

St. Luke the Evangelist Catholic School



St. Luke the Evangelist Catholic School Student/Family Handbook 2023-2024

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The provisions contained in this handbook may change at any time, with or without notice. This handbook is not an all-inclusive summary of all rules governing student conduct and behavior.



Mission

ST. LUKE THE EVANGELIST CATHOLIC SCHOOL IS A COLLABORATIVE COMMUNITY WHERE ALL ARE RESPECTED, ENCOURAGED, AND CHALLENGED.

Vision

WE ARE COMMITTED TO BUILDING FAITH, ACADEMIC, AND EMOTIONAL GROWTH FOR EACH INDIVIDUAL.

Collective Commitments

WE PRAY WE LEARN WE SERVE

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ORGANIZATION

The organizational structure for St. Luke, the Evangelist Catholic School, includes the Diocesan Board of Education and Superintendent of Schools, St. Luke the Evangelist Leadership Council and pastor, administrators, teachers, parents, and students. To best serve the students with the existing facilities and faculty, grades kindergarten through eight will divide into a kindergarten through second-grade primary unit, a third through fifth-grade intermediate unit, and a sixth through eighth-grade middle school unit.

ADMINISTRATION

St. Luke the Evangelist Catholic School employs an accredited full-time principal and an assistant principal licensed by the state of Iowa. The major responsibilities include being the faith leader of the school, personnel director, educational leader, management/administration, public relations, and planning and development. The principal is employed by the parish and has direct accountability to the pastor and the St. Luke School Board.

SCHOOL FACULTY

The faculty of St. Luke the Evangelist Catholic School is composed of fully accredited professional teachers. All the teachers hold current licensure in the state of Iowa issued by the Board of Educational Examiners. They are qualified to teach in the subject areas to which they are assigned. Faculty members in grades Kindergarten through fifth grade are hired primarily as self-contained classroom teachers. Teachers in grades six through eight work in their areas of expertise and certification. Additional specialists are employed in the areas of Art, Guidance and Counseling, Music, PE, Interventionsit, and Spanish. The faculty is regularly observed and evaluated by the principal.

GUIDANCE COUNSELOR

St. Luke the Evangelist Catholic School has a full-time guidance counselor for students in kindergarten through eighth grade. The counselor is available to consult with all students, parents, and teachers. The guidance program encompasses individual sessions, group sessions, and classroom units of study. Any student may request to see the counselor by asking a teacher to set up a time or write a note to put in the counselor's mailbox. A parent or teacher may also request that a counselor visit with a student. As the child's advocate, the guidance counselor can help supply creative ways to deal with students experiencing difficulty in and out of the classroom.

STUDENT SUPPORT

St. Luke the Evangelist Catholic School employs an interventionist, a student support teacher who serves students in elementary grades. The interventionist supports the academic needs of students through collaboration and interventions. They also review data regularly to monitor student progress.

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings, or personal business, a qualified, licensed substitute teacher will take that teacher's place. The substitute will work closely with the classroom teacher and the administrator to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Substitute teachers have permission to follow every part of the St. Luke the Evangelist Catholic School Discipline Policy. If substitute teachers have discipline concerns with students according to the discipline policy, they will record the names of the classroom teacher, and a detention will be given.

SCHOOL VISITORS POLICY

During the course of any day, there are visitors on our school grounds for various purposes. For this policy, the term “school” will encompass the school building, the playground, parking lots, and any other structure or land used by the school during the school day. The school is secured (locked) between the hours of 8:15-3:15 any day that school is in session. During secured hours, all visitors must enter through the North doors and sign in at the school office. All visitors will show a state ID and be issued an identification badge. This is to help us guard our students and staff’s safety and account for any visitors to our grounds.

Forgotten lunches and other items will be left at the office for students and may not be delivered to classrooms to maintain instructional integrity. St. Luke’s offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events. However, siblings in different classrooms at St. Luke’s are to remain in class during these times.

VIRTUS TRAINING AND BACKGROUND CHECK

The Diocese of Des Moines is committed to protecting young people from sexual abuse in the church. The four dioceses of Iowa have developed safe environment programs for clergy, parish and school staff, and volunteers to help keep children safe from sexual abuse. All individuals employed by or volunteer at St. Luke the Evangelist Catholic School must complete Virtus Training. To complete the online training, please click on the following link: www.virtus.org. Please contact the school office if you are unable to register online or have any questions. In addition to Virtus Training, all individuals are required to complete a background check form.

SCHOOL VOLUNTEERS

School volunteers are defined as having regular (i.e., 3 or more hours) contact with students. Volunteers must complete the Virtus training one time and have a background check every seven years. Teachers are encouraged to use volunteers in the classroom.

SPIRITUAL DEVELOPMENT

RELIGIOUS FORMATION

The religious formation of children IS the primary reason for the existence of Catholic schools. Thus, St. Luke the Evangelist Catholic School's religious education program is of particular curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is interwoven throughout the student’s day. Prayer begins and ends each day, experienced daily in religion class, before lunchtime, and in other parts of the day.

MASS

Students attend weekly Mass on Wednesdays at 8:30 am with their class. All students are required to attend Mass on Holy Days and the occasion of special liturgies and activities. Adjustments in the requirement for attendance at Mass may be allowed on given days or special events for entire classes when requested by the teacher, and the administrator provides approval. Parents are invited to attend weekly Mass.

**Please remember that Liturgy is prayer - not a performance.
No photography or videotaping will be allowed during Liturgy.**

PRAYER

Each school day begins and ends with all school prayer. Prayer is interwoven throughout each day. Prayer will also be said before and after lunch.

SACRAMENTS

Students in 2nd grade prepare for and receive the sacraments of Reconciliation and First Communion. Reconciliation will be celebrated in the Fall. First Communion will be celebrated in the Spring. Reconciliation will be celebrated for students in grades 3 – 8 during Advent and Lent.

The preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. The parish programs work together with the parents to provide a comprehensive approach to formation for the sacraments. The St. Luke the Evangelist Director of Religious Education oversees the sacramental preparation for ALL parish and day school children. Homeroom teachers provide the classroom component of this preparation under the direction of the Director of Religious Education and the support of the school administration.

COMMUNICATION

CONTACTING TEACHERS

Our website lists all teacher email addresses, and parents are encouraged to email or call teachers. Please allow the teacher until the end of the following teaching day to reply to your message or call. For the continuity of instruction and learning, teachers are not free to visit with parents during class time. It is best to make an appointment in advance to meet with the teacher before or after the school day. A private meeting will allow the teacher to give full attention to the parent's questions/concerns and allow for information to be shared in a private setting.

SCHOOL-WIDE COMMUNICATION

All information possible will be placed on the St. Luke the Evangelist Catholic School website. Every Thursday, you will receive a school newsletter through email as well as a Thursday folder with papers from your classroom teacher.

EMERGENCY CONTACT

Each family must have an emergency contact listed in JMC that is not a parent. In an emergency, this database states the names of persons to be notified if parents or guardians cannot be reached. Please inform the office if there is a change in your family's emergency number(s). Schools are required by law to have emergency numbers on file for all students. Families will be asked to update their emergency information each year.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in Fall and Spring. The conference schedule will be completed online. Parents will receive an email when the site is open to schedule conferences for children in grades kindergarten through fifth. Middle School conferences will be a drop-in format, so parents are not required to schedule a time. Conferences are a valuable time of sharing between parents and teachers about academics, growth, maturity, and each child's faith development. It is **expected** that parents attend scheduled conferences. Students may be invited/required to attend conferences. October and February Parent-Teacher Conferences will not be rescheduled outside of the calendared conference times for families using conference days as vacation

days. Families may call St. Luke the Evangelist Catholic School during their scheduled conference time while on vacation, or the teacher will write/send an email to parents during the scheduled time.

Related Arts teachers will be available during conferences. Part-time teachers must attend one night of conferences and inform parents when they will be available.

ACADEMICS

CURRICULUM

Diocesan standards and benchmarks and the Iowa Core are the foundation of our curriculum. Teachers are required to teach, reteach as needed and assess student learning based upon these standards and benchmarks. The standards and benchmarks can be found on the Dioceses of Des Moines website at www.dmdiocese.org.

St. Luke offers a variety of quality, broad curriculum. The curriculum includes the following:

Religion	Guidance	Reading / Literature
Language Arts	Spelling/ Handwriting	Mathematics
Science	Social Studies	Music / Band
Physical Education	Art	Library Skills

Other areas integrated throughout the regular curriculum include:

Study skills	Global education/ 21 st Century Skills
Character Education/ Social skills	Positive Behavior Intervention Supports
Human Growth and Development/ Theology of the Body	

STANDARDS AND BENCHMARKS/IOWA CORE

All diocesan schools are bound by the diocese's standards and benchmarks for each curriculum area or the Iowa Core Curriculum. All meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are the State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website.

REPORTING STUDENT PERFORMANCE

The Diocesan Progress Report is the Standards-based report for student progress in grades Kindergarten through 8th grade. It is available for parents on JMC following the end of each trimester. The achievement levels are used to show student progress assessed during each trimester.

The Achievement Scale for 4,3,2,1 for Kindergarten through 8th grade is:

- 4 – Above grade-level expectations
- 3 – Meets grade-level expectations - **this is the goal for all students by the end of the year**
- 2 – Progressing towards grade-level expectations
- 1 – Attempts; not meeting grade-level expectations

Grades 6-8

Parents can access JMC for grades 6-8 to view assignments, including missing or late work, quiz and test scores. Grade 6-8 content are required to update grades on JMC bi-monthly.

