

***·Foundation in Faith* & *Values ·Vibrant Student Life***

***·Proven Academic Excellence •Small Classes-Huge Results***

***·Service Opportunities for Outreach to Others***

***Parent/Student Handbook***

***2020-2021***

\_w w w .stlu kes-plai n .org

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Reviewed and Revised by St*.* Luke's Education Commission August, 2020

A Prayer for Students

0 Lord our God, you have blessed us with the gift of children . Surround them with the power of your presence and the knowledge that you are never away from their side. Instill in them , 0 Lord , a love for

learning and help them discover the joy of uncovering the

mysteries of the universe in things both great and small.

Protect them from the arrogance of pride; keep them safe f rom harm; defend them from thoughts of self ­ defeat; awaken their minds; soften their hearts.

Give them strength when they are weak and compassion when they see others struggling . Grant to them the gift of wisdom and understanding yet make them aware that there is so much more for them to experience, discover and learn . Above all , 0 Lord , make them mindf ul that they are the apple of your eye and that you love them with a love that will never fade away. They are yours,

0 Lord, bless them and keep them in the hollow of your hand . Amen .

*Rev. Roger C. Eigenfeld*

***Mission Statement***

***Our mission at St. Luke Catholic School is to provide***

***an environment that will nurture each individual***

***child spiritually, academically and socially.***



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**PHILOSOPHY** - We are dedicated to our motto, **"Ignite** a passion .. **Infuse** young minds ... **Impact** the community!" The following beliefs that are shared by all include:

1. God loves each and everyone. Therefore, we respect each and everyone.
2. God has gifted each and everyone with unique and individual talents. Therefore, we strive to do our best spiritually and academically.
3. God calls us to accept, respect, and develop ourselves and others. Therefore, we care for ourselves and all others.
4. Integrity, loyalty, and commitment are our gifts to God, family, and our world. Therefore, we accept responsibility for our actions.

**GOALS - A.** To promote God's message through the Gospel and the Catholic faith.

**OBJECTIVE:** All members of St. Luke's School community will demonstrate through speech, action and prayer that we are respectful to all people, nature and things.

* 1. To communicate with respectful language.
  2. To act with consideration to maintain an orderly learning

environment e.g.: being quiet in the halls, bathrooms, being respectful in the lunch room and on the playground.

* 1. To pray reverently and thoughtfully.
  2. To accept responsibility for one's actions.

1. To provide a sound instructional program that encourages each child to develop their academic potential.

**OBJECTIVE:** All curriculum areas will adjust curriculum to enhance learning and meet the needs of the students in the class,

* 1. Teachers will plan lessons to accommodate the diverse needs of the students.
  2. Teachers will take advantage of opportunities provided by the school and other resources to deepen their skills and knowledge.
  3. Teachers will monitor students' progress and apprise parents of that progress through scheduled reports and as needed between reports.

1. To provide an environment where students, faculty, parents, parish and community members work together for the spiritual, intellectual, and physical development of the students.

**OBJECTIVE:** To promote an inclusive school environment where all students feel accepted, safe, and loved.

* 1. To promote our school community by sharing multi-age and multi-grade interactions, *i.e. School Families.*
  2. A buddy class system.

*Reviewed 6/19*

**2020-2021 St. Luke's School Calendar**

**First Semester**

(June 2020)

August 26 St. Luke Staff, Parent and Parish Meeting – 6:30pm in church basement

August 27 Education Commission-5:30p.m.

August 30 Graduation Mass for 2020 graduates 10:00am

September 8 Tentative school start date

September 20 First Communion for last year’s second graders/Catechetical Sunday

September 23 Fall Pictures with Life Touch in church basement 8:30

September 24 Education Commission-5:30p.m.

September 25 No School Diocese of Madison All Schools Inservice

September 27 Catechetical Sunday Mass

October 2 RV Homecoming (1 hr. delay); fish fry

October 22 Education Commission-5:30p.m.

October 23 Grandparent’s Day Mass

October 25 Children’s Mass with Bishop Hying (school dedication)/alumni weekend

October 30                   End of First Quarter

November 2                  No School – RV In-service

November 3 Second Quarter Begins

November 4 Picture retakes

November 5 Report Cards go home

November 6 Fish Fry

November 12 Parent/Teacher conferences (after school and evening)

November 13 No School

November 25-27    No School – Thanksgiving

December 8 Holy Day Mass

December 17 Christmas Program 1:30 p.m. & 6:30 p.m.

December 23 Last day of school before break

December 24               No School - Christmas Vacation

January 4                       Classes Resume

January 12 First Reconciliation

January 15 End of Second Quarter & First Semester

**2020-2021 St. Luke's School Calendar**

**Second Semester**

(June 2020)

January 18 No School – RV In-service

January 19 Third Quarter & Second Semester Begins

January 31 Catholic Schools Week Mass/Open House

January 31-Feb 6 Catholic Schools Week

January 28 Education Commission-5:30p.m.

February 5 Fish Fry

February 17 Ash Wednesday Mass at St. John’s

February 19 No School – RV In-service

February 25 Education Commission-5:30p.m.

March 5 Fish Fry

March 18 Spring Program

March 19 End of Third Quarter

March 21 Children’s Mass

March 25 Education Commission 5:30p.m., report cards go home

March 29-April 2 No School, Spring Break (Holy Week)

April 5 No School, RV In-service

April 24 First Communion Practice – 9:00 am

April 25 First Holy Communion – 10:00 am Mass at St. Luke’s

May 6 Education Fair

May 9 May crowning 10:00a.m. Mass

May 20&21 Chicago Trip – 8th grade

May 23 Graduation recognition at 10:00a.m. Mass

May 28 Last Day of School/Graduation Mass 8:30a.m.

