

St. Luke's School

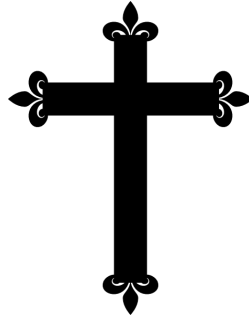
**10 Waldron Avenue
Barrington, RI 02806**

Family Handbook 2017-18



**School - 401-246-0990
Preschool- 401-246-1236
CAMP- 401-246-1540
Rectory & Bookkeeping- 401-246-1212
FAX - 401-246-2120**

St. Luke's, a Catholic school rooted in Gospel values and centered on the Eucharist, encourages and challenges students to achieve academically, grow spiritually, and use their gifts to serve effectively as Christian Leaders.



Dear Parents and Students,

Welcome to St. Luke's School! We are pleased that you are part of our outstanding school community. Our community is one that values faith formation, family values, academic excellence, mutual respect, reliability, responsibility, inclusion, compassion, outreach, and a committed work ethic. The Family Handbook is provided to help you better understand the policies and procedures of St. Luke's School. Please familiarize yourself and your child with the contents of this handbook. As a community, we share the responsibility for our children's success and working together will make a great difference in their education. If you have any questions or concerns, please contact me at 401-246-0990.

Sincerely,

Patricia M. Bartel
Principal

HISTORY

On October 27, 1946, St Luke's began as a mission church of St. Brendan's Parish in Riverside, Rhode Island. Just five years after its mission beginnings, St. Luke's Mission became St. Luke's Church. By the 1950's, it was well established as a separate parish. The appointment of Father O'Gara as pastor in 1955 began a period of growth. His dream of having a parochial school became a reality in 1956 with the purchase of land across the street from the church. Within two years ground was broken for the new school and by the following year a two-story, ten classroom school opened with 225 students in five grades. Within three years all eight grades were filled. Some years later kindergarten was added.

St. Luke's School was originally staffed by the Sisters of the Cross and Passion. For twenty-five years these dedicated sisters served the people of St. Luke's and helped the school develop its excellent reputation. Gradually the teaching staff changed, replacing the religious with lay professionals. In 1993 and again in 2004, St. Luke's School was recognized by the Department of Education as an exemplary school and received the prestigious Blue Ribbon School of Excellence Award.

In 1994, the preschool opened in the original convent building. The National Catholic Educators Association honored our preschool by asking our preschool teachers to participate in SPICE (Selected Programs for Improving Catholic Education) as one of the best early childhood programs in the country. St. Luke's Preschool was one of ten schools to present at the SPICE symposium in March, 2005.

The support of our current pastor, Fr. Robert Hawkins, continues the tradition of his predecessors who provided the vision, support and love which helped St. Luke's School grow to become a nationally recognized school of excellence.

MISSION

Diocese of Providence

Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Roman Catholic Schools of the Diocese of Providence are centers of education where students witness, share and grow in the Catholic faith community. Within a framework of Catholic Christian values, our schools strive to provide academic excellence, to nurture spiritual, physical and emotional growth and to assist students to become lifelong promoters of the Gospel message.

St. Luke's Church

St. Luke's Parish at its core strives to live out the call of stewardship. Simply put, we are aware that all we have is a result of our gift-giving God. God blesses us with time, talent and treasure. We attempt to respond to this by using creatively what God has given to us. Working in partnership with God we advance His kingdom on earth. By doing so we are witness to God's presence in our midst.

St. Luke's School

St. Luke's School encourages and challenges students to achieve academically, grow spiritually, and use their gifts to serve effectively as Christian leaders. The school community provides an enriching, nurturing, faith-filled learning environment for students in preschool through grade eight.

ACCREDITATION

St. Luke's is fully accredited by the New England Association of Schools and Colleges (NEASC).

NONDISCRIMINATORY POLICY STATEMENT

St. Luke's School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin, in administration of educational policies, admissions policies and scholarships.

PARENT COOPERATION

It is the goal of St. Luke's School to work collaboratively with parents to educate and discipline students according to the guidelines outlined in this handbook. **As a condition of enrollment, parents pledge their support by signing the handbook contract.**

ORGANIZATION & ADMINISTRATION

Rev. Robert Hawkins Pastor, St. Luke's
Patricia M. Bartel Principal

St. Luke's Advisory Board

John Ruggieri, Chair

Heads of School & Directors

Karen Lico, Head Teacher
Eileen Dennis, Head of Preschool
Neil Kiely, Director of Institutional Advancement
Timothy Cabral, Head of Maintenance
Donna DiCicco, Technology Coordinator

Faculty

Eileen Dennis, B.A., M.Ed.	Preschool
Wendy Morgan, B.A.	Preschool
Celeste DaPonte, B.A., M.A.	Kindergarten
Bridgeen O'Hanley, B.S.	Grade 1
Patricia Thompson, B.A., M.Ed.	Grade 2
Bethany Furtado, B.S., M.Ed.	Grade 3
Carrie Collins, B.S., M.A.	Grade 4
Jeannine Fuller, B.S., M.Ed.	Grade 5
Pauline Noury, B.A.	Grade 6
Lori Finan, B.A.	Grade 7
Doreen Schiff, B.A., M.S.S., M.A.T.	Grade 8
Christina Hollingsworth, B.S.	Middle School ELA, Religion & SS
Karen Lico, B.A., M.S.	Middle School ELA & Library
Mary Corcoran, B.S., M.A.	Learning Specialist
Beatriz de Pena Gonzalez, B.S., M.B.A.	World Language- Grades 4-8
Gloria Turilli, B.A., M.A.T.	World Language- Preschool-3
Kelly Caton, B.A.	Music
Nicole DeToro, B.A.	Art
Jessica Williams, B.S.	Physical Education & Health

Staff

Cathi Carbone, Bookkeeper

Mary Beth Sullivan, School Secretary

Extended Day CAMP

Colleen Deschenes

Mary Primiano-Cavallaro, B.S., M.A.