Teachers will contact parents any time there is a question or concern about a student.

Grades K-5

Updated 3/22/2023

Parents can access JMC to view student progress reports. Teachers will contact parents any time there is a question or concern about a student.

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, developmentally appropriate homework assignments will be given to students in all grades. Students in grades three through eight will be required to maintain a St. Luke the Evangelist Catholic School planner. Students are expected to write daily assignments in their planner as an encouragement to build independent learning and organizational skills.

Parents will be informed at the start of the school year of the homework policy for each grade level. Long-range projects, assignments, and tests will be given at the discretion of each teacher but will be communicated and coordinated within the grade level. At all times, assignments are to be done neatly and entirely with the appropriate materials. Parents are encouraged to provide their children with a suitable atmosphere, a specific time, and a regular location in which to study.

If a child is absent from school, he/she is responsible for completing the work missed. **Requests for homework for absent students should be made to the school office and will be made available within 24 hours to be picked up.**

Schoolwork or items left at home cannot be dropped off at school and/or delivered to the student during the school day. Students need to be sure to be responsible and packed for the day when they leave for school in the morning. If they forget something, they'll need to have the natural consequences for not being prepared for class or having a late assignment.

SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, St. Luke the Evangelist Catholic School has the Superintendent of Schools, Director of Educational Services, and a Director of Teaching and Learning.

Through Heartland Area Education Agency (AEA), the following are among the personnel available: school psychologist, social worker, audiologist, speech therapist, occupational therapist, and educational consultant.

St. Luke the Evangelist Catholic School *first* utilizes a problem-solving approach through the Student Success Team (SST) if students are discrepant academically or behaviorally based on data. If necessary/practical and local problem solving is unsuccessful, St. Luke the Evangelist Catholic School may also utilize the services of Heartland AEA.

St. Luke the Evangelist Catholic School does NOT offer a special education program. Accommodations will be made for students with special needs based upon the following procedure. St. Luke the Evangelist Catholic School will seek to serve identified, qualifying students with special education needs through Heartland AEA and Ankeny Schools if a cooperative effort that adequately meets the child's needs can be established with the public school the parents. Students who require more extensive special education services as determined through testing, Heartland AEA recommendation, and/or medical diagnosis shall be staffed to a full-day public school program to meet the child's needs more appropriately.

STUDENT SUPPORT PLAN

St. Luke the Evangelist Catholic School serves children whose needs fall under Section 504 of the Civil Rights Law. These accommodations are put in place for students with a physical or mental impairment that substantially limits a major life activity using a student support plan.

STANDARDIZED TESTING

Iowa Statewide Assessment of Student Progress (ISASP) (grades 3-8) is given to students in the spring of each year. The results of the ISASPS are shared with parents when available. FAST testing (grades K-8) three times a year. Results are shared at conferences and sent home at the end of the year.

Additional Diocese of Des Moines testing includes the ACRE faith test for grades five and eight.

STUDENT RECORDS

A permanent record of each student is kept on file in the school office. According to the Family Educational Rights and Privacy Act, parents have the right to see their child's permanent record upon request. Parents can contact the administrator to view their child's records or obtain a copy of the file.

PROGRESS REPORTS/GRADING

A progress report, or report card, reflects a standards-driven education/Iowa Core Curriculum in our Diocese. This progress report format summarizes a child's educational success in the curriculum using proficiency levels.

Progress reporting is based on the following beliefs:

- Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
- Progress reporting should provide parents and students with accurate information and encourage parental involvement.
- Progress reporting will recognize that each child has unique needs and abilities, and the assessment will reflect the effort and actual accomplishments based on consistent norms.
- Progress reporting and conferences will allow interaction with the child's best interests in mind.

The Official Diocesan Progress Report evaluates students purely based on the **individual student's ability**, rather than the academic ability of other students in the same class or grade level. Parents must encourage their children to do their very best while at the same time accepting the children as they are.

Progress reporting and student assessment are based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following assessment principles and guidelines (K-8):

1. Differentiation of instruction is necessary for a student to grow and progress.
2. Behavior- is not to be considered part of the proficiency level assessment. Behavior is reported in a separate area on the progress report.
3. Extra credit will not be given in any diocesan school.
4. Zeros- teachers will use ID (insufficient data) on the progress report (incomplete work). Teachers will use 0 only when the number of correct responses reflects the score.

5. Homework must be meaningful, purposeful, high quality, and aligned to specific benchmarks and grade-level expectations.
6. Incomplete work/ Late work- students are expected to complete all required work on time.
7. Formative work (process or practice - for example, assignments, practice work) - evaluated formative work guides instruction and learning. Formative work is typically not used towards the final proficiency grade or letter grade. However, most recent formative assessments may be used.
8. Summative work (results of what was learned – for example, projects, papers, tests) - multiple summative assessments for each benchmark/GLE (Grade Level Expectation) are used to determine a student’s performance.

Progress reports are issued three times per year and accessed on the JMC parent portal at the end of each trimester.

FAILING GRADE

A failing grade is used only for the student who can do the required work and receive a passing grade but does not accomplish this.

1. If the student does not improve after parental notification, a meeting will be held to gain further insight into the student’s problems. A plan of action will be developed, and the student’s progress will be monitored and documented.
2. The teacher will continue to inform the administrator about the student’s progress.

GRADING SCALE

In addition to a proficiency level, students in grades 6, 7, and 8 will also be graded on an A-F system based on the student’s overall performance in that subject area. The grading scale is:

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
ID/F	59.9% and below						

HELPFUL DEFINITIONS

Standards: The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of 12th grade.

Grade Level Expectations (GLE’s)/ Benchmarks: These are more specific than a standard and detail what content needs to be mastered in what grade level to make progress towards meeting a standard. On the progress report, the GLE’s/ benchmarks are listed under the standards.

Proficiency level assessment: Proficiency level (4, 3, 2, 1) is given to students for the benchmarks assessed during each trimester. This level is a snapshot of where a student is on each benchmark for meeting that standard. A proficiency level of 3 means that the student is where he/she needs to be at that grade level for that benchmark. The proficiency levels are as follows and **DO NOT** correlate to a grade (A, B, C, D, F):

- 4: Above grade-level expectations- a student has developed a solid understanding of the benchmark and can provide the teacher with in-depth knowledge and skills when given the opportunity.
- 3: Meets grade-level expectations- a student has a solid understanding of the benchmark at grade level and can demonstrate the knowledge on multiple assessments. **This is where we want all students to be by the END of the year.**

- 2: Progressing toward grade-level expectations- a student has the beginning skills of understanding the benchmark, however, needs more practice to gain a solid understanding of the benchmark.
- 1: Not meeting grade-level expectations- a student cannot understand the benchmark at grade level.

ENRICHMENT

St. Luke the Evangelist Catholic School's program will follow the guidelines developed through the School's Office of the Diocese of Des Moines. We believe that ALL children have talents and gifts. Enrichment activities are planned for entire classes or subject areas regularly by classroom teachers.

MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

Middle school years are an important time in the formation of students. There are developmental changes for students in physical, social, emotional, and academic areas. The middle school philosophy of education was adopted in the Diocese of Des Moines to better address the needs of students during this period of transition. While acknowledging the characteristics of adolescence, St. Luke the Evangelist Catholic School believes that middle school students must continue to develop self-discipline and more responsibility in their lives both in and out of school. Middle school students will be held accountable for their behavior and academic work.

ASSIGNMENT BOOKS

An assignment book is a tool for academic success and a means to communicate between home and school. Each student will have an assignment book that will be filled out each day. Students are expected to share the book with parents, and parents are expected to look at the book at least a couple of times a week, or possibly nightly. Students are required to have their assignment notebook in class and use it. Signatures from teachers and/or parents may be required at the teacher's discretion.

ASSIGNMENT COMPLETION/QUALITY - LATE WORK

Completing assignments or projects is a skill that students must learn and master for success in later life. The workforce requires employees to finish projects and assignments. Assignment completion in school is a way to begin developing this good habit.

For work that is not complete, directions haven't been followed, or the work is done poorly, it will be documented as late. If three assignments are recorded as late in any one class, the student will be assigned a detention. No excuses, outside of serious illness or family emergency will be accepted for incomplete work. If a student is experiencing difficulty with an assignment, it is the student's responsibility to talk with the teacher before the class period. Again, assignment completion leads the way to responsibility.

CHEATING

Students are required to do their work. Students should ask teachers and parents for help when they need assistance or assignment clarification. Students who copy homework, students who give assignments or test answers to another classmate, or students who take answers from another classmate, will serve detention for cheating/being a part of cheating behavior. The student getting the answers will have to redo the assignment, complete tasks to relearn material, or test after school.

PLAGIARISM

This is designed to enhance and enrich students' academic and ethical education at St. Luke the Evangelist Catholic School. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.

1. **Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
2. **Paraphrasing** another person's ideas without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
3. **Using and failing to appropriately credit** any work or answers that have been written, created, or developed by another person. This includes work or solutions that have been generated through electronic translation engines, literary summary sources and inappropriate collaboration with other students.
4. **Recycling previously submitted work.** *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. **Using artwork or pictures without proper citation.** Students may not use artwork or photographs, including clip art created by another person, without an appropriate source.

