



Family Handbook

2024-2025

School - 401-246-0990

Preschool- 401-246-1236

PM CAMP- 401-246-1540

Rectory & Bookkeeping- 401-246-1212

School FAX - 401-246-2120

Last updated July 18, 2024



Dear SLS Families,

Welcome to another year of learning at St. Luke's School! Our school community is proud to uphold a nurturing, compassionate, personalized and faith-filled learning environment for all of our students and staff. Each year, we continue to provide a quality education for all students as we follow our school's mission that instills scholarship, leadership, and spirituality (SLS) into our daily practices. This Family Handbook outlines the policies and procedures that are to be followed at St. Luke's School, preschool-grade 8. Please familiarize yourself with this handbook which includes the school's uniform code and health and safety protocol to ensure a safe, orderly, and challenging learning environment. Strong partnerships fostered between the school and our families make a tremendous difference in the success of our students at SLS. If you have any questions, please contact the school at 401-246-0990. I am looking forward to seeing our returning families and welcoming our new ones! I wish you all a smooth, rewarding, successful and fun school year!

Yours in Peace,

Nicole A. Varone

Principal

"I can do all things through Him who strengthens me."

-Philippians 4:13

HISTORY OF ST. LUKE'S SCHOOL

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

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

In 1994, the preschool opened in the original convent building. The National Catholic Educators Association honored our preschool by asking our preschool teachers to participate in SPICE (Selected Programs for Improving Catholic Education) as one of the best early childhood programs in the country. St. Luke's Preschool was one of ten schools to present at the SPICE symposium in March 2005 and continues to be among the top preschools in the region. Our preschool continues to use the Reggio Emilia approach when working with our students.

The support of our current pastor, Reverend Timothy Reilly, continues the tradition of his predecessors who provided the vision, support, encouragement and love which has allowed St. Luke's School to grow and become a nationally recognized school of excellence.

MISSION

Diocese of Providence

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

St. Luke's Church

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

St. Luke's School Mission and Vision of the Graduate

Our Mission: St. Luke's, a Catholic school rooted in Gospel values and centered on the Eucharist, encourages and challenges students to achieve academically, grow spiritually, and use their gifts to serve effectively as Christian leaders. The school community provides an enriching, nurturing, and faith-filled learning environment for students in preschool through grade eight. We strive to instill these values in all of our students as they graduate from SLS and move on to become responsible, model adults in our world.

Our Core Values

- Scholarship
- Leadership
- Spirituality

ACCREDITATION

A two-time Blue-Ribbon School, St. Luke's is fully accredited by the New England Association of Schools and Colleges (NEASC). We are also a STEAM (science, technology, engineering, art, math) certified school and a member of the NCEA (National Catholic Education Association).

NONDISCRIMINATORY POLICY STATEMENT

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

PARENT COOPERATION

ACTION REQUIRED: It is the goal of St. Luke's School to work collaboratively with parents to educate and discipline students according to the guidelines outlined in this handbook.

As a condition of enrollment, parents and students pledge their support by signing the last page of this handbook contract and returning it to their child's homeroom teacher.

ORGANIZATION & ADMINISTRATION

Reverend Timothy D. Reilly
Mrs. Nicole A. Varone

Pastor, St. Luke's Church
Principal, St. Luke's School

Heads of School & Directors

Doreen Schiff, Head Teacher

Timothy Cabral, Head of Maintenance

Donna DiCicco, Technology Coordinator

Faculty

Emily Johnson, B.A.

Preschool

Bridgeen O'Hanley, B.S.

Preschool

Maria Walmsley, B.S.

Kindergarten

Lisa Mangione, B.A.

Grade 1

Victoria Botelho, B.A.

Grade 2

Lauren MacDonald, B.A.

Grade 3

Melissa Siclari, B.A., M.A.

Grade 4

Norma Malachowski, B.A., M.A.T.

Grade 5

Heidi Geiser, B.S., M.S.

Grade 6

Elaine Mountain, B.A., M.A.

Grade 7

Doreen Schiff, B.A., M.S.S., M.A.T.

Grade 8

Holly Quigley, B.A., M.A.

Middle School ELA & Library/Technology

Melissa Camara, B.A., M.A.