Dawn Sequino

Health Services

Debbie Bloom, R.N., B.S.N.

Kandi Cahill-Soucey, R.N.

Support Staff-Teacher Assistants

Paula Bucci

Colleen Deschenes

Guyline Leonard

Charlotte Osso-Werner

ADMISSION

Students are admitted to St. Luke's School at the discretion of the administration. With regard to admission policies, educational policies, and school-administered programs, we do not discriminate against students on the basis of race, color, ethnic origin or handicapping conditions.

1. St. Luke's encourages interested families to come visit the school and meet with the Director of Institutional Advancement. Open Houses are held in November and January. Tours are available by appointment at any time throughout the year. Midyear transfers are welcome.
2. Registration process begins in late January. Applications are available at the school.
3. Children must be five(5) years of age by September 1st to be eligible for admission to kindergarten.
4. It may be necessary to deny admission if registration for the class the student is applying to exceeds the maximum class size. In this case, admission will be granted in the following sequence:
 - Siblings of St. Luke's School presently enrolled.
 - Students enrolled in St. Luke's Preschool.

- Active parishioners of St. Luke’s Church.
 - Members of a Catholic Church other than St. Luke’s.
 - All others.
5. The following documents are required of all students applying to SLS:
 - Official certificates of birth, baptism, and other sacraments received.
 - Current records of immunization and health.
 - Records from last school attended including report card, support plans, and standardized test scores.
 - Signed registration form, tuition contract and deposit.
 6. Financial assistance is available through local parishes and the Diocese of Providence. To be considered for financial aid, parents must apply to FACTS Management. Forms are available at the school and must be submitted by the deadline. Financial aid is awarded in the spring.
 7. All new students are admitted on a probationary status until the first progress report.
 8. During the probationary status, the student must demonstrate evidence of successful school work and behavior. Parents of students who are experiencing difficulty will be contacted by the principal.
 9. Parents/Guardians will be informed if their child will not be permitted to enroll permanently. All final decisions regarding admission will be guided by the principal.

Required Forms

A student cannot attend/is not registered at St. Luke’s School until the following forms are complete and on file:

- Birth Certificate
- Baptismal Certificate (if applicable)
- Emergency Information Form
- Health Records
- Medical and Immunization Forms
- Prior School Records
- Tuition Contract
- Verification of Active Parish Affiliation
- APS Form (Automatic Payment System)

In addition, all financial obligations to the school (or previous school) must be met from the previous school year. This includes, but is not limited to, tuition and fees, bank fees, library book fees, textbook replacement costs, lunch costs, and extended day CAMP fees. All tuition and fees (including registration fee) must be paid and up to date by the first day of school in order for your child to begin on the first day.

Tuition

Preschool	Call school for rates.
Kindergarten- Grade 8	
In Parish	\$6600.00
Out of Parish	\$6900.00
Science Lab/Activities Fee -Middle School	\$75.00
Chromebook Insurance Fee - Middle School	\$32.00
Graduation Fee - Grade 8	\$250.00

Sanctions

1. No student will be allowed to begin school in September unless his/her tuition is current and other financial obligations have been met.
2. No student will be allowed to take final exams until all financial obligations have been met.
3. No grade 8 student will receive a diploma until all financial obligations have been met.

Tuition Refunds

The school's expenses and fixed costs are incurred on an annual basis. Tuition refunds are based on the Tuition Contract. In addition, the application fee and registration fee are both non-refundable.

Transfer/Withdrawals

Parents who wish to withdraw their child from St. Luke's School must inform the school office of the withdrawal in writing. All textbooks and library books must be returned in good condition and all financial accounts and obligations settled prior to the release of records to the transfer school. Parents must sign a Release of Records Form.

ATTENDANCE

The school year is 180 instructional days. Regular attendance is important and directly correlates with student success. Frequent absences may affect the academic achievement of a student. Students should not miss school to go on vacation, attend a sporting event or an appointment that could be scheduled outside of school hours. If a child must be absent, please adhere to the following:

- Notify the school office by 9:00 AM on the day of the absence.
- On the day of return please provide a note explaining the absence.

Students who are absent from school may not take part in school-sponsored activities on the day of the absence. Special circumstances will be considered by the principal. In addition, all missed work must be completed and returned to the teacher **within three school days. This is the student's responsibility to see his/her teacher/s to arrange make-up work as soon as possible.**

Teachers are not required to make any special provisions or arrangements or provide special instruction to students who miss school due to a vacation, sporting event or other non-school related event..

High school visits should be planned on faculty professional development days.

Homework Requests-Absence

Students who are absent are to receive work assignments **when they return to school.** Homework, missing work, and daily assignments **will not be sent home** when a child is absent. Please do not call the school and request such assignments.

Tardy Procedure

The school bell rings at **8:15 AM.** All students who arrive **after 8:15 AM** are tardy and **are to report to the office with a parent to sign them into school.** Students who are tardy more than ten days per trimester are not eligible for a Perfect Attendance Award.

Daily Schedule Change

If there is a change in your child's daily schedule (i.e. your child normally rides the bus but will be going home with a friend) **please notify your child's homeroom teacher in writing.**

Early Dismissal Request

All early dismissal requests must be in writing and signed by a parent/guardian. The parent or other designated person must come to the office, identify him/herself and sign the student out of the building. Students will only be dismissed from the main office, not the bus line, playground, classroom or cafeteria.

SPIRITUAL DEVELOPMENT

Liturgy

All students participate in all-school celebrations, prayer services, and Eucharistic liturgies. Students in grades 4-8 plan two monthly Masses per year under the direction of their homeroom teacher.

Mass Servers

We invite and encourage students to become Mass servers. If interested, please contact the rectory.

Reconciliation

Reconciliation is offered during Advent and Lent to students.

Rosary & Stations of the Cross

Students are instructed on how to pray the rosary and participate in Stations of the Cross. Stations are available weekly during Lent in the church.