June 1&2 Teacher In-service

**2020 – 2021**

**St. Luke’s Faculty Staff**

**Updated 7/18/19**

**School Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Position** | **Position** | **Address** | **Home #** | **546-2963**  **Ext.** |
| Noelle Adler 1st Grade  noelle.adler@stlukecatholicchurchplain.com | | 103 Sharon St. #4  Arena WI 53503 | 206-2056 | 308 |
| Matthew Holly Youth Minister  matthew.holly@stlukecatholicchurchplain.com | | 1240 Nachreiner Ave.  Plain, WI 53577 | 847-840-6197 | 312 |
| Paula Bauer Custodian  paula.bauer@stlukecatholicchurchplain.com | | E4097 County B  Spring Green WI 53588 | 588-2583 | 328 |
| Sheri Brunner 2nd Grade  sheri.brunner@stlukecatholicchurchplain.com | | 9999 County Rd KP  Black Earth WI 53515 | 767-3783  279-2097 | 310 |
| Rebecca Meissner 4K/5K rebecca.dill@stlukecatholicchurchplain.com | |  |  | 326 |
| Rebecca Oppert 3rd Grade becca.oppert@stlukecatholicchurchplain.com | | Plain, WI 53577 | 370-3008 | 311 |
| Music | |  |  | 320 |
| Jill Johnson 4th /5th Grade  jill.johnson@stlukecatholicchurchplain.com | | 10259 Schoenemann Rd  Mazomanie WI 53560 | 438-3505 | 314 |
| Pam Liegel Kindergarten Aide  paula.bauer@stlukecatholicchurchplain.com | | E2752 Porter Rd  Lone Rock, WI 53556 | 583-2462 |  |
| Secretary school.secretary@stlukecatholicchurchplain.com | |  |  | 319 |
| Diane Mueller PRINCIPAL  diane.mueller@stlukecatholicchurchplain.com | | 33460 County Highway N  Hillpoint WI 53937 | 585-3038  434-6702 | 318 |
| Becca Oppert 3rd Grade  becca.oppert@stlukecatholicchurchplain.com | | 1035 Nachreiner Ave.  Plain, WI 53577 | 370-3008 | 311 |
| Aleta Schweiss Hot Lunch Cook  Aleta.schweiss@stlukecatholicchurchplain.com | | PO Box 264  Lone Rock WI 53556 | 604-5678 | 329 |
| Kristina (Kriss) Sultze 8th/ELA  krissy.sultze@stlukecatholicchurchplain.com | | 502 Franklin Street  Sauk City, WI 53583 | 459-0372 | 315 |
| Jeff Weiss 6th/ 7th Grade/P.E.  jeff.weiss@stlukecatholicchurchplain.com | | S10957 Dane Hill Road  Spring Green, WI 53588 | 588-2060  588-4621 | 313/322 |
| **VOLUNTEERS** | | | | |
| Lucy Herbrand | |  | 546-3479 |  |
| Rita Brey | |  | 546-4054 |  |
| Bob Neuheisel | |  | 546-2662 | 588-5004 |
| Charlotte Olson  charlotte.olson@stlukecatholicchurchplain.com | |  | 588-2294  574-9309 | 323 |
| Ann Yanke Library/ Reading Helper ann.yanke@stlukecatholicchurchplain.com | |  | 546-3018  577-7862 |  |

**2019 – 2020**

**St. Luke’s Faculty Staff**

**Updated 7/18/19**

**Contributing Staff**

|  |  |  |
| --- | --- | --- |
| Tony Cavagnetto | Band | 588-5712 |
| Andrea Kinney | Title I | Shares tutor room – mailbox in school office |
| Nicole Bailey | Occup. Therapy | Can be reached through school office or River Valley |
|  | Speech/Language | Shares tutor room – mailbox in school office |

**Parish Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Marcia Ring | Office Support | 970 Meadow Lane  Plain WI 53577 | 546-2075 | 304 |
| Diane Kraemer | Finance Secretary | 720 Westbrook Drive  Plain WI 53577 | 546-2112 | 304/302 |
| Ann Yanke | Coordinator of Religious Educ | E5772 Leland Road  Loganville, WI 53943 | 546-7862  577-7862 | 317 |
| Matthew Holly | Youth Minister | 1940 Nachreiner Ave.  Plain, WI 53577 | 847-840-6197 | 312 |
| Rev. John Silva | PASTOR | 1240 Nachreiner Avenue  Plain WI 53577 | 546-2482 | 303/305 |
| Michael Davidson | Music Liturgy | Has a box in the office | 546-2482  588-2028 | 307 |

**Education Commission**

|  |  |  |
| --- | --- | --- |
| Ashley Busse | E4700 Hickory Road  Plain, WI 53577 | 434-1217 |
| MaryJane Ederer | 1012 Franklin St.  Sauk City, WI 53583 | 643-6467  574-7107 |
| Nicole Ford | E3063 Phylane Road  Lone Rock, WI 53556 | 574-5698 |
| Stephanie Hanson | 925 Fairway Circle  Plain, WI 53577 | 574-1933 |
| Grace Myers | 1185 St. Luke’s Avenue  Plain WI 53588 | 588-5056 |
| Open |  |  |
| Sheryl Mueller | E5399 Hillside Lane  Loganville, WI 53943 | 546-2708 |

**ABSENCES/ATTENDANCE**

Our school day begins at 8:00 am and ends at 3:35 pm. There will be supervision on the playground beginning at 7:30 am. Busses deliver students to the playground. Students who do not ride the bus should also come directly to the playground after 7:30 am. Three year-old students may be dropped off at the playground or taken directly to the classroom.

In order to ensure your child’s safety, we would appreciate a phone call letting us know that your child will not be at school. Please feel free to leave a message on the school’s voice mail, or send an email. If we don’t hear from you, we will try to call you before 8:40 am. If you know your child is going to be absent, please send a note the day before. If your child(ren) should arrive after the school day has started, we ask that the student(s) stop by the office and let the secretary know that they have indeed arrived.

Parents may pre-excuse a student for reasons other than illness or medical appointments 10 days per school year. Students may be absent due to illness 10 times per year without a note from a doctor. After 10 absences due to illness in one year, a doctor’s note will be required. A doctor’s note may also be required after an illness of 3 consecutive days, or more, of illness.

**CUSTODIAL COURT ORDER**

Occasionally, there are legal documents which are put in place for the safety and well-being of the students at our school. Please submit a copy of any current legal documents (custodial orders, temporary placement, restraining orders, etc.). These will be used to guide us in decisions relating to your child. Custodial orders are also a guide to the school to ensure that in custodial agreements, both parties have a right to receive information relating to their child. These orders will be kept in a locked file in the Principal’s Office.

**ACADEMIC PROGRAM**

The academic program consists of the following:

Band 6-8

Computers 4K-8

Language Arts K-8

Reading K-8 (Title I is available)

Spelling K-6

Writing/English K-8

Handwriting 4K-3

Math 4K-8 (Algebra is available for Gr. 8)

Music 4K-8

Physical Education 4K-8

Religion 4K-8

Science 4K-8

Social Studies 4K-8

Spanish 4K-8

A written curriculum for individual grades and subject areas is available in the school office.

**ADMISSION REQUIREMENTS Diocesan Policy 5110**

Entrance requirements regarding age and medical records will be consistent with the State of Wisconsin and the Diocese of Madison regulations. Class size limits will be restricted to 22 children per class. Preference will be given to returning students when capacity is reached. Exceptions will only be made at the request of the parent(s) and an evaluation by the classroom teacher.

All new families wishing to register their children should contact the pastor or the principal. 3PK is open to all students who are three years of age by September 1 upon a screening assessment. 4K is open to all students who are four years of age by September 1. Kindergarten is open to all students who are five years of age by September 1. St. Luke Catholic School does not discriminate against students on the basis of race, sex, religion, or national origin.

If St. Luke School cannot accommodate the needs of the child, a recommendation will be made for placement in a more appropriate setting. We want to assist parents/guardians in providing the very best education possible for the child.

**BAND**

River Valley School District offers a program to our students in grades 6-8. Students are bussed to River Valley Middle School for practice with the full band.

**BOMB THREAT Diocesan Policy 6122**

All threats will be taken seriously. The building will be evacuated and procedures followed that keep the safety of the students foremost in mind.

Students’ conveyance of bomb threats should constitute grounds for suspension and/or expulsion. (Related Information – See Emergency Procedures)

**BUSES**

Our school is part of the River Valley School System and therefore uses Lamer’s Bus Service. You may reach the Spring Green bus depot at 588-2222 if you have any questions or concerns.

Please note that if your child is having more than one extra child transported to your home by bus at any given time, i.e. sleepovers, birthday parties, etc., a parent is to phone the bus company in advance of this request. The day of such an event, each child must have written permission from a parent. This information should be given to the teacher immediately upon their arrival at school the day of the event. The student(s) affected will receive a bus pass to let the driver know about the change. This is a requirement of the bus company.

