounds or attending a school-sponsored event.

Epinephrine Policy (8203)

The purpose of this Epinephrine Policy is to establish guidelines and procedures governing the utilization of stock epinephrine auto-injectors. Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. Catholic Schools in the Archdiocese of San Antonio may choose to stock epinephrine auto-injector devices on campus. If a school chooses to stock epinephrine auto-injector devices, the school must follow the guidelines below from Senate Bill 579 and the TCCB ED Health Manual.

PROCUREMENT OF STOCK EPINEPHRINE AUTO-INJECTORS

Each school that elects to stock epinephrine auto-injectors must have a physician's standing order for the administration of an epinephrine auto-injector to a person in anaphylaxis.

TRAINING

Any person that is expected to provide emergency care in an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis. Each school must have at least two (2) trained responders available during all hours the campus is open.

Additionally, staff education, in compliance with Texas Senate Bill 589, will be conducted annually in regards to the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration. Training must include information on:

- Recognizing signs and symptoms of anaphylaxis;
- Administering an epinephrine auto-injector;
- Implementing emergency procedures; and
- Proper handling and disposal of used or expired epinephrine auto-injectors.

STORAGE AND MAINTENANCE

Each school that elects to stock epinephrine auto-injectors on campus will obtain and store epinephrine on campus in the school nurse's office, health coordinator's office, or a specific location accessible to trained school personnel and designated by the school principal. Non-patient specific epinephrine pens will be stored in an unlocked, easily accessible display or wall mount container of the school's choosing.

Inspection of the stock epinephrine auto-injectors shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

- Checking the expiration date found on the epinephrine auto-injector packaging
- Checking that the epinephrine auto-injector packaging is intact;
- Checking that the stock epinephrine auto-injectors are stored properly and in the designated place in the school.

ADMINISTRATION

It should be standard practice that the school nurse or health coordinator will be the individual delivering epinephrine when the need arises. If the school nurse or health coordinator are not available to administer epinephrine, a trained staff member should deliver it.

RESPONSE

In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called immediately, the parent, legal guardian, or emergency contact must be promptly notified by the school if an auto-injector is utilized.

NOTIFICATION AFTER ADMINISTRATION OF EPINEPHRINE

The school will follow the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall no later than the 10th business day after the date of the administration:

1. Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically.
2. Notify the Superintendent of Catholic Schools and email a copy of the DSHS form.
3. Notify the TCCB ED Director, via email, with a copy of the DSHS report.
4. Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector.

Unassigned Opioid Antagonist Naloxone Protocol (8204)

The purpose of this Unassigned Opioid Antagonist Naloxone Protocol is to establish guidelines and procedures governing the utilization of the opioid antagonist naloxone administered by designated employees of Catholic Schools in the Archdiocese of San Antonio. The use of Naloxone can reverse and block the effects of opioids and quickly restore the person under distress to a normal breathing pattern.

POLICY

In accordance with the Texas Senate Bill 1462, as codified in Subchapter E of Chapter 483 of the Texas Health and Safety Code, Naloxone is made available to the Schools (as set forth below), and it is the administrative policy of the Schools that approved Schools will use reasonable efforts to maintain and store Naloxone on campus, with the number of doses to be determined by each School administrator. To treat a case of suspected opioid overdose on a School campus, Designated Employees, who shall be appropriately trained (as set forth below), acting in good faith and with reasonable care, administer an opioid antagonist during an emergency to any student, staff, volunteer, or visitor reasonably suspected of having an opioid-related drug overdose, whether or not there is previous history of opioid abuse by such person. The Designated Employees are:

- School Nurses who are duly licensed to practice nursing in the State of Texas
- School Health Coordinators who are designated by a School administrator
- Athletic Trainers; and
- Any employee designated by a School principal with documented training on the signs and symptoms of suspected opioid overdose and administration of opioid antagonists.

A Designated Employee who, if acting in good faith and with reasonable care, administers or does not administer an opioid antagonist to another person whom the person believes is suffering from an opioid-related drug overdose is not subject to criminal prosecution, sanction under any professional licensing statute, or civil liability, for an act or omission resulting from the administration of or failure to administer the opioid antagonist.

TRAINING

School nurses who elect to be trained in the administration of an opioid antagonist shall be trained in the use of Naloxone through the Texas Targeted Opioid Response (TTOR) project administered by the UT Health San Antonio School of Nursing. Schools are encouraged to train additional staff, including health coordinators, administrators, athletic trainers, athletic directors, coaches, guidance counselors, teachers, etc. On the proper administration of opioid antagonists. School principals should ensure that employees who are trained in the administration of opioid antagonists reflect a cross-section of their School employees – both those who are on campus during the school day as well as those who would be on campus for events occurring after school hours. Documentation of annual employee training shall be maintained in each School by the School nurse or health coordinator.

PROCUREMENT OF NALOXONE

A School principal, a School nurse, or other Designated Employee will be responsible for the procurement of Naloxone. A physician associated with the School will be requested to complete and sign standing orders and update annually, in accordance with section 483.104 of the Code. No Schools shall procure Naloxone except pursuant to a Standing Order. Schools should provide intranasal

Naloxone. At minimum, each School should have the following supplies:

ITEM	QUANTITY
Naloxone HCL 4mg/0.1ml Nasal spray	2
Naloxone storage case	1
Nitrile or Vinyl gloves, pair	1
Mask/barrier device	1
Step by step instruction	1

STORAGE

Naloxone will be clearly marked and stored in a locked but accessible, at the reasonable discretion of the School nurse or other Designated Employee. The School nurse or other Designated Employee will ensure that all other relevant staff are aware of the Naloxone storage location and how to access the Naloxone. The School nurse or other Designated Employee shall take reasonable security and precautionary measures to ensure there is no unauthorized access to the stored Naloxone.

Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.

Inspection of the Naloxone shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

- Checking the expiration date found on the Naloxone box;
- Checking that the Naloxone packaging is intact;
- Checking that all additional supplies noted above are included with Naloxone; and
- Checking that the Naloxone is stored properly and in the designated place in the school.

USE OF NALOXONE

In the event of a reasonably suspected opioid overdose, a Designated Employee, acting in good faith and with reasonable care, shall follow the below protocols outlined in the Naloxone training and summarized here:

- Administer rescue breathing or basic life support as indicated;
- Prepare and administer Naloxone;
- Call 911 when Naloxone is administered, and procure EMS transport after administering Naloxone;
- Alert the School administration and School crisis response team;
- Contact the parent or guardian of any student for whom Naloxone was administered;
- Contact the emergency contact if Naloxone is administered to any employee;
- Continue rescue breathing or basic life support as indicated and applicable (Note: Naloxone generally wears off after thirty (30) to ninety (90) minutes, which often requires emergency medical care to be consistently applied to the patient);
- Administer another dose of Naloxone after three (3) minutes if there is no response or minimal breathing or responsiveness;
- When the individual who received the Naloxone becomes responsive, place the individual in recovery position (left side lying); and
- Provide support and comfort to the individual through immediate symptoms of withdrawal and remain with the individual until EMS arrives.

FOLLOW UP

After the administration of Naloxone, the School nurse or Health Coordinator shall keep a record of the event following standard reporting protocols. The event should be reported as a medical emergency and as an incident report.

The School nurse and/or other Designated Employee will:

- Ensure that the overdose victim was transported to the emergency department;
- Notify the School principal and the guidance counselor of the incident and the School Principal will notify the Superintendent;
- Provide substance abuse prevention resources to the overdose victim and family, as appropriate; and
- Reorder the same number of used doses of Naloxone to replenish the School supply

Medication Administration Off School Grounds (8206)

Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled accordingly.

By physician direction, a middle school student may be allowed to carry and self-administer inhaler medication. It is advisable to leave an extra inhaler with the school nurse. Students are not permitted to carry any medication. Parents must bring in any medication to the nurse's office.

- A student may carry and self-administer inhaler medication with the written permission from the physician who ordered the medication. (See Self-Administration of Inhaler Permit Form.) If, at any time, it is determined that the student is not using the medication properly, this privilege will be taken away.
- The student is responsible for going to the nurse's office and asking for his/her medication. This includes both daily and PRN medications.