Sacraments of Reconciliation & Holy Communion

The Sacrament of Reconciliation is made by our second graders prior to First Holy Communion. They are prepared by their homeroom teacher. Parents are required to attend meetings on these sacraments and are expected to fully support their children in the preparation.

ACADEMIC REGULATIONS & POLICIES

Academic Honesty

Academic dishonesty will not be tolerated. Cheating of any kind; copying another student's homework, giving an assignment to another student to copy, plagiarizing an internet source, and/or cheating in any form on a test or assignment may result in no academic credit and/or disciplinary action. This includes all forms of cheating, dishonesty and plagiarism. In episodes of cheating, teachers will explain to the student how the student cheated. The teacher will inform the parents and the principal.

Plagiarism is defined as “to steal and use the ideas or words of another as your own.” For all cases of plagiarism, the teacher will meet with the student and alert them that plagiarism is suspected. If it is proven that plagiarism has occurred, the teacher will inform the student’s parents and principal. The plagiarized assignment will receive no credit and the plagiarized assignment will be kept by the principal. Disciplinary action may be taken as well.

Academic Probation

Any student who is failing more than one subject at the end of a trimester will be placed on academic probation for the following trimester.

Academic Reporting

Teachers will notify parents of their child’s academic progress mid-way through each trimester in grades 1-8 via a progress report. Grades 1 through 5 are written progress reports and grades 6 through 8 are accessed online.

Report cards are distributed three (3) times per year. Report card envelopes are to be signed by the parent and returned to the homeroom teacher within three school days after issuance.

Parent-teacher conferences and student-led portfolio conferences are scheduled in the fall and spring. However, a parent can request a conference with a teacher at any time.

Common Heading for Assignments

All written work (unless otherwise specified by the teacher) will be completed in blue or black ink (with the exception of math and science which is always completed in pencil). The following heading is to be utilized on all written work:

Name	Date
St. Luke’s School	Class/Subject
<u>Assignment</u>	

Extra Help

Students are encouraged to seek extra help from subject teachers who are available upon request.

Homework Club

Homework Club is offered twice a week for middle school students for extra help with homework and study skills.

Homework

Homework is an essential part of the academic program. It is assigned to all K-8 students and includes written assignments, long and short-term projects, studying, and reading. Homework is given to develop initiative, responsibility, and self-direction. Written homework is given Monday through Thursday, excluding holidays and school vacations; however, students may be required to keep up with outside reading, study or projects on weekends, holidays and over vacation periods. The approximate length of time devoted to homework each night is as follows:

- Kindergarten & Grade 1 10-20 minutes
- Grade 2 20-30 minutes
- Grade 3 30-45 minutes
- Grades 4 & 5 45-60 minutes
- Grades 6, 7 & 8 60-90 minutes

If a problem arises regarding homework, please contact your child's teacher. Failure to complete homework in a timely manner will affect a child's grade.

Late Assignments in Middle School

Homework is expected to be fully completed and turned in on the assigned date. Homework turned in a day late will be lowered one grade. Homework assignments will not be accepted after the second day. Note: This does not apply to students who have been absent.

Three missed homework assignments will result in a detention. If the student continues to miss assignments, a meeting will be called with his/her parents.

Honor Roll Grades 6-8

Students in grades 6-8 achieve Honor Roll by meeting the following requirements:

Highest Honors GPA 95-100 with no failing grades (Below 70%).

First Honors GPA 90-94.9 with no failing grades (Below 70%).

Second Honors GPA 85-89.9 with no failing grades (Below 70%).

GPA is based on grades in core academic courses that meet for three or more days per week.

Honors Program Grades 6-8

Middle school students must meet the following criteria in order to be placed in honors level math class:

- Cumulative year-end average of 85 or above.
- Standardized test scores of 85th percentile or above (national percentile).
- Teacher recommendation.
- Strong work ethic

Learning Disabilities

St. Luke's School does not have the special education resources to administer or provide individual services to students who have a diagnosed learning disability. St. Luke's School does not, therefore, follow Individual Educational Plans formulated by other schools or public school districts. We are, however, available to offer insight and seek recommendations for helping students succeed. We will make reasonable accommodations for the recommendations listed in a student's evaluation or assessment.

Parent Portal (Chalkable)-Grades 6-8 only

The Parent Portal is an online tool which gives middle school students and parents access to view grades posted by teachers. Families will be given password information at the beginning of the school year. Teachers are asked to update information weekly.

Report Cards

Report Cards are issued at the conclusion of each trimester to all students in grades K-8. Dates are on the monthly calendar. Parent/Guardian is to sign and return the report card envelope after the 1st and 2nd trimester only.

Promotion and Retention

Advancement to the next grade level is based on a student's daily performance, assessment results, teacher recommendations, and the student's ability to complete work successfully at the next grade level. Promotion is dependent upon successful completion of all academic areas. No student will be allowed to pass on to the next level with a failure (below 70%) on his/her record. Failure can be made up for credit in an accredited summer school or with a tutor approved by the principal.

Standardized Testing

Students in grades 3-8 will participate in STAR Assessments, standardized testing by Renaissance Learning, in September, January, and May. Students in grades 5 & 8 will participate in the Assessment of Catechesis/Religious Education in February.

Summer School

Students who need to make up a failing class may do so by means of summer school. The principal must approve in writing the summer school program for each student. If an appropriate program is not available then a student is permitted to be privately tutored to make up a failing grade. The tutor must be qualified and certified and approved by the principal in advance.

CHILD ABUSE LAWS

St. Luke's School abides by the Child Abuse laws of the State of Rhode Island. All cases of suspected abuse and/or neglect will be reported.

COMMUNICATION

We strive to maintain excellent home-school communication at all levels. A monthly calendar is provided at the start of each month. A daily folder system in the lower grades and a Family Friday folder system is in place to communicate information about upcoming events, policies and important messages from school. Please review all materials in your child's folder and return the folder to school.