**CALENDAR**

A calendar for the current school year is one of the first pages of this handbook. You will be notified of any changes as they happen. Please watch the weekly letter.

**CHILD ABUSE**

The teachers at St. Luke’s School are legally and morally obligated to report any and all suspicion of child abuse or neglect to the Principal and to Sauk County Social Services. (See “Safe Environment” in this handbook for more information.)

**CHILDREN’S LITURGIES**

Children celebrate Mass together at 8:30 AM on Thursdays. Classrooms alternate planning and leading the Mass. Sunday liturgies with children are celebrated once each month. Older students read and song lead. Younger children are encouraged to be greeters, take up offertory gifts, or participate in other ways depending on the plans for the Mass. Occasionally, there will be opportunities for all students to participate in a music selection. Participation sheets will be sent each month, please complete these and return them even if your child is unable to participate. ***Please see Dress Code section for Mass attire.*** Families are encouraged to attend Saturday/Sunday Mass weekly, especially children’s liturgies. They will be listed on the monthly calendar.

**COMMUNICATIONS**

Weekly parent letters and special information will be emailed, whenever possible. If you require a hard copy, please notify the office. Statements, payments, fees and other student information will be managed through TADs.

**CONFERENCES** (see calendar for schedule) **Diocesan Policy 6570**

Parent-Teacher conferences provide a unique opportunity for parents and teachers to come together to discuss in greater detail those aspects of student development that are not fully measured by the report card. A conference can help parents and teachers work together to foster continuous growth of students. All parents will have one conference scheduled after the first quarter and an opportunity to schedule another conference during the second semester.

Each teacher shall respond to all reasonable requests of parents for a conference throughout the year.

**CURRICULUM**

A school’s curriculum must be consistent with the school’s philosophy and meet the needs of the student. A subject area is reviewed each year. Faculty members are responsible for adjusting or updating in the areas they teach. Faculty members are also encouraged to become members of the curriculum committee who assists in development of curriculum and choosing new texts.

**CIRRICULUM PLAN Diocesan Policy 6300**

2019-2020 Curriculum area(s) to be addressed:

* Implement revised social studies and any new materials
* Review and revise reading/language arts curriculum with Diocesan Standards

2020-2021 Curriculum area(s) to be addressed:

* Implement revised reading/language arts and any new materials
* Review and revise technology curriculum with Diocesan Standards

2021-2022 Curriculum area(s) to be addressed:

* Implement revised technology and any new materials
* Review and revise art/music curriculum with Diocesan Standards

**DISCIPLINE**

The policies and regulations of St. Luke School must further the mission to provide an environment that will nurture each individual, unique child spiritually, academically, and socially. Our students are expected to behave in a manner that exhibits pride in self, school, and family, and exemplifies the basic tenets of the Catholic Church.

To facilitate growth in the areas of self-pride and Christian principles, the school personnel at St. Luke School provide expectations for appropriate classroom and school-wide behavior that students are required to follow. Non-compliance with these expectations will result in consequences set by the school faculty and staff and approved by the Education Commission. The principal has the final decision in any disciplinary situation. These comply with the guidelines of the Diocese of Madison.

Our students will treat each other with respect at all times and carry forth the mission of our Catholic faith in dealing with others.

*General expectations*

Students are expected to

* + Respect the authority of all adults
  + Respect each other in actions and words
  + Respect school and personal property
  + Respect the space and privacy of others
  + Adhere to school and classroom policies

Students will adhere to all policies below, including:

* + Lunch and playground guidelines
  + Dress code
  + Responsible use of technology

In addition…

* + Students are responsible for keeping desks, lockers and cubbies neat.
  + No gum-chewing or eating outside the cafeteria unless specifically permitted by the staff
  + Students who deliberately call emergency support services to the school, without an actual emergency, will be immediately suspended, pending a

hearing on expulsion or other action.

Discipline helps all students as it contributes to a positive learning and social environment where a student can develop a moral lifestyle governed by Christian values.

Students will have the freedom to express their individuality in school as long as such conduct does not intrude upon, or endanger, the freedom and rights of others. All students have the right to learn and grow in an atmosphere that is conducive to learning and the development of healthy self-concepts. All teachers have the right to teach and to establish a spiritual environment where each individual child can grow spiritually, academically and socially.

1. **Be respectful in language**

Everyone is responsible to correct inappropriate and offensive language.

**First Offense –** A verbal warning

**Second –** Teacher gives written warning with a copy sent to the office and to the parents. Student will have a conference with the principal.

**Third Offense –** A conference with the student, parents, teacher, and principal.

1. **Be respectful of school property.** Take care of our possessions and the property we use in our classrooms and in our school. No gum or candy on school property except on designated days. Offenders may be fined with fines going to the missions.

**First Offense –** A verbal warning

**Second Offense –** Teacher gives written warning with a copy sent to the office and to the parents. Student will have a conference with the principal.

**Third Offense –** A conference with the student, parents, teacher, and principal.

1. **Be considerate in dealings with others**

Abusive physical contact and harmful verbal behavior will result in:

**First Offense –** Student meets with principal, telephone conference with parents, apology to victim with teacher/principal present.

**Second Offense –** Face-to**-**face meeting with parents. Student will receive a one day in-school suspension.

**Third Offense –**Three day out of school suspension. Student will be allowed to return only after meeting with parents, principal, and pastor.

**ANTI-BULLYING POLICY FOR ST. LUKE SCHOOL**

**Statement of Intent**

As a Catholic School, we value our Christ-centered faith as an ideal means to practice important high standards of conduct.

St. Luke School is committed to providing a healthy, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at St. Luke School. If bullying does occur, all students should be able to report and know that incidents will be dealt with promptly and effectively.

**Objectives of this Policy**

* Teachers and staff, students and parents should have an understanding of what bullying entails.
* Teachers and staff, students and parents should know what the school policy is on bullying, and follow it when bullying is reported.
* Students and parents should be assured that bullying will not be tolerated, and that they will be supported when bullying is reported.

**What is Bullying?**

**“Bullying”** means exercising control and/or power over a student or individual by means of physical or verbal abuse. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior. Bullying may involve, but is not limited to:

* Repetitive teasing
* Threatening
* Intimidation
* Stalking
* Cyberstalking – a course of conduct to communicate words, images or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
* Cyberbullying – the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g. Snapchat, Facebook, Twitter, Instagram, etc.) chat rooms, “sexting”, instant messaging, or video voyeurism
* Physical violence
* Theft
* Sexual, religious or racial harassment
* Public humiliation
* Destruction of school or personal property
* Social exclusion, including incitement and/or coercion
* Rumor or spreading of falsehoods

**Why is it Important to Respond to Bullying?**

No one deserves to be a victim of bullying. Every student has the right to be treated with dignity and respect. Students who are bullying need to learn different ways of behaving, and St. Luke School has the responsibility to respond promptly and effectively to issues of bullying.

**Procedures**

**“What behavior constitutes “bullying” will be determined by the principal.**

1. Report bullying incidents to teachers and/or staff
2. Incidents will be documented
3. Three Strike Policy will be implemented
   * **First Offense –** Student meets with principal, telephone conference with parents, apology to victim with teacher/principal present
   * **Second Offense –** Face-to-face meeting with parents. Student will receive a one day in-school suspension to perform community service at school or church.
   * **Third Offense –** Three day out of school suspension. Student will be allowed to return only after meeting with parents, principal and pastor.