Compass Teacher

Amanda Fournier, B.A.

Spanish: Preschool- Grade 8

Susan Grande, B.S., M.Ed.

Music

Morning Walker, B.A.

Art

Alida Bartel, B.S.

Physical Education & Health

Staff

Mary Beth Sullivan, School Secretary

Jen Baker, Bookkeeper

Extended Day CAMP

Neome Morris (AM CAMP)

Maria Melo (PM CAMP)

Dawn Sequino (CAMP Director), C.O.R.T., HT-M.E.H.

Health Services

Anna Hurley, R.N.

Elizabeth Letvinchuk, R.N., B.S.N.

Support Staff-Teacher Assistants

Support Staff-Teacher Assistants

Paula Bucci (Kindergarten)

Emily Morris (Middle School)

Neome Morris (Preschool)

Charlotte Osso-Werner (Grades 1-3)

Jessica Rizzo (Preschool)

ADMISSION

Students are accepted into St. Luke's School at the discretion of the administration, after reviewing all required application documents. In all admission policies, educational policies, and school-administered programs, we do not discriminate on the basis of race, color, gender, religion (creed), national or ethnic origin.

1. St. Luke's School encourages interested families to visit the school and meet with the Principal. Open Houses are held in October and January. Tours are available by appointment at any time throughout the year. Midyear transfers are welcome.
2. You may apply at any time. Applications are available on our website by visiting www.stlukesri.org and clicking "apply".
3. Children must be five (5) years of age by September 1st to be eligible for admission into kindergarten and three (3) by September 1st to be eligible for preschool.
4. It may be necessary to deny admission if the grade/class the student is applying to exceeds the maximum class size. In this case, admission will be granted in the following sequence:
 - Active parishioners of St. Luke's Church with siblings in the school
 - Siblings of St. Luke's School presently enrolled
 - Students enrolled in St. Luke's Preschool
 - Active parishioners of St. Luke's Church
 - Child of an alumni
 - Member of a Catholic Church other than St. Luke's
5. The following documents are required of all students applying/accepted to SLS:
 - Official certificates of birth, baptism, and other sacraments received
 - Current records of immunization and health
 - Records from the current school including report card, support plans, and standardized test scores
 - Submitted Enrollment Packet, Tuition Contract and enrollment fees
6. Financial assistance *may* be available through local parishes and the Diocese of

Providence. To be considered for financial aid from the Diocese, parents must apply to FACTS Tuition Management. This information is available on our website or on the Diocese of Providence website and must be submitted by the deadline established (mid-February). Need based financial aid is awarded in the spring.

7. **All new students are accepted on a probationary basis until the end of first trimester or first 90 days.** During the probationary period, the student must demonstrate evidence of successful school work and good behavior, reflective of the school’s mission/handbook. Parents of students who are experiencing difficulty will be contacted by the classroom teacher and principal. *Parents/Guardians will be informed if their child will not be permitted to enroll permanently. All final decisions regarding admission will be guided by the principal.*

Required Forms

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

- Enrollment Packet
- Birth Certificate
- Baptismal Certificate (if applicable)
- Emergency Contact Information
- Health Records
- Medical and Immunization Forms
- Prior School Records
- Tuition Contract
- FACTS Tuition Management Agreement

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

Tuition

Preschool	Call school for rates
Kindergarten- Grade 8	
In Parish	\$6,975.00
Out of Parish	\$7,670.00
Science Lab/Activities Fee - Middle School	\$85.00
Chromebook/Tablet Insurance - Grades K-8	\$55.00
Graduation Fee - Grade 8	\$260.00

Sanctions

1. No student will be allowed to begin the school year until tuition payments are current and other financial obligations have been met.
2. No student will be allowed to take final exams until all financial obligations have been met.
3. No grade 8 student will be able to participate in graduation exercises until all academic and financial obligations have been met.