We also utilize School Messenger, an all-school broadcast system to communicate school emergency information such as school closings or delays due to inclement weather. This is done via telephone message.

Our school website, www.stlukesri.org and weekly e-newsletter, *The Link*, are excellent resources where you can find important school information and updates.

All faculty members have a school email address located in the directory and on our website. Our teachers also maintain a web page on our school website.

Other ways of sharing information about life in the classroom and in the larger school community include:

- Open House/Back to School Night in the fall
- Parent-Teacher conferences in the fall and student-led portfolio conferences in the spring
- Progress Reports & Report Cards
- E-blasts
- Facebook

CONCERNS

If you are concerned about your child or a classroom situation, please contact your child's teacher as soon as possible. We realize that communication challenges may arise; therefore we have developed a protocol for assisting parents: ***First, always contact your child's teacher.*** If, after speaking with your child's teacher, you are still dissatisfied you may arrange a meeting with the principal to discuss your concern.

How to Contact Us

Telephone

School Secretary, Mary Beth Sullivan	401-246-0990
Preschool, Eileen Dennis	401-246-1236
Church Secretary, Ann Marie Beccue	401-246-1212
Bookkeeper, Cathi Carbone (Tuition)	401-246-1212 ext.202

E-Mail

Faculty and staff email addresses are located on our website and in the school directory.

CRISIS MANAGEMENT & SAFETY

Your child's safety is our top priority. We have emergency procedures in place for all hazards that might endanger students or disrupt our school day. To keep students safe in our school building all entrances and exits will be locked during the school day. All people visiting our school, including parents who are dropping off/picking up students or dropping off items for students are asked to enter the **main building entrance (gym entrance)** where the school secretary will assist you. All visitors to St. Luke's School must wear a visitor's badge and sign in to the building. All visitors, including parents, will not be allowed to roam the school hallways before, during, or after school without getting permission from the school office first. **Your cooperation helps us to maintain a safe environment for all students.**

In the event of a crisis/emergency situation we will follow the direction of emergency management officials. If school must be closed we will follow established procedures for school closings. How can you help?

1. Be sure your child's Emergency Care Card is complete and up-to-date with correct contact information, including telephone and cell numbers.
2. Please **do not** call the school during an emergency. School phone lines must remain open for communication with emergency officials. We will contact you regarding procedures for dismissal as well as update you with information.
3. Tune in to local radio and television stations.

EMERGENCY PROCEDURES

Inclement Weather

Should it be necessary to close school due to inclement weather, an announcement will be made via School Messenger and local radio and television stations. We follow the direction of Barrington Public Schools.

Emergency Drills

We follow Rhode Island State Law by completing fifteen (15) drills throughout the year. This includes fire, evacuation and lockdown drills.

GENERAL INFORMATION

Birthday Celebrations

Please consult your child's homeroom teacher regarding class birthday treats. Due to student allergies we encourage healthy, nut-free treats. **Teachers must be notified 2 days in advance if a treat is going to be brought into a class. Teachers need time to contact parents of students with allergies so a safe treat can be brought in for them as well. If teachers are not notified in writing 2 days in advance about treats coming into the classroom, the treats will not be handed out.** Approved treats will be distributed in the classroom by the teacher, not at lunch in the cafeteria.

To avoid hurt feelings, party invitations may not be distributed in school unless the entire class is invited.

Cell Phones and Electronic Devices

Cell phones and personal electronic devices are not allowed during school hours. Such devices are to be turned off and stored in a student's backpack. Students caught with a cell phone or other personal electronic device will have it taken away. The item will be returned at the end of the school day to a parent only. In addition, the student will serve a one hour detention.

Change of Address or Phone Number

Inform the main office and your child's teacher if there is a change of address or phone number.

Custody Issues

We are guided by the provisions of the Buckley Amendment regarding non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent access to the child, his/her academic records, and other school-related information regarding the child. Please inform the school immediately regarding custodial issues. It is the responsibility of the parent to provide the school with an official copy of a court order.

Directory

A school directory is published every year by our PTO. The directory includes each student's name, parent's name/s, address, phone number, and parent's email address. The directory is provided to school families. If you do not want your information included in the directory, then please indicate so on the form that comes home at the beginning of the school year.

Lost and found

All lost and found items are brought to the main office. Please label all of your child's belongings, especially sweaters, sweatshirts and lunchboxes. After 30 days items are donated to charity.

Title IX

No person shall, on the basis of gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Viewing Permanent Records

A parent/legal guardian may examine his/her child's records at any time with a 24-hour notice. Requests must be made to the principal in writing.

HEALTH AND NUTRITION

We are committed to the education of the whole child. This includes the relationship between good health and learning. We encourage you to share information about your child's general health, health conditions, past and present illnesses, sleeping and eating habits, and stresses and rhythms of home life.

AIDS

The AIDS policy for the Diocese of Providence stipulates a confidential process for determining continued employment/attendance for teachers/students with AIDS. Decisions are made on a case by case basis and are confidential.

Medical Examinations & Immunizations

In accordance with the Rhode Island Department of *Health Rules and Regulations pertaining to Immunization and Testing for Communicable Diseases (R23-1-IMM)*, all children entering school are required to have up to date immunizations. A physician's certificate or school health record, with actual dates of immunization, is the only acceptable documents of identification. **YOUR CHILD MAY NOT ENTER SCHOOL WITHOUT THIS INFORMATION.**

Students may be exempt from the immunization requirement if: a) a licensed physician signs a medical exemption stating that such a student is exempt from a specific vaccine because of a medical reason; or b) a parent or guardian completes and signs the Immunization Exemption Form, available from the Office of Disease Control, Rhode Island Department of Health on the grounds of religious beliefs.

All children entering preschool, kindergarten and grade 7 and all newly enrolled and out-of-state transfer students must show evidence of a physical examination. This examination shall be conducted in the **twelve (12) months preceding the date of school entry, but if not, it shall be completed within six (6) months of school entry**. A health history is also required for all new students.