Consequences of Plagiarism:

The following steps will be administered

1. Redo the assignment
2. Detention (parents are notified)

GUM/CANDY (includes mints)

Gum and candy not received as a PBIS reward are not allowed during the school day. Middle school students who choose to chew gum or eat candy on school days from 8:15 AM - 3:15 PM will receive a monetary fine of \$5.00 to be given to the monthly mission.

PREPARATION FOR CLASSES

Middle school students switch classrooms and teachers for different subjects. In the beginning, this may be difficult for students. At the beginning of the year, teachers will help remind students of needed materials for classes; however, it is their responsibility to prepare. After a period of acclimation to the schedule and classes, students not coming to class with the appropriate classroom materials may result in a referral. Tardiness for a class will result in a referral.

PROOF OF STUDY/STUDY EVIDENCE (in Middle School)

To have the possibility to retake a test, students need to have shown "Proof of Study/Study Evidence" before taking the original test. Each teacher will set study evidence requirements for their subject.

RE-TAKES

When students take a final unit test, they may have the opportunity to retake the test to improve proficiency. Retakes will not be given for novels, long-term projects, or quizzes. Students may be required to meet with a teacher to show the practice of the skills missed on the test before retaking.

SHINE Service Program

“You are the light of the world. . . let your light SHINE before others, that they may see your good deeds and glorify your heavenly Father.” -Matthew 5:14-16

SHINE is designed to help students become active evangelists in the church and the greater community. This service program is optional as transportation can be difficult for middle school students to obtain. Students that do choose to participate and meet the minimum requirement of service hours per trimester are able to attend an off-campus service trip during the school day led by a St. Luke’s staff member. St. Luke’s will offer a service project each trimester on campus available to all students. **SHINE Video:** <https://youtu.be/4pX7LeiV-Go>

By participating in this optional program, you are meeting the following Diocesan standards. Students that do not participate will still meet these as they participate in middle school service opportunities.

Standard 6: The student will participate in the development of Christian community through service.

Standard 6 Benchmark 1: Demonstrate knowledge of and participate in the Church’s tradition of service.

- List the Corporal Works of Mercy.
- Locate evidence of the Corporal Works of Mercy in Scripture, current events and school community.
- Justify how service projects connect to the Corporal Works of Mercy.

Standard 6 Benchmark 2: Define and participate in the stewardship tradition of Catholic teaching.

- Define the concept of stewardship in Catholic teaching.
- Explain why Catholics are obligated to be good stewards.
- Give examples of stewardship.

Standard 6 Benchmark 3: Participate in the Church’s teaching on the stewardship of time, talent and/or treasure.

- Develop and accomplish a plan for stewardship of time, talent and/or treasure.

Standard 6 Benchmark 4: Articulate the principles of social justice.

- Define social justice.
- Explain each of the principles of social justice:
 - Life and Dignity of the Human Person
 - Call to Family, Community, and Participation
 - Rights and Responsibilities
 - Option for the Poor and Vulnerable
 - The Dignity of Work and the Rights of Workers
 - Solidarity
 - Care for God’s Creation

Distribution of Hours per Trimester

6th Grade	2 hours minimum—up to 1 hour will be counted for one activity
7th Grade	4 hours minimum—up to 2 hours will be counted for one activity
8th Grade	6 hours minimum—up to 3 hours will be counted for one activity

Summer Hours: Service hours earned during the summer after the academic year should be applied to the upcoming school year’s first trimester. Summer hours begin the day school is dismissed for the summer and end the day before the first day of school.

An up to date list of service hour opportunities is available on the middle school website.

How to Participate:

- Use your SHINE Service Hour Log to record ALL hours for each trimester.
- Arrange for a qualifying service-learning opportunity (see attached list of pre-approved opportunities)
 - You are highly encouraged to go with family or friends!
- Participate in and enjoy your service-learning opportunity.
- Fill in the row on your log with information about your service. After you have completed your service-learning experience, have the site supervisor initial to verify the information.
- Turn in your SHINE Service Hour Log by the following Monday after the last day of the trimester.
 - Third Trimester sheets must be turned in 2 weeks before the last day of school.
- If you wish to obtain hours for an activity not listed in the “Pre-Approved Organizations” link, you must obtain pre-approval from your Religion teacher before you undertake the activity. If approved by e-mail, the e-mail must be printed and attached to service log.

- Since SHINE is an optional program, only half your hours may be counted from one activity in order to encourage students to serve in a variety of ways. Additionally, hours must fall under the [Corporal Works of Mercy](#), [Spiritual Works of Mercy](#), or [Catholic Social Teaching](#).

SHINE SERVICE HOUR LOG AND REFLECTION

Name: _____ Trimester: 1 2 3 (circle one)

Students must

- Complete the service reflection essay found on the back of this sheet.
- Meet or exceed the grade level goals

*All hours **must** be preapproved. Visit the middle school website or scan here to see an up to date list of preapproved options*



6th Grade	2 hours minimum—up to 1 hour will be counted from one activity
7th Grade	4 hours minimum—up to 2 hours will be counted from one activity
8th Grade	6 hours minimum—up to 3 hours will be counted from one activity

Date	Total Amount of Time	Category (circle one)	Detailed Description of Activity	Supervisor Initials
		Parish - Community		
		Parish - Community		
		Parish - Community		
		Parish - Community		
		Parish - Community		
		Parish - Community		

		Parish - Community		
		Parish - Community		

Choose one of your service experiences and reflect on the value of that experience. Your detailed reflection must connect your service experience to one of the Corporal Works of Mercy, Spiritual Works of Mercy, or principles of Catholic Social Teaching.

Corporal Works of Mercy	Spiritual Works of Mercy	Catholic Social Teaching
Feed the Hungry	Instruct the Ignorant	Life and Dignity of the Human Person
Give Drink to the Thirsty	Admonish the Sinner	Call to Family, Community, and Participation
Shelter the Homeless	Counsel the Doubtful	Rights and Responsibilities
Clothe the Naked	Bear Wrongs Patiently	Option for the Poor and Vulnerable
Visit the Sick	Forgive Offenses Willingly	The Dignity of Work and the Rights of Workers
Visit the Imprisoned	Comfort the Afflicted	Solidarity
Bury the Dead	Pray for the Living and Dead	Care for God's Creation

SHINE Log and Reflection Form:

https://docs.google.com/document/d/1cZUwRhoCSk4P6a1fcFTgMuPo6tm_mvm_W8f0SCRci_c/edit?usp=sharing

SHINE Preapproved Opportunities:

<https://docs.google.com/document/d/1Slxf59isgNpgQpuPJd84ypLw6STZmhfKP-dFKHWxXk8/edit?usp=sharing>

ATTENDANCE

Because of the impact on their academic success and the work ethic they are establishing, students are expected to be present when school is in session. For the safety of a student, it is paramount that parents call or email the school before 8:15 AM if their child is to be absent/tardy that day. Parents may leave a voicemail message if necessary. If the school has not been notified, the office will contact the parents before 9:00 AM. If a student leaves the school without permission or is not in class, parents will be contacted, and the student will be considered truant. The student will be required to make up that time after school, on a no school day, on a vacation day, or comply with other disciplinary arrangements that fit the situation.

Excused reasons for an absence include:

- illness including extended illnesses
- hospitalization, doctor's care, or doctor's appointment
- death in the family or family emergency
- court appearance or other legal situation beyond the control of the family
- a planned family absence with prior approval of administrator with students completing work, tests, and
 - projects completed before leaving when possible
- an extracurricular activity outside of St. Luke the Evangelist Catholic School, is in good academic
 - standing as deemed appropriate by administration and classroom teacher
- the administrator shall have the final determination of excused absences

PROCEDURES FOR EXCESSIVE ABSENTEEISM

- It is a parent's responsibility to see that their child attends school as required by the Iowa Compulsory Attendance statute.
- After three days of a child's absences, a note for the doctor must be presented to the school.
- Suppose a student reaches **52 hours of absences in a trimester**. In that case, the parents will be notified by the administration that the possibility exists for loss of academic credit for the trimester work. That summer school may be necessary to lose instructional time.
- **98.7 hours in one school year will be considered excessive absenteeism**. Students who reach 98.7 hours will place themselves in jeopardy and may have inevitable academic consequences.
- Students must be in attendance 5 ½ hours per day, excluding lunchtime, to receive credit for a full day of school attendance. Students who arrive after 10:00 AM or leave before 2:00 PM are counted as ½ day absent.

TARDINESS

If a pattern of tardiness or an excessive number of tardies is observed, the teacher will contact the parents and administrator. At this time, a conference may be held to make recommendations for corrective actions. These actions may include (but are not limited to) assigned detention or an attendance contract between the school, the parents, and the student.

Parents are requested to call St. Luke the Evangelist Catholic School before 8:15 AM to notify the school of a student's tardiness and order lunch. Medical or dental appointments are excused tardies when accompanied by a note from the office. After 8:15 AM, the students must come to the office to sign in. Tardiness causes interruption to classes already in session. To maintain instructional integrity in the classroom and facilitate a swift transition for the student, parents cannot accompany tardy students to the classroom.

PROCEDURES FOR EXCESSIVE TARDINESS

- Parents will receive notification from the school office after a student's **eighth unexcused** tardy.
- Upon a student's **tenth unexcused tardy in a trimester**, a consequence will be assigned for that and every other tardy after that. Students/Families that are continually tardy to school will be subject to possible administrative action.