Tuition Refunds

The school's expenses and fixed costs are incurred on an annual basis. Tuition refunds are based on the Tuition Contract. **The application and enrollment fees are non-refundable.**

Transfer/Withdrawals

Parents who wish to withdraw their child from St. Luke's School must inform the principal of the withdrawal in writing. All textbooks, library books and electronic devices must be returned in good condition and all financial accounts and obligations settled prior to the release of records to the transfer school. **Parents must first sign a Release of Records Form which can be obtained from the office or our website and returned to the school before transcripts and records can be sent to the transfer school.**

ACADEMIC INFORMATION

Preschool

St. Luke's Preschool is a developmentally appropriate, multi-aged program centered on the whole child in a faith-filled, nurturing environment.

Inspired by the school of Reggio Emilia in Italy, our teachers provide opportunities that capture the vivid curiosity and wonderment of children. We value, support and document each child's learning experience while providing materials that foster creativity and expression of ideas and feelings.

The curriculum's philosophy focuses on sharing the natural world and their connection to it, with children in a multitude of playful ways. Exploration, investigation and deep thinking are encouraged while promoting the essential skills for learning. Children gain confidence and develop a sense of community as they participate in experiential, self directed learning in a relationship-focused environment.

Kindergarten through Grade 8

St. Luke's School offers students opportunities for growth in the following "core" subject areas:

Religion

The religion curriculum used at St. Luke's School in grades K-8 is Sadlier *Christ in Us*. It contains clear expectations relative to the religious education standards and is approved by the Diocese of Providence. The standards are developed around four pillars of the Catechism of the Catholic Church: Creed (What We Believe), Sacraments (How We Celebrate), Christian Living (How We Live), and Prayer (How We Pray).

Students in Grades 5 and 8 take the national ACRE (Assessment of Catechesis of Religious Education) RISE Test in February to assess their religious knowledge.

Digital Literacy and Technology Skills

Digital Literacy and technology skills support the standards as outlined by the Diocese of Providence. SLS also follows the The International Society for Technology Education (ISTE) and the National Educational Technology Standards (NETS). Together, these build a strong foundation for academics and 21st century skills while integrating necessary knowledge such as responsible use, communication, critical thinking, creativity, collaboration skills and overall digital citizenship. All SLS students, kindergarten through grade 8 will be loaned an electronic device for learning. All K-8 learning standards call for students to enhance their learning through the use of technology and multimedia.

Fine Arts

Through the fine arts, students have the opportunity to appreciate the world God created and develop their own creativity and passions by expressing themselves through music and art classes each week.

World Language - Spanish

Knowledge of another language fosters greater awareness of cultural diversity among the peoples of the world. Individuals who have world language skills can appreciate other people's culture, values and ways of life. Knowledge of a world language permits informal communication and it facilitates the exchange of ideas and information. Students at St. Luke's School begin their language studies in preschool. Our program follows the natural developmental stages of language proficiency. Students will learn how to speak, write, read and understand Spanish by the time they graduate.

Handwriting

Students are taught cursive handwriting in Grades 2, 3 and 4. Students in grades 4-8 are expected to be able to complete all handwritten work in cursive unless otherwise stated.

Language Arts

Language facilitates learning across subject areas since all knowledge is conveyed through the written or spoken word. Development of proper communication skills prepares students for lifelong learning. In the Information Age of the 21st century, students need basic language skills to access and understand information, evaluate its quality, collaborate, and communicate ideas to others. Thus, language arts is incorporated into the root of all learning, throughout all subject areas. Students in grades kindergarten through grade 8 are administered the STAR Reading assessments three times a year to monitor reading/writing progress in addition to the teacher's ongoing personalized performance assessments.

Mathematics

Our math curriculum includes four domains of related standards and are as follows:

- Number Theory, Operations, & Algebraic Thinking
- Number & Operations in Base Ten
- Measurement
- Geometry
- Data Analysis, Statistics, & Probability
- Ratios & Proportional Relationships (middle school)

- Algebra (middle school)

Middle School Math Program, Grades 6-8.

Courses are created and offered based on the cohort of current students in the grade.

6th Grade

- On-level 6th Grade Mathematics Course
- Accelerated 6th Grade Mathematics Course

7th Grade

- On-level Comprehensive 7th Grade Mathematics
- Accelerated 7th Grade Pre-Algebra

8th Grade

- On-level Foundations of Algebra
- Algebra I (grade 9)

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

- An average of 90 or better in math
- Standardized STAR scores of 85th percentile or better
- Teacher and principal recommendation
- A strong work ethic as evidenced by:
 - a. Homework completed consistently with good effort
 - b. Willingness to complete missing assignments when absent
 - c. Shows initiative and seeks opportunities to engage in more challenging work
- NOTE: If the student does not receive at least a 70% or higher on the first two assessments in the accelerated class, they will be switched into the grade level course to prevent learning loss.