**Prevention**

St. Luke School will use the following methods for helping students to prevent bullying:

* Annual Conflict resolution education and problem solving techniques and Valuing God’s Gift in ourselves and others
* Students and parents sign a yearly Student Code of Conduct

**Student Code of Conduct**

The Student Code of Conduct includes, but is not limited to, the following:

* Students are to resolve their disputes without resorting to violence.
* Students are encouraged to help fellow students resolve problems peaceably.
* Students needing help in resolving a disagreement, or students observing conflict may have a teacher/staff member intervene.
* Students involved in a dispute will be referred to the principal for discussions. Teachers/staff will keep the discussions confidential.

Students engaging in “Bullying”, as defined in the Anti-Bullying Policy will be disciplined according to the “Procedures” outlined in such policy.

Accepted: St. Luke’s Education Commission, July 25, 2017

**SUSPENSION OR EXPULSION Diocesan Policy 5120**

Suspension/expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases.

Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration.

Expulsion is permanent and is imposed only for serious offenses.

**Procedures for suspension:**

Actions liable for suspension include, but are not limited to the following:

* Gross defiance of persons and/or rules
* Disrespect toward staff, students, volunteers, property
* Preventing a teacher from teaching
* Continuous upsetting of order in the classroom, or the school in general
* Continual use of inappropriate language

Suspension may be from one to three days.

Parent(s) and pastor will be notified immediately of the suspension and the reason for it.

**Procedures for Expulsion:**

Actions liable for expulsion include, but are not limited to the following:

* Striking or assaulting any school employee
* Unprovoked battery and/or attack resulting in injury of another person
* Exhibiting or using any dangerous weapons on or near the school

**DRESS CODE**

We expect that children attending St. Luke’s School will dress appropriately, suitable to weather conditions and planned activities. In keeping with our Christian values, modesty should be observed at all times. School is the student’s workplace. It is never too early to learn to use good judgement, make appropriate choices, and take pride in their appearance. Your guidance is very important and will serve your child well in the future.

Shorts and tank tops appropriate for school in style and length are allowed until daytime temperatures are below 65 degrees. Students are not allowed to wear shirts with inappropriate messages. Students may wear tops with shoulder straps 2 fingers wide, and should not show midriff. All hemlines should come to a student’s fingertips when standing straight. Leggings should be worn with longer shirts. Ripped designer jeans are not allowed. Wearing of excessive makeup and artificial nails is discouraged. Students are not allowed to wear caps indoors.

If the classroom teacher or the principal feel your child is dressed inappropriately, the student will be asked to change.

Because the children go outside for short periods of time, even on very cold days, please be sure that your child is prepared for recesses; boots, caps and mittens are necessary when it is cold and/or snowy.

All students need tennis or athletic shoes for phy-ed. Keeping an extra pair (it could be an older, rarely worn pair) here at school is always a good idea should your child get wet feet or forget their tennis shoes on a phy-ed day.

**DRESS CODE FOR MASS**

As a sign of respect, we require students dress in Mass attire. Blue St. Luke’s polo shirts are to be worn with khaki pants. Khaki shorts, skirts, and skorts from Lands’ End are permitted. No leggings or athletic pants. On days we celebrate Mass (School Spirit Day), students are asked to remain in Mass attire the whole day.

**DRESS CODE VIOLATION**

Repeated noncompliance will result in disciplinary actions determined by the school. Class time missed because of dress code problems will be made up during recesses.

**ELECTRONICS/COMPUTERS**

We provide many opportunities and experiences for our students in technology. Students in 4K through eighth grade will have computer classes every week. The additions of 1:1 iPads for grades 5-8 prompted a new Technology Acceptable Use Policy in 2015. Parents in grades 5-8 will receive a copy of the policy and an agreement form (sign and return) in the packet that comes home at the beginning of the year. A limited number of iPads are also available to students in younger grades. We will work to use this technology to its fullest in an effort to enhance student learning.

Cell phones and other personal electronic devices do not have a place in the classroom. During the school day, the items must stay in a location designated by the classroom teacher. Use of cell phones on the bus to and from school is discouraged. *Also see* *“Field trips” regarding use of cell phones and electronics.* St. Luke School reserves the right to search anything brought in to school including cell phones and other devices.

**EMERGENCY CLOSING OF SCHOOL DUE TO WEATHER Diocesan Policy 6123**

The Superintendent of River Valley Schools determines the necessity for emergency closing or delayed opening of schools in the district due to inclement weather. Announcements regarding such closings are made over the following radio and TV stations. The school and some local TV websites also provide this information and some offer email or cell phone notification. Parents may sign up for text, phone and email alerts from the school district and local news affiliates by contacting them for instructions.

WMMM 105.5 WPVL 107 FM

WDMP 810 AM/99.3 FM WMGN 98 FM

WOLX 94.9 FM WISC-TV Channel 3

WRDB 1400 AM/105 FM WTDY 1480 AM

WTSO 1070 AM WMTV-TV Channel 15

WRCO 1450 AM/100.9 FM WMLI 96.3 FM

Z104 104 FM WKOW-TV Channel 27

EARLY RELEASE & DELAYED PICK UP

If poor weather conditions develop during the school day, we follow the River Valley Superintendent of schools and the bus company’s decision to dismiss early. At this time, parents who wish to be notified will be called. Students will be sent home (or to their usual destination) unless parents request other arrangements. The information form on TADs that parents complete at the beginning of school will provide needed information.

Occasionally delayed pick up at the end of the day may take place due to inclement weather. If this is the case, teachers will be placed at the exits with clip boards to write down which students leave with parents. Teachers will not allow students to leave the building without actually seeing the parent/adult and watching the children go to that parent. Staff will man the office to monitor phones and instructions from parents. After-school care will be closed in case early dismissal due to weather.

DELAYED START

**Occasionally school will be delayed two hours to allow the road conditions to improve. If this is the case, there will be no half-day 4 year-old kindergarten or preschool.** Full-day 4K will proceed as usual. Delayed starts can turn into cancellations so please make arrangements for the care of your children in the event a delay becomes a cancellation.

**EMERGENCY FORMS**

As part of TADs registration, all parents are required to fill out and update information forms with necessary information for emergency situations. Please notify the school promptly if there is any change in the information you have given us. In the event of joint custody, should we not be able to reach the parent who has custody that day, please note the order you want others on the emergency list notified to assist the office in contacting someone for your child.

**EMERGENCY SAFETY PROCEDURES (**Reviewed 8/23/17**)**

If an unsafe situation should arise, or, should it be necessary to restrict students to their classrooms for their safety while halls, empty rooms, and lockers are secured, you will receive the following announcement over classroom phone PA system: **press: “Feature 631”**

**“MAY I HAVE YOUR ATTENTION PLEASE…CODE ORANGE, I REPEAT, CODE ORANGE.”**

Any staff person may make this announcement if they feel we may be in a questionable or unsafe situation. To make an all school announcement pick up the phone and press **“Feature 631.”** This is marked on all phones. After they call the code **that same person should call 911 with the details such as injuries and what the situation is. Then they should call the office, extention #319, #318 or #317, with the same information.**

Be calm, don’t speculate, follow procedures. React with professional judgement and common sense. Teachers should then:

CLASSROOM:

1. Check the hall for students that may be in transit and bring them to your classroom, close and lock all classroom doors, turn the lights off.
2. Move away from doors, windows and glass, keep classroom phone and/or cell phone near you if possible.
3. Know who is present and who is absent, notify office of any students that may be out of the classroom, notify the teacher and/or office of any extra students you may have in your room.
4. Release no one without admin directive, no locker, no bathroom, no office.