All children entering kindergarten are required by state law to have a **vision screening** done by their primary care provider before the start of the school year. The RI Department of Health **lead screening** entry requirement for schools, requires documentation from the child's healthcare provider that the "student is in compliance with lead screening" for **Pre-K and kindergarten entry**.

IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL NURSE OF ANY CHANGES IN THEIR CHILD'S HEALTH STATUS, ESPECIALLY ALLERGIC REACTIONS, MEDICATION, ASTHMA, ETC.

Illness at Home

Fever: If your child's temperature is **100 degrees or higher** they should remain at home until fever free for 24 hours without fever reducing medicine.

Vomiting/Diarrhea: If your child has vomiting and/or diarrhea they should be kept home for 24 hours after their last bout of vomiting and/or diarrhea and they are able to keep down fluids and food.

Cold/Cough: If your child is having discomfort that would interfere with their normal school performance please consider keeping them home until they are able to resume normal activity. Any questions, please consult your pediatrician.

Strep Throat: If your child has been diagnosed with strep throat they should be kept at home until they have been on antibiotics at least 24 hours and the fever has resolved.

Conjunctivitis (Pink eye): If your child has been diagnosed with conjunctivitis they should be kept at home until they have been on antibiotics for 24 hours.

Rashes: A suspicious rash with or without fever should be evaluated by your pediatrician.

Impetigo: If your child has been diagnosed with Impetigo they should remain at home until they have had 24 hours of antibiotics and the lesions are dry or covered.

Ringworm: If your child has been diagnosed with ringworm they should remain at home until they have been on antibiotics for 24 hours. Keep rash covered until resolved.

Chicken pox/Shingles: If your child has been diagnosed with Chicken pox or Shingles they should remain at home until all areas are scabbed/dry.

Medication

All medications, both prescription and over-the-counter, should be delivered to the school by the parent/guardian. All medications, doctor's orders and doctor's notes should be given to the school nurse. If the nurse is unavailable, they should be delivered to the school secretary. School personnel are legally prohibited from administering any prescription or over-the-counter medication except emergency medications such as EpiPens and Glucagon. **Only the school nurse (with a doctor's order and parent signature), or parent may administer medicine in the school setting.** **Cough Drops** are considered an over-the-counter medication therefore, they must be brought to the school by the parent/guardian in their original packaging with the student's name on them. They must be accompanied by a note from the parent. They will be stored in the nurse's office. Once dispensed by the school nurse, the student must consume the cough drop in the presence of the school nurse or designated staff member. **At the end of the school year, all medication must be picked up by a parent/guardian from the nurse's office.**

Students are not permitted to carry medication unless deemed necessary by the child's physician. Students requiring an EpiPen, inhaler or diabetic supplies may carry these medications with them if the school has written authorization from the child's parent and physician. Please see our school nurse regarding any questions or concerns.

Illness or Injury at School

Ill or injured students are to report to the nurse's office for assistance. The school nurse is available daily between 9:30AM-1:30PM. If the nurse is not available, please see the school secretary or principal.

Communicable Diseases

Children who have a communicable disease are not allowed to attend school. This includes head lice. Please inform the school nurse of any issues.

Nutrition

Please provide your child with a healthy snack and lunch. Please avoid candy. Gum and soda are not allowed in school.

REVERENCE, RESPECT AND RESPONSIBILITY

At St. Luke's School we strive to cultivate a respectful environment where students are safe to learn and play. We expect students to be respectful and responsible for their own actions and behavior. Teachers take practical steps to ensure the smooth flow of learning each day. Students are aware of expectations both in and out of the classroom. School and classroom rules, structure and clear expectations create a sense of security at St. Luke's. We expect each student to be respectful of/towards teachers, staff members, fellow students, clergy, visitors, the Catholic Church, themselves, and others.

Any faculty or staff member may handle a disciplinary issue in the manner of their choosing that is appropriate to the offense. Consequences may include a verbal warning, a written apology, a work assignment, or detention. With a serious infraction there will be a meeting between the student, principal, and teacher(s) involved. All disciplinary processes are conducted in a private, confidential manner.

Our discipline policy sets clear limits on what constitutes acceptable and unacceptable behavior. A student who violates any rule or law is subject to disciplinary action. The principal is the final recourse in all disciplinary infractions.

Rule Violations

- Truancy, leaving school without permission, cutting class.
- Bullying, which includes but is not limited to any student who intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another person.
- Any student who maliciously spreads rumors about another person; threatens another person in writing or verbally; engages in online blogs or entries on social media outlets that defames (insults, slanders, offends), threatens, harasses, intimidates, humiliates, or taunts a student, faculty or staff member, member of the clergy, the school or church
- Cheating, plagiarism
- Disrespectful language, sexualized language or gestures

- Disruptive classroom behavior
- Rude or disrespectful behavior
- Actions affecting the safety of others
- Students caught with inappropriate, offensive, vulgar or sexualized material
- Fighting
- Harassment
- Intentionally making fun of, hitting, poking, kicking, tripping, writing about or throwing anything at another person.
- Insubordination
- Falsifying or forging any document; making a false statement.
- Profanity
- Non-compliance with Uniform Code

Law Violations

- Possession, distribution or use of alcohol, drugs or an illegal substance.
- Assault and battery
- Arson
- Bomb threat
- Burglary
- Disorderly conduct
- Extortion
- Sexual harassment
- Theft
- Vandalism
- Possession, distribution or use of a weapon

In addition, a student whose behavior **outside of the school** jeopardizes the school's good name may, at the discretion of the principal, be asked to leave the school or be subject to other disciplinary action.

The principal will maintain records of offenses reported for each student. Parents will be informed of serious offenses or a pattern of offenses.

Continued poor conduct or a serious offense may call for suspension or dismissal from school. After any suspension the student is automatically placed on probation. This will be done after consultation with the student and his/her parents. Any student on probation is ineligible to participate in extracurricular activities.