Physical Education & Health

Physical activity is critical to the development and maintenance of good health. The goal of physical education is to develop physically educated individuals who encompass the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.

Health education at St. Luke's is committed to the development of each student's social, emotional, physical, psychological, and spiritual well-being through a sequence of developmentally appropriate educational programs, experiences, and materials. Guided by the National Health and Physical Education standards, the curriculum is taught through the lens of Christian values, where students have the opportunity to gain the information and skills needed to become health literate, maintain and/or improve health, prevent disease, and reduce health-related risk behaviors.

Science

The Science curriculum is aligned with the Next Generation Science Standards (NGSS). Our standards-based curriculum addresses three distinct dimensions: scientific and engineering practices; crosscutting concepts; and core ideas in physical, life, earth and space sciences as well as engineering, technology, and applications of science.

Social Studies

Our social studies program integrates the social sciences and the humanities to create knowledgeable citizens of faith and understanding. The curriculum includes such disciplines as anthropology, archaeology, government, economics, geography, law, philosophy, political science, psychology, religion and sociology, including content from the humanities, mathematics, and natural sciences (National Council for Social Studies standards and RIDE).

PRESCHOOL PROCEDURES

Arrival & Dismissal

Preschool hours are 8:15-2:50pm for Full Day Students. Half day student hours are 8:15-11:15. Children who arrive after 8:20 will be marked as tardy. Children who have not been picked up by 3:00 will be brought to the main school building to wait to be picked up in the CAMP program. Please use the preschool door to the cubby room for arrival and dismissal. To maintain our safety protocol, parents are always welcome in the preschool, but please do not enter the classroom unless one of the teachers is aware of your arrival or invites you into the school.

Preschool Mail

Notices (preschool forms, book orders, pick up notes, etc.) for the preschool should be handed directly to one of the preschool teachers, not sent in your child's lunch box or backpack or left at the main school. The teachers do not look through the children's belongings and do not get mail from the main school until lunch time. If your child attends AM CAMP please tell the CAMP teacher that your child has a notice for the preschool.

Clothing for Preschoolers

Preschoolers should be dressed for daily outdoor and messy play. The children go outside to play everyday unless it is raining or below freezing. Comfortable shoes should be appropriate for climbing and running - no open-toed shoes, sandals, or slippery soles. Parents will be called to bring a change of shoes if your child's footwear is unsafe for play.

Be sure to send jackets, boots, hats and mittens as needed. Full Day students walk to the main school for lunch, library, P.E., and special events. The preschool children also attend most school Masses and Advent and Lenten Gatherings. Due to the unpredictability of the weather it is best to be sure your child is prepared for these changes.

Food in the Preschool

Full day students may bring their lunch in a lunch box that is stored in their cubby or lunch may be purchased from the school lunch program, Campus Cuisine. Snacks will not be provided by the preschool. Low fat white milk or chocolate milk may be purchased online ahead of time for lunch as well. The preschool classrooms are Nut Free. Celebration treats must be approved by the teacher at least 2 days in advance due to food allergies/nurse approval.

Toilet Training

Children must be reliably toilet trained to attend preschool. Reliably toilet training is defined as: “a child who can completely and independently use the bathroom consistently.”

It is not advised to send children to preschool in “pull-ups” as this sends mixed messages to the child. If a child has more than 3 accidents the parents will be called to come in for a conference.

Biting Policy

As children mature, biting becomes less common and is usually outgrown. By the time children reach the age of 3, they are able to use language to express needs and demonstrate better self-control and problem solving-skills. However, when a preschooler bites it is taken very seriously and is not permitted. The safety of all children attending the preschool is of primary concern.

The child who bites will be removed from the situation. The school nurse will be called to tend to the child’s bite. The teacher will speak to the offending child to learn what led up to the incident, restating the rule that “biting is not allowed.” The principal and both sets of parents will be notified of the incident. The teachers will work with parents of the offending child to address the behavior and plan effective strategies that can be applied consistently at home and school. If biting persists, further steps will be taken. This may include removing the child from the program for a period of time.