EXCUSING STUDENTS FROM SCHOOL

If a child is to be excused from school during the school day, parents need to communicate to school through an email or a note, and the student must be picked up from the school office, not the classroom or playground. **For security and safety reasons, students must sign in and out of school from the school office.**

STUDENT ATTENDANCE FOR ACTIVITIES

It is required that a student be present for a minimum of ½ day to attend a school-related event or extracurricular activity.

HIGH SCHOOL TOURNAMENTS

If a local high school would be involved in state-level tournaments, students may obtain an excused absence providing the following criteria are met:

1. If possible, school work for the day must be completed and turned in to the teacher before departure; otherwise, it must be turned in the following day. Students will not receive make-up work time for work assigned during their absence. Tests must be made up in advance.
2. Students are responsible for obtaining the following day's assignments and handing these in on time.

LEAVING SCHOOL GROUNDS

Students cannot leave the school building or playground during the school day without their parents' or guardians' written permission.

MAKEUP WORK

It shall be the responsibility of the student on the day of their return to arrange with the teachers for make-up work. All school work missed because of an absence due to illness, or a family emergency will be **made up within forty-eight hours**. Extended valid absence or individual needs will be taken under consideration for an extension of time.

Under examination of our school calendar, please note our scheduled vacation days and teacher professional development days. Please try to arrange family activities so that students will not miss school. Vacations that result in absence from school are strongly discouraged. Families are encouraged to schedule breaks during the time school is NOT in session, rather than taking children out of school.

If a student is to be gone from school for a vacation, the teacher(s) must be informed **at least one week** ahead of time to arrange for schoolwork and tests. **A student's work is given before the vacation must be completed and turned in upon returning to school. Otherwise, it will be considered late.** Teachers may hand out additional makeup work upon the return of the student to class. This other work must be turned in upon a teacher-assigned deadline. Any work not completed at this time will be considered a late assignment.

DAILY PROCESSES

SCHOOL DAY SCHEDULE

The following chart lists the start/release times for St. Luke the Evangelist Catholic School students.

Time	Action
8:00 am	Students may enter the building and proceed to their classroom.
8:15 am	All school prayer and Pledge of Allegiance
3:10 pm	End of the day prayer and announcements
3:15 pm	The school day ends. Teachers walk with students to main entrance for dismissal.
3:25 pm	Students not picked up are sent to After Care.

MORNING DROP OFF

Students are to be dropped off in the morning on either the north or south side of the building based upon the first letter of their last name. Parents/guardians will pull up, and a staff member will be there to assist students exiting from their vehicles. If you arrive after 8:20 am, a parent/guardian must sign the student in at the school office on the north side of the building.

Parents/guardians are dropping off students for before-school care will use the north main entrance..

BEFORE SCHOOL PROCEDURES

- Students are not allowed on school grounds and/or in the church or school before 8:00 am, except with the expressed permission of a teacher or if they are part of Before Care.
- Students who arrive before 7:55 am will be sent to Before Care, and a corresponding fee will be assessed to the parent.

AFTERNOON PICK UP --- Click [HERE](#) for the map which outlines the pick-up procedure

- **Pick Up Line**
The North and South parking lots are for personal vehicles participating in the pick-up line. Parents are to pull up, and students will come to the car. **ALL CARS MUST HAVE A LAST NAME SIGN** (or multiple last names if many families are in 1 car) **PROMINENTLY DISPLAYED**. Staff will bring students out of the school to meet their rides. Families with the last name A-L and Day-Care vans will pick up on the north, and families with the last name M-Z and walkers/bikers on the south side this may change depending on students numbers. Families will be updated with any changes via the office.
- **Designated Area:**
A designated area will be used on the southwest corner of the South parking lot. This is for personal vehicles that PARK. **ANY** family that parks and walks to pick up students will use this area no matter your last name. **You must be parked in this designated area before 3:05**. Anyone who drives into the parking lot after 3:05 will join the car line. A-L last names who **typically** use the car line in the North parking lot but who wish to park and pick up on a given day will need to call the office that day to release their student from the South door.

Please notify the school office if there is a change in picking up your student(s). Students will not be allowed to go with a non-designated person unless the school office has been notified.

AFTER SCHOOL PROCEDURES

- All students are to leave the school grounds immediately after dismissal unless they participate in some supervised activity scheduled for that time.
- Students are not permitted to be in the church or areas other than those assigned, except under the direct supervision of a school staff member.
- Students are not allowed to wait at school for sports or other scheduled activities later in the afternoon or evening, except by prior arrangement.
- Arrangements for a student to remain after school should be made 24 hours in advance if possible.
- **Students not picked up by 3:25 pm will be sent to After Care, and a corresponding fee will then be assessed to the parent.**

Note: If a student must remain after school for any reason, the student must be under the supervision of a teacher or Aftercare staff.

LUNCH

HOT LUNCH

Hot lunch is available for students. Students who bring a cold lunch to school may purchase milk. Teachers/staff will not microwave food for students unless it is a part of their health plan. Lunch/milk charges will be put on the child's FACTS account.

LUNCH COST/LUNCHTIMES

Student lunch price for the 2023-2024 school year is \$3., and milk only is \$0..

	Lunch	Recess
K-2	11-11:20	11:20-11:45
3-5	11:30-11:50	11:50-12:15
6-8	12-12:15	12:15-12:30

OUTSIDE FOOD

Lunches purchased from outside food providers are NOT to be brought into the school by or for visitors or St. Luke students. Cans/bottles of pop and hot drinks (coffee/hot chocolate) should not be sent in cold student lunches or brought into school for students to consume. Students are expected to remain on campus for lunch. Students can have their parent/guardian pack in their lunch, like a sandwich from an outside food establishment, but they need to have it in their lunch when they arrive at school in the morning.

SCHOOL NUTRITION

USDA Non-Discrimination Statement: "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) to apply for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found

online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit a completed form or letter to USDA by (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov.

Iowa Non-Discrimination Statement: *“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”*

DISCIPLINE

PHILOSOPHY

St. Luke, the Evangelist Catholic School, fully implements the Positive Behavior Intervention Supports (PBIS). PBIS is a team-based, school-wide design for appropriate behaviors that includes all students and staff in all settings. A flexible approach that can be changed based on data to meet our student population’s needs better meet our student population’s needs. We implement PBIS to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student.

The foundation of PBIS at St. Luke’s School is the four building-wide expectations, known as The Longhorn Way, which are reinforced daily in all school settings:

- Be Safe
- Be Respectful
- Be Responsible
- Be Christlike

DEFINITION AND PURPOSE

Following rules and practicing social skills are essential in the same way as developing academic and physical skills. Critical to Catholic education are the skills of taking ownership, building trust, respect, and confidence; showing consideration for others; learning to share, and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. A parent should teach by example to develop in the child good habits of behavior and proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, **cooperation between home and school is essential**. The school should expand, encourage and develop those habits and attitudes.
3. Individual students must contribute to the group’s good, take ownership of their actions, and learn to accept the consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings while knowing each individual can act responsibly.
5. Students have feelings, needs, and rights. In addition, students need to know that teachers also have feelings, needs, and rights.
6. There will be an atmosphere within each classroom and throughout the school conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.

7. There are distinct differences in acceptable conduct in the hallways, restrooms, gym, lunchroom, at assemblies, in the carline, during mass, and on the playground. Absolute quiet is not demanded in these areas. However, any time classes are in session, students are expected to be quiet when moving within the building out of respect to working.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently and respectfully bowing to the altar upon entering a pew.

DEFINITION OF BEHAVIOR CONSEQUENCE

- **Quiet Lunch-** When students are assigned to quiet lunch, they will eat and spend their recess in the office. During this time, the students have the opportunity to think about their actions and talk through what they were thinking and feeling at the time of the incident.
- **Conferencing-** This may be required involving parent(s), teacher(s), student, and/or Administrator.
- **Behavior Contract/Plan-** A student may be placed on a behavioral contract/ plan with a teacher or administrator. The contract is designed to address the concern with a corrective action plan and a written commitment from the student to change with parental support.
- **Removal From The Classroom** is allowed as permitted by Iowa Code.
- **Detention-** (used for students in fifth through eighth grade) Detention is a consequence assigned to students who choose to misbehave. The student will serve detention on an afternoon agreed upon by the administrator and the family, beginning at 3:15 PM and ending at 3:45 PM.
 - Detention is earned as an immediate consequence assigned to students who choose to act up. A detention notice or an email from a teacher or administrator will be sent home to inform the parent(s) of the incident and the time and date the detention is to be served.
 - If the detention cannot be served on the given date, parental notification of the need to reschedule must be given to the teacher no later than the date the detention is scheduled to be served. Suppose neither the form nor the parental notification is returned by the date of the assigned detention night. In that case, the detention cannot be done, and additional detention will be issued to the student for missing the detention. (Therefore, they'll have two detentions to serve at that point.) Likewise, suppose a student does not show up to their assigned detention time. In that case, they will receive a new date for that time, PLUS additional detention for the behavior of missing the initial detention.
 - During detention, the student will be given a detention essay task to reflect on and write about their actions. They will write about what they should choose to do the next time they have a similar situation and/or what they could do to help themselves not be in the same position.
- **Exclusion From Class Or Activities-** This may include participation in school-sponsored activities or performances. Parental and/or administration notification may be given regarding exclusion.
- **In-school Suspension-** Students may be required to serve an in-school suspension assigned by the administration or assistant administration as defined by the Code of Iowa 12.3(6). Parents will be notified promptly. The student will serve the in-school suspension in the office and receive all assignments for that day to be completed and turned in by the end of the day.
- **Unenrollment-** Unenrollment of a student shall be made upon the recommendation of the administration. A student may be unenrolled from school for breach of discipline, violation of the policies and regulations, or when the student's presence is detrimental to the school's best interests. In addition, the priest and administration may unenroll any student whose presence in school would be harmful to the health or morals of other students or the welfare of the school. Regarding due process rights, the student's parents may request a hearing before and before the final decision. Every consideration will be made to avoid the unenrollment of a student from St. Luke the Evangelist Catholic School. This may include referring the student and their family to a local community resource for

counseling. Readmission after unenrollment may not take place for one year and only with the explicit permission of the administrator and pastor.