Playground Rules

Students are instructed by the teachers as to the location of their play areas. Students are to remain on playground until bell rings. Students are asked not to bring any toys or equipment from home unless the teacher grants permission in advance.

All students are asked to be respectful to their supervisors and follow their directions and discipline requests.

All students are asked to be respectful and kind to each other. On the playground students are not permitted to fight or use aggressive actions, pretend fight, use inappropriate language, throw snow, throw or kick balls near windows, or leave the playground without permission.

Students are to report concerns to the nearest supervisor.

Students are to line up quietly and orderly for entry into the building when the bell rings.

Statement on Violence

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, actual violence of any kind in any form, including the use of e-mail, electronic portfolio or journal, instant messaging, social media messages, text messages and the like, by any member of the school community to any other member of the school community or to an outsider, subject an individual to sanctions by the school community including, but not limited to suspension, medical and/or psychological evaluation, and exclusion. All threats of violence will be taken seriously. Excuses such as “I was just kidding” or “I didn’t mean it” are not acceptable. In addition, threats of violence and acts of violence, including bullying and harassment will be reported to the police where appropriate.

RI Statewide Bullying Policy/Safe Schools Act

The RI Statewide Bullying Policy, also known as the Safe Schools Act went into effect June 30, 2012. The policy ensures a consistent and unified statewide approach to the prohibition of bullying at school. This policy applies to all students in the state of Rhode Island, including St. Luke’s School. This policy in its entirety is available on the homepage of our school website. A hard copy of the document is available in the school office.

Transportation

It is expected that all St. Luke's School students will conduct themselves in a respectful manner on buses, both public and private. Disorderly or inappropriate behavior on the bus will result in disciplinary action up to and including revocation of riding privileges. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order.

Disciplinary Process

In general, rule violations are handled by the classroom teacher. Related violations and violations of a serious nature are handled by the principal.

Detention

- Detention may be imposed by the principal or any teacher for any infraction. A parent will be notified of the detention at least 24-hours in advance.
- Students will receive detention for every three uniform violations received.
- Three detentions may result in suspension.

Suspension

Suspension is a way of alerting both parent and student that there is a significant problem. It is used to provide reinforcement so that a child's academic or behavioral performance will improve. In-house suspension is when a student reports to the main office for the day. Student is not allowed to attend the regular class schedule yet is required to complete classwork and homework for 70% credit. At home suspension is when the student is removed from school for the duration of the suspension. All work is to be made up for 70% credit. During any form of suspension a student is not allowed on school property or allowed to attend a school event, including athletic practices or games.

Expulsion

Expulsion is the permanent removal of a student from St. Luke's School. A major infraction of a school rule or law violation, any activity deemed a major infraction by the principal or repeated offenses may render a student to expulsion.

The principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary action for just cause at his/her discretion.

ALCOHOL, DRUGS & TOBACCO

We are firmly committed to maintaining a school environment which is drug, alcohol and tobacco free. All members of the school community are accountable for their behavior and are expected to abide by the policy set forth below. Violations of this policy will not be tolerated and may result in discipline up to and including expulsion for students.

Students may not possess, sell, or buy unauthorized drugs, alcohol or controlled substances while under the jurisdiction of their school. The use, possession, sale or other distribution of drugs, including alcohol, as well as drug paraphernalia or tobacco products are prohibited on or near the school's campus, and/or at school functions.

The use of tobacco in any form by students is prohibited on or in the vicinity of the campus and at any school function on or off campus.

FIREARMS & DANGEROUS WEAPONS

Firearms, dangerous weapons or realistic replicas of firearms are prohibited on school premises, school provided transportation, or any facilities used by our school. Any violation of this policy will result in immediate expulsion.

ROLE OF THE PARENT

Parents are expected to embrace the mission of St. Luke's School, attend parent-teacher conferences, get students to school on time, provide support and inform teachers if a child is experiencing difficulty. We strongly encourage parents to support St. Luke's School by becoming involved in the life of the school by volunteering at events, supporting fundraising efforts, and supporting all faculty and staff members.

Respect for School Faculty and Staff

Parents are held to the same standard as students with regards to respect for school personnel. Enrollment of the child in St. Luke's School implies a partnership between the school, the student and the parents.

Parent Teacher Organization

The Parent Teacher Organization (PTO) supports the mission of our school through parent involvement and by helping to build and sustain our school community. The PTO achieves this by guiding fundraising efforts, extending a warm welcome to new families,

encouraging parents to volunteer, providing enriching activities and materials to students, providing a forum for dialogue regarding parent concerns. The PTO executive board meets monthly. Parents are encouraged to support our PTO and attend all open meetings.

Messages to Students

Please limit your requests **only to cases of emergency**. Review doctor's appointments, transportation plans, etc. **before** your child leaves for school in the morning. If your child has a cell phone please do not call him/her on that phone during the day.

Volunteers

We welcome volunteers; however all volunteers must have a BCI check and attend a safe environment workshop one month in advance of volunteering in our school. Please see the secretary for more information.

Here are some ways to get involved as a parent volunteer:

- Room Parent: Room parents provide support to the teachers by getting information to other parents in the class regarding events, classroom activities, class parties and special projects. Each class has one-three designated room parents.
- Library Volunteer: Library volunteers coordinate time(s) they are available to assist the school librarian during the school day.
- Coach: We are always looking for parents to help coach our athletic teams.
- Fundraising & Community Building: Parents are always encouraged to assist at any of our fundraising events, school events, and outreach experiences.
- PTO Board: Support the PTO by taking on a leadership role on the PTO Board.

STUDENT LIFE

Athletics

St. Luke's School participates in the Catholic Athletic League. The Catholic Athletic League is organized in order to give the children of the Diocese a place to share, grow and interact in a safe environment. The design of the league offers all children a place to compete in a caring, nurturing environment in order to help them develop emotionally and spiritually. At St. Luke's School we participate in the Catholic Athletic League in the following sports: Cross-country, basketball and soccer.