**Office**:

* Alert any group outside
* Call Plain Elementary – 546-2228 about lock-down and any group coming in.
* Make sure 911 has been called
* Call rectory, ext. #304, or 546-2482
* Call kitchen, ext. #329, 546-2800
* Call Paula’s cell 1-608-574-2012

1. Follow administrative directives.
2. Get on the floor if directed or if shots are heard.
3. Ignore all other bells and regular schedules.
4. Do not use radio, TV, VCR.
5. Do not call the office for general information, call only with vital information.
6. Non-assigned staff remain in place until notified
7. Be prepared to stay in “lock” for an extended period of time.

OUTDOORS:

1. Cell phones should be taken outdoors for all recesses, phy-ed and outdoor activities.
2. If you are notified (via cell phone) that the school is in lock-down, proceed to Plain Early Learning Center’s front door. They will be notified if we are in lock-down (so they can do the same) and will be told if there is a group coming to them from outside.
3. If you are outside and become aware of a threatening situation, use the cell phone to contact the office and let them know if you are coming into school or proceeding to Plain Elementary. The office will call 911.

**EXTENSIONS AND IMPORTANT PHONE NUMBERS ON THE BACK OF THE INSTRUCTIONS AND ARE POSTED WHERE THEY ARE EASILY ACCESSABLE.**

**FIELD TRIPS Diocesan Policy 6450**

Field trips should be of an educational or enriching nature with specific curriculum related objectives. Teachers will arrange field trips ahead of time to fit their area of study. Students should be prepared for a field trip. Electronic or written consent of parents must be obtained for every child participating in a field trip. **Field trip forms are due on the designated due date.** When private vehicles are used, a signed volunteer driver information sheet must be submitted to the office for each vehicle used. Often parent chaperones may attend or be requested for a field trip. For the safety and well-being of the students, and in an attempt to keep parents informed and avoid misinformation, Chaperone Guidelines will be sent to parent volunteers before a field trip and is included at the end of this handbook.

**All adults who wish to chaperone a field trip or volunteer to work with any students must take an on-line course of Protecting God’s Children, and participate in a background check. Please go to** [www.Virtusonline.org](http://www.Virtusonline.org)**, or ask the principal for assistance.**

Use of cell phones and other electronics are not allowed on field trips. If there is an exception the teacher will share that information with the students, or put it on the release form. Please call the office or teacher if there is a reason your child would require the use of a cell phone for any reason.

**FINES**

Damage to text or library books will be assessed by the librarian, teacher or principal and charged to the student who had possession of the book when the damage was done.

**FIRE/SAFETY DRILLS**

St. Luke’s School shall conduct unannounced fire drills monthly. An annual report of such fire drills shall be made available to the Chief of local Fire Department and on file at school.

**FUND RAISING PROJECTS**

We have a variety of fundraisers throughout the year, most of them coordinated by Home & School.

Please be generous with your time as you choose the areas where you would like to be involved. We are asking adult family members to donate at least 15 hours of their time.

In lieu of volunteering 15 hours, a fee of $20 an hour may be charged, however we would really prefer your time. As needs arise, they will be listed in parent letters.

All families are asked to work for the Parish Sommerfest/Festival as a large portion of those funds support our school. In addition to the Festival, our events in the greatest need for help are the Parish Fish Fries, Home & School Committee, Education Commission and the Gala.

Other opportunities to volunteer include, but are certainly not limited to, playground assistance, Grandparent’s Day, playground and school maintenance and special projects.

**GRADING**

Students in grades 5-8 will participate in honor roll. Honor roll involves all subject areas. Please refer to the list below for point values of each letter grade, and percentages attached to each grade.

**Grades 5-8:**

98-100 A+ (4.33) 77-79 C+ (2.33)

94-97 A (4.00) 74-76 C (2.00)

90-93 A- (3.67) 70-73 C- (1.67)

87-89 B+ (3.33) 67-69 D+ (1.33)

84-86 B (3.00) 64-66 D (1.00)

80-83 B- (2.67) 60-63 D- (0.67)

**Grades 3-4:**

98-100 A+ 77-79 C+

94-97 A 74-76 C

90-93 A- 70-73 C-

87-89 B+ 67-69 D+

84-86 B 64-66 D

80-83 B- 60-63 D-

**Grades 5K-2**

|  |  |  |
| --- | --- | --- |
| S | 5 | Secure (consistent in skill) |
| P | 4 | Progress shown |
| D | 3 | Developing (continues to need assistance) |
| B | 2 | Beginning (newly introduced skill) |
| O | 1 | Area of concern |

Parents of students in grades K-8 are able to track their child’s progress by reviewing them on Teacher Ease. If you need login assistance, please call the school office. Always feel free to contact your child’s teacher about your child’s progress.

**Honor roll:** Students in grades 5-8 will be eligible for the honor roll. In order to be considered for the honor roll, students must meet the requirement of a grade point average of 3.0 or better, and a grade point average of 3.5 or better for high honors. All subjects graded will be considered in determining grade point average, however, math, science, language arts, and social studies weigh double in grade point average calculations.

A variety of grading methods will be used on student’s written work.

* Percentage grading is used as a comparison of the number of correct responses in ration to the total number worked. Math, spelling, and most tests use percentage grading.
* Holistic grading can be compared with grading that is based on content. The vocabulary, originality and how clearly the student is able to express thoughts are key factors.
* Analytic grading can be compared with grading that is based on mechanics and grammar. This type of grading focuses on sentence and paragraph structure.

Writing assignments will be graded either holistically, analytically, or a combination of both depending upon the objective of the assignment. If you have any questions about how your child’s assignment has been graded, please contact his/her teacher. Students (especially in the older grades) will often be given a rubric for projects or papers that explains what should be included and the points or percentages each part of the project is assigned.

**Promotion/Retention Diocesan Policy 5200**

The Catholic School is a partner with the parents in the education of their children; therefore, parents will be consulted by the end of the 3rd quarter if the teacher is considering rentention for a student.

**Promotion should be considered if:**

1. A student has completed work expectation in his grade level.
2. Recommendation of the teacher.
3. At the request of the parent(s). If the teaching staff does not concur, the child may be promoted but not “passed”, and the report card will reflect that the promotion was at the request of the parents.

**Retention should be considered if:**

1. An additional year will be beneficial to the student.
2. The student does not display the necessary readiness skills.
3. The student’s social and/or emotional skills are not sufficiently developed and impede their academic success.
4. If a student has failed to complete the work expected for the grade level.
5. At the request of the parent(s). This will be noted on the student’s report card.

**Graduation should be considered if:**

1. A student has successfully completed the 8th grade and will be promoted to the 9th grade.
2. At the recommendation of the teacher.

**GRIEVANCE PROCEDURE**

Should you have questions or complaints, out of courtesy, contact the teacher first. If after speaking to the teacher you are not satisfied, the Principal is more than willing to talk or meet with you. Keeping the lines of communication open may keep small problems from becoming large problems. Only then is it appropriate to contact an Education Commission member or the pastor. Please inform us as soon as something becomes a problem, only when we know something is wrong can we address the situation.