First Aid and Emergency Response (8108)

Each school must have a minimum of two full-time employees currently certified in American Red Cross First Aid or comparable, nationally recognized training in first aid and American Red Cross of

American Heart Association (CPR/AED or a comparable, nationally recognized agency on campus at all times when students are present. Each school is required to maintain an approved First Aid Manual (e.g., American Red Cross First Aid and Safety of the School Health Handbook by Newton, Adams, and Marcontel) in the clinic or school office for reference. In the event that a student must be transported for an emergency medical care and a parent/guardian cannot be contacted, a copy of the parent/guardian's original release to obtain medical care and a school staff member must accompany the student. The staff member shall stay with the student until a parent is present.

Sunscreen at Schools (8105)

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

The Use of Insect Repellents at School (8109)

School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

Pediculosis (Head Lice) (8401)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany to the school following exclusion. The student must be checked by a school personnel before re-admittance to the school and found to be lice and nit free.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice

and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed of how to recognize nits and given tips on treatment and prevention.

HIV

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV that attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years of diagnosis. The spread of the virus occurs through the exchange of body fluids (blood, blood by-products or semen) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student with AIDS/HIV is not reason alone for exclusion from St. Luke School. Each person will be evaluated as an individual case and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patterns and the opinion of a panel of responsible persons designated by the school administration. This panel may include, but is not limited to, a student's parent/guardian and physician, the school nurse, the Principal and the Pastor. If a student has been diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors, he/she shall be removed from St. Luke Catholic School: • Vomiting • Lack of toilet training • Tendency to bite • Open sores • Other medical conditions conducive to spreading the virus.

Blood-borne Pathogens

All schools follow the Bloodborne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications: All schools are to have a designated waste receptacle in the area of the health coordinator. The receptacle should be lined at all times with a plastic bag. Whenever handling waste material, the staff person should always wear latex gloves or something comparable in the case of latex allergies. Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission as generators of "regulated medical waste" and are therefore not required to use red bags or bio-hazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster. If red sharps containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include; working with the current waste service provider, partnering with a local health department clinic, hospital, physician's office or other health care provider or utilizing an approved medical waste transport service.

Exclusion Policy

- Students will be excluded from school for fever which is measured at 100 degrees (F) or higher. Students should be free from fever at least 24 hours before returning to school.
- Students will also be excluded from school due to any contagious disease. Our school follows the Texas Department of Health Guidelines for re-admission following a contagious disease.

Health Screenings

Health screenings are conducted annually on students in Pre-K, Kinder, 1st, 3rd, 5th, and 7th grades and any student new to the Texas school system. These screenings include height, weight, vision, hearing, and blood pressure. Students in grade 5 and 7 will also be screened for scoliosis. Referrals are sent to parents of students for whom a problem is indicated; it is the responsibility of the parent to follow up on the referral with a physician and to notify the school clinic of the results. Records are kept of all screenings on the students' health cards and reports are made annually to the Texas Department of Health as required by Texas State law.

Certificate of Immunization (3501)

A certificate from a duly qualified physician stating that the child has met state required immunization for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and Hepatitis A and B must be presented at the time of registration.

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (MD or D. O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420).

Child Abuse Policy (8601)

St. Luke School is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life. The Catholic Schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of *Texas Statutes Family Code Chapter 261*-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective services agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide Child Abuse Awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.
6. Provide guidelines for reporting and follow up by school personnel.

Reporting Sexual Abuse

Any allegations of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

Reporting Abuse or Neglect

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report. Reports shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

Counseling Services on Campus (8501)

Per TCCB ED, schools must have a systematic guidance program throughout all grade levels that supports the development of the whole child through a comprehensive developmental guidance and counseling program. Schools must provide parents and the school community written notification of counseling services available on campus using the parent/student and employee handbooks. This notification must include the following:

- A statement regarding the provision of services for all students,
- The school counselor's role and responsibility,
- The school counselor's responsibility to follow and adhere to ethical standards of confidentiality and the limits of confidentiality,
- The benefits and risks of counseling,
- Process and procedures for requesting counseling services from the school counselor.

See the American Counselor Association's Ethical Standards for School Counselors available at: <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

Role of Counselor (8007)

A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional and behavioral needs of all students. The counselor may provide large group, small group, individual or crisis counseling. Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the Principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

Counseling and Guidance at St. Luke Catholic School

St. Luke offers a developmental guidance and counseling program to all students. The program is staffed by certified school counselors, and addresses the whole child to maximize academic achievement, spiritual, social, and emotional development, and career readiness. The four general components of the program are:

- guidance curriculum
- responsive services
- individual planning
- systems support

Guidance Curriculum

The guidance curriculum is designed to proactively assist all students to develop and apply skills for maximum educational, career, personal, social, and spiritual growth. The guidance curriculum is taught by the school counselor during regular visits to each homeroom class, PreK through 8th grade. Additional content is integrated into other curriculum areas and taught by classroom teachers. The goals and objectives of the guidance lessons fall under four broad domains identified by the National Catholic Education Association: spiritual development, academic/educational development, personal/social development, and career/occupational development. Evidence based curriculums supporting the needs of students and consistent with the mission of a Catholic school guidance program are utilized for instruction.

Responsive Services

Through the responsive services component, the counselor intervenes on behalf of students whose immediate concerns or challenges (ex. academic or behavioral concerns, transitioning concerns, peer relationships, bullying/cyberbullying, death, divorce, etc.) put their development at risk. The school counselor may counsel individuals or small groups of students, screen individuals for the purpose of problem identification, consult with teachers, staff and parents, and refer students to other specialists or

programs as appropriate. The counselor monitors student progress towards resolution of the problem. The counselor may also conduct guidance lessons in response to teacher/staff requests to address particular issues on a class or school-wide basis.

Counseling is a regular education service provided by St. Luke Catholic School. Parental consent is not required for counseling related to school issues. Parent permission is recommended for students in the lower grades, and parents will be contacted if there is a need for ongoing counseling. Written parent permission will be secured for small group services. Referrals for counseling are accepted from teachers, staff, parents, or students, and may be requested by phone, email, or written note.

Information discussed with individual students in the counseling office is confidential, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others
2. Abuse or neglect
3. Court or other legal proceedings

Individual Planning

The purpose of the individual planning component is to guide students as they plan, monitor and manage their own educational, personal, and social development, and vocational/career choices. The school counselor may be a resource person in the areas of test interpretation, student goal-setting and assessment of student progress or career development. The counselor may also coordinate referral procedures for students experiencing academic difficulties.

System Support

The system support component includes services and management activities which indirectly benefit students. They include: consultation with teachers and administrators, management of guidance program activities, collection and interpretation of data related to counseling services, and on-going counselor professional development.

Building Strong Foundations (7103)

Each school shall define and put in place a multi-tiered system of support (Building Strong Foundations) as a systematic data driven process of identifying and supporting students with academic, social-emotional, or behavioral needs. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and to intervene early.

Students who experience academic, social-emotional, or behavioral challenges that interfere with their learning will be assisted by our Intervention Team. This team may be comprised of our school's counselor, intervention coordinator, reading and math specialists, classroom teacher(s), and school administrators.

The intervention program is a process aimed to help our school focus on high quality interventions that are matched to an individual student's needs and monitored on a frequent basis. It's when the school provides targeted teaching—called interventions—to help struggling students catch-up.

The information gleaned from the intervention process is used by teachers to adapt instruction and make decisions regarding the student's educational program. The St. Luke School Intervention process is designed to take students from where they are and help them move toward grade-level expectations. For a handful of students, this may involve short-term or long-term tutoring.

For a few others, academic assistance might involve making adjustments or accommodations to their daily instruction and assessments. A few others, especially emergent readers who are struggling in grades K-2, may receive intervention services outside the classroom 3-5x weekly.

An additional benefit of the school's intervention process, is that it eliminates a "wait and see" approach to a child's learning because students get help promptly. As soon as assessment data (whether formal or informal) indicates a problem area for a student, interventions are put into place to address these concerns.

THE AFTER-SCHOOL CARE PROGRAM (3510)

St. Luke Catholic School offers a before-school program each school day. Students may arrive on campus as early as 6:30 a.m. and must be escorted to the cafeteria where they will be supervised by school personnel. St. Luke School offers an After-School Care Program each school day, following the dismissal of regular classes, until 6:00 p.m. to accommodate working parents.