POSSESSION

Possession is defined as owning, having, or controlling material either physically (on one's person) or within one's personal sphere of influence (in lockers, vehicles, bags, etc.). In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally.

RESTITUTION

Restitution is defined as the replacement cost involved in replacing or repairing school incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the school.

RESTRAINT AND PHYSICAL FORCE

Restraint is the act of physically controlling or directing the actions of a student. The professional and administrative staff may use reasonable and appropriate means of redirection or restraint as may be necessary to prevent a student from harming themselves, another person, or property. Restraint should not cause severe or permanent harm. Per Iowa Code, deliberately striking a student is specifically prohibited. The use of reasonable force in self-defense or defense of another may be warranted for protection.

Factors determining reasonable and appropriate actions are:

1. Age
2. Physical stature and strength of the student
3. Previous history
4. Maturity of the student
5. The seriousness of the infraction
6. Apparent motive and state of mind
7. The nature of the danger to the student or the heart of the threat to another.

Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the administration, and the parent(s) shall be notified.

THREATS OF VIOLENCE/ DANGEROUS WEAPONS

It is the goal of St. Luke the Evangelist Catholic School to provide all students, staff, and parents with a safe and orderly environment. For that reason, St. Luke the Evangelist Catholic School responds to all threats of violence or anything that could be thought of in that way as serious in intent. All threats will be investigated by the administration, assistant administration, or guidance counselor. The threat will be reported to, and a meeting will be conducted with the student's parents. Dangerous weapons are not allowed on school grounds or at school-sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. When a dangerous weapon or a look-alike is taken from a student, the student's parent will be contacted, and the student will be sent home. St. Luke the Evangelist Catholic School will take disciplinary action, including a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Leadership Council Chair, Diocesan Superintendent, and pastors will also be notified and consulted.

PROTOCOL

These steps will be followed in each case:

1. Teacher, parent, or student(s) report threat to the administration.
2. Administrator or designee interviews student(s).
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.
4. If a student is threatened and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers, and personal items may be searched at any time without notice. (policy 561)*
6. Upon investigation, if the administration determines that there is reason to believe that the investigation results support the threat of violence, the provisions in the disciplinary policy will be followed regarding suspension and/or expulsion.
7. Any valid threat may be reported to the police.
8. Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Luke the Evangelist Catholic School will require professional counseling through the House of Mercy, Catholic Charities, or a counselor of the family's choosing approved by the school.
9. The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to themselves or others. The student may be searched daily as a condition for a return to St. Luke the Evangelist Catholic school.
10. The guidance counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action.
11. Documentation by all involved regarding the situation and post-disciplinary activities will be kept on file.
12. Any student who sells a controlled substance while on school grounds and/or at a school-related function will be subject to **immediate expulsion**.

*The law as to private schools and search, and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. St. Luke the Evangelist Catholic School's policy is to respect people's Constitutional rights and balance those rights against the school's responsibility to ensure a safe environment.

ALLEGATIONS OF ABUSE/HARASSMENT

See the Appendix for these policies and regulations

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Policy 579 – Harassment, Bullying, and Hazing

Policy 579.1 – Investigation

Policy 579.2 – Complaint Form

Policy 579.3 – Disclosure Form

Policy 579.4 – Data Collection and Report Form

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creating an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles; while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

Students who believe they or another student or students are victims of bullying or harassment should immediately report their concerns to a teacher, guidance counselor, or administrator. The school must promptly and reasonably investigate allegations of bullying and harassment. The administration will be responsible for handling all complaints by students alleging bullying or harassment.

If a staff member believes they are or have been bullied or harassed by a student, they should contact the administration, who must investigate the matter. If the staff member chooses, the issue may be reported to legal authorities. Retaliation against a person because the person has filed a bullying or harassment complaint, assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures including suspension and expulsion.

The administration is responsible for developing a system that collects data relating to incidents of harassment and bullying. The administration shall also ensure that the anti-harassment and anti-bullying policy and procedures are integrated into the school's Comprehensive School Improvement Plan (CSIP) and shall ensure that the same is reported according to the plan's terms. Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Harassment is a serious matter. All activities in the investigation will be carried out with discretion, and privacy will be maintained to the fullest extent possible. Information related to these complaints will be kept confidential, consistent with the Diocesan obligations.

Level I Investigator: Administration and/or Guidance Counselor, St. Luke the Evangelist Catholic School, 515-985-7074.

DRESS CODE

Students are expected to come to school neatly dressed, clean, and well-groomed. Students are to wear their uniforms each day unless otherwise stated. Uniform checks will be conducted daily. Parents are responsible for making sure their children come to school dressed appropriately every day. The administrator is the final judge on the acceptability of a student's appearance.

All stitched logo items and plaids are to be purchased through Land's End or Donald's Uniform Company at www.donaldsuniform.com. The site will have a list of all acceptable items for St. Luke the Evangelist Catholic School.

Non-logo items may be purchased at any store or catalog of parental choice.

SHIRTS

- White and/or Hunter Green polo shirts (school logo or non-logo) shirts – for both boys and girls.
- White button-down or polo shirts must be worn with jumpers.
- Shirts may be short or long-sleeved.
- Shirts must be tucked in at all times.
- Only plain white t-shirts with no design or words may be worn under polo shirts.
- No long sleeve t-shirt may be worn under the short-sleeved polo shirt.
- **All students are required to have one logoed green polo shirt for mass days and field trips.**

SWEATERS/SWEATSHIRTS/FLEECE JACKETS

- All crewneck sweaters, sweatshirts, and fleece jackets must be hunter green with the stitched school logo.
- Dress code shirts must be worn under sweaters, sweatshirts, and fleece jackets with collar showing.
- Hooded sweatshirts are **NOT** acceptable in the classroom. Students may wear St. Luke's fleeces or quarter-zip jackets.
- Cardigans must be white, gray, hunter green, or navy and have no hood.

JUMPER/SKIRT (GIRLS): (Can be worn year-round)

- Jumpers – *Optional for grades K-3* – no shorter than 1 inch above the knee. Hunter navy plaid must be ordered through Donald's or Land's End. A plain navy jumper may also be worn.
- Skirts – *Optional for grades 4-8* – no shorter than 1 inch above the knee. Hunter navy plaid ordered through Donald's or Land's End. A plain navy skirt may also be worn. **6th-8th grade may also wear khaki skirts.**
- Solid colored hunter green, navy blue, black, or white tights or leggings may be worn with jumpers. Leggings **MUST** be worn under jumper November-March.
- Knit shorts should be worn under the jumper.

PANTS/SHORTS (BOYS AND GIRLS)

- Pants may be worn at any time for grades K-8. Must look like uniform pants but do not have to be purchased at a uniform store.
- Grades K-5 are to wear navy blue pants/shorts. No extra pockets, zippers, or flaps.
- Grades 6-8 are to wear navy blue or khaki pants/shorts. No extra pockets, zippers, or flaps.
- The fit must be modest – a reasonable and appropriate fit for pants and worn at the waist.
- No sweatpants.
- Shorts must be no shorter than 1 inch above the knee.
- Shorts may be worn in August, September, October, April, May, and June.

BELTS (Must be worn at all times – except Kindergarten and First grade)

- Leather, leather-type material, or stretch fabric that is non-distracting.
- No sashes or scarves are to be worn as belts.
- Worn with all pants/shorts that have belt loops.

SHOES/SOCKS

- Shoes must be closed-toe, closed heel, and hard soled. No wheels. (Ex: Tennis Shoes, loafers, Mary Janes)
- Tennis shoes or gym shoes must be available or worn on PE days.
- **NO Crocs, or look-alike Crocs, sandals, or flip-flops.**
- Socks must be worn at all times including out-of-uniform days.

HAIR

- Extreme hairstyles (including mohawks using gel) and/or unnatural hair color is not allowed.
- No feathers or distractive hair items are to be worn.
- Hair for boys – must be above the collar. Man buns are not permitted.

JEWELRY/TATTOOS/MAKEUP

- Boys are not permitted to wear earrings.
- All other jewelry is to be appropriate and non distracting.
- Students may not have any visible tattoos or ink (including temporary tattoos).
- Makeup must be natural.

OUTDOOR ATTIRE

All students are expected to dress appropriately for winter weather. Students will be outside unless the temperature is 10 degrees or below, including the wind chill, or at the discretion of the staff. During winter, encourage students to wear mittens, hats, heavy coats, and boots. For the health of each student, boots are expected in wet and snowy weather. Students should bring an extra pair of shoes to wear inside when they wear boots.