Eligibility: CAL athletics are open to students in grades 4-8 (depending on the sport) who are in good academic standing (See Eligibility and Participation in Extracurricular Activities below).

Making the Team: All students who are eligible to join the team are encouraged to do so. Every student who tries out for the team is on the team. However, students and parents must be aware that participating on an athletic team does require the student to be willing to make an investment of time and energy to the team. This includes attending all scheduled games, meets, practices, and events.

Playing Time: All athletes are expected to be ready to play in each game and to attend each game. Coaches will do their best to be certain that all members have an opportunity to play during the course of the season. Exceptions to this are in the case of chronic absence, missed practice/s, academic probation, behavioral or disciplinary issues, or danger of injury. These decisions are at the discretion of the coaches.

Transportation: Players are responsible for their own transportation to away games. Coaches will supervise students at all practices and games, and will remain with all students until they have been picked up.

Uniforms: Students are responsible for the uniform issued to them by the school and will be charged at the end of the season for any missing items. The school does not provide footwear, knee pads, or socks. Uniforms consist of a jersey, sometimes a jersey and shorts.

Spectator Behavior: Appropriate spectator behavior is simply this: Let the players play, let the coaches coach, and let the officials officiate. Please refrain from yelling at players, issuing directives, and or yelling at officials. Students and parents are expected to respect all players and spectators from SLS and opposing teams.

Care of School Property

Students are expected to take care of school property including all text and library books.

Community Service Hours (Middle School)

All students in grades 6-8 are required to meet the community service requirement by June 1st of each year. Sixth graders are expected to complete six (6) hours of service, seventh graders are expected to complete seven (7) hours of service, and eighth graders are expected to complete eight (8) hours of community service. Community service forms are available on-line. **Students who do not complete the community service requirement will receive an Incomplete on their Report Card in Religion. The completion of 8 hours of community service is a graduation requirement for 8th graders.**

Eligibility and Participation in Extracurricular Activities

In order to participate in any extracurricular or athletic activity, the student must:

- Maintain his/her best academic standard and put forth good effort in all classes.
- Participate in group prayer before the start of the game or activity.
- Meet all eligibility requirements from the Catholic Athletic League.
- Maintain a high standard of sportsmanship, citizenship and respect at all times.
- Accept the responsibility and privilege of representing your school community.
- Cooperate with peers, teachers, coaches, and all adults in charge.
- Treat others the way you would like to be treated.
- Maintain a positive attitude.
- Refrain from negative, derogatory or hurtful remarks to your peers, opponents, coaches, teachers, and referees.
- Attend all team meetings and/or practices.
- Adhere to school behavioral and academic expectations as outlined in this Handbook.

A student who violates any participation requirement may be subject to disciplinary action which may include a warning, suspension, or removal from the activity. The school principal is the final recourse in all disciplinary infractions.

Field Trips

Field trips are planned by classroom teachers and are designed to enrich a child's academic and/or spiritual life. **Parents must sign the school's permission slip. All permission trip forms must be turned in by the morning the day before the field trip or the student will not be allowed to go. Field trips are a privilege not a right.** Handwritten, faxed or e-mail notes and verbal permission are not acceptable. Students are not allowed to bring cell phones or personal electronic devices on field trips. Siblings are not allowed to attend field trips with parent chaperones.

Chaperoning a field trip can be a valuable experience and is a great way to volunteer your time at SLS. For the duration of the field trip, chaperones represent SLS and assume role-modeling and mentoring relationships with the students. For this reason field trip chaperones may not engage in:

- Disappropriate attention to their own child. Chaperones are on the trip to ensure the success of the experience for all the children and the safety of their group.
- Undermining the authority of the teacher by not following directions or instructions or changing the rules put forth.
- Overstepping disciplinary boundaries. Please leave the discipline to the teacher, but do let the children know if you see unacceptable behavior or an unsafe situation developing.
- Using foul language or speaking to the children in a harsh, angry, or intimidating manner.
- Consumption or use of alcohol, tobacco products, and/or illicit drugs are prohibited.
- Activities which distract attention from the tasks of the group. This includes texting, internet use, or phone conversations. These withdraw attention from chaperoning responsibilities.
- Please do not send “reports” of the trip in the form of email, phone, text, or photographic message to those not on the trip. Please allow the students to experience the trip without media intervention.
- Chaperones need to maintain confidentiality of a student’s medical or behavioral information.

Liturgy

All students participate in monthly Mass, as well as prayer services during Advent and Lent. Students in grades 4-8, under the guidance of their homeroom teacher, host two Masses per year. All students are required to participate. Reconciliation is offered during Advent and Lent.

Retreats

Middle school students are invited to know Jesus and each other through faith experiences outside of the classroom. Through prayer, sharing, discussion, reflection, and activity, students are led to deepen their relationship with Christ Jesus. Middle school teachers and parish priests facilitate these experiences.

UNIFORM CODE

Formal Uniform for Girls

Kindergarten-Grade 3	Grades 4-8
Plaid jumper	Plaid or gray skirt or gray kilt
Khaki twill pants	Khaki twill pants with belt
Long or short sleeve white blouse with Peter Pan collar	Long or short sleeve white oxford
Long or short sleeve maroon or white polo shirt with school logo (with khaki pants only)	Long or short sleeve maroon or white polo shirt with school logo
White turtleneck	White turtleneck
Maroon cardigan with school logo	Maroon cardigan with school logo
School sweatshirt	School sweatshirt
Plain ankle or knee socks or tights in white, maroon or gray. No nylons.	Optional navy blazer
Brown or black shoes. No sneakers, clogs, sandals, boots or moccasins/slipper shoes.	Plain ankle or knee socks or tights in white, maroon or gray. No nylons.
	Brown or black shoes. No sneakers, clogs, sandals, boots or moccasins/slipper shoes.