The Office of the After-School Care Program Director is located at the south end of the second floor of the middle school building during the after-school program hours. Linda Flores, the Director, may be reached during and after school at (210) 386-4910. All study hall sessions are held in middle school classrooms. There are sufficient supervisors to satisfy a ratio of one supervisor for every thirty children.

Students will be provided with a nutritional snack and supervised in all activities. The students meet in the cafeteria at dismissal and are given a snack at 3:35 pm. Students in grades 2-8 are supervised in **study hall** from approximately 4:00-5:00 pm for grades 3-8 and second grade for 30 minutes. The objective is for the children to complete as much of their homework as possible so the family can have more time at home for recreation and family activities. The younger students, Pre-K, Kinder, and grades 1 and 2, have less or no homework, and are typically engaged in other activities, such as board games, viewing videos, etc. All students are supervised in free play on the playground, field, or CYO for part of this program. During certain athletic seasons, they may be allowed to attend the games held in the gym or field **with their supervisor**. Please note: a daily schedule will be forthcoming.

A \$100 registration fee will entitle a family to Morning Care (at no charge) and monthly After-school Care. The After-school Care program costs \$200.00 per month for one child; \$275.00 per month for two children; and, \$325.00 per month for three or more children. The After-school Program will be billed monthly through the family's FACTS Tuition account.

After paying the \$100 registration fee, there is a drop-in daily fee of \$15 per child (for students not enrolled in the monthly afternoon program). The After-school Care drop-in service should only be used for emergencies.

If a single child attends the After-school Care program as a drop-in more than 10 days in a month, it is more economical to enroll on a full-time basis. For 2 children: attending more than 10 days in a month as drop-ins, the monthly rate is more economical. For 3 children: attending more than 8 days in a month as drop-ins, the monthly rate is more economical.

Students not picked up by **6:00** p.m. will incur a charge of \$1.00 for every minute after 6:00; this fee is to be paid at the time the child is picked up.

As the supervision of the children is of utmost importance to ensure their safety, any student in PreK through 4th grade who has not been picked up after school by **3:30** will be escorted to the After-School Care Program and supervised until a parent arrives to pick up the student. Students in 5th through 8th grade will be escorted at 3:45.

Students who are dismissed and attend after-school activities, including tutoring, Scouts, athletics, cheerleading, music, art, etc., will be escorted to the After-School Care Program and supervised until a parent arrives to pick up the student. In these cases, a note from the parent is required; it should state the day and time of dismissal from the after-school activity. This will ensure a timely and safe transfer of the student from one activity to another.

Students participating in the After-School Care Program are not permitted to change into non-uniform clothing until after study hall is completed at approximately 5:00 p.m.

All school rules, as stated in this *Handbook*, remain in effect during the After-School Care Program period, particularly rules and procedures regarding “School Safety,” and “Discipline and Student Management.” Disciplinary actions and consequences for infractions can include but may not be limited to the following:

- 1st incident*— Parent will be notified by phone, in person, or in writing.
- 2nd incident*— A signature may be given depending on the infraction; administration and parent will be notified and consulted.
- 3rd incident*— Action taken will be at the discretion of the After-School Care Director after consultation with the parent and administration; this may result in suspension from the After-School Care Program for three days up to the remainder of the school year. There will be no refunds in the event of a short-term suspension.

CAFETERIA REGULATIONS

St. Luke Catholic School cafeteria serves a hot lunch daily. This year Cafeteria Services, a locally owned business, will be providing our lunches.

Cafeteria Services will continue to use lunch debit cards. Siblings will have their own cards, but the account will be for the family. Only two lunches will be supplied on credit, so please keep up to date with your account. After two lunches, or in the case of overdue accounts, lunches will not be provided.

Prices for meals are as follows:

- Grades PK4 through 2nd grade meals are \$4.50 daily.
- 3rd grade through 5th grade meals are \$4.75 daily.
- 6th through 8th grade meals are \$5.00 daily.

Middle school students are responsible for signing up for lunch. If a student is tardy, but arrives before 10:00 am, they must sign up in the cafeteria. Failure to sign up will result in a signature as it can affect younger students who eat at a later time.

Regarding behavior, students will report to the cafeteria in single-file line. Every student is expected to maintain appropriate dining behavior and table manners at all times. No food is to be taken from the cafeteria. Misconduct will be addressed according to the rules published in this *Handbook*.

Eating Lunch with Your Child will be on designated days. Dates will be given in advance.

Food Allergies

Documentation from a physician must be on file for students with food allergies. This information will be kept in the nurse’s office. The nurse will disperse this information to the appropriate campus personnel.

Food Sharing

Each student has his or her unique health concerns. For the safety of each child, students are not permitted to bring lunch for other students, nor are they permitted to share lunch or food products with other students.

Fast Food Lunches

Students are allowed to bring their lunch from home. In the interest of the student's well-being, parents are requested to refrain from bringing fast food lunches to their children. Canned or bottle sodas or highly caffeinated energy drinks are not permitted to be packed.

No Glass Bottles

Glass bottles are *not* permitted. Students may bring only clear, plastic water bottles to school. In the classrooms, students are only allowed to drink water. Water fountains will continue to be closed, but there are bottle refilling stations throughout the school and gym. Student *must* have a refillable water bottle; the school will not be supplying disposable water bottles.

Wellness Policy (3510)

Our Catholic tradition teaches us that our bodies are the temples of the Holy Spirit and need to be respected and nurtured as such. As educators, we must do all in our power to advance this tradition of respect and care for our bodies both for ourselves and our students. Unfortunately, all too often our sedentary and consumerist culture and lifestyle cause us to neglect and abuse these sacred temples that are our bodies.

The first to suffer from this neglect are our children. The cycle of unhealthy food choices and inadequate physical activity on the part of adults has serious consequences for our youth. Currently, obesity among our children and youth is at epidemic levels and often leads to serious health problems.

Our Catholic schools are committed to being part of the solution to this multifaceted problem. We commit ourselves to equip the students under our care with the awareness, knowledge, skills and attitudes necessary to make lifelong healthy choices. Our school will strive to create an environment that promotes healthy eating choices and more focused physical activity. Our cafeterias, classrooms, and all school related activities will provide clear and consistent messages that encourage respect and care for our bodies as God's gift to us.

Wellness Compliance Policy (8701):

Compliance Evaluation—Form 8701A

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting healthy eating and physical activity, the schools will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- Involve students, parents, teachers, food service employees, and other interested community

- members in developing and implementing school nutrition and physical activity goals.
- Cafeteria meals are low in sodium; whole wheat pasta, vegetables and fruit are served.
- Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals. At each school, a local Wellness Committee will annually evaluate compliance with the school's wellness policy and goals (Form 8701A).

This is only a portion of the full Wellness Policy adopted by the Archdiocese. For a full copy, consult the school office or the Archdiocese. This wellness policy has ramifications to the activities of the school, specifically because it is tied to the school lunch program which must abide by federal regulations, the state, and the Archdiocese.

Federal Programs (7601)

All Schools that participate in programs funded by the government are expected to maintain accurate records. The Principal must keep accurate and current lists of the names and addresses of all students who are eligible in the various programs.

Birthday Snacks:

In order to follow the Archdiocesan regulations, birthday snacks must be distributed outside of the lunch period; this means that the snack cannot be given out in the lunchroom during the students' lunch time. The reasoning is that the snack competes with the lunches being served and eaten by children, thus discouraging healthier eating. **First Grade – Eighth Grade only: Should a parent want to celebrate a child's birthday, it is a requirement that parents bring snacks that are prepackaged individually,** such as bags of mini-candy bars, pre-wrapped cookies, small boxes or mini-bags of crackers, or wrapped granola bars. Teachers cannot accommodate food items that need to be cut and served, such as cakes, large cookies, and donuts. Recognize that while we are trying to accommodate the tradition to honor a child's birthday, at the same time, we must follow the mandates given to us. The homeroom teachers will provide further directions, if necessary, at the start of the school year. As the school year progresses, when in doubt, please ask the teacher. ***NOTE: St. Luke School is trying to be peanut/nut free as possible. We appreciate you being mindful of student allergies-when in doubt-check with the teacher.***

Please note: NO special deliveries will be accepted for students for their birthdays or other occasions, to include items such as flowers, balloons, stuffed animals, etc.

