



ST. LUKE CATHOLIC SCHOOL

**STUDENT AND PARENT
HANDBOOK**

2019 - 2020

2850 PRICE ROAD
Brownsville, Texas 78520

Dear St. Luke Families,

I present to you the Parent and Student Handbook for the **2019-2020** school year. I hope that you will find this resource to be informative and helpful. Its goal is to guarantee a safe and nurturing environment that will ensure each student's success this school year. Everyone's success depends on a strong commitment of all stakeholders: students, parents, teachers and administration.

This handbook is to highlight and describe policies and procedures for every aspect of school life at St. Luke Catholic School. Its contents will detail important facts in relation to academics, attendance, discipline and student life. By doing so, the school community extends a hand to each family to build and maintain a strong connection between each of us. By reviewing its contents and committing to supporting the school's rules and regulations, we maintain a strong positive relationship. It is imperative that follow-through be a collective effort to ensure a safe and effective learning environment. It is important that the lines of communication remain open at all times. We are here to work together and be of service to one another. We are always a phone call or email away. I truly believe that communication leads to positive change in all situations. It is in open discussion that solutions are developed that will impact our community. Remember together we can make a difference.

Our school community remains committed to setting our standards high and to provide a quality Catholic education for all of our students.

Our desire is to maintain an environment that will inspire students to use their talents and knowledge to improve the world they live in by promoting faith, service and excellence.

It is essential that as a school community, everyone works together to achieve our goals and nurture a strong foundation that is grounded in our faith that will last a lifetime and guarantee future success for all.

We look forward to a wonderful year!

Yours in Christ,

Anne Marie Serrato

Anne Marie Serrato, M.Ed.

MISSION STATEMENT

St. Luke Catholic School is to provide a Christian environment where children can grow spiritually, academically, physically and emotionally under the guidance of a nurturing community.

PHILOSOPHY OF EDUCATION

The task of education- since it is a dynamic, lifelong process- defies simple analysis. At root, learning involves a free response to natural curiosity. However, to produce meaningful results, a person must develop qualities of patience, discipline and responsibility. True education awakens the student to the potential of the human mind, body and spirit, promoting a critical awareness by which to think, judge and act, *modeled by the gospels of Jesus Christ*.

A Catholic relates these general education goals to the teachings of Jesus. Catholic education thus has a unique purpose and function, since it makes spiritually the cornerstone of the educational process. Students, faculty, and Community must share a clear missionary vision, a willingness to go the extra mile- to make sacrifices and shoulder extra responsibilities. Teachers are called not merely to instruct, but to witness Christ's love- in the classroom, at church, on the playing field and in the streets. Accepting the leadership responsibility of shaping young minds takes enormous dedication and sensitivity. However, the rewards of channeling youthful energy into constructive outlets make any inconveniences seem insignificant. Helping a student to learn, to grow and to mature is a privilege.

A liberal Catholic education, then, aims to place learning into a moral Christian Framework so that knowledge may be used wisely and beneficially. A Catholic Student is taught to balance creativity with discipline individuality with a spirit of Cooperation and competition with sense of fair play. The ideal student is committed to use his or her talents to serve Christ throughout life.

GOALS

1. To promote the witnessing of Gospel values and virtues
2. To have the school environment reflect its Catholic identity
3. To prepare our students for the 21st century.

VISION

The vision of St. Luke Catholic School is to walk in the guiding light united in our celebrate diversity, as a vibrant Catholic community and guide mind, body and spirit of the next generation of disciples to live in the gospel of Jesus Christ as beacons of light to the world.

ACCREDITATION

St. Luke Catholic School is fully accredited by the Texas Catholic Conference in conjunction with the Diocese of Brownsville. The quality of education offered is enriched through the membership in the National Catholic Education Association (NCEA) and the Association for Supervision and Curriculum Development (ASCD). Our curriculum includes instruction in the beliefs and traditions of the Catholic Church.

SCHOOL ORGANIZATION

Pastor

The pastor, as appointed director of the parish, is responsible to the Bishop and has the final authority in school matters.

Principal

The principal administers policies set by the Diocesan School Office, the Parish School Council and the accrediting agencies. Supervision of teachers and instruction, curriculum development, and the professional development of staff through in-service programs is among the principal's duties. The principal is responsible for the overall school environment. The principal is available for conferences and consultations with parents by appointment. Faculty and staff report to the principal.

Teachers

The teachers are responsible for the academic instruction of the students, the evaluation and grading of scholastic achievement, and the maintenance of discipline under the guidance of the principal and in accordance with the requirements of the school's accrediting agencies, the Diocesan School Office and the policies of St. Luke Catholic School.

School Council

The St. Luke Parent Advisory Council (PAC) serves as an advisory council to the Pastor and principal. Its mission is to help provide a quality Catholic education. Council members may provide advice and direction in aspects of the school including long range planning and public relations.

FACULTY & STAFF

PRINCIPAL	SECRETARY
<i>Anne M. Serrato, M. ED.</i>	<i>Bernice Alcocer (Registrar)</i>
Bookkeeper	Receptionist
<i>Carmen Martinez</i>	<i>Hilem Quinones (Teacher & Student Services)</i>
Custodial Staff	Special Staff (Library)
Luis Garcia	Maria G. Garza
Sara Pizaña	

INSTRUCTIONAL STAFF

Montessori	Physical Education
Christina Treviño	Heriberto Perez
Karina Cavazos	
First Grade	Middle School
<i>(VACANCY)</i>	Sixth Grade
Second Grade	Martha Cardenas
Mayra Sanchez	Seventh Grade
Third Grade	Diana Leal
Esther Lugo	Eighth Grade
Fourth Grade	Leticia Cazares
Maria Luisa Escobedo	
Fifth Grade	
Ana Tejeda	

GENERAL INFORMATION

School Hours

The office will be open from 7:30 a.m. – 4:00 p.m.
Daily School Hours:
7:30-8:00 a.m. Gym Supervision
7:55-8:00 a.m. Teachers escort students into the building.
8:15 a.m. Morning Prayer and Announcements
3:30 p.m. General Dismissal
3:30-3:45 p.m. Gym Supervision
4:00 p.m. Late Pick-up

Admission

A child is eligible for admission into Pre-Kindergarten if he/she reached the age of three years on or before September 1st. A child must be five years old on or before September 1st for admission into Kindergarten. Admission into First Grade is granted to children who are six years old on or before September 1st.

A certificate of birth, of Baptism and current immunization records must be presented at the time of registration. New students entering in grades two through eight must follow admission process. An interview with principal will determine admission status or if testing is required. An evaluation/ recommendation form from previous school may also be required.