The temperature can fluctuate daily as fall turns to winter and winter turns to spring. St. Luke the Evangelist Catholic School will follow the guidelines below for outerwear to keep students safe and healthy. Remember, the temperature is different in the morning than it is at lunch recess.

- When the feels like temperature outside is 60 degrees or above- No coat is necessary.
- When the feels like temperature outside is 59 to 30 degrees- students must have an added layer of protection. For example- if a student is wearing a long sleeve shirt, they must have on another layer to go outside. This can be a sweatshirt, fleece, coat, etc. The extra layer does not need to be zipped.
- When the feels like temperature outside is 29 degrees and below- students must wear a coat and other outerwear protection.

UNIFORM EXCEPTIONS AND OUT-OF-UNIFORM DAYS

- One Friday of each month, there will be a St. Luke School spirit wear day. On this day, students will be allowed to wear St. Luke t-shirts and sweatshirts or Dowling Catholic t-shirts and sweatshirts with school pants. [Soft & Spun Apparel](#) is open all year for you to purchase items.
- On the 4th Friday of the month, each grade level will choose an organization to collect either monetary donations or items as an act of service. If students choose to participate in this day, they may dress out of uniform. Leggings may be worn with an appropriate-length dress or shirt.
- Clothing not permitted on this day includes, but is not limited to: Bodysuits; crop-tops; tank-tops; shirts that advertise alcohol, drugs, and cigarettes, have offensive language, pictures, or symbols; mini-skirts; short shorts or cutoffs.
- In addition, throughout the year, various dress-up, jeans, out-of-uniform, or “special” dress days will be determined by the administration and staff.
- **The uniform dress code is always acceptable on out-of-uniform days.**

MASS ATTIRE

Students are to be in uniform code wearing green logoed shirts with pants, jumpers, shorts (during the approved months), or skirts.

VIOLATIONS

The administrator is the final judge of appearance. Violations of the uniform regulations will be addressed as follows:

1. First violation: The student will be reminded of uniform regulations and asked not to come to school in violation of those regulations. An email will be sent to parents.
2. Second violation: The parent will be called and made aware of the situation. A follow-up email will be sent to parents.
3. Third violation: administrator will call a parent and require that the violation be taken care of immediately.

HEALTH

A school nurse will be on site. Certificates of immunization are required of every new student before entrance into school. Students are expected to have a physical examination before entering kindergarten, grade 4, and grade 7. Examination forms are available online, from the school office, or from your doctor’s office. The nurse maintains individual pupil health records as required by the State of Iowa. Vision screening is done for grades 1, 4, and 7 each year and for students where the concern is identified. An audiologist from Heartland AEA conducts hearing screenings annually.

ACCIDENT OR ILLNESS

If a child becomes ill or is hurt, he/she should report to their teacher or an SLTE staff member. Students who are sick will come to the office to be seen by the nurse. The nurse will assess the student to determine if they should go home. When a child is ill or has an accident at school, the parent/guardian or emergency contact will be notified. No child is ever sent home until prior arrangements have been made. If a parent receives a phone call or text message from their child stating they are ill and needs to be picked up, please ask the nurse to verify this information.

COMMUNICABLE DISEASE

St. Luke the Evangelist Catholic School policy on staff or students who may contract a communicable disease is contained in the Policy Book of the Diocese of Des Moines (Policy #411, 511). Should parents need any specific information on this policy, please contact the administration. The State of Iowa requires age-appropriate education on communicable diseases. Catholic Church-approved materials are used.

HEALTH CARE PLANS

The Iowa Administrative Code 281--41.23(281) states the definition of the individual health plan as “the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation, and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.” The Administrative Code further states prior to the provision of special health services, a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

HEALTHY KIDS ACT

Background- In 2008 the Iowa Legislature passed a law known as the Healthy Kids Act. There are three aspects to the law designed to improve the health of Iowa’s youth: 1) a physical activity component, 2) detailed nutritional guidelines, and 3) students receive CPR training. Compliance with the rules will be checked at DE site visits. The adopted rules are available electronically at [Healthy Kids Act Rules](#).

See appendix: Drink/Snack Guidelines

PHYSICAL ACTIVITY REQUIREMENTS- The law requires that all students in grades K-5 in all public and accredited non-public schools engage in 30 minutes of physical activity each school day. The law requires in grades 6-12. Students must engage in 120 minutes of physical activity each week. This time is provided during the St. Luke school day.

HEARING SCREENING

Hearing screenings will occur annually. Students who “fail” the initial screening will receive a second screening and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal after the second stage of testing. This is a screening process only and does not identify all hearing or ear problems. If a child has had hearing or ear problems recently, this information can be sent to the school nurse for the audiologist. Parents do have the opportunity to decline screening/testing, but they need to contact the school nurse before testing dates. Any age student can receive a hearing screening at parent request or teacher request with parent consent. If there are any questions about the hearing testing program in the school, please contact the school nurse or administrator.

MEDICATION GUIDELINES

In accordance with State Code 281 IAC 41.12 (11)

To establish and maintain a system of safe storage, handling, and dispensing of prescribed medication, the following procedures are enforced to help ensure protection for the student and St. Luke the Evangelist Catholic School:

1. All prescription and over-the-counter medication that is to be taken during the school day must be turned into the school office and stored in a secure area unless an alternate provision is documented.
2. Prescription medications must be in the original pharmacy-labeled container with the date, pupil name, prescriber, or person authorizing administration, medication, dosage, and time. The pharmacy label on prescription medication is considered prescribers instruction. If the medicine is given at home and school, request a “school container” from the pharmacy.
3. A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, written physician and parental permission.
4. Parents must complete the parent “Request for Giving Medication” form for prescribed and over-the-counter medication that is to be administered at school. A separate form is to be used for each medicine or when the dosage changes.
5. Over-the-counter medications must be in the original container and must be labeled with the student’s name. All over-the-counter or non-prescription medications will not be administered by school personnel unless accompanied by the physician’s instructions and signed parent permission.
6. Parents may administer medications at school to their own children.
7. Antibiotics that are prescribed three times a day should be given at home. There may be exceptions for those to be given with meals.

At vacation time, end of the year, or end of the dispensing time, any remaining medication will be returned to the parents or destroyed.

Cough drops and Chapstick will be allowed in class. Individual teachers may refuse the privilege if misused.

SEVERE FOOD ALLERGIES

St. Luke the Evangelist Catholic School does have students with **severe, life-threatening** food allergies. Due to the risk of hepatitis and individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks, and holiday parties are handled at school.

WATER BOTTLES

Students may bring water bottles to school. The water bottles requested be **clear/transparent** and contain only **water**. Bottles with liquids other than water will be confiscated. Disciplinary action may occur at the discretion of the administration.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. **Although sometimes inconvenient, parents are expected to adhere to the 24-hour recommendations for the health of all.**

- **Diarrhea/Vomiting** - within the last 24 hours: keep the child home.
- **Fever** - 100 degrees or greater: keep the child home until fever-free at least 24 hours.
- **Runny Nose** - 1) due to allergies: send the child to school, 2) due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from the nose: keep the child home.
- **COVID-19**- highly contagious- fever, new lose of taste or smell; diagnosis is made by a nose swab: the child will need to be out of the building until test results are received. Children who are positive for COVID-19 will remain out of school for 10 days. Children who are not positive for COVID-19, will

remain out of school for 10 days after symptoms start and 24 hours with no fever and improved symptoms.

- **Strep Throat** - highly contagious bacterial infection - sore throat, fever (usually), aches; diagnosis is made by a throat culture: the child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning school.
- **Pinkeye** - highly contagious and presents itself with burning, itching red eyes with yellow drainage: the child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.
- **Chicken Pox** - one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that pop and form scabs. The rash causes itching, which may be severe. Children should not return to school until all blisters have scabs. This usually takes seven days or more.
- **Impetigo** - a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots which fill with fluid (blisters). The blisters rupture easily, and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic,s, or both. The child should be on medication for 24 hours before returning to school.
- **Rash** - may be due to many different illnesses and may be contagious. A physician should be contacted for diagnosis and permission for the child to return to school.

If a child is home ill for more than three consecutive days, the school will require a note from a physician regarding the child's extended absence for illness.

If a child needs to stay in from recess more than one school day after an illness, a physician's note is required.

If a child requires exclusion from PE or recess for an extended period of **greater than one day**, a physician's note will be needed.

GENERAL INFORMATION

BIRTHDAY/CLASS PARTIES

Birthday/private party invitations are never to be passed out at school unless **all classmates are invited**. Invitations should be sent unlabeled (no names) and they will be put in the Thursday take-home folders.

Birthdays are essential to every child, and kids like to celebrate their special day with their classmates. Birthdays may continue to be celebrated in each classroom, but with **non-food items**, such as pencils, erasers, stickers, bookmarks, etc. Birthday celebrations are not an expectation or requirement; however, should a student elect to bring a **non-food item**, there should be one provided for each student. Students with summer birthdays will be celebrated. Thank you for your assistance in supporting a healthy environment for students at St. Luke's.

Throughout our school day, we continue to make a conscious effort to model a healthy environment among our staff and students daily. We will also communicate this important information to all of our students during the first few days of school so that there are not any misunderstandings or hurt feelings. This follows the Healthy Kids Act established by the Iowa Legislature to promote a healthy lifestyle for students.

Parent homeroom helpers will organize class parties throughout the school year. All food items can be purchased for the party **must be individually packaged**. No holiday parties will be held in the middle school.