Allergies (8301)

Form: Food Allergy & Anaphylaxis Action Plan – Archdiocese 8301A

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school Principal, the student's teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child's allergist. The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students. Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form (Form 8201A), to the school nurse or health coordinator for use in case of an emergency. Children who are no

longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

SAFETY

St. Luke Catholic School is a closed campus. Once the day begins, the only way a student, parent, or visitor may access the campus is to be buzzed into the office main hallway, and then buzzed into the elementary hallway or the PK/KDG. walkway. High resolution video cameras are located in numerous strategic areas of the school campus. Monitors are in the school office for viewing by the office staff and administration. The following policies will be strictly enforced for the safety of the children.

Visitors:

For the purpose of safety, visitors to St. Luke Catholic School must secure in advance the acknowledgment of the Principal, Assistant Principal, School Secretary, or Assistant School Secretary and receive a visitor's pass before going into any classroom, any corridor, the gym, cafeteria, or any other area on campus at any time. An exception would be to attend a class or school program that was previously scheduled and open to all parents and other family members. Visitors must be 18 years of age or older; younger visitors must be accompanied by an adult at all times. All visitors will be asked to leave an ID when they sign in at the school office and to wear a school-issued visitor badge; the ID will be returned when signing out.

Videotaping and Photography:

To protect, respect, and maintain privacy of every child, parents and other guests are prohibited from taking photos or videotaping children other than their own on school premises. Exceptions are during special whole class or whole school events or athletic events when all parents are invited and most are present; in this case, it is reasonable to expect that visitors will be taking photos or videos of the participants in the event (not the spectators). Photos or videos of events are not to be placed on the Internet (Snapchat, TikTok, Facebook, YouTube, Instagram, etc.) without the explicit permission from the parents of every child included in the images.

Drop Off and Pick Up:

Students who are dropped off at school prior to 7:30 a.m. must go directly to the Before-School Care Program in the cafeteria. Students may not re-enter the building after dismissal without special permission from a teacher or the school office. Students must be off school grounds (or registered in the After-School Care Program) by 3:30 p.m., Monday – Friday.

Due to congestion in the halls during morning arrival times and after-school dismissals, parents are asked to drop their children off and pick them up **IN the carline**. **Due to traffic safety in the parking lots, parents may not park and walk their children to the gates.**

Cars may never be left unattended in the pick-up and drop-off lanes. These lanes are emergency fire lanes and any vehicle left unattended will be towed at the owner's expense. Students should be dropped-off and/or picked up only at designated places: Circle Drive for families; Breezeway for single students. Parents are reminded to observe the directions of the patrols during these periods and to use the crosswalks. During the drop-off and dismissal procedures, **parents and other carpool drivers are strictly prohibited from using cell phones**. All drivers are asked to please help facilitate student pick-up by displaying the school's placard noting the child(ren)'s name and grade on the dashboard of their vehicle.

After-School Dismissal Will Be As Follows:

2021/22 Dismissal times:

PK – K	2:45pm
1 st – 4 th	3:00pm
5 th – 8 th	3:20pm

Dismissal Procedures:

- **PK and KINDERGARTEN:** Students will be dismissed to an adult authorized for pick-up on the **circle drive side**. Parents **must** drive up along the circle drive and the children will be escorted to the vehicle.
- **GRADES 1-8:**
 - **MULTIPLE CHILD FAMILIES ATTENDING ST. LUKE:** Students will be escorted by one of the grade-level teachers to the circle drive side. Parents must stay in their car and come through the line for safety.
 - **ONE CHILD FAMILIES ATTENDING ST. LUKE:** Students will be picked up on the flagpole/breezeway side (church side) of the school. Students will be escorted by one of the grade-level teachers to the middle school breezeway area. Parents must stay in their car and come through the line for safety.

Students in After-School Care

After-School Care staff members will go to each classroom to pick up students in grades PK-5th. Students in middle school walk on their own to the After-School Care Program.

Students in After-School Extra-Curricular Activities:

Students after-school activities will proceed to the cafeteria with the After-School Care staff member who comes to the classroom to pick up students. The students in the club will wait at an assigned table in the cafeteria for a moderator or teacher from the sponsoring activity to pick them up. In most cases, that adult will be waiting in the cafeteria at dismissal. Athletes will proceed directly to the gym.

After the extra-curricular activity, students should immediately proceed to their pick-up area in an orderly manner without playing games (tag, chase, or catch) and should wait for their parents. **Students and parents are to cross only at the crosswalks.**

Speed Limits:

There is a 20 MPH speed limit on the streets adjacent to the school. **Drivers are not to exceed a 5 MPH speed in the parking lot. Always look for children;** many are small and can be concealed behind cars and SUVs.

Carline Etiquette

- Please arrive on time and **place your name tag** in the windshield of your car.
- Please adhere to teachers' directions, e.g., moving forward when asked.
- Do not honk your horn or be on your cell phone.
- Stay in your vehicle; teachers will assist students if necessary.
- Lastly, please be kind and respectful to the teachers and school personnel on duty.
- If you arrive from Callaghan Road, you **MUST** turn right when you enter the parking lot and follow the cones; you may **NOT** come directly down the hill.

Student Management Before and After School:

Students are not permitted to be in any area of the school where adult supervision is not immediately available. Student supervision and safety are serious concerns. St. Luke Catholic School administration, faculty, and staff do not want to allow any occasion in which a student is not safe and properly supervised.

Students who arrive at school between 6:30 and 7:30 a.m. are to go directly to the cafeteria; they should be escorted by their parent. PreK through 5th grade students who arrive after 7:30 should go directly to their homerooms. Middle school students who arrive after 7:30 should go to the homerooms.

No children are to be in or near the parking or traffic areas. As soon as children depart from their cars, they should go directly to the appropriate areas and wait for the morning bell. Students will not be permitted to use this time to play physical activities such as tag, chase, or catch.

- In the afternoon, any PreK through 4th grade student who has not been picked up by 3:30 will be escorted to the After-School Care Program and supervised until a parent arrives to pick the student up.
- Students in 5th through 8th grades who have not been picked up by 3:40 will be escorted to After-School Care.
- Students who are dismissed from after-school activities, such as tutoring, athletics, cheerleading, science, art, or music, are to be picked up by a parent at the location where the activity has taken place. If not picked up on time, the student will be escorted to the After-School Care Program and supervised until the parent arrives. There is a fee for After-School Care services.

Cell Phones:

Given the distance that some families travel to school and the coordination of family schedules, cell phones have become common place and, in many circumstances, necessary. Cell phones are permitted on campus but as soon as the student arrives on school premises, cell phones are turned into homeroom teachers in 5th through 8th grade. Cell phones are kept safely in a lockbox during the school day and returned to students at dismissal. In the case of athletes, cell phones are held by the coaches in the athletic office until the end of practices/games. Phones can only be used with the permission of an adult and in the company of an adult.

Crisis Response Plan:

Administration and staff are to use the crisis response plan as guidance in the event of an emergency. The school's crisis response plan is updated before the start of each school year. All employees shall be trained and familiar with the crisis response plan.

Building Safety Procedures:

It is the administration's duty to be diligent in conducting the appropriate drills such as fire drills, tornado drills, and any other disaster drills. Evacuation routes are posted throughout campus and in each room.

Emergency Drills:

Students are urged to be safety-conscious and follow the regulations precisely as instructed by their teacher. Every drill should be considered an actual emergency.

- **FIRE DRILL** - St. Luke Catholic School complies with the state Fire Marshal by conducting mandatory school fire exit drills at least once each month that has ten or more instructional days. This includes after-school care and summer school programs. Fire drills are signaled by the sounding of the fire alarm. School personnel will be trained in the use of fire extinguishers and safety equipment.
 - **PROCEDURE** - Absolute silence is maintained throughout the evacuation drill; students are to walk swiftly in a single file. Teachers take attendance once outside. Teachers and students are given a signal to return to the classroom.
- **EMERGENCY REVERSE EVACUATION DRILL** - Notification is via a PA announcement.
 - **PROCEDURE** - Students enter the building and classroom as quickly as possible without running. They proceed to the classroom in a single file and walk to their seats. The teacher or supervisor is to close all windows and secure all doors. Students should remain inside the building until the all-clear signal is given.
- **BOMB THREAT** - In the event of a bomb threat the school will observe the following:
 - **PROCEDURE** - Evacuate the school in the manner as for a fire drill. Inform the police

immediately. Once the police arrive, accept the decision as to the course of action to be taken. Inform the Pastor/authorized agent and Superintendent immediately.