Immunizations

Section 2.09 of Texas Education Code requires that all children entering Texas elementary schools must have been immunized against diphtheria, tetanus, polio measles, rubella, hemophilic influenza (4 year old only) and Pneumococcal Conjugate (PCVT). All students new to St. Luke are required to have a T.B. test. All schools are required to maintain records of the immunization status of individual students during the period of attendance for each student admitted. The records must be made available for inspection by representatives of the Texas Education Agency at all reasonable times.

Registration

Registration of new students and of those presently enrolled takes place during the month of February for the following year. Parents are informed of the exact date for registration. These registrations are confirmed by the payment of required fees. Registration fees are not refundable. Accounts must be current before a student is allowed to register for the following year.

Discipline

Discipline is essential to a positive learning environment. Rules and regulations are a must to obtain this type of environment. It is the job of all school personnel to enforce the rules and regulations set by the school. Each teacher will also have their classroom rules that align with the overall mission of the school. Teachers are asked to use positive behavior modification practices when working with their students. When a problem persists or a severe behavior arises such as disrespect, fighting or foul language a student will be sent to the principal's office. All issues are handled by necessary faculty members and are confidential.

Disciplinary Action may consist of the following:

1. Verbal reprimand – A verbal warning for actions unbecoming in a school Community.
2. Loss of privileges – Privileges given to a group of students or to an individual Student may be withdrawn for actions unacceptable in a school community.
3. Written reprimand – A letter or written form which makes the matter of Record any incident or behavior of misconduct.
4. In – school suspension – Separation of the student from class

5. Suspension - Separation of the student from St. Luke Catholic School for a definite period of time.
6. Expulsion – Separation of the student from St. Luke Catholic School whereby the student is not eligible for readmission to the school.

Three or more visits to the administration for disciplinary reasons will be considered grounds for withdrawal.

Detention

Detention Assigned by a Teacher:

Teachers may detain students during lunch/recess or after school for classroom misconduct or failure to fulfill academic obligations. The students must report to the teacher at the time and place designated. A student's failure to attend a detention assigned by a teacher will result in a referral to the principal. This referral will result in a disciplinary detention.

School Detention

School detention is supervised by the school principal or their delegates and may consist of either one-hour sessions before or after school. Students assigned to school detention who fail to attend, will be assigned double the hours missed, in addition to the original penalty, to be served beginning on the next scheduled.

Parents should not disrupt detention to look for their children. A list of those serving detention will be kept on file with the school principal. If a student has been assigned detention by a teacher as well as school detention on the same day, it is the student's responsibility to notify the office so that the school detention may be re-scheduled.

Tardiness Detention

Students who accumulate three "tardies" in a semester must serve late detention which consist of one hour of detention for the third tardy and for each subsequent tardy. Excessive tardiness will warrant more serious disciplinary action. Continued tardiness will result in detention, in school suspension and or expulsion.

Policy for Off-Campus Conduct

The administration of St. Luke Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school. Off-campus behavior that endangers the health or safety of an individual within the school/system or adversely affects the educational process may subject to disciplinary action. Every incident will be looked into and investigated for the safety and well-being of all and prompt appropriate disciplinary action will be taken.

Policy for Harassment or Bullying

St. Luke Catholic School attempts to maintain a safe environment for all individuals. All efforts are made to educate children to be Christ like and show the love, care and respect for one another. As we strive to maintain a positive learning environment, behavior education is a key component in our daily routine. A consistent schedule of workshops for parents, teachers and students will be provided throughout the school year.

Any forms of harassment or bullying are taken seriously by school's administration, faculty and staff. School personnel will take all necessary steps to review each incident and to do what is best for all parties involved. Bullying is an intentional act, characterized by repeat occurrences and has a power differential between students. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously, in jest or online) face detention, suspension and/or expulsion. Engagement in texting, email messages, online blogs such as, but not limited to MSN messenger, Facebook etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, parish, faculty and other students.

Policy for Inappropriate Language or Gestures

All Students responsible for using appropriate language at school at all times.

Enrollment Block

The school reserves the right to dismiss or to block reenrollment of a student for the following reasons:

- Repeated violations of the Code of Conduct
- Violations of Specific Polices
- Excessive unexcused absences or tardies
- Excessive non-compliance with homework policy
- Continued non-compliance with tuition payment policy
- Continued uncooperative behavior on the part of the parent

Because it is impossible to foresee all problems which arise, this clause empowers the administration to block enrollment for any repeat behavior which violates the spirit and philosophy of St. Luke Catholic School even though not specified above.

Probationary Period (New Student K3-8th)

If a student is admitted to St. Luke Catholic School, a probationary period of nine weeks exists during which time a decision is made whether or not the school can meet the needs of the child. Parents will be informed by the principal of the need to enroll the child elsewhere if the school is not able to meet the needs of the students. For our Montessori students, this time is usually considered a period of adjustment where they will demonstrate readiness for school.

- Progress reports and report card are not issued to students whose accounts are delinquent.
- Eighth grade students will not be permitted to participate in commencement ceremony if the family's accounts are not paid in full.
- A refund for tuition and or fees will be issued to student's who cancel registration according to scheduled dates on the Tuition Commitment Form for current school year.
- Tuition may be paid annually, semi-annually, quarterly or monthly. Plan is indicated on the Tuition Commitment Form.

Tuition Assistance Program

The tuition Assistance Program provides a limited number of grants-in-aid to qualified students with serious financial needs. Grants are awarded to eligible students to the extent that funds are available. A financial Aid Application must be completed and submitted along with a copy of their income tax form to the Principal's office by March 30th. Financial Aid Applications are available in the office. All information is kept confidential.

The tuition Assistance Committee will evaluate the applications to determine if the applicant qualifies for a reduction in tuition. An interview may be necessary. Qualified applicants will be notified in writing the amount of tuition assistance they will receive.

Textbooks

All student textbooks are used on a rental basis. Hardback books must be cared for and covered at all times. Students must have them covered to protect the book. Any book that is lost, defaced or destroyed must be replaced and cost will be billed to the student's account. Workbooks and planners, if lost, must be replaced at the student's expense. A list of prices is available in the main office.

Arrival and Dismissal Procedures

- Students are to be dropped off at the gym in the morning by 8:00 a.m.
- There will be supervision available to students beginning at 7:30 a.m.*
- **Parents must park in the designated area and walk their children into the gym. Parents are asked to park in the designated areas and not along the side of the gym. For safety reasons, no one should park in the area blocked off and directly in front of the building.**
- Parents should drive with caution due of the level pf activity in the area at this time of day.
- Once in the gym, students are not allowed in the school building without a pass from the library manager or teacher. This is to ensure that each student will have the proper supervision.