**HEALTH INFORMATION**

If your child has a communicable disease, please inform the school in order to prevent further problems. In addition, we will call parents when children are running fevers, sick with the flu, or when we suspect a communicable disease, like “pink eye”.

Please keep your child home under these conditions:

* Undiagnosed rash with fever
* Until fever free for 24 hours without meds
* Until a meal has been retained after a child has vomited
* When eyes are mattering (pink eye)
* A cold with severe coughing, nasal discharge, or sore throat
* Until a case of head lice has been treated and you have removed all nits

Children who become ill at school will be removed from the classroom until the parent or authorized adult takes the child home.

IMMUNIZATION REQUIREMENTS

The State has strict immunization requirements. You will be informed if your child still needs immunization.

MEDICATION

ANY medication your child is to take during the day must be brought to the school office and left there. Forms with written instructions about times and dosage, including the date and your signature, should accompany the medications and are found in your forms packet, or the school office. Your child is welcome to come to the office to take his/her medication, but it will not be allowed outside the office in lockers or desk for the safety of all students.

Special circumstances allowing students to carry medications such as asthma inhalers and epi pens should be cleared with the Principal.

CONCUSSION

For the safety and well-being of our students, coaches and teachers have been made aware of the seriousness of a concussion on a young developing brain. Should your child receive any kind of a bump on the face or head, they will be assessed, treated and observed. Parents will receive a phone call so you can watch for signs and symptoms of a concussion at home later in the day.

**HOMEWORK Diocesan Policy 6460**

Given the length of our school day and regular study halls, on average students should not be working more than an average of one hour per evening. If your child is *consistently* working more than this, please call the school. If your child has no assigned homework, every child should be encouraged to read, as well as, study spelling words fifteen or more minutes daily.

Homework, which is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers.

Homework assignments also afford a way for parents to acquaint themselves with the school program and their own children’s educational process.

The purpose of homework is to:

* Reinforce concepts and skills learned during the class period.
* Provide practice with newly learned skills.
* Develop independent study habits.
* Develop positive habits in planning for and meeting deadlines.
* Teach efficient use of time and responsibility.
* Learn to use home and community resources.
* Make up work missed because of absence.
* Provide enrichment beyond what is possible in the classroom.
* Provide additional practice in research skills and the ability to communicate ideas in verbal and written form.
* Review material learned earlier in preparation for tests and other class work.

Teachers have an obligation to:

* Plan homework assignments that are meaningful, with directions which are readily understood by pupils, and which are realistic in terms of time, facilities and resources.
* Evaluate and return homework promptly; prompt feedback is essential, helpful and valuable.
* Motivate pupils to excel individually by a judicious choice of assignments.
* To provide a classroom atmosphere which encourages the development of good study habits.

Pupils have an obligation to:

* Attend class regularly in order to receive homework assignments.
* Ask for clarification if they do not understand the assignment.
* Complete homework assignments and turn them in on time.
* Check with the teacher if the assignment has not been graded and returned within a reasonable amount of time.

Parents are expected to:

* Provide a time and a place for their children to do homework.
* Provide needed drill and instruction.
* Check and initial certain homework assignments or homework book.
* Inform the teacher of any delays or difficulties.
* Encourage and motivate their child(ren).
* Make arrangements for homework assignments if their child is absent.

**HOMEWORK RESOURCE HELP**

Students are encouraged to use their study halls, recesses and time before school each morning to ask for assistance if needed. Occasionally if a student needs to stay after school for help, you are asked to make arrangements with the teacher.

This will be a time for study only. Students are asked to use this 1:1 time with the teachers wisely.

**INVITATIONS**

Please do not send party invitations to school to be distributed (including before and after school) unless you are inviting the entire class. This prevents hurt feelings.

**LIBRARY**

Students in 4k-4 will visit the school library on a regular basis. Students do walk to the downtown library occasionally; this is done at teacher discretion.

**LOCK-IN**

In the spring of each year, the 7th grade students hold a “Lock-IN” as a first fundraising effort toward their 8th grade class trip. This takes place after school until 12:00 am. This is an evening full of games, raffles, and other fun activities with several concession items sold to help raise funds. Parents of 7th grade students are asked to help with the event, and 7th grade students are asked to contact businesses and individuals to make donations. 7th grade parents, as well as other parents, are asked to chaperone. Students in grades 5-8 are invited to attend for a small fee. Bringing in outside concessions is not allowed as this is a fundraiser. This is considered an extracurricular activity and students may not be allowed to attend if behavior issues arise. Once at the Lock-In, students are not allowed to leave until the Lock-In is over, unless pre-arrangements have been made, or in the event of an illness. Students look forward to this event each year and it is an excellent opportunity for 7th grade students to improve their organizational skills, show their creativity and responsibility.

**LUNCH PROGRAM**

A hot meal is provided every school day at reasonable cost. If adults would like to eat with students, an adult lunch is also available at a slightly higher per day rate.

Lunch includes a selection from bread/grains, vegetable, fruit, meat, and milk food groups. Students select three or more of the five items offered. A salad bar is offered every day and may be taken in addition to the entrée but not in replacement of the entree. All meals served meet standards established by the U.S. Department of Agriculture. Applications for free or reduced priced lunch can be obtained any time from the school office.

**USDA Conducted Programs (AD-475A):**

“The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer”

This non-discrimination statement can be found in:

1. Hot lunch applications and materials
2. In the St. Luke’s student/faculty handbooks
3. In recruitment materials
4. In the Back to School issue of the Home News

Students may bring sack lunch and may purchase milk for sack lunch by the day or preferably the month or semester. Students are not allowed to bring soda to drink with lunch.

Orange juice is available for students who cannot tolerate milk; however, the Department of Public Instruction does require a doctor’s order to provide orange juice.

**MILK**

Milk for morning break is available for students in grades k-8. Cost per semester will be in parent letters. Free milk is available for students in k-5 if they qualify for free or reduced hot lunch. Interested parents are asked to fill out the hot lunch paperwork. Milk with hot lunch is included in the cost of lunch. You may also purchase milk for sack lunches by the day or preferably the month of semester.

Orange juice is available for students who cannot tolerate milk; however, the Department of Public Instruction does require a doctor’s order to provide orange juice.

**MISSIONS**

The school will do outreach projects throughout the year. During Advent the project is tentatively set for a local or national cause and during Lent for a more Global cause, usually Haiti Medical Mission. Through these projects students learn to appreciate what they have, and to share it with others who need our help.

**NATURAL DISASTERS Diocesan Policy 6121**

St. Luke School will participate in the State Tornado Awareness Week, which includes information and drills for safety during a tornado.

**NON-DISCRIMINATION Diocesan Policy 5100**

St. Luke School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

1. Hot lunch applications and materials
2. In the St. Luke’s student/faculty handbook
3. In recruitment materials
4. Ads in The Home News

**PLAYGROUND RULES**

We expect that your child will observe the rules of good sportsmanship and have respect for other children and their belongings. Teachers will discuss lunchroom and playground rules with the children at the beginning, and throughout the year.

A line has been painted on the road at the top of the hill. For safety purposes we will be asking children to stay behind that line when lining up or waiting to go into school. Children must also stay on St. Luke property unless they have special permission to go elsewhere.