- **LOCKDOWN DRILL** - The school will conduct lockdown drills according to the standard response protocol. It will be announced that the lockdown drill is a drill. These practice drills are a critical component of the school's crisis response plan. **Please note: in the event of a lockdown, no one will be allowed access to the school property. Children will not be released until the school is officially released from the lockdown.**
 - **PROCEDURE** - Immediately following that signal, all classroom, hallway, and outside doors will be locked; lights will be turned off and shades pulled down. Children and teachers will take a duck-and-cover position inside their classrooms until an all-clear announcement or further instructions are given.
- **TORNADO DRILL** - In the event of a warning for a tornado or other severe weather, an announcement will be made over the PA.
 - **PROCEDURE** - Students will be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Children in the kinder wing will report to the hallway by the administrative offices. Students in the gym will remain in the gym. Students who are outside will report to the gym. Students will be directed to assume the accepted protective position, sit on the floor, head between raised knees, clasped hands covering the head and neck.

If at any time the electricity is out and the PA is not working, staff will swiftly proceed to the classrooms to deliver the appropriate message that will review the latest information from school building and grounds, as to where we are with our latest safety enhancements.

Active Shooter Training (5207)

All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified.

At the start of each school year, Principals should review with staff the active shooter protocols and the schools Crisis Management Plan. Schools shall ensure all employees are in compliance with this policy. Employee training must be documented and documentation shall be retained in the employee's personnel file for three (3) years from the date on which the training occurred.

Weather Emergencies and School Closings:

Should an emergency situation such as severe weather occur, St. Luke Catholic School will follow the announcement of the local ISD, in this case, Northside ISD, Consult local media outlets. If classes are canceled, make-up day is the Monday following Easter. If NISD delays their start to the school day, St. Luke will follow a similar delay. Morning care (6:30 a.m.) will NOT be available.

If a weather emergency arises during the school day, the same procedure will be followed; Northside ISD's actions will be followed by St. Luke Catholic School. A parent's own observation of weather conditions will serve as the guide to call or listen to a radio station.

Asbestos Notifications (5001)

Form: Notices of Asbestos - 5001 A.

The Principal, or their designee, and the head maintenance or facilities personal of each campus shall be trained on the Asbestos Hazard Emergency Response Act (AHERA). The Principal is required to maintain an approved and updated Management Plan in the school office. The plan includes information about the location and condition of asbestos containing material in the school, as well as inspection and surveillance records and

copies of annual notices to parents, faculty, staff, and short-term workers. The cost of the compliance inspection is to be borne by the school and should be included in budget deliberations for the school year. Annually, the school must give written notices to parents and staff off the availability of the Management Plan for their review. A dated copy of this notice must be maintained as part of the Management Plan.

Our Last Review was conducted during the 2019-2020 school year.

CODE OF CONDUCT (3300)

The faculty and staff of St. Luke Catholic School are of the belief that self-discipline is a key element to fulfilling God's plan for us. Through parental guidance, rules of behavior, and acceptance of personal responsibility, students learn the appropriate manners in which to face challenges, overcome obstacles, and persevere in a determination to be the best at expressing the gifts that have been given them. All students at St. Luke Catholic School are expected to demonstrate a desire for excellence, humility, understanding, and a respect for life, a spirit of openness, community, and reconciliation.

Although it is acknowledged that parenting is the first exposure that children have to authority, it is recognized by classroom teachers have a powerful influence on children and in creating a school climate that nurtures a desire to learn and excel. It is in an orderly and *inspiring* environment that children learn and develop positive attitudes, good work habits, and a good work ethic. Also, it is imperative that the Catholic school environment reflect Gospel values in all aspects and with all persons who are part of the school community. Therefore, a *Code of Conduct and School Discipline Plan* are enforced. Both home and school working together in a spirit of cooperation can and will make a difference in the life of a child.

School Discipline Policy:

The following policy will be in effect for all students in grades pre-kindergarten through eighth grade. All students will be held to the same discipline goals and expectations of behavior. However, grade level and developmental differences will always influence any disciplinary decisions and warranted actions.

At St. Luke Catholic School, the notion of discipline is multifaceted and is rooted in the promotion of Gospel values. In addition, compassion, respect, responsibility, reconciliation, and restitution are also at the core of our discipline policy. This ability to **start over** will be reinforced and encouraged in each classroom, and at the beginning of each quarter, signatures begin again at zero.

St. Luke Catholic School joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Students are guided in this endeavor in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth.

The GOALS of Student Discipline at St. Luke Catholic School:

- To promote in each student the growth of character, integrity, and service to others as modeled by Jesus Christ.
- To guide each student's growth in respect for each other, as well as the rights and property of others.
- To maintain a welcoming, productive, and undistruptive learning environment.
- To afford students a school learning environment where they are free to learn and grow and change confidently.
- To increase in each student the self-discipline trait of personal responsibility.

How these GOALS are achieved:

Respect and self-esteem will be nurtured as part of our discipline policy to be practiced in every classroom. The above goals are attainable when students adhere to the six St. Luke Catholic School “Rebel Rules” of conduct:

1. Show respect for yourself, adults, others, the St. Luke uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep hands and feet to yourself.
6. Be honest.

If a student breaks one of these St. Luke Catholic School “**Rebel Rules**,” he or she will receive a disciplinary action.

Rebel Phone Rules (In grades five through eight):

- Phones will be turned into homeroom teacher at the beginning of the day. Students arriving tardy are still expected to go to their homeroom teacher to turn in their phone.
- Phone usage is only allowed with the express permission of a teacher, staff member, or administrator.
- Any photograph or video taken on school property without permission will result in a consequence.
- Any photograph or video taken in the locker room is against the law, and will result in harsh consequences.

Disciplinary Action will be taken in the form of the following (3401):

Discipline will be noted in RenWeb (FACTS Student Information System Family Portal). In middle school, discipline will be noted on paper signature pages *and* in RenWeb. The school will also send an email to parents when, and if, a signature or detention is given. Please make sure that the email we have on file for you is current.

PLEASE NOTE: Renweb’s programming identifies these signatures as “Demerits” but ***they are not a true St. Luke demerit***. If in the unfortunate event that a student receives a “St. Luke Demerit” you will receive that on a paper form which must be signed and returned to the office the next day. Demerits or suspensions will ***always*** come with a phone call from administration as well.

School-wide discipline consequences may include any of the following depending on the student’s grade and the seriousness of the infraction (parents also need to refer to individual classroom procedures):

- A verbal warning and assistance in changing behavior
- Time out; loss of a privilege (e.g. recess detention)
- Signature on Renweb
- Detention Notice on Renweb
- Demerit sent home with a corresponding phone call
- A behavioral student contract
- A parent/student conference with the administration
- Referral for counseling
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion

Signatures:

Signatures have a two-fold purpose.

- The notice may be a communication tool after several warnings when a favorable response has not been observed.
- A Signature may also be given outright for a less serious discipline matter.
- An accumulation of three Signatures in the middle grades and four Signatures in grades 1-5, within a grading quarter, will result in a Detention.
- A Signature may be issued for such behavior as: minor uniform violation, excessive talking in class, being unprepared for class, eating in class without permission, or any other minor infraction of the rules of good behavior expected of the students.
- It should be noted that any seemingly minor infraction may be viewed with more severity given the context of a specific situation.
- The accumulation of three signatures may warrant a meeting with administration and further consequence will be discussed then.

Outright Detentions:

- Outright detentions are issued for more serious matters. The child and his/her parent/guardian will be notified of the reason for the detention, and the consequence for it.
- Middle school students will receive a Demerit after two detentions within the same nine-week grading period. Students in grades 1-5, will receive a Demerit after three (3) detentions within the same nine-week grading period.
- An Outright Detention may be assigned for behaviors such as: repeated disruption of class, possession of prohibited electronic or laser devices on campus, disrespectful attitude, behavior, language, academic dishonesty, or any behavior deemed significant enough by school personnel to warrant detention.
- Students and teachers will be given at least one day notice of the detention so arrangements can be made. The parent will receive notification of the Detention from RenWeb, and on paper, and is asked to respond to the email within 24 hours. If a student cannot attend the detention, the parent **must** contact the school ahead of time to request that it be rescheduled.
- Sports games and practices are *not* a reason to miss detention. Detention takes priority.