Tardiness

- A student is considered tardy once Morning Prayer begins.
- If a student arrives after prayer and announcements, they must enter through the main office.
- In order to respect instructional time, students should not be escorted to class by family members.

Excessive tardiness interrupts the beginning of the day and the instructional process. It may also result in lower grades, loss of recess time, detention or a conduct mark as determined by the teacher. Lunch Recess detention will be given to middle school students for three tardies. A conference with the teacher or administration may be requested for serious cases.

Dismissal Procedures

Safety is our main objective and following dismissal procedures allows each teacher to dismiss students safely into your care.

- Dismissal will take place outside in front of the gym, beginning at 3:30 p.m. Parents are to line up in their vehicle.
- We ask parents not to park in front of the gym during dismissal.
- Parents are to drive with caution and be aware of their surroundings at all times. Cell phones should not be in use. This is a state law that school zones are strictly prohibited.
- The playground gate is open at 3:30 p.m. so parents and students may walk safely through the school to pick up their child(ren) from the Extended Day Program after school.
- The teachers or staff will escort each student to their parent or approved family member's vehicle. Students are not allowed to leave the gym after school on their own without a teacher or staff member accompanying them to their vehicle.
- Please do not walk up to the gymnasium to pick up your child.
- All after school activities schedule will begin after dismissal. Students will be released to the supervising coach or sponsor.

Early Pick-up Procedures

Instructional time is precious and the last 10 to 15 minutes is used to end the day, review homework, note accomplishments of the day and to pray. It is very important to limit early pick-up. It is not only a disruption for your child but for the teacher and other students as well. We ask that all students be picked up in the front of the gymnasium and that early dismissal occur for emergencies and special circumstances such as doctor, or dental appointments or a special family event. Students will not be allowed to be signed out from 3:00-3:30 in an attempt to limit disruptions. We ask that all families honor this rule.

An early dismissal slip will be issued to the student and an adult must sign the student out noting the reason and the time. Administration does reserve the right to hold a conference with the student's parents for excessive early dismissal practice to discuss the concern and remedy the situation for the student's well-being. Your cooperation is greatly appreciated.

Late Pick Up

Students who are left after school beyond 4:00 p.m. will be sent to our Extended Day Program until a parent or guardian picks them up. There will be a charge of \$20.00 billed (per family) to the family's account.

Extended Day Program

This service is available for students in all grade levels who stay all day from 3:30 p.m. to 5:30 p.m. in accordance with the rules and regulations of TCCED. A nutritional snack is provided for each student. Students may be enrolled on an as needed basis, as long as space is available. A registration form must be filled out and on file in the school office. Emergency information must be updated and on file with the Extended Day Program Staff every nine weeks to ensure correct phone numbers are on file in case of an emergency. It is the responsibility of all parents to update phone numbers and medical information of their child(ren). At least 5 students must be enrolled for the program to be cost effective.

Catering Service

A hot lunch is provided by a caterer. Menus are published each month for parent's and student's convenience and are available online or in the school office. The cost for each meal is \$4.00. The menu is subject to change in case the caterer needs to adjust for unforeseen reasons. However, the school will notify the parents of any change in the menu. A menu will be sent home to the parent two weeks prior to the end of the month for parents to review and return with a check or cash for the meals.

Lunch Procedures

All students must eat in the cafeteria. Before the students leave their classrooms to go to lunch, they are to be quietly organized and pray together. Parents are welcome to join their child(ren) only on special days such as their birthday, picnic days, etc. Students will have scheduled recess time every day for twenty minutes.

The following procedures and behavioral expectations should be observed while in the cafeteria:

- Students' lunch boxes, bags or containers should be outwardly labeled.
- Students are encouraged to eat a healthy lunch. Students are not permitted to bring soda with their lunches at any time and encouraged not to bring in fast foods. **If lunch is purchased from a fast food restaurant it must be transferred to a lunch bag or box.**

Cafeteria Rules

1. Use good manners at all times
2. Remain seated while eating. Ask permission to leave your seat.
Do not stand up to throw out your trash until your table is dismissed.
3. Use indoor voices. No shouting.
4. Walk in the cafeteria. Do not run.
5. Clean up all trash from your area.
6. Show respect for all cafeteria supervisors. Follow their directions.

Parties/Holidays

Parties and celebrations are kept at a minimum and are allowed only at Thanksgiving, Christmas, Valentine's Day and the end of the year. These classroom parties/ celebrations are organized by the classroom teachers and parent volunteers.

Birthdays may be celebrated in grade K3-K5 at snack time or at designated by the teacher. The Montessori teacher will organize a "Celebration of Life".

Parents may provide a snack to share with the class, however, parents should try to make these healthy treats. High sugar treats should be avoided. Please see your child's teacher for suggestions. Birthday treats (cupcakes, cookies...) in elementary or middle school are allowed during the student's lunch time. Parents may make arrangements with the teacher to bring these simple treats. Deliveries of candy, flowers, balloons or floral arrangements will not be accepted by the school for any student.

If a student or parent wishes to distribute birthday party invitations during the school day, an invitation for each child in the class is necessary. If it is by gender the same procedure applies. We must remain aware of the feelings of the others and always practice good manners and etiquette.

School Volunteers

We truly appreciate the willingness of parents to volunteer their time throughout the year in various ways. Following Diocesan guidelines, each volunteer will complete a volunteer form, complete a criminal background check, complete Protecting God's Children training, provide proof of a current TB test and comply with other health requirements as needed. These requirements apply to individuals who volunteer their time on a regular basis and who work with students on a regular basis. Parents are encouraged to participate in the Parent Organization or to serve on a committee as a chair or advocate. Parents will receive membership information in the months of August and September.

Visitor Policy

All Visitors to the school must report to the office sign in and receive a Visitor's Pass. Please do not go to any classroom without notifying someone in the office. The Visitor's Pass must be worn at all times while in the building. If you are visiting a classroom please limit your stay to only 15 minutes or less.

Student Visitors

The administration is open to accepting student visitors who are interested in the possibility of studying at St. Luke School. Students who request permission to bring a visitor must obtain permission from the principal. Visitors are expected to obey the policies of the school and are the responsibility of the petitioning student. It is the responsibility of the petitioning student to ensure that the visitor is properly dressed and behaves appropriately.

Observation Guidelines

Parents are invited to observe their children in the classrooms; however for the Montessori classes, parents are asked to wait until after October 1st in order for teachers to have time to work with the children teaching them the day to day procedures and most importantly to allow time for the children to adjust to their environment.