Formal Uniform for Boys

Kindergarten-Grade 5	Grades 6-8
Khaki pants with belt. (Note: Kindergarten and 1st grade boys do not have to wear a belt.)	Khaki pants with belt
Long or short sleeve white oxford	Long or short sleeve white oxford with school tie- Mandatory on Mass Days
Long or short sleeve maroon or white polo with school logo	Long or short sleeve maroon or white polo with school logo
White turtleneck	White turtleneck
Maroon v-neck pullover or vest with school logo	Maroon v-neck pullover or vest with school logo
School sweatshirt	School sweatshirt
Black, white, or khaki crew socks	Optional navy blazer

Black or brown shoes. No sneakers or boots.	Black, white or khaki crew socks with black or brown shoes. No sneakers or boots.
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Warm Weather Option
August 29th - October 31st
April 3rd - End of School
All Students K-8

<p>Long or short sleeve white or maroon polo with school logo</p> <p>Khaki pleat front or flat front shorts</p> <p>White crew socks with sneakers</p>

Physical Education Uniform
All Students K-8

<p>Uniform tee shirt with school logo, SLS athletic team shirt, or Trot Off Your Turkey tee shirt</p> <p>Maroon mesh shorts</p> <p>School sweatshirt</p> <p>Maroon or gray sweatpants with school name or logo</p> <p>White crew socks</p> <p>Athletic sneakers</p>

Accessories & Grooming
All Students

Girls	Boys
<p>Girls are to be well-groomed and have uniforms that are in good repair. Only minimal make-up can be worn and nail polish can only be light pink, nude or clear. Hair extensions and hair dye in unnatural colors are not allowed.</p> <p>Hair accessories: Headbands, hair ties and ribbons in uniform plaid, white, maroon, gray or black only.</p> <p>Jewelry: Studs and small hoops are acceptable. No large hoops or dangling earrings. Bracelets limited to three. One necklace No spiked jewelry.</p>	<p>Boys are to be well-groomed and have their uniforms in good repair. Shirts are to be tucked in at all times.</p> <p>Earrings are not allowed.</p> <p>One necklace, watch and/or bracelet may be worn. Jewelry with spikes or inappropriate slogans is not allowed.</p> <p>Hair may not be longer than collar length. Outlandish hairstyles-fades, mohawks, shaved designs or spiked hair are not allowed.</p> <p>Eyebrow slits or cuttings are not allowed.</p> <p>Hair dye in unnatural colors is not allowed.</p>

Additional Uniform Guidelines

- Students are not allowed to wear jackets in class.
- Students can only wear St. Luke's sweatshirts in class.
- Students are not allowed to wear shirts under the polo or oxford shirt. Students are allowed to wear a plain white t-shirt or undershirt.
- Hats are not allowed.
- No visible body piercings allowed, except for the earlobes.
- Dress Down Day attire must be appropriate. No open toed shoes, tank tops, short shorts, or t-shirts with inappropriate language or slogans are allowed.

TUITION AND FEE POLICIES

Tuition Setting

The tuition setting process begins with the drafting of a working budget based on financial demands and priorities, projected enrollment, and projected revenue. This draft budget is presented to the principal, pastor, and school board. After review, consideration, and discussion the school board recommends a tuition amount for approval to the board chair, principal, and pastor. Parents are informed of the new tuition amount by letter in the winter.

Tuition Payment

The school uses an external vendor, APS, to manage tuition and fees billing and collection. Tuition payments are set to begin in July and end in April. Questions regarding tuition and fees, as well as payments are to be addressed to the bookkeeper Cathi Carbone. Cathi can be reached at the rectory via telephone: 401-246-1212 or via email: ccarbone@stlukesparish.com.

Payment of Other Fees

Fees for other programs such as before and after school CAMP, athletics, and extracurricular activities are invoiced as they occur. These fees are processed and billed through the school and are due upon receipt. Questions about these fees can be addressed to the school secretary Mary Beth Sullivan. Mrs. Sullivan can be reached at the school via telephone: 401-246-0990 or via email: mbsullivan@stlukesri.org

School CAMP fees must be paid in full by the first of every month. **If fees are not paid in a timely manner your child/children will not be able to use the CAMP services.**

Financial Obligations

Policies and procedures regarding tuition and fees have been developed to provide for consistency and fairness with the goal of continuing each family's relationship with SLS while at the same time maintaining the school's financial stability. All policies are listed on the Tuition Contract.

Requirements:

- The SLS Tuition Contract must be signed by parents/guardians legally responsible for the financial obligation of the enrolled child(ren) before the first day of school.
- Tuition is due according to the Tuition Contract.



ST. LUKE'S SCHOOL PARENT & STUDENT CONTRACT 2017-18

In consideration of the acceptance of the below named student by St. Luke's School, we the undersigned parents and student hereby acknowledge that we have read and are in accord with the contents of the FAMILY HANDBOOK including the RI Statewide Bullying Policy.

It is our understanding that attending St. Luke's School is a privilege which may be revoked at any time. By sending our child to St. Luke's School we agree that the principal, faculty and staff have the right to expect our child to comply with the rules and regulations as set forth in the FAMILY HANDBOOK. We also understand that the principal and pastor have the right to set policies and make decisions that they, in their best discretion, find not only to be in the best interest of our child, but also in the interest of the whole school community.

We do hereby contract with St. Luke's School that we, the undersigned parents, will pay tuition and fees charged by the school for the 2017-18 school year on a timely basis.

We do hereby contract with St. Luke's School that we, the undersigned parents and our son/daughter, will comply with the school rules, regulations, and policies and will accept those decisions made by the school and principal. We understand the school has the right to amend this FAMILY HANDBOOK at any time.

Parent's Name _____

Parent's Signature _____

Student's Name _____

Student's Signature _____

Date _____ **Year of Graduation** _____

This page must be signed by the parent the student resides with and the student him/herself. For kindergarten and grade one students the parent's signature is all that is required. This signed page must be turned into the main office no later than **September 8, 2017**.