Demerits:

- Demerits will only be issued by an administrator. A Demerit may be issued for an accumulation of Detentions in a grading period.
- A Demerit may also be issued for a series of infractions or even for a single behavior such as obscene or offensive language or gestures, failure to comply with school authorities, defiant words or gestures, Public Displays of Affections (PDAs), destruction of property or any infraction deemed serious enough by the school administration to warrant this disciplinary step (see below).
- Parents will be contacted by an administrator when a Demerit is issued. A Demerit may result in a detention, an in-school or out-of-school suspension.
- Any type of the above-mentioned disciplinary notices will be sent home for parent's signature. All discipline forms (Detention Notice, and Demerit, which may include an ISS or OSS) sent home for a parent/guardian signature must be returned the next school day.
- **A parent's refusal or failure to sign a demerit does not make it invalid.** A parent's and or child's signature on the discipline notice serves as a communication tool, not as a sign of approval of the disciplinary action taken.

IMPORTANT NOTE: If there is an issue to be clarified, parents are encouraged to write a note on the form or contact the school. If a parent/guardian has a question or concern about a disciplinary consequence given by a teacher, the parent must first discuss the issue with the teacher before bringing the concern to the attention of the administration. Communication is the key to understanding.

Serious Infractions:

For any serious infraction, it is the judgment of the administration to invoke the severity clause. The consequences on the severity of the action will be at the discretion of the administration and may result in a demerit, in-school suspension, off-campus suspension (from one to three days), or expulsion. The following are considered serious and will result in a consequence commensurate with the severity of the infraction:

- The **use of cell phones or texting** without permission is strictly prohibited. Once a student arrives on campus, cell phones are to be turned off and stored in the locker or schoolbag for the day. Permission from a teacher, coach, administrator, or staff member must be given to use the cell phone. This applies to ALL school activities including After-School Care and athletic events while under the supervision of school personnel. Cell phones, iPods, or other gadgets that ring, vibrate, or play music during the school day will be confiscated; the item must be picked up by a parent in the school office. Any subsequent incident will result in a Detention.
- **Cheating – giving or receiving** information on a test or submitting duplicate work for an assignment, including homework; changing answers while grading an assignment; misrepresenting a grade; any other means by which work is submitted or represented as one's own when the work was done by another. A failing grade will be given on any work of any student who participates in cheating.
- **Plagiarism** – taking someone else's work and claiming it as one's own such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying or pasting articles from a website.
- **Forgery** – signing a parent's (guardian's) signature to a note, test, or other material; a parent may not give their child permission to sign the parent's name
- **Bullying** – is defined as repeated aggressive or hurtful behavior, verbal, psychological, or physical, by an individual or group against another. Any insult to one's race, ethnicity, sexual orientation, family, or anything said or done with the intent to ostracize a student is a serious offense and will result in suspension or expulsion. (See Harassment Free Environment below)
- **Cyber-bullying (Policy 4610 – Use of Electronic Communication)** - Using the Internet, cell phone or other device to send or post text or images intended to hurt, embarrass another, spread rumors or gossip, threaten, libel, slander, malign, disparage, harass either student or school authority is prohibited. Depending on the language or intent, this behavior will result in suspension or expulsion. If this occurs outside of school via private communication but affects students or school personnel in school, the student will be subject to the full range of disciplinary consequences including expulsion.

Suspension (3402)

An **In-School Suspension (ISS)** is issued for one of the following: An accumulation of **2** detentions by a student within a grading period, or a grave/serious infraction of a school rule. **A fee of \$50.00** is charged for each In-School Suspension. Repeated disciplinary infractions that result in multiple assignments to ISS may result in removal from St. Luke School. A student in ISS may receive credit for all school work given.

And **Out-of-School Suspension (OSS)** is issued for extremely grave infractions of a school rule or continuous disregard of school rules and regulations. An Out-of-School Suspension may be for one to three days and students will receive a zero on all assignments and quizzes given during that time. However, tests given during their absence will be allowed to be made up. As OSS is time given for the student, parent, and administrator to discern what the next step will be. An expulsion or invitation to withdraw could occur.

A student receiving an ISS or OSS will be ineligible to participate in extra-curricular activities for one week after the assigned suspension. Receiving an ISS or OSS may result in a student's expulsion from co-curricular activities. Any grave matter, as determined by the school administration, may be considered grounds for suspension at the discretion of the Principal. Two **Out-of-school Suspensions (OSS) within a school year could be grounds for an expulsion.** An administrator will contact the parents for a conference if this course of action is necessary.

Physical aggression toward a teacher or other student or throwing objects in an aggressive manner will result in immediate removal.

Expulsion (3403)

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure

Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website. When such a serious case arises the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools must be notified in advance and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity;
4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.

GRIEVANCE FOR STUDENT EXPULSION

The following grievance procedure shall apply only to instances of student expulsion.

Procedure

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should first confer directly with the principal (i.e. conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

- If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor (parochial schools) or Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days.
- If the Pastor/Superintendent agrees with the Principal's decision, he/she may decline to meet, and inform the parent that the Principal's decision stands. If the Pastor/Superintendent agree to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting

GRIEVANCE FOR NON-EXPULSION

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level.

Schools are to provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. The principal, and pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the student/parent handbooks for that year.

The primary aim of any local procedure is to establish and publish the protocol to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

Substance Abuse (3309):

No student shall possess, use, attempt to possess, attempt to use, or be under the influence of any of the following substances on school premises during any school activity or off-school premises at a school-related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, white-out, or any other volatile chemical substance for inhalation.
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug.

Definitions:

- "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that is detectable by the student's physical appearance, actions, breath, or speech.
- "Under the Influence" means a student's faculties are noticeably impaired but the student need not be legally intoxicated.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed or over-the-counter medication must be administered by authorized school personnel. (See Health Policies)

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such activities shall be expelled from school.

School as a Weapons-Free Zone (6207):

The school follows the regulations as stated in Texas State Law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activity. The person who does this shall immediately be reported to the police. The Principal will notify the parents of any student who is arrested for violation of the statute. The student will be expelled.

Prohibited Items at School

The following items are not permitted on school premises:

- Inappropriate books, magazines, comics, music, pamphlets, literature, or software
- Alcohol or drugs
- Tobacco in any form (We are a smoke free campus.)
- Guns (real or play)
- Laser pointers or devices or shock devices
- Fireworks
- Knives
- Videogames, electronic devices or gadgets
- Music playing devices (unless directed otherwise by a teacher)
- Medications (see Health Policy)
- Highly caffeinated energy drinks
- Pump sprays and Aerosol Sprays (i.e., deodorant, body sprays, hairspray, cologne, breath sprays, and perfumes) Exception: middle school students may use body sprays at the Coach's discretion.

Students are strongly discouraged from bringing expensive items to school. The list of these items includes, but is not limited to, expensive purses, wallets, backpacks and personal accessories, including jewelry and computer software programs. St. Luke is not responsible for lost or stolen valuables.

IMPORTANT: STUDENTS MAY NOT WEAR FITBITS OR SMARTWATCHES THAT HAVE THE CAPABILITY OF CONNECTING TO THE INTERNET OR PHONES.

Search and Seizure (3310)

The school Principal and/or his/her designee may search student desks, lockers, and belongings including, but not limited to, clothing vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession. The parent/Student Handbook should contain a statement concerning the use and search of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas. Due Process/Appeals

The administration reserves the right to modify and/or add new directives to this discipline policy as circumstances require. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.

ANTI-HARASSMENT ENVIRONMENT

Bullying Prevention (3302)

Each school must have a bullying policy and bullying prevention plan. Each year the school must publish the approved bullying prevention policy and plan in the parent/student handbook and employee handbook. The school must publish their procedures for reporting an incident of bullying, on the school website. The bullying prevention policy and bullying prevention plan shall be submitted annually to the Department of Catholic Schools for review and approval.

It is the responsibility of all Catholic school leaders to ensure that a safe, positive and productive educational environment be established in each school, where no student shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation. The Principal of each school and designated staff members (e.g., school counselor, lead teacher) with the oversight of the pastor, are collectively responsible for the implementation of bullying prevention, intervention, and reporting procedures. The prohibition against acts of bullying, discrimination/harassment, cyber-bullying or retaliation applies to all people engaged in all school related activities, which includes but is not limited to all students, regular or temporary, part-time or full-time employees; volunteers, instructors, and consultants.