If parents would like to observe they are to arrange the time with the teacher 24 hours in advance. The teacher will inform the front office of a date and time. The following guidelines

1. Explain to your child that you will be coming.
2. Sign in the front office and obtain a visitor's pass.
3. Enter the room quietly
4. Sit on the observer chair. Do not engage with the children.
5. Plan to stay at least 15 minutes.
6. Bring paper and pencil to record your observation of your child.
7. At a later time, discuss your observations with the teacher.

Dress Code

All students in school, K3-8th grade are required to wear the school uniform from Ibiley each day. The uniform encourages students to feel a sense of pride in personal appearance, self-respect, discipline and school pride. The dress code must be followed for all school activities unless notice is given by the school.



DRESS CODE FOR SCHOOL YEAR 2019-2020

IBILEY.COM

GIRLS PK-4TH GRADE

- *Round Collar with NAVY TRIM to be worn with PLAID JUMPER (MANDATORY FOR MASS DAYS)
 - *Red Polo (same as boys) with PLAID CULOTTES
 - *Red Cardigan OR Reversible Jacket
 - *Socks must be white or navy blue and over the calf. WHITE SOCKS (OVER THE CALF) ONLY FOR MASS DAYS
- WE WILL NOT BE USING THE SAILOR TOP WITH TIES

BOYS PK-4TH GRADE

- *Red Polo with Navy Shorts or Navy Pants
- *WHITE OXFORD with Navy Pants and NAVY TIE (MANDATORY FOR MASS)
- *Red Cardigan OR Reversible Jacket
- *Socks must be white or navy blue and OVER THE ANKLE

GIRLS 5TH-8TH GRADE

- *WHITE OXFORD with NAVY or PLAID Cross Tie and NAVY or PLAID Skirt (MANDATORY FOR MASS DAYS)
- *BLUE OXFORD with Navy or Plaid Skirt
- *NAVY BLUE CARDIGAN or Reversible Jacket
- *Socks must be white or navy blue and over the calf. WHITE SOCKS (OVER THE CALF) ONLY FOR MASS DAYS

BOYS 5TH-8TH GRADE

- *LONG-SLEEVE WHITE OXFORD with NAVY SLEEVELESS CARDIGAN and Khaki Pants (MANDATORY FOR MASS DAYS)
- *PINSTRIPE OXFORD with KHAKI PANTS
- *NAVY BLUE CARDIGAN OR REVERSIBLE JACKET
- *Socks must be white or navy blue and OVER THE ANKLE

P.E. Uniforms

Only students in 3rd-8th grade wear a P.E. uniform during physical education class. The uniform for 3rd and 4th Grade Students consists of the red t-shirt with the school logo, red athletic shorts, white sport socks and tennis shoes. Middle school uniform consists of the grey school t-shirt with the school logo, navy athletic shorts, white sport socks and tennis shoes. The P.E. Uniform t-shirt is sold for \$11.00. The P.E. Uniform short may also be worn for P.E. and is sold for \$15.00. Montessori-2nd may purchase the red or grey P.E. T-shirts to be worn on Jean Days.

Additional Uniform and Grooming requirements:

- Boys must wear a belt at all times with their trousers.
- Girls are not allowed to wear any colored leggings during the cool months. Tights are allowed in white, red, or navy color.
- Shirts are to be tucked in at all times.
- Hair is to be tasteful. Boys' hair length may not touch the shirt collar and should be groomed around the ear. Fad haircuts (i.e. spiked cuts, razor cuts, dyed hair) are not permitted.
- Tennis shoes must be tasteful and provide good support for students. Students may wear dress shoes but boots are not allowed.
- Girls' skirt may not be shorter than knee length.
- Girls or boys may not wear excessive jewelry. **Chokers are NOT allowed (Stud earrings and watch are allowed).**
The school will not be responsible for any jewelry that students bring to school.
- During the school day, only red St. Luke sweaters and jackets are permissible.
- **Girls are not to wear make-up to school.** (Including Middle School Students)
- All students' nails should be appropriately cut and girls are not allowed to use acrylic nails. (K3-8th)
- Students who are not in compliance with the Dress Code will be given a Uniform Notice. After the third notice a student in 2nd-8th grade may receive a conduct mark (Warning on Progress Report/Final on Report Card) which will result in loss of privileges for the quarter.

Spirit Days

All elementary students are allowed to wear blue jeans with the **New 2019-2020 St. Luke T-shirt. Spirit/Blue Jean days are announced ahead of time via website, REMIND APP, and Monthly Calendar of Events.**

Teachers may also send out a message via Classroom REMIND APP. **Spirit days are usually held every other Friday.**

Medication Policy

The school is not permitted to administer any form of medication or to perform any form of treatment other than emergency first aid. Only minor cuts and slight abrasions will be treated at school. In case of a serious nature, parents will be notified to pick up their children. If children are ill, parents are asked not to send them to school. It is important that parents supply the school with alternate name(s) and phone number(s) to be used in emergencies. It is the parents' responsibility to see that emergency information cards have current information.

Injuries

Injuries should be reported to the main office immediately. An accident report **MUST** be completed by the school. Parents or guardians will be notified as proper steps are taken at the time of the incident depending on the type of injury. Our school accident plan pays only when charges are in excess of other primary insurances. Parents or guardians will need to submit claims to their primary insurance carrier and then send the Explanation of Benefits Form to our school insurance carrier before payments will be made. It is the parent's responsibility to fill out the necessary forms and mail to the company as soon as possible. Copies should be kept at the school and for your personal files.

Vision, Hearing and Scoliosis Test

Vision and hearing screening is required for all students every two years. Scoliosis screening is required for fifth and sixth graders. The school conducts these screenings.

Code Intruder

A code intruder will be performed at least once every month. The purpose is to stop students and staff members from moving about the building in case of an intruder and or other emergency that warrants such a procedure. At the sound of a Code Intruder, students and staff members are to report to the nearest classroom and remain there for the duration of the drill.

Fire Drills

Drills are conducted with or without notice on a monthly basis. At the sound of the alarm, all work immediately stops. All windows must be closed and the last student must close the door and turn off the lights. Students are to move quickly and quietly. Running is forbidden. Failure to follow these procedures may result in a serious hazard to the safety of others.

Campus Crisis Plan

St. Luke Catholic School adheres to all regulations contained in the Campus Crisis Plan issued by the Diocese of Brownsville Catholic School Office. This Crisis Plan covers emergencies that may arise at school and include response procedures, emergency numbers, and other pertinent information. The Crisis Plan is available for review in the school office. The Brownsville Police Department, Brownsville I.S.D. Police Department and local authorities are aware of our campus plan to be ready to assist with any emergency if necessary.

First Aid and CPR

A crew of faculty and staff members are trained in First Aid and CPR. All sections of the school are covered with trained personnel. A defibulator is also readily available for any child or adult experiencing cardiac arrest. Training has been issued by the American Red Cross.