It is also suggested that students wear something other than flip-flops when running and playing on the playground. This type of shoe seems to make it easier to trip, and the blacktop can be very unforgiving to knees and elbows.

Candy, gum, music players, electronic games, and regular baseballs are not allowed on the playground or in the classroom. Exceptions to this are birthday treats or special treats for holidays and parties. (Please see Wellness Policy.) Foul language is not appropriate and will not be tolerated at any time.

Students usually go outside for recess regardless of weather unless the wind chill factor is below zero, or in the event of rain. Students enjoy sledding and playing in the snow in the winter. All students must wear boots beginning with the first snowfall. Older students are asked to have boots or an extra pair of shoes to change into. Students with wet feet may not be allowed into classrooms with wet feet. A dry pair of shoes to change into should be kept in your child’s locker. Children who want to go sledding (release forms come home ahead of this activity) will need the proper attire, such as boots, hats, mittens, snow pants or dry pants to change into. Thank you for your cooperation.

**SACRAMENTS**

All students who have received their First Communion have the opportunity to receive communion on Mass days. Students in grades 3-8 will participate the sacrament of Reconciliation at school during Advent and grades 2-8 during Lent. Second grade students will have a First Reconciliation Ceremony to help them prepare for their First Communication which will take place in April.

**SAFE ENVIRONMENT**

The Diocese of Madison, along with many dioceses throughout the country has been working hard to provide a safe environment for children. These efforts are concentrated on prevention of sexual abuse. All employees, chaperones, and volunteers will be asked to undergo background checks, participate in an awareness program called “Protecting God’s Children,” and to sign a Statement of Receipt and Agreement that they have received the documents “Diocese of Madison Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment.” “Diocese of Madison Code of Pastoral Conduct,” and agree to abide by the provisions therein. All employees, parents and volunteers must complete an online course, and also have a financial or drivers background check if appropriate, before volunteering, attending field trips, etc.

**SCHOOL HOURS**

Our school day begins at 8:00 AM and ends at 3:35 PM. with the lunch break beginning at 11:45 AM and ending at 12:35 PM. Children wait outside on the playground in the morning (supervision begins at 7:30 AM) until they are escorted into school. When the weather is bad, students will be brought in when the first bus arrives. We ask that the children who walk to school get to school as close to eight o’clock as possible to avoid unnecessary waiting. Monday through Friday, students who ride the bus coming from Spring Green will board the bus at 2:50 PM. Study halls have been scheduled at the end of these two days for all students affected by this schedule.

**SCHOOL VISITATION**

We are proud of our school, and would be happy to have you visit at any time. However, we would appreciate the courtesy of letting us know when you would like to come. Contact both the teacher and the school office and we will be glad to accommodate you.

**St. Luke School Visitor Protocol**

The following information and protocols are for all visitors to St. Luke School, including parents and guardians.

* Enter through the courtyard entrance and check in with office staff.
* Log appropriate visitor information before being issued a visitor badge (name, date, time in and out, destination, vehicle license number, phone number).
* Office staff will screen visitors before allowing entrance into academic areas of the building, and they may ask to see some form of identification. Those without identification will be asked to remain in the office until the principal or staff can be consulted.
* Office staff will escort visitor to appropriate room or call staff member to come pick up visitor.
* Visitor badges must be worn at all times in the building and returned to the office when leaving.
* If there is someone in the hallway without a visitor or staff badge, school personnel are expected to escort him/her to the office to complete appropriate check in procedures. If staff are uncomfortable doing so, they will call office personnel for assistance.

**SPORTS PROGRAM**

Both boys’ and girls’ basketball teams for grades four through eight are available if there is enough interest from students. Volleyball is offered for students in grades four through eight during the fall season. A sports policy book has been compiled and will be given to parents of students in athletics at the beginning of the athletic season. Any student with incomplete work, or failing grades will be ineligible to play in any games until the work is complete or has a passing grade. Parents and coaches will be notified if a student is ineligible to play. Parents are asked to provide their own transportation to and from games and practices. Students in St. Luke’s or St. John’s School or Religious Ed programs as well as St. Patrick’s Religious Ed program are welcome to attend.

Students who participate in sports must have a WIAA Physical Card on file. A physical by medical personnel is required every two years. Every other year a parent must complete an alternate year physical card. Both forms can be found on the St. Luke Website under Parent Resources or on the WIAA website.

**SPORTS NOT OFFERED AT ST. LUKES**

Sixth, seventh and eight students may participate in River Valley Middle School sports that are not offered at St. Luke’s. Students will be transported to these practices; however, transportation home after all district athletic practices are the parents’ responsibility. Parents will be asked to contribute to a fee for transportation if a bus is used to convey students to practice from St. Luke’s. The last period of the day has been designated as a study hall so no classes will be missed should a student need to leave for a practice.

**FACTS**

A student management system (TADs) for enrollment, student information, tuition and hot lunch is used at St. Luke’s. Once this system is in place, you will be able to make payments for tuition, hot lunch, field trips, and other miscellaneous fees online with your credit card or directly from your bank account, or mailed to FACTS. Also, at registration your child’s information will be entered into the system and there won’t be the need to repeat information on several forms. After registration, you should only need to make updates from year to year. This will also give us a variety of ways to retrieve information about your child without filing through paper or electronic files to find what we need.

**TELEPHONE**

Students are to make calls from their classrooms only with permission from staff. They must be school related, brief and necessary. Students are not allowed to use personal cell phones during the day. If a student brings a cell phone, it should be silenced and remain in the backpack/locker. A teacher may also elect to collect cell phones in the morning and have students pick them up at the end of the day. They would only be allowed to be used during the school day with permission from faculty or staff.

**TESTING Diocesan Policy 6550**

St. Luke School will measure its students’ attainment of religious content and academic goals and objectives. Grades 5K-8 participate in STAR 360 three to four times per year. Grades 5 and 8 take the ACRE (religious) testing in the spring.

**TUITION POLICY**

Each family is asked to enroll and sign a Tuition Agreement through FACTS. Several tuition payment options are available. A tuition grant program is available upon request.

We ask that parents acknowledge that the School has limited financial resources and may not be able to provide the resources to meet all of the special or exceptional needs of some students.

It is a parent’s obligation to communicate information that may keep you from meeting the tuition obligation. In the event of extenuating circumstances, tuition assistance may be available to you, please discuss this with your child’s Principal.

St. Luke School respects the dignity of each person. All programs are available to any child in the parish without regard to race, national origin, sex or physical disabilities.

**St. Luke’s Parish subsidizes a substantial part of the school budget. Parish members** of St. Luke’s are reminded of their parish support to St. Luke’s Church. Parents will be advised of current tuition rates through parent letters.

**Non-Parish** tuition rates are slightly higher; these will also be published in parent letters and tuition contracts. Non-parish parents are encouraged to make a donation toward the total cost of educating a child at St. Luke School.

Students from St. John’s and St. Patrick’s parishes will pay “in-parish” tuition per an agreement between parishes.

ST. LUKE’S TUITION GRANT PROGRAM

1. Parents may request tuition grants at the time of registration or anytime during a school year.
2. Request for tuition assistance is made through TADs.
3. While we ask that all parents make some contribution to their child’s education, no child has ever been turned away for financial reasons.