ATTENDANCE

The school year is 180 instructional days. Compulsory attendance (RIGL 16.19.1) is required and directly correlates with student success. Frequent absences may affect the academic achievement of a student. Students should not miss school to go on vacation, attend a sporting event or an appointment that could be scheduled outside of school hours. If a child must be absent, please adhere to the following:

- **Notify the office by 9:00 AM on the day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Luke’s students and is aligned with the statutes of the state of Rhode Island.
- A written statement giving the reason for the absence or tardiness **must** be brought to the student’s teacher upon the student’s return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Students who are absent from school (either tardy, missing part of the day or a full day) may not take part in school-sponsored activities on the day of the absence until the following school day. Special circumstances will be considered by the principal with appropriate documentation. In addition, all missed work must be completed and returned to the teacher **within three school days. It is the student’s responsibility to see their teacher(s) or email them to arrange make-up work as soon as possible.**

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

Excessive absence (40) days or the equivalent of 40 days including tardies (for the year), or 10-15 a trimester, can be a cause for a student to be retained in the current grade for another year and/or be considered truant. A petition may be filed with the Barrington Police Department's Truancy Officer and RI Family Court in ensure all students attend school each day.

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

Homework Requests-Absence

Students who are absent will receive work assignments **when they return to school or can check Google Classroom (grades 4-8) for daily assignments.** Homework, missing work, and daily assignments **will not be sent home** when a child is absent. Please do not call the school and request such assignments as teachers are teaching during the school day.

If a student is absent for **three or more days due to illness,** a parent may contact the teachers regarding missing classwork and/or homework assignments. After 3 days, a doctor's note must be provided to the school nurse for return.

Tardy Procedure

The school bell rings at **8:15 AM.** All students who arrive **after 8:15 AM** are tardy and **are to report to the office with a parent to sign them into school.** After a child has been tardy 3 times the parent shall meet with the principal to resolve the problem.

Daily Schedule Change

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

Early Dismissal Request

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

SPIRITUAL DEVELOPMENT

Liturgy

All students participate in all-school celebrations, prayer services, and Eucharistic liturgies. Students in grades 2-8 will plan to host one or more of the school's monthly masses under the direction of their homeroom teacher.

Mass Servers

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

Reconciliation

Reconciliation is offered to students and staff during Advent and Lent.

Rosary & Stations of the Cross

Students are instructed on how to pray the rosary and participate in Stations of the Cross. Stations will take place during Lent in the church and the rosary is offered from time to time before school as well.

Sacraments of Reconciliation & Holy Communion

The Sacrament of Reconciliation (February) is made by our second graders prior to First Holy Communion (May). They are prepared by their homeroom teacher. Parents are required to attend meetings on these sacraments and are expected to fully support their children in the preparation. If your child is older than grade 2 and would like to make these Sacraments, please contact the main office.

ACADEMIC REGULATIONS & POLICIES

Academic Honesty

Academic dishonesty will not be tolerated. Cheating of any kind; copying another student's homework, sharing electronic or paper documents, use of AI (artificial intelligence) in completing assignments, giving an assignment to another student to copy, plagiarizing an Internet source, and/or cheating in any form on a test or assignment may result in no academic credit and/or disciplinary action. This includes all forms of cheating, sharing, dishonesty and plagiarism. In these instances, teachers will explain to the student how the student was dishonest. The teacher will inform the parents and the principal.

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

Academic Probation

Any student who is failing more than one subject at the end of a trimester will be placed on academic probation for the following trimester. They will not be eligible to participate in extracurricular activities during this time.

Academic Reporting

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

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

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

Middle School Grading Policy (Grades 6-8)

In grades 6-8, our philosophy is that all students must complete their work in order to show that they are proficient in standards-based skills and knowledge. Failure to complete an assessment/project will result in the student receiving an incomplete for that class and will not be allowed to move onto the next level or maintain honors status. Assessments and projects are essential to demonstrate proficiency and therefore will be considered. ZAP assignments (zeros are not permitted): Students must complete all ZAP assessments/projects for credit.