Doors

All entries to the school are kept locked during the school day. No student is allowed to open the door to anyone coming to visit our campus unless authorized by an adult. We appreciate your patience in waiting to be greeted. The doors remain locked to protect all students and faculty members.

Inclement Weather

During rain or extremely cold conditions, students will be dropped off at the gym. At the end of the day, students will be dismissed from their classrooms.

Transportation List

This document is to ensure the safety of your child. The people who are listed are the only individuals allowed to pick up your child(ren). Proper ID will be requested. If someone who does not routinely pick up your child and will be doing so it is advised that the teacher be notified via written note, email or phone call to the office. If the person is on the transportation list they will be cleared by the office. If your child is planning to leave with another school family after school for a party or special event (who is not on your list) a written notice signed by the parent must be received at the beginning of that day. Phone calls are not preferred. We must have a Release in writing. If written permission is not received, your child will not be released for their safety.

Notification of School Closing/Evacuation

Notification of school closing due to inclement weather will be announced on TV channels 4, 5 and 48. Also on radio station B-104. Announcements may also be posted on our school website, Facebook, and REMIND.

Academic Regulation

Attendance Policy

In compliance with Texas State Law, a student from the ages of 6-18 is required to attend school. The school calendar provides a total of 180 instructional days. A student is expected to attend school at least 90% of the time. If a student has attended less than 90% loss of credit may apply. A school calendar is provided prior to the beginning of the school year for all families, and it is expected that each family will honor it. Regular attendance is essential to guaranteeing a continuous, uninterrupted program of instruction as a basis for academic success.

A student is truant if he/she has 10 or more days or parts of days of unexcused absences within a six month period or three days or parts of days of unexcused absences within a four week period. As per state law, it is the parent's duty to monitor attendance and require students to attend school. Parents are required to schedule a conference or communicate with school officials to discuss excessive absences.

Administration accepts the following as "extenuating circumstances" for the purpose of granting credit: personal sickness, health treatment, sickness or death in the immediate family, emergency, quarantine, or participation in approved extracurricular. Proper documentation is required to validate the excuse and must be received upon returning to campus.

If a student is picked up early and does not meet the required instructional time for the day, a student will be marked absent ½ day. It is imperative that parents do not pick up their child(ren) early unless it is absolutely important because it only interrupts instructional time.

A student who arrives or leaves after 10:00 a.m. will be marked absent for ½ day.

Excessive Absences

Upon review by administration and an attendance review committee, the following procedures will be implemented in cases of excessive absences (excused or unexcused):

- If a student has accumulated 5 absences parents will receive a notification/warning letter.
- If a student accumulates an additional 5 absences a conference with administration or attendance review committee will be required to discuss the situation.
- If a student accumulates additional absences (11th) an attendance contract will be implemented.

- Depending on the circumstances and details of the attendance contract, the following may be enforced such as a probation period, loss of privileges, retention, or even dismissal at the end of the year.

Progress Reports & Report Cards

The report card serves as one instrument that provides parents with an evaluation of the student’s development in specific content areas and the student’s performance in the primary elements of attitude and behavior. In the middle of the quarter, a progress report will be accessed via Edline and will provide students and parents an opportunity to review their progress. Parents are encouraged to set up a conference with their child’s teacher(s) if needed. Report cards are distributed every nine weeks. At the end of the quarter the report card is to be reviewed, signed by the parent or guardian, and returned within a week. The marking code for grades 1st-8th is based on a letter grade with numerical equivalents.

The following grades will be used: Grade 1

- 90-100.....A
- 80-89.....B
- 70-79.....C
- 65-69.....D
- Less than 65.....NI

The following grades will be used: Grades 2nd-8th

- 94-100.....A
- 86-93.....B
- 75-85.....C
- 70-74.....D
- Less than 69.....NI

Montessori Evaluation

In K3-K5, the report card will show academic areas that are undertaken at the respective levels. Parents will be informed of areas of work that have been introduced, worked on, or mastered.

Grades Weights

The student’s quarter performance is reported as an overall average of varying assessments throughout the period. The following weight system applies to each grade level:

1st-4th Grade. All students’ work is based on equal distribution and averages equally. Teachers are required to have a daily work and various formal assessments throughout the quarter. A majority of the grades collected in a nine week period must be independent work completed by the student.

5th-8th Grade: Student’s work is divided into two categories and is weighted applying the following formula: Daily work 40% and Test 60% of the final quarter average. Teachers are required to have daily work and various formal assessments, quizzes and group work. Test grades may be derived from formal exams, presentations, projects, and writing assignments. A majority of the grades collected in a nine week period must be independent work completed by the student.

Midterms and Finals

Students in middle school will be required to take a midterm and final exam for major content areas such as math, science, social studies, religion, reading and language arts. Exam dates are listed on the school calendar. Teachers will issue an exam schedule and students will be dismissed at noon during

testing. The following breakdown will apply to calculate yearly average and grant student credit for the course.

Q1 average (40%) + Q2 average (40%) + Mid Term (20%) = Semester 1 Average

Q3 average (40%) + Q4 average (40%) + Final Exam (20%) = Semester 2 Average

Semester 1+ Semester 2 = Final Average

Grading

Numeric grades are used on a 100 point scale. The minimum passing grade is 70.

Honor Roll

An honor roll student is one who not only performs academically but also illustrates strong work habits and good character. Students need to have good attendance (excessive absences may keep a student off the honor roll); good work habits and attitude, no conduct marks on their report card or conduct referrals filed in the office.

2nd-8th

94+ (A Honor Roll)

86+ (A-B Honor Roll)

Honor Roll is determined per nine weeks and is the average for each class that is taken into consideration for Honor Roll. Students who maintain a quarterly average in each subject will be recognized every nine weeks in an award assembly and at the end of the fourth quarter. These students have maintained an "A" or "A-B" average in all content courses for all four quarters.

National Elementary and Junior Society

The Mary Ann Kuzmich National Elementary Honor Society & Junior Honor Society & Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office and have been revised to meet the needs of our school and fall within our goals.

Students are selected to be members of the honor society by a Faculty Council, appointed by the principal and supervised by an additional member of the faculty serving as the chapter advisor. The group awards the honor of membership to qualified students on behalf of the faculty of the school during each school year. The honor society chapters will conduct its selection procedure during the second quarter.