CHANGE OF ADDRESS AND PHONE NUMBERS

Please notify the school office promptly concerning any change of address, school districts, mileage distance, phone number, or emergency information. This courtesy will help keep records in order.

DUE PROCESS

Anonymous allegations about student misbehavior will not be investigated.

Due process rights for St. Luke the Evangelist Catholic School students are defined below in the subheading “Grievances”. It is our practice to inform every student of the rules. Open communication between teachers and parents can resolve most issues.

St. Luke the Evangelist Catholic School students will be given an opportunity to be aware of the school rules and acceptable behavior. Parents will be made aware of the matters leading to the proposed discipline and may provide their perspective on a situation, resulting in disciplinary action.

ELECTRONICS

St. Luke the Evangelist Catholic School is not responsible for any lost, stolen, or damaged electronics. Personal iPods, iPads, cell phones, beepers, personal communication devices (e.g., Apple or Android watch), MP3 players, any recording device, and electronic games will not be allowed during school hours. An exception to this would be electronic devices written into a student’s Individual Education Plan or 504 plan. Students are not allowed to text, film, record or use any of the items mentioned above without specific permission from a teacher.

St. Luke the Evangelist Catholic School acknowledges that some families may have valid reasons for a student to have a cell phone for use after school. If a cell phone is brought to school it must remain off, or it will be confiscated. The cell phone should not be carried by the student during the school day. Student use of cellphones during school is prohibited. Teachers will confiscate any phones that they see during the school day. Confiscated cell phones must be picked up by parents. A meeting with the parent, the student, school staff, and the administrator will be held if cell phone use is an ongoing problem.

See the Appendix for Digital Resources Acceptable Use Policy.

EMERGENCY PROCEDURES

CRISIS PLAN

In the event of a crisis at St. Luke the Evangelist Catholic School, emergency response procedures which are part of the St. Luke the Evangelist Catholic School emergency operations plan are activated. St. Luke the Evangelist Catholic School maintains and frequently reviews the Crisis Plan manual. The safety of our students is the most important priority throughout any crisis situation.

FIRE/TORNADO/INTRUDER DRILLS

Regular fire, tornado, and active threat drills are practiced throughout the school year. Safety is our priority in any crisis situation.

FIELD TRIPS

Field trips are an extension of the regular classroom curriculum and are learning activities; therefore, all students go on field trips. Permission slips will be sent home before each field trip. All field trip costs will be charged to FACTS.

GRIEVANCES

1. Contact the teacher or director involved with the concern. The administration will generally refer parents to the individual directly if this step is not completed.
2. Contact school administration if the concern is not resolved.
3. If the grievance is still unresolved, parents/guardians will take the grievance to the pastor.
4. If the grievance remains unresolved, parents/guardians can appeal to the School Board.

The administrator may recommend that a student withdraws from the school. Following a full and fair review of all available facts, the administrator may unenroll a student.

GUM AND CANDY

Students may not chew gum and/or eat candy on school premises (including the playground, gymnasium, all areas of the church) or field trips. The exception to this is a classroom party.

INCLEMENT WEATHER

The decision to close school for the day, have a late start, or dismiss classes because of inclement weather rests with the administrator. Such a decision will be announced through JMC, local news stations, and Facebook page. If St. Luke the Evangelist Catholic School closes due to inclement weather St. Luke Before and After Care will also close.

LOST ITEMS

Labeling all clothing items, especially outerwear, will decrease lost items. If unlabeled items are lost, they will be placed in the Lost and Found box. After a specific time, unclaimed items will be donated to a local charity.

MEDIA CENTER PROCEDURES, TEXTBOOKS, AND FINES

All students will check out books for a period of one week. Books may be renewed once for another week if requested. New books will not be checked out until others are returned. Any book, or textbook, not returned by the end of the school year will be assessed as a replacement value added to FACTS billing.

MONEY

To remove money from the school, the only time money should be sent to school is for out-of-uniform days. All other funds will be collected through FACTS.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Luke the Evangelist Catholic School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Luke's School's compliance with the regulations implementing Title VI and Title IX of the Civil Rights Laws, the Americans with Disabilities Act,

or Section 504 is directed to the administrator to coordinate the school's efforts to comply with the regulations related to these laws.

OTHER ANNUAL NOTICES

School districts are required to give all patrons several annual notices. The following is a list (which may not be exhaustive, but represents the DE's best efforts) of state and federal notices that all districts are required to give to the public every year.

There are some model notices required by federal law available electronically. They are as follows:

- Notification of Rights under FERPA: www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf
- Model Notice for FERPA Directory Information: www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html
- Model Notice of Rights under PPRa (Protection of Pupil Rights Amendment): www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf
- PPRa Model Notice and Consent/Opt-Out: www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf
- Notice of Parents of Parental Involvement Rights under Title I, Part A: www.ed.gov/programs/titleiparta/parentinvguid.doc
- Child Nutrition Programs: www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf
- Posters with Education Rights of Homeless Children: www.serve.org/nche/products_list.php#youth_poster

RECESS

All children are expected to participate in all recesses unless excused by a note from a doctor.

REQUESTING TEACHERS/CLASSMATES

St. Luke's teachers make careful considerations when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities, and gender. We strive to make our classes as balanced as possible in all areas. To maintain the integrity of well-balanced classes, personal preferences for teachers and classmates will not be accommodated. We will do our best to think about each child, and their needs, as class lists are developed. *Extraordinary* circumstances or needs will be *occasionally* considered, but as a rule, we do not entertain the practice of teacher or classmate requests.

SCHOOL EVENTS

Attendance is mandatory at all special school and class activities for which advance notice is given and school time is used for practice and preparation.

Such activities include vocal/band concerts, field trips, and other such activities, whether held during the school day or in the evening. Students may only be excused in the event of an emergency or a serious conflict where the presence of the student is not essential to the performance and the conflict is unavoidable. In such cases, a request to be excused must be made in writing (and in advance when possible). The request will be reviewed by the sponsor of the activity and the administration.

Note regarding school events: Athletic events, parties, and similar events are generally not considered sufficient grounds for absence at special school events. Students must attend, at minimum, half of the school day on the day an event or activity is held to participate in that event or activity.

Support for the Handbook

The St. Luke School Board has reviewed and approved the contents of this Handbook and is committed to enforcing the policies and practices outlined here. This handbook is reviewed yearly by the administration, faculty, and staff. The administrator is the final recourse and reserves the right to amend the handbook at any time. Parents will be given prompt notification.

Diocesan School Policies

[Catholic Schools Vision Statement](#)

[Diocesan Schools Mission and Belief Statement](#)

APPENDIX

St. Luke the Evangelist Catholic School Digital Resources Acceptable Use Policy

The following guidelines for digital resources apply for all students in grades K-8:

- School digital resources (including computers, networks, and peripheral devices) may be used for classwork and for school-related activities only unless a teacher/administrator gives permission.
- In grades 4-8: 1:1, devices purchased and used for classwork must be Chromebooks.
- Keep your password private. Students should access only their own account(s).
- Inappropriate use includes, but is not limited to the viewing of unsuitable material; playing games for recreational purposes; bypassing school filters; downloading and installation of the software; making unauthorized changes to computer settings, videoing/filming on school grounds without permission, and harming the school's digital resources in any way.
- The use of games and simulations that are teacher-directed and tied directly to the school curriculum and grade-level expectations is appropriate for digital resources.
- For students' safety, all computers are remotely monitored. Students who use their equipment to access the school's guest network must follow the same set of rules.

Students who do not comply with the above rules could lose computer privileges for one school day for their first offense. This would be done by restricting student access only to sites needed for class. A second offense may result in the loss of computer privileges for the school week. A third offense may result in the loss of computer privileges for the remainder of the school year. Depending on the severity of the infraction, other consequences may apply.

Everyone using St. Luke the Evangelist Catholic School information technology resources, including, but not limited to, School-owned networks and/or School-owned devices, is responsible for:

1. being ethical and respectful of the rights of others and the diversity of the communities, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information;
2. refraining from any illegal and improper intrusions into the accounts of others and/or into any school information technology resources and systems;
3. taking all reasonable steps to ensure the accuracy and the security of the information that they compile or provide;
4. refraining from acts that waste resources and prevent others from having broad access to St. Luke the Evangelist Catholic School resources;
5. recognizing and honoring the intellectual property rights of others, making citations as appropriate; and
6. refraining from the use of technology to bully/harass others.

St. Luke the Evangelist Catholic School Wellness Policy

The following Wellness Policy has been modified and adapted from the Des Moines Diocesan Policy #712, “Nutrition and Physical Activity Wellness Policy” for local use at St. Luke the Evangelist Catholic School in Ankeny, Iowa.

EDUCATIONAL PROGRAMS

Nutrition and Physical Activity Wellness Policy

St. Luke the Evangelist Catholic School and the St. Luke the Evangelist Catholic Leadership Council promotes healthy students by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. St. Luke the Evangelist Catholic School supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

St. Luke the Evangelist Catholic School provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy goals to positively influence a student’s understanding, beliefs, and habits as they related to good nutrition and regular physical activity.

St. Luke the Evangelist Catholic School supports and promotes dietary habits contributing to students’ health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school’s nutrition practices. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals.