The three-part bullying prevention plan must include the following components:

- 1) Prevention of bullying through the promotion of kindness, respect, empathy, and acceptance
- 2) Reporting and Investigating Protocol
- 3) Response and Intervention Protocol

Each school's policy and bullying prevention plan should also include the following:

Definitions:

- Statement of prohibition of bullying
- Prohibition of and procedures for redressing retaliation against any person who reports or provides information about an incident of bullying
- Procedures and obligations for providing notice of an incident of bullying (a) parent(s) or guardian(s) of alleged victim on or before third business day after the incident is reported, (b) and (c) other schools or law enforcement officials
- Actions a student should take to obtain assistance and intervention in response to bullying
- Procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred
- Determination of disciplinary actions
- Prohibition on imposing disciplinary measures on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying
- Available counseling options for a student who is a victim of or a witness to bullying or engages in bullying
- Instructional and support services for students
- Communication and collaboration with parents and families

Violation of each school's bullying policy shall be addressed in conformance with each school's existing disciplinary policy.

All reporting, timely investigation and response shall be consistent with local, state and federal law regarding anti-discrimination and protection of civil and human rights.

Definitions

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle used for school purposes, and that:

1. Has the effect or will have the effect of physical harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
3. Includes cyberbullying.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Harassment-Free Environment for all Students

St. Luke Catholic School does not condone harassment of any kind or in any of its forms, including bullying. Each member of the school community is to be treated with respect and dignity at all times. Harassment in any form is prohibited and will be immediately addressed. This prohibition against all acts of harassment applies to all people engaged in any school related activity or function: students, teachers, administrators, support staff, substitute teachers, volunteers, and parents.

St. Luke Catholic School defines student harassment and bullying as follows: Repeated intentional negative gestures and /or actions, either verbal, written, physical or by electronic and or cyber means, on the part of a student or a group of students toward another student. This type of behavior includes but is not limited to unwelcome, unwarranted, unsolicited, inappropriate, unkind, harmful and /or hurtful statements, either verbal or written, by physical touching or aggression, or by any electronic or cyber means.

Examples of harassment and bullying include but are not limited to:

Physical Aggression

- pushing, hitting, kicking, biting, spitting, pinching, scratching, throwing things at others
- defacing or stealing property of others
- physically demeaning or humiliating others
- threatening others or getting another person to harm someone

Verbal Aggression

- mean mocking, name calling, taunting

- hurtful teasing
- obscene language
- demanding money or possessions
- spreading nasty rumors
- trying to get other students to dislike another student
- teasing about appearance, clothing, possessions, family difficulties
- threatening to reveal personal information
- verbal or written threats

Social Alienation or Intimidation

- gossiping, embarrassing others
- setting someone to look foolish or to take the blame
- ethnic slurs or sexist remarks
- deliberate exclusion from a group or activity or threatening isolation from group
- obscene gestures
- playing dirty tricks
- removing, hiding, and /or damaging another's property
- extortion

Cyber (e-mail, texting, phone, internet messaging, electronic media, etc.)

- mean, belittling, and hurtful name calling
- spreading nasty rumors
- threatening and/or obscene language
- offensive images
- repeated unwanted messages
- trying to get other students to dislike another student
- using another student's password or phone to communicate obscene language

Consequences for Bullying or Other Acts of Harassment

St. Luke Catholic School administrators and staff shall implement the school's Disciplinary Policy when administering disciplinary action for reported bullying and harassment behaviors or actions. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

Possible consequences for bullying behaviors include: conference with student, loss of privileges, parent contact, disciplinary signatures, after school detention, before school detention, demerit, student/parent conference, behavior contract issued, ISS/OSS, or expulsion. **NOTE:** Expulsion can/will occur based on the severity of the act or behavior and is not limited to any numbered incident or infraction.

Since bystander support of harassment or bullying can support bullying behaviors, St. Luke Catholic School prohibits both active and passive support of acts of harassment or bullying. The staff will encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Complaint Filing, Investigating, and Corrective Action Procedure:

Consistent with the school's commitment to a harassment-free environment, the school has established the following procedures for filing and investigating a harassment claim. Persons who believe that they have been

subjected to harassment are encouraged to follow these procedures. The school will act, within its power, to protect persons who make complaints of harassment or provide information related to such complaints from retaliation.

The procedure for filing or investigating a harassment claim is:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not stop immediately, or if the person feels uncomfortable talking directly to the individual causing the harassing, then the person must report the behavior to the Teacher, Principal or Pastor. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.
- If the complaint is against the Principal, the person must go to the Pastor or Superintendent.
- The person alleging the harassment will be asked to complete a formal, written complaint. The claim will be investigated by the Principal promptly, thoroughly and impartially, involving necessary parties. An administrator's meeting with the alleged person will be held. A written report of the investigation shall be kept on file by the
- school; the confidentiality of such a report will be maintained to the fullest extent possible.
- Once facts have been gathered, the Principal, in consultation with Pastor and Superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
- To be taken into account is the type, frequency, and duration of the offensive conduct, e.g., there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.

If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its power. The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. If the school determines that sexual harassment by a student has occurred, it should take timely, age-appropriate and effective corrective action, including steps tailored to the specific situation. Corrective action, such as changing seat assignment, changing schedules, or suspending the offender, are expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

Parent Rights and Responsibilities:

Parents Rights:

- To be given a copy of the Harassment Policy;
- To expect that their child will be taught in a respectful and safe classroom; and
- To be contacted when their child is receiving discipline under this policy.

Parents Responsibilities:

- Review St. Luke Catholic School "Rebel Rules" and Student Code of Conduct with your child on a regular basis;
- Inform administration of events that affect your child's wellbeing;
- Help teach your child socially acceptable standards of behavior;
- Help teach your child to be responsible for his or her actions;
- Encourage your child to express his or her concerns that affect their wellbeing to appropriate school personnel; and
- Help support the school in their efforts to provide a welcoming, loving, and safe environment.
- To be a role model and not use social media to degrade, defame, inflame, etc., a student, school staff, or school program or policies.

The administration reserves the right to waive and/or deviate from any and all disciplinary action or regulations for just cause at his or her discretion.

USE OF ELECTRONIC COMMUNICATION AND INTERNET

Student Use of Electronic Communication (3307)

Each school must have an electronic communication policy and an acceptable use policy specific to students. Each year the school must publish the electronic communication policy and the acceptable use policy in the school's parent student handbook.

Prohibited electronic communication are:

- (1) of a sexual nature;
- (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community,
- (3) any action that violates the school's existing behavioral standards covered by the school's parent student handbook: or
- (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Whether the communication occurs within or outside of school property, during or after school hours, when a student use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subjected to the full range of disciplinary consequences, including expulsion.

Violations of each school's electronic communication policy shall be addressed in conformance with each school's existing disciplinary policy. A school reserves the right to confiscate and/or examine the electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

The school's local acceptable policy must include the following components:

- 1) Communication by or between students including Digital Citizenship (i.e., educating students about cyberbullying awareness/response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms)
- 2) Communication between teacher and student
 - a) Must be professional and should only be used to address instructional, educational, and extracurricular program matters.
 - b) Personal electronic communication between teacher and student is prohibited until that student has graduated and is over 18 years of age.

Each school's local acceptable use policy should include the following:

- 1) Definitions
- 2) Process for reporting to the Principal information learned from social media that could affect someone's health, life, and/or safety
- 3) Professional development and staff training
- 4) Communication and collaboration with parents and families

Schools must follow the state and federal laws regarding the use of filters on computers connected to the internet.

Definitions

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they may occur through the school's equipment, connectivity resources (e.g., Wi-Fi) or using a personal device.

- 1) Professional electronic communication is a work-related activity that addresses instructional, educational, or extra-curricular program matters.
- 2) Personal electronic communication use is a non-work-related activity. Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Electronic Transmission of a Sexual Image (3308):

Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- 1) the Department of Child Protective Services (CPS), or
- 2) the local law enforcement agency, and to the guardians of all responsible and/or depicted parties, and the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor or person younger than 18 years of age. (i.e., sexting), then the school must follow the investigative protocol in addition to complying with the school's obligation to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

The electronic transmission of a sexual image is grounds for immediate expulsion.