Students in the fourth and fifth grades are eligible for membership in the elementary honor society and middle school students are eligible for membership to the Junior Honor Society. For scholarship criterion, a student must have a cumulative average in all content areas of a 90. Those students who meet this criterion are invited to complete a Candidate's Form that provides the Faculty Council with evidence of the candidate's Responsibility at home, at school and in the community. School administrative records and faculty input regarding the professional reflections on a candidate's personal responsibility qualities may be taken into consideration. These forms are carefully reviewed by the Faculty Council and a majority vote is necessary for selection. Candidates are notified regarding selection or nonelection.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance or better in all criteria that led their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in other chapter service projects and activities. Any student who fails to maintain the required level of performance and conduct will be placed on probation and could lose his/her honor society membership if significant improvement does not occur.

Parent-Teacher & Teacher-Parent Conferences/Communication

The lines of communication must always be open and kept in a positive manner. Please feel free to address any questions or concerns about your child with their teacher. Aside from scheduled conference dates, teachers or parents may request a meeting. Parents may call the school office and set up a meeting during the teacher's conference time. This must be done 24 hours in advance. We discourage conferences held during drop off in the morning before classes and dismissal time. **Teachers must continue to supervise their students and a private conference would allow the teacher to give parents their full attention.**

Parents may also access classroom information through our school's website where teachers keep parents and students informed on plans for the week and upcoming events. Parents may also send an email to teachers at the school email address. The student's planner is also used as a means of communication.

Formal conferences are scheduled at the end of the first and third quarters for parents to meet with their child's teacher. The purpose of the conference is: (1) for parents to collaborate with their child's teacher, (2) for parents to learn about the school and its curriculum, and (3) to discuss the child's strengths and weaknesses in various areas.

Parents or teachers may schedule conferences any time during the school year. They are professional and confidential and are confined to the subject of the individual student's well-being.

To eliminate potential problems, parents are encouraged to notify the teacher of any special learning or physical needs that their children may have.

For events taking place in our school, we introduce REMND, a free messaging system that will allow us to send out text message reminders to those parents who subscribe.

Edline

Our website is a great source of information and support for our families. On the school's home page, students and parents will have access to all school information such as news updates, special activities calendar, newsletters, and lunch menus. Hard copies will not be issued to the students.

Edline is the electronic communication between students, parents and teachers. Edline provides an emailing system and students/parents may check for information provided by the teacher about their given course. Weekly lesson plans and grades will be posted for their view. It is up to each individual to activate and maintain their Edline account. Activation information will provide to all families. All new families will receive access codes at the beginning of the school year. Returning students will keep the same access code each year. **Students and parents are advised to check EDLINE regularly.**

Students' grades will be posted regularly to EDLINE which can be accessed through the school's website. Progress Reports will be posted in the middle of each quarter. The progress report will make parents aware of a student's academic progress and notify of possible deficiencies in a student's work or subject mastery. A progress report grade does not guarantee a passing grade in a course for the quarter.

Testing

In the spring semester, standardized achievement and intelligence testing is administered as required by the Diocesan School Office. The Iowa Test of Basic Skills (ITBS) published by Riverside Publishing will be used for students in Kinder-8th grade. Cogat is given to grades 2nd, 5th and 7th. Test results will enable the teacher to learn more about the capability and achievement of students in each subject area. The test results are reported to the parents at the end of the academic year. Assessment of Catholic Religious Education (ACRE) is administered to the 5th grade (Level 1) and the 8th grade (Level 2) during the spring semester.

Homework

Homework is an important part of the student's educational experience. Assignments are expected to be neatly written and completed on time. Forms of homework assignments may include class projects, reading, written assignments or preparation for a class test. Assignments are given to reinforce skills taught in class, to foster habits of independent study, and to meet the needs of individual students.

It is our goal to help each child develop responsibility in completing homework assignments. We believe that learning good homework habits will benefit students as they progress in their academic education.

The following guidelines have been set to help us achieve this goal:

1. Primary Department-Grades 1-3
 - a) Homework is due the following day after assignment is given unless otherwise noted. It will be checked for completion, recorded, and returned.
 - b) Parents will be notified in writing if homework is not turned in on time.
 - c) Consistently late homework will be noted on the progress report and reflected on quarterly report cards.

In the primary grades, students may be expected to work on homework for 20 to 30 minutes on average.

2. Upper Elementary and Middle School Departments – Grades 4-8
 - a) Each student is responsible for keeping his/her planner up to date.
 - b) Late homework will be subject to a reduced grade or no credit.
 - c) Parents must read teachers notes concerning behavior or work and sign the appropriate notice.
 - d) A teacher will notify parents if a student has missed three homework assignments.
 - e) Students who are absent will be given a day for each absence to make up work.
 - f) Students absent three or more days may be given additional time to make up work. Arrangements must be made with the teacher involved.

In grades 4-5, students may be expected to work on homework for 30-60 minutes on average. In grades 6-8, students may be expected to work on homework for 45-90 minutes on average.

- When advanced notice is given for a long-term assignment, no excuse will be accepted for lateness. If a student knows in advance that he/she will not be present on the due date, plans must be made to turn in the assignment in advance.
- All students MUST have their assignment ready to turn in on the due date. They will not be permitted to edit and print assignment at school on the day it is due. However arrangements can be made for students to print assignments at school prior to the due date.

Student Planner

The student Planner is required for students in grades 2nd-8th grade. As part of developing good study habits, students are expected to use the Student Planner daily to record information about assignments, due dates and upcoming tests.

Master Notebook System

As part of its mission, St. Luke strives to provide its students with organizational and study skills necessary at all academic levels. As part of this plan, the Master Notebook System is used in the upper elementary and middle school grades. This system is designed to help students learn to organize their notes and other schoolwork so that they will be prepared for class and able to study efficiently for tests and semester exams in middle school. Maintenance of the notebooks in good order is an important part of the student's academic responsibility.

Make-Up Work

Excused Absences are ones approved by the principal. (Refer to attendance section for examples of excused absences). Once documentation is received the student is allowed to make up class work and tests missed. If a student is absent for more than two days, parents should contact the office to obtain assignments from the teacher. Family vacations and outings do not warrant an excused absence.

For unexcused absences, students will not be allowed to make up class work or tests. At the teacher's discretion, students may not be eligible for full credit and may result in a lower grade on the progress report or report card.

Work that is missed during an out-of-school suspension must be made up and the student will receive no credit.

It is the responsibility of the student (grades 4-8) to arrange with the teacher the time and place for the make-up work. It must be completed within the allowed time. Each teacher or grade level may have policies regarding the grading of make-up work.

Academic Integrity

Academic integrity is a responsibility each student carries in all of their courses. This responsibility involves certain ethical demands. Each student assumes the responsibility for their own ideas and is entitled to credit for the hard work they have produced during a nine week period. While learning is its own reward academic recognition (grades and honors) is awarded based on the overall quality of a student's work.