St. Luke the Evangelist Catholic School established a local Wellness Committee in 2019. The committee was responsible for developing and implementing the St. Luke the Evangelist Catholic School Wellness Policy based on the Diocesan Schools Board Wellness Policy recommendations. The Student Improvement Advisory Committee (SIAC) is responsible for the ongoing evaluation of our policy. School Administration will report annually to the St. Luke the Evangelist Catholic School Leadership Council regarding the effectiveness of the Wellness Policy.

SPECIFIC WELLNESS GOALS

Nutrition Education and Promotion - Appendix A

St. Luke the Evangelist Catholic School will provide nutrition education and engage in nutrition promotion. To accomplish this goal,

- a baseline assessment of nutrition education currently provided has been conducted. Based on this assessment, a sequential and interdisciplinary nutrition education curriculum has been developed which

addresses age-appropriate topics covered in each grade level. Nutrition education may be integrated into other areas of the curriculum such as, but not limited to, math, science, language arts, social studies, PE, and guidance;

- The staff responsible for nutrition education will effectively deliver an accurate nutrition education program as outlined. Preparation will provide essential nutrition knowledge, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- Nutrition education information will be appropriate, approved, and/or recommended curriculum.
- The School Lunch Program and cafeteria will serve as a learning laboratory to allow students to apply classroom nutrition education; and
- The School Lunch Program, complying with federal, state, and local requirements, will promote fruits, vegetables, whole-grain products, low fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.

Physical Activity- Appendix B

Physical Education

St. Luke the Evangelist Catholic School will provide physical education that:

- is taught by a licensed physical education teacher;
- currently shall be taught in grades K-5 a minimum of 45 minutes per week;
- currently shall be taught in grades 6-8 a minimum of two times per weeks; and
- shall comply with the physical activity requirements as established by the Healthy Kids Act

Recess

Elementary and middle school students should be provided recess periods during the school day as allowed per curriculum schedule, and preferably be offered outdoors, if able.

Physical Activity and Punishment

Staff members and employees should not use physical activity (ex. running laps, push-ups) or withhold opportunities for physical activity (ex. recess, physical education) as punishment.

Other School-Based Activities that Promote Student Wellness - Appendix C

Integrating Physical Activity into Classroom Settings

Students need opportunities for physical activity beyond recess and physical education classes to embrace regular physical activity as a personal behavior fully. Toward that end, St. Luke the Evangelist Catholic School will:

- offer classroom health education that complements physical education;
- discourages sedentary activities such as watching television, playing computer games, etc. as part of the school day; and

- encourages classroom teachers to provide activity breaks between lessons and classes and to use additional recess time as a reward, as appropriate/possible during the school day.

Communication with Parents

St. Luke the Evangelist Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will:

- encourage parents to pack healthy sack lunches and snacks and to refrain from including beverages and food that do not meet nutrition standards; and
- provide parents with a list of foods that meet the school's snack standards and suggestions for non-food-related items for celebrations/birthday treats, rewards, and fundraising activities.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. Our school will promote healthy foods, including fruits, vegetables, whole grains, whole-grain products, and low-fat dairy products.

Before and After School Programs

St. Luke the Evangelist Catholic Before and Afterschool Program will encourage physical activity and healthy habit formation. The before and after school program will abide by the healthy snack and physical activity requirements under its certification through the Department of Health and Human Services.

Staff Wellness

St. Luke the Evangelist Catholic School values the health and well-being of every staff member and will work to support personal efforts by staff to maintain a healthy lifestyle. Toward that end, our school will work to establish and maintain a Staff Wellness Committee, which will support staff activities and education based on interest.

Nutritional Guidelines for All Foods Available on Campus - Appendix D

School Meals

Meals served at St. Luke the Evangelist Catholic School through the National School Lunch Program will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, the nutrition requirements established by local, state, and federal law;
- offer a variety of fruits and vegetables, preferably fresh when available/ affordable;
- serve low fat or non-fat dairy products and nutritionally equivalent non-dairy alternatives, when available/affordable.

Schools should share information about the nutritional content of meals with parents, students, and staff on menus and/or other sources of communication in the lunchroom and school kitchen.

Free and Reduced-Price Meals

St. Luke the Evangelist Catholic School will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, St. Luke the Evangelist Catholic school utilizes an electronic identification and payment system.

Qualifications of Food Service Staff

St. Luke the Evangelist Catholic School will:

- Employ a food service director who is properly qualified, certified, and/or credentialed according to current professional standards; and
- Assure/maintain records that demonstrate that all food service staff and school lunch volunteers have had adequate pre-service training in foodservice operations and provide continuing education opportunities according to their level of responsibility.

Sharing of Foods

St. Luke the Evangelist Catholic School will discourage students from sharing foods/beverages during meal or snack times, given concerns about communicable disease, food allergies, and other restrictions on some children's diets.

Food Served as Rewards or in Celebrations

Teachers/staff will be encouraged to use non-food items for student rewards/incentives. For school-based celebrations, staff/parents will be required to provide snacks/drinks based on the above-mentioned nutrition and portion size standards. Homeroom parents will be provided with a list of acceptable party treats for classroom parties.

Foods Served at School-Sponsored Events Outside of the School Day (Concessions Stand, etc.)

Concessions stand at St. Luke the Evangelist Catholic school-sponsored events outside of the school day will offer some items which meet the nutrition mentioned above and portion size standards as healthy choice alternatives.

Food Safety

St. Luke the Evangelist Catholic School will develop standards that address food safety and sanitation policies and procedures that need to be followed when non-School Lunch program employees use the school lunch program facilities to maintain food safety and sanitation standards of foods provided, and maintain sanitation standards as outlined by the schools HACCP program.

Plan for Measuring Implementation - Appendix E

Monitoring

The Des Moines Diocesan Schools Superintendent will ensure compliance with established Diocesan Schools Board Nutrition and Physical Activity Wellness Policy.

At St. Luke the Evangelist Catholic School:

- The school administration will ensure compliance with the Diocesan Schools Board Nutrition and Physical Activity Wellness Policy and will report on the school's compliance with the superintendent;
- Foodservice staff will ensure compliance with the nutrition policy and goals with food service areas and will report this matter to the administration;
- The building administration will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received an SMI review from the state agency within the past three years, the administration will request from the state agency that an SMI review be scheduled as soon as possible;
- The superintendent will develop a summary report every three years on diocesan-wide compliance with the Diocesan Schools Board established Nutrition and Physical Activity Wellness Policy, based on input from the local schools with the diocese; and
- The report will be provided to the Diocesan Schools Board and distributed to all local school wellness committees, parent/teacher organizations, administrators, and health services personnel in the diocesan schools.

Policy Review

To help implement the Diocesan Schools Board Nutrition and Physical Activity Wellness Policy, St. Luke the Evangelist Catholic School will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The result of this assessment will be compiled at the diocesan level to identify and prioritize future needs. Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas of improvement. As part of that review, the Diocesan Schools Office will review the Nutrition and Physical Activity Wellness Policy, its goals and practices, and the provision of an environment that supports healthy eating and physical activity. The Diocesan Schools Office, and individual schools within the Diocese, will collaborate to review the wellness policy and goals and develop work plans to facilitate future implementations.

Drink/Snack Guidelines at St. Luke's School
These are to be followed from 8:00 AM to 3:15 PM.

At St. Luke's, we have developed our guidelines to promote a safe, healthy environment and lifestyle across our school building. There also is a lot of research on how well healthy fed students learn better in the classroom.

FOOD/DRINKS CONNECTED TO TEACHING

Teachers will gain pre-authorization for any food items to help in the learning of their Standards and Benchmarks. The request needs to be sent to the Administration for approval.

HOLIDAY PARTIES

Feast of St. Luke, Advent, and St. Valentine's Day parties will be able to have snacks/drinks. These items need to be **individually packaged**. The homeroom parent **MUST** inform the classroom teacher of the items that will be brought within 48 hours of the party.

REWARD DAYS

Classrooms will be allowed the opportunity to earn reward parties through PBIS. Each one will only be allowed once per year.

FIELD TRIPS

Teachers will be informed of who has allergies. When eating a meal, those students need to be around safe lunch students.

FUNDRAISERS/AUCTION EVENTS

Food-related fundraising events will be allowed. We will be sure all students have food items they can eat.

[Healthy Snack List](#)

Policy 579
DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying, and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools should develop and incorporate programs to eliminate harassment, bullying, and hazing from all student and school personnel.

For this policy, harassment, bullying, and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the school’s services, activities, or privileges.

“Electronic” shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase “trait or characteristic” of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality. The term “gender identity” means a person’s gender-related identity, regardless of the person’s assigned sex at birth.

Harassment, bullying, and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
- Unreasonable interference with a student’s performance or creation of an

intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

Students who believe they or another student or students are the victims of bullying, harassment, or hazing should immediately report their concerns to the school administrator or the administrator's designee. The school must promptly and reasonably investigate allegations of bullying, harassment, and hazing. The administrator or the administrator's designee will handle all complaints by students alleging bullying, harassment, or hazing.

If a staff member believes she/he is bullied, harassed, or hazed by a student, the staff member should contact the administrator, who must investigate the matter. If the staff member chooses, the issue may be reported to legal authorities.

Retaliation against a person because the person has filed bullying, harassment, or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures, including suspension and expulsion.

The administrator shall ensure that the anti-harassment, anti-bullying, and anti-hazing policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The administrator or the administrator's designee is responsible for collecting data relating to incidents of harassment, bullying, and hazing. Data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.