Please note: Under *NO* circumstances may images be recorded by students in locker rooms or bathrooms.

MORALITY

Pregnancy (3304)

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.
- If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:
 - The principal of that school must meet with him and his parent or guardian.
 - The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

Abortion (3305)

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

Marriage and Co-habitation (3306)

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

HUMAN SEXUALITY

Reasons for a Policy on Human Sexuality (3701)

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the Godgiven irrevocable dignity of every human person.

These truths extend into every facet of our lives, including-and perhaps especially--our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Chastity (3703)

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

Acceptable Use Agreement for Network and Internet Access:

There is a wealth of educational information on the Internet. St. Luke Catholic School network users will have the opportunity to access that wealth and be required to use the Internet responsibly. In general, this requires efficient, ethical, and legal utilization of the network resources. The signatures on the Internet Driver's License Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Acceptable Use:

- All use of the network must be in support of education and research and consistent with the mission of a Catholic school.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Any use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Network accounts are to be used by the authorized owners of the account for authorized purposes.
- Downloading information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.
- Archdiocesan Policy #4610; page 53 of this *Handbook*.

Netiquette:

- Users shall be polite.
- Users shall not use inappropriate, vulgar or obscene language.
- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet should be assumed to be private property.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

Personal Safety:

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school without explicit permission from a teacher or administrator.
- The student shall never send his/her picture or anything else without first checking with the teacher. The student shall tell the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with this policy.
- The student shall not reply to any messages that are mean or in any way make him/her uncomfortable.

Vandalism/Harassment:

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other users is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Use of the Internet to access obscene or pornographic material is prohibited.
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Sending chain letters is prohibited.

Penalties:

- Any user violating these policies is subject to loss of Internet privileges.
- Loss of Internet privileges may affect the student's grade due to his/her inability to finish assignments.
- The *Parent and Student Handbook of School Policies*, which governs everyday behavior, will also be applied to use of computers.
- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The Principal will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege, and the student action needed to restore the privilege. His/her decision will be final.

School Responsibilities:

- The school will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- The school reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
- The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- The school will not be responsible for the accuracy or quality of information obtained through the Internet.

School Website (5106)

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website.

School Sponsored Social Media (5107)

Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students. See Policy 5004.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Media (5108)

Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall notify the Superintendent if members of the media come onto school property. The Principal shall receive the approval of the Superintendent of the Archdiocese Communications Office prior to any information released or communicated to the media.

During the course of the school year, if a situation arises that is not addressed in the Handbook, the Principal in consultation with the pastor, will implement a procedure that supports the common good of the school community. St. Luke School reserves the right to amend this Handbook. Notice of amendment will be sent to parents/guardians through the FACTS Student Information System Family Portal (RenWeb) and published in the weekly, *St. Luke Light*.

ST. LUKE CATHOLIC SCHOOL COUNCIL

The purpose and authority of the Council is as follows:

- The Council shall be consultative to the Principal in all school matters for which the Principal seeks the council's advice and expertise.
- The Council shall give advice to the Principal and the pastor on financial matters concerning the school.
- The Council will assist the Principal in formulating and monitoring the school budget.
- The Council shall formulate and propose written policies. The policies designed to further the mission and goals of the school are subject to approval of the Pastor.
- The Council shall continually monitor and evaluate the effectiveness and feasibility of the school policies and provide advice when appropriate.
- The Council will research, develop, and communicate for itself and the school specific actions and strategies for a five-year plan. The plan will be reviewed and updated annually.

The Pastor retains the canonical responsibility of leadership in both parish and school.

Parents are invited to observe regular Council meetings. Participation, however, is limited to the "Open Forum."

The "Open Forum" is that part of the regular monthly meeting in which non-members may express their opinion, concerns, and suggestions to the School Council. Persons wishing to speak at the "Open Forum" must present their petitions in writing to the secretary or president at least five days in advance of the regular meeting date and have it approved for the agenda. Speakers will be heard in the order in which their petitions are received. Five minutes will be the maximum time allotted for any person to speak. The Council may respond to requests for factual information and/or requests for information concerning existing school policy. However, the Council may not deliberate or make a decision at that time on any question or discussion presented during the forum. In these cases, a response will be communicated in a timely manner. Issues concerning curriculum and instruction or personnel are not under the jurisdiction of the School Council but are matters to be addressed by the administration.

THE PARENT-TEACHER COUNCIL (1403)

Forms: PTC Constitution - 1403 A; PTC Bylaws -1403B

Every school must have a Parent-Teacher Club. The purpose of the club is to foster a partnership between the home and the school and to aid the Principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultations. The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Clubs. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation. The Parent-Teacher Club is financially accountable to the Principal and pastor/authorized agent. All organization funds shall be deposited into the school's main operating account and made available to the Parent-Teacher Club when the funds are needed. Funds held for the organization should not be used for the school's operating expenses unless the organization specifically designates the funds for that purpose. As with any other school organization, specific approval must be granted why the Principal and pastor/authorized agent for the Parent-Teacher Club to maintain a separate bank account. The approved, separate bank account must use the school's name and be recorded in the Archdiocesan mandate accounting system. The Principal and pastor/authorized agent must be listed as signers for the account.

The St. Luke Parent-Teacher Club (PTC) is a school organization whose membership consists of parents, guardians, and other persons interested in the development of Catholic youth at St. Luke Catholic School.

The PTC's objectives are:

- To assist the Pastor and Principal in the accomplishment of projects relative to the expansion and improvement of the parish school.
- To assist the teachers of the school in the promotion of recreational and extra-curricular activities.
- To build community.

GENERAL MEETINGS are scheduled once during the school year, traditionally in April or May. The **Executive Board** meets regularly on the 1st Wednesday of each month (August through May).

Homeroom Parents:

Homeroom parents are under the jurisdiction of the PTC. They assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the homeroom parent. A cooperative relationship between the teacher and head homeroom parent greatly benefits the children and the school community.

All classroom events should be supportive of the values and messages we wish to send our children. Simplicity and prudence in gifts the children are given as a class at any time during the school year should exemplify the St. Luke School mission and philosophy; they should be meaningful but not excessive. Please note: we ask that the homeroom grade level parents communicate in an effort to have the same type of items, food, etc., for both classrooms with just having 2 classrooms per grade level.

The time, effort, and love of the homeroom parents to make the school year memorable and fun for the children are greatly appreciated.



ST. LUKE CATHOLIC SCHOOL SHIELD

Celebrating 64 years of Excellence, Dignity, Community

A **Celtic cross** on the shield represents the heritage of St. Luke Catholic School as being established by the Brigidine Sisters who have imbued the school with a tradition of academic excellence and Christ-like community.

A **winged ox** is the official ecclesiastical symbol of the evangelist and physician St. Luke.

The **lamp of learning** represents our continued commitment to excellence in education.

The **lower right quadrant of the shield** incorporates elements of the Archdiocesan coat of arms: "the insignia of the archdiocese shows the large cross of Christian Faith, its center enlarged and squared to receive the cross peculiar to St. Anthony, called by heralds the TAU cross because of its resemblance to the Greek letter of that name. It is derived from the short crutch which the Saint slipped under one arm to support his tired body during long vigils.

Above is the 'Lone Star' of the state of Texas."

"Praestantia; Dignatio; Communitas"
"Excellence; Dignity; Community"

St. Luke Catholic School
4603 Manitou, San Antonio, TX, 78228
(210) 434-2011



2023-2024

Parent & Student Handbook Contract

We acknowledge receipt of the 2023-2024 Parent & Student Handbook of School Policies, Practices and Procedures. The Parent & Student Handbook is posted on the school website: www.stlukecatholic.org.

We have read and agree to uphold and be governed by the policies and procedures as defined in the current Handbook. Our failure or our child(ren)'s failure to cooperate with the administration and staff in all educational endeavors and disciplinary matters may jeopardize our child(ren)'s continued enrollment at St. Luke Catholic School.

The administration reserves the right to amend policies and procedures as defined in the current Handbook.

.....
PLEASE SUBMIT A FORM FOR EACH *STUDENT* IN THE FAMILY.

Student Name

Grade

Parent signature

Parent printed name

Date

THIS HANDBOOK CONTRACT MUST BE RETURNED TO THE SCHOOL OFFICE BY *FRIDAY, AUGUST 18, 2023.*