The following behaviors are examples that lack academic integrity that will not be tolerated at St. Luke Catholic School:

- Copying homework or other assignments for/from another student.
- Allowing another student to copy work
- **Having, using, or attempting to use unauthorized aids on tests, quizzes, homework, papers or projects (books, notes, cheat-sheet, writing on desk, hands, clothing....)**
- **Using a cell phone or any electronic device during a test**
- Copying answers from another student during tests with/without student's knowledge
- Giving unauthorized assistance to other students during a test
- Plagiarizing: representing in writing the thoughts and ideas of another without giving credit
- Unauthorized possession and or distribution of a copy of a test, answers or teacher materials

- Attempting to deceive by changing a test paper that was previously graded
- Forgery in connection with academic or school procedures
- **Student(s) may receive a zero for any test(s) or assignments as a result of a violation**
- Student may also lose privileges in relation to any school related activity.

Summer School for Middle School

A student who fails one or two full-year courses (or the equivalent) must successfully complete these courses in summer school before being readmitted in the fall. A student who fails more than two-full year courses may not return to St. Luke School for the next school year.

Promotion & Retention

A St. Luke student must demonstrate mastery of all content areas to be promoted to the next grade level. If a student does not meet requirements in two or more subjects, summer school will be required for admission for the following school year. A student must register in a six-week program and demonstrate mastery. It is the student's responsibility to find a summer program. Documentation of attendance and successful completion of a required summer program must be submitted to the school office.

Guidance Program

St. Luke Catholic School has a certified counselor on campus who is available on a weekly basis. The school counselor is part of the school community to provide support services to students, parents and faculty members who will enable the overall success of each child. The counselor may see a student up to three times without parent notification. After the third visit, parents will be notified. Parents will be promptly notified if a serious concern arises. Parents are welcome to schedule an appointment to meet the counselor as needed.

The counselor provides individual sessions, group sessions, and whole class presentations. Parents may request the use of the counselor's services by filling out the appropriate forms available in the office.

Religion Program

The religion program at St. Luke Catholic School provides each student an opportunity to develop a closer relationship with God. Experiences of faith, sharing, worship through liturgy and prayer, opportunities to be of service and formal instruction helps build a strong Christian community. Here a foundation is set to continue throughout their lifetime. This enlivened faith will carry on beyond the school day.

Sacramental Preparation: Children in the second grade will be prepared for the sacrament of Reconciliation. Children in the third grade will be prepared for the sacrament of Eucharist. St. Luke Catholic School follows all guidelines and procedures given by the Diocese of Brownsville. Parent meetings and student retreats are required activities in the process of sacramental preparation.

Liturgy

Each Thursday the students will be assembled in the church for Mass. Parents are invited to these services which are held at 8:30 a.m. We ask students to avoid being late this day. Staff members will be stationed at each door to receive students who are tardy. When tardiness occurs and Mass has started, students will be directed to sit in the cry room at the back of the church as not to cause a distraction. A tardy slip will be issued. **All students are to be seated with their classes and are encouraged to participate in the Mass by listening, reciting prayers and singing.** We encourage students to participate in the homilies when directed by the priest. **Students are required to**

demonstrate reverence and respect throughout the Mass. Mass etiquette and guidelines will be reviewed with the entire school community.

Each class grades 2nd-8th will have an opportunity to participate in the Mass weekly on a rotation basis.

Montessori and first grade students participate in class prayer services scheduled in the calendar four times a year. Parents will receive notice of these other dates.

Service Projects/Program

St. Luke Catholic School strives to teach students to build a Christian community by helping others. Along with their teachers, students participate in service projects throughout the year. They include La Posada, daily mission bag collection to help the less fortunate, blanket/clothing, food and or toy drives to name a few. Students clearly learn and see the joy of helping others.

Service Hours Requirement: Aside from the service projects students participate as a group through the year, middle school students will practice what they have learned outside the community. Students will be given instructions and guidelines for their grade level, from the religious teachers. This will be a requirement and will be part of their overall grade for their religion class.

The aspect of service will carry beyond their years at St. Luke Catholic School. Thank you for your help and support.

Thursday Offering

Families have the opportunity to tithe to the Church during our weekly Thursday Mass. A mass envelope is given to each student on Wednesday before Mass. Monies collected are to help support our local priests and special religious events/activities throughout the school year.

Library

Reading is essential for success and is definitely part of the process. The library is an important part of a student's school routine where reading is encouraged and promoted. The library program is fully integrated into the curriculum serving the school's goals and objectives. The library is accessible to teachers and students during the instructional day. Each class will be assigned a time during the week to check out materials. Parents are encouraged to spend some time reading with their child (ren). By doing so, parents will help instill a love for reading and respect for books.

When in the library, students are under supervision of the library manager. All rules set by the manager must be followed. Lost or damaged books must be paid for. A fine of 50 cents a day will be assessed for each overdue book or the equivalent number of canned food determined by the Library Manager. The canned food donated by students as fines will be donated to the less fortunate.

Technology

St. Luke Catholic School's computer lab provide a great opportunity for students to explore and use varied educational resources across the content areas. Reasonable care has been taken to insure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. Parents and guardians are warned that St. Luke Catholic School and the Diocese of Brownsville will not be responsible for the accuracy, nature or quality of information gathered through school Internet Access. Students will be supervised when using the computer.

All students and their parents/guardians will sign the ACCEPTABLE USE POLICY FOR COMPUTER AND TELECOMMUNICATIONS before they will be allowed access to a computer. Failure to follow any rules regarding computer usage will result in revocation of the student's permission to use the school's computer and or the disciplinary action.

Students must adhere to the Diocesan guidelines at all times and authenticate to the school's WI_FI system when accessing the Internet on campus to activate necessary firewalls. They must also respect the teacher's directions as far as when these items may be used in class.

Rules for Computer Use for Students (On-Campus)

1. Students must follow teacher's instructions for technology use.
2. Computer use must be supervised at all times.
3. All internet access must be appropriate and of educational quality.
Examples include but are not limited to the following:
 - a. Students may prepare for a class project.
 - b. Research must pertain to a class assignment.
4. No personal use allowed.
 - a. Students cannot access ANY chatting sites.
 - b. No checking of personal emails.
 - c. No blogging allowed.
 - d. Accessing any sites that pertain to personal interests like music videos, musical groups, or sports is not allowed.
6. Students will adhere to the printing procedures outlined by the technology teacher and their own classroom teachers.
7. No internet bullying will be allowed. School Off-campus policy will apply to this behavior.
 - a. Students cannot harass other students, teachers, staff, or any other person affiliated with the St. Luke community.
 - b. Harassment includes verbal threats, name-calling, inappropriate language, altered pictures, identity confusion, etc.
8. No pictures may be uploaded with the student's uniforms: general school uniform, P.E. or any St. Luke logo printed on the clothing.