**All requests for grants, and recipients, are confidential.**

**VOLUNTEER OPPORTUNITIES**

It is a necessity and a privilege for a parent to donate their time to be part of their child’s school and education. Being a volunteer sends the message to your children that you value their education. Volunteering teaches your child that we all need to be willing to share our valuable time, and God given talents, in ways that can help others.

All families are asked to work for the Parish Sommerfest/Festival as a large portion of those funds support our school. In addition to the Festival, our events with the greatest need for help are the Parish Fish Fries, Home & School Committee, Education Commission and the Gala.

Other opportunities to volunteer include, but are certainly not limited to, playground assistance, Grandparent’s Day, playground and school maintenance and special projects.

Please be generous with your time as you choose the areas where you would like to be involved. We are asking adult family members to donate at least 15 hours of their time, in addition to Parish Sommerfest/Festival. In lieu of volunteering 15 hours, a fee of $20 an hour may be charged; however, we would really prefer your time.

As volunteer needs arise they will be listed in newsletters, the website, and Facebook. More information about volunteering will come at a later date.

All adults who wish to chaperone a field trip or volunteer to work with any students must take an on-line course of “Protecting God’s Children” and participate in a background check. Please go to [www.Virtusonline.org](http://www.Virtusonline.org), or ask the Principal for assistance.

**WEATHER**

See Emergency Weather Information.

**WELLNESS POLICY**

***St. Luke School’s***

***Wellness Policy***

*On*

*Physical Activity and Nutrition*

**VISION STATEMENT**

St. Paul reminds us that even our most everyday actions have a sacred significance. “People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one’s own master, and none of us dies as one’s own master. While we live, we are responsible to the Lord, and when we die, we die as his servants. Both in life and in death we are the Lord’s.” (Romans 14: 6-8)

St. Luke School must have regulations in place that support the Richard B. Russell National School Lunch Act and the Child Nutrition Act, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following guidelines are hereby reaffirmed or enacted. It is our hope these guidelines help further the above goals and also give glory to God.

**Whereas**, children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive;

**Whereas,** good health fosters student attendance and education;

**Whereas,** obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

**Whereas,** only 2% of children (2 to 19 years) eat healthy diets consistent with the five main recommendations from the Food Guide Pyramid;

**Thus,** St. Luke School is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

* St. Luke School will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
* All students in grades PK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
* Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition need of students; and will provide clean, safe and pleasant settings and adequate time for students to eat.
* St. Luke School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

**TO ACHIEVE THIS VISION**

**SCHOOL MEALS**

Students are highly encouraged to participate in the school meal program. The St. Luke School Cook Manager shall adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to, their guidelines regarding the nutritional value and service size amounts of the food served to students.

The following goals are in place in the school lunch program:

* No fried foods are prepared; foods served that were traditionally prepared in fryers are oven baked.
* Low fat milk choices are always available.
* Only monounsaturated oils are used in cooking.
* Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
* Vegetables will be only *lightly* seasoned with salt; salt shakers will not be put out for students, although salt & pepper, and sometimes other flavorings, will be available at the request of the students and the discretion of the dining room supervisor.
* Use of processed foods will be limited to the extent possible.
* Ensure that half of the served grans are whole grain.

Parents are partners in the hot lunch program.

* They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
* Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
* Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.

Cold lunch students are not allowed to have soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

**Free and Reduced-priced Meals**

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

**Meal Times and Scheduling**

St. Luke’s School:

* Will strive to provide students with adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated):
* Milk break/snack break will be completed a minimum of two hours before scheduled lunch;
* Should schedule tutoring, club, or organizational meetings or activities around mealtimes, unless students may eat during such activities;
* Special meals, such as pizza parties, cannot replace school lunch unless all nutritional elements of school lunch are met;
* Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**Sharing of Foods and Beverages**

St. Luke’s School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children’s diets.

**HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT**

* The sale of all food, beverages, and snacks to students during the school day shall be under the control of the Principal or his/her designee.
* The distribution of foods sold for fundraising purposes will take place at the end of the instructional day.
* St. Luke School reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
* St. Luke School will strive to see that snacks served during the school day will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water and milk as the primary beverages. Below is a list of suggested beverages and snacks. Exceptions may be made for holidays, birthdays and special occasions.
* St. Luke School will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations.

**Beverages**

* Fruit juice and vegetable juice (100 percent)
* Reduced-fat, low-fat, or fat-free milk: white and flavored
* Bottled water and flavored water

**Snacks**

* Canned fruit (packed in 100 percent juice/no sugar added)
* Fresh fruit (e.g. apples and oranges)
* Fresh vegetables (e.g. carrots)
* Pretzels
* Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
* Ready-to-eat, low-sugar cereals (6g sugar or less / 100g cereal)
* Granola bars made with unsaturated fat
* Low-fat or non-fat yogurt and yogurt sticks
* Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
* Raisins and other dried fruit (no sugar added)
* Peanut butter and low-fat crackers
* String cheese
* Popcorn
* Low-fat pudding snacks

**Rewards**

St. Luke School will discourage the use of candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

**Celebrations**

St. Luke School will limit celebrations and sales that involve food to later in the school day. Parties will be scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

**NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING**

**Nutrition Education and Promotion**

St. Luke School strives to teach, encourage and support healthy eating by students by providing nutrition education and engaging in the promotion of healthy nutrition habits:

* Nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health (i.e. Healthy Hearts curriculum);
* As part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subject;
* Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
* Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
* Include professional development for teachers and other staff.

**Integrating Physical Activity into the Classroom Setting**

Students will receive daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

* Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
* Opportunities for physical activity will be incorporated into other subject lessons; and
* Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

**Physical Education (Phy.Ed) 4K-8**

Physical Education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.

All elementary school students (PK-8) will have at least 35 minutes a day of supervised recess, preferably outdoors, during which St. Luke’s School will encourage moderate to vigorous physical activity through the provision of space and equipment.

**Physical Activity and Punishment**

St. Luke School will not use physical activity (e.g. running laps, pushups) for punishment and will not withhold all opportunities for physical activity (e.g. recess) as punishment.

**ST. LUKE’S ADMINISTRATION RESERVES THE RIGHT TO AMEND HANDBOOKS AND CHANGE POLICIES WITH PROPER NOTIFICATION OF THOSE AFFECTED.**

**HANDBOOK AGREEMENT 2019 – 2020**

*We the under signed, have read the handbook and agree to follow the policies set forth in the handbook.*

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**STUDENT CODE OF CONDUCT 2019 –2020** Student Code of Conduct includes, but is not limited to, the following:

* Students are to resolve their disputes without resorting to violence.
* Students are encouraged to help fellow students resolve problems peaceably.
* Students needing help in resolving a disagreement, or students observing conflict may have a teacher/staff member intervene.
* Students involved in a dispute will be referred to the Principal for discussions. Teachers/staff will keep the discussions confidential.
* Students engaging in “Bullying”, as defined in the Anti-Bullying Policy will be disciplined according to the “Procedures” outlined in such policy, (*Please refer to the “Anti-Bullying Policy” under “Discipline” in the Parent Handbook for more information.)*

Please sign and return to indicate that you have reviewed the Anti-Bullying Policy and Student Code of Conduct and agree to abide by the guidelines set forth.

We the undersigned have reviewed the Anti-Bullying Policy and Student Code of Conduct and agree to abide by the guidelines set forth.

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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