Electronic Devices

The use of cell phones, IPODS, IPADS and other electronic devices is not conducive to a serious learning environment and their use is not permitted on the school facilities unless directed by a classroom teacher for instructional purposes only. The use of any camera, including cellular camera phone to take unauthorized photos or videos is likewise prohibited.

Cell phones must be turned off and concealed throughout the school hours. During the instructional day, students are not to receive or make calls. Parents should not call or text students during school hours, nor should a student have to call or text his/her parents. Students to use a cell phone during school hours will face disciplinary consequences.

Students are not allowed to use these electronic devices before school, during Recess or during dismissal. St. Luke faculty, staff and administration will confiscate any device during the school day if a student is found not in compliance to this policy. The device may only be retrieved in the administrator's office by the Student's parent or guardian.

Students are encouraged to leave expensive personal items at home. It should be understood that the school is not responsible for lost, stolen or damaged Personal electronic items.

Toys

Toys are not allowed at school unless authorized by the teacher for a special project. Electronic toys such as video games, iPods, MP3 players or CD players are not allowed.

Educational Outings

Field trips are generally seen as good learning experiences. Educational trips must be arranged with plenty of notice. The outings will be planned by the teachers and administration. Permission must be given in writing; therefore parents must read and sign the permission slip. Permission slips must be returned to the teacher in order for the child to participate; permission over the phone is not allowed. Trips are a privilege, thus participation may be denied if a student fails to meet academic and/or behavioral requirements. Referrals may result in not being allowed to go on the field trip. All trips will be related to some aspect of the curriculum being studied at the time the trip is taken. Students not participating on the trip must attend school. If a student misses a trip, they will be marked absent.

Extra-Curricular Activities

With the permission of the Administration, new clubs and activities may be proposed for the school. In order to be initiated, there must be a faculty member or a parent present at all meetings and it must have an educational purpose. Students are allowed to grow and develop social and leadership skills when they participate in extracurricular activities. The following are activities established on our campus:

Student Council	Choir
Altar Servers	Service Group
Basketball, Volleyball, Track, Soccer, Football	Yearbook
National Elementary & Junior Honor Society	Boy and Girl Scouts
Cheerleading	Guitar Club
Matlachines Dancers	Sea Perch Robotics

No Pass No Pay

Elementary student's progress will be monitored and policy will be enforced when necessary as deemed by administration and coaching staff. The following will apply to all students participating in middle school athletics: Student athletes and their parents will sign a contract issued at the beginning of the seasons. Academics and behavior are the utmost importance and student athlete must remain eligible by remaining in good standing.

- A No Pass No Pay form will be issued to each athlete.
- After a two week period, only the students classified as ineligible will present an eligibility form to the teacher(s) of the course that they are currently failing. The teacher will certify whether the student is passing or failing.
- Student will submit the report to his/her coach.
- The forms will be filed in the office.
- During the ineligible period, student athletes may continue to practice (if not required to attend tutorial) but are not allowed to participate in an official game until cleared.
- If a disciplinary concern arises, the student athlete may lose eligibility immediately.

Practicing self-control is critical and is a choice for each student. As Christians, we all must work together to nurture a true environment of love and support for one another. Inappropriate language and gestures are a

serious offense and the school's disciplinary plan will be implemented if a student is accused of any inappropriate language, drawings or gestures. These incidents may be reported by other members of the school community to the classroom teacher.

Policy Regarding Inappropriate Objects Brought to School

An inappropriate object includes but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for the use as a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or look-alike.

This policy expressly prohibits the use, possession, transmission, sale or discharge of any weapons, instruments, or explosives devices in the school on school grounds, or at school-sponsored activities. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Policy Regarding Search and Seizure

Because school officials have a legitimate interest in the safety and protection of all students within their care and custody, a student's backpack or personal property may be searched when there is reasonable suspicion that a prohibited object or substance is in the possession of a student.

Lockers are the property of the school and are subject to search at any time. The principal reserves the right to conduct locker inspections and or searches if circumstances warrant it. Student's tampering with other students' lockers are referred to the office for disciplinary action. The principal reserves the right to have students empty their pockets, purses and or book bags for stolen articles, weapons, and/or drugs.

Policy for Public Display of Affection for Middle School Students

Hand-holding, kissing, clinging, and other displays of romantic affection are not appropriate to the academic setting. Students will be given a warning for such behavior. A second reminder in this regard may result in a parent conference and possible disciplinary action.

Grievance Procedure

A grievance is a complaint based on any alleged violation or inequitable application of policy or a dispute over the meaning or interpretation of the terms contained in this handbook. This procedure is intended to resolve a grievance informally at the lowest possible administrative level in a Christian atmosphere. Persons with concerns regarding application or interpretation of a policy should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

The following levels of submitting and resolving a grievance are:

Informal Action-Resolution Level

Level One – Presentation to the Teacher

Level Two – Presentation of the Principal

Formal Action

If a satisfactory resolution is not reached at the informal level, the complaint shall state his or her complaint in writing, setting forth the nature of the complaint, all relevant details and the remedy sought. This form should be submitted to the Pastor within ten (10) working days following the meeting with the principal.

Level Three – Presentation to the Pastor

Level Four – Presentation to the Superintendent

Appendix I

In compliance with the U.S. Environment Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), St. Luke Catholic School was required to have an inspection of buildings for asbestos containing materials.

All Catholic school buildings of the Diocese of Brownsville were inspected by a licensed accredited consultant. Periodic surveillance is conducted twice each school year. The inspection Management Plan is on file in the administrative office. This plan is available for review upon request of the principal at any time during the normal school hours.

Appendix II

It is the policy of St. Luke Catholic School that applicants for enrollment and or employment shall be afforded equal opportunity without regard to race, color, religion, national origin, political affiliation, disability, sex, or age.

Appendix III

At St. Luke Catholic School, we do everything we possibly can to ensure that all children are cared for appropriately. We comply with all directives as set out by the Child Abuse Prevention and Service Act. Any suspected case of child abuse will be reported to the Child Protected Services as mandated by law

Appendix IV

St. Luke Catholic School complies with Immigration and Naturalization Service requirements regarding non-immigrant, F-1 students. Such students entering the United States to study must hold passports with a U.S. Student visa. Authorized personnel will complete all information required using the Student Exchange Visitor System (SEVIS) registration. Our offices must conform to all policies issued by SEVIS and all student information must be accurate and kept current. Once families receive the SEVIS issued 1-20, it must be taken to the consulate to have validated. It would expedite the procedure if this is done on the same day it is issued.

*ST. Luke Catholic School has the right to amend the contents of this publication if changes are necessary during the school year. Parents will be informed in writing.