Coursework will be broken down into the following weighted categories by content area:

Math, Language Arts, Science, Social Studies, Religion, and Spanish

Category	Weight
Assessments and Projects	50%
Independent Work and Homework	25%
Classwork	25%

Art/Music

Category	Weight
Assessments and Projects	40%
Participation (engagement)	60%

Physical Education

Category	Weight
Rules, Respect and Readiness	40%
Participation, Sportsmanship and Effort	60%

Health

Category	Weight
Respectful behavior, Content Preparedness	40%
Participation, Readiness, Work Completion	60%

Common Heading for Assignments

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

Name

Date

St. Luke's School

Class/Subject

Assignment Title

Extra Help

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

Homework Club

Homework Club is offered twice a week for middle school students for extra help with homework and study skills. Students should see their teacher if additional support is needed.

Homework

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

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

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

Late Assignments in Middle School

Homework is expected to be fully completed and turned in on the assigned date. Homework turned in late will be lowered by 10% for each class day. Note: This does not apply to students who have been absent-excused.

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

Honor Roll Grades 6-8

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

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

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

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

GPA is based on grades in core academic courses (Math, Language Arts, Science, Social Studies and Spanish). In Art, Music, and PE/Health, students must maintain an 85% or higher to be eligible for honor roll.

Community Service Hours (Middle School)

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

Students with Special Needs

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

ensure that they are successful. NOTE: *BPS will now provide a Special Education Teacher and a Speech and Language Pathologist to service those students that have an IEP for learning or speech disabilities. Their visiting schedule is created based on the needs of the student.*

Parent Portal (FACTS SIS)-Grades 6-8 only

The Parent Portal is an online tool which gives middle school students and parents access to view grades posted by teachers. Families will be given password information at the beginning of the school year. Teachers are asked to update information weekly and provide feedback to parents if a student is not doing well in a subject area.

Report Cards

Report Cards are issued at the conclusion of each trimester to all students in grades K-8. Trimester midpoints and end dates are on the monthly calendar. A parent/guardian is to sign and return the report card envelope after the 1st and 2nd trimester only.

Promotion and Retention

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

Standardized Testing

Students in grades K-8 will participate in Math and Reading STAR Assessment, a standardized test approved by the Diocese of Providence, by Renaissance Learning, three times per year; September, January, and May. Students in grades 5 & 8 will participate in the Assessment of Catechesis/Religious Education (ACRE) in February.

Summer School

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

CHILD ABUSE LAWS

St. Luke's School abides by the Child Abuse laws set forth by the State of Rhode Island (RIGL 40.11.3). All cases of suspected abuse and/or neglect will be reported to The Department of Children, Youth and Families (DCYF) immediately.

HOME-SCHOOL COMMUNICATION

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

We utilize our website and mass email as our primary source of communication. School closings will also be communicated through the RI Broadcasters Association.

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

All faculty members have a school email address located in the directory and on our website. That is the most effective form of communication throughout the school day.

Other ways of sharing information about what is happening in the classroom and in the larger school community include:

- Open House/Back to School Night in the fall
- Parent-Teacher conferences in the fall and student-led portfolio conferences in the spring
- Progress Reports & Report Cards
- Classroom Newsletters
- Schoolwide E-blasts and SLS Newsletter
- Facebook and Instagram
- PTO Newsletter

PARENTAL CONCERNS

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

How to Contact Us

Telephone

School Secretary, Mary Beth Sullivan	401-246-0990
Preschool, Bridgeen O'Hanley and Emily Johnson	401-246-1236
Church Secretary, Ann Marie Beccue	401-246-1212
Bookkeeper(Tuition and Aid), Jen Baker	401-246-1212 ext.202

E-Mail

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

CRISIS MANAGEMENT & SAFETY

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

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

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

EMERGENCY PROCEDURES

Inclement Weather

Should it be necessary to close school due to inclement weather or unforeseen situation, an announcement will be made via email, RI Broadcasters text, and on television stations. Generally, we follow the direction of Barrington Public Schools for inclement weather unless the closure is specific to SLS. This may NOT always be the case. Please check for SLS closings directly, not just Barrington Schools. **Families and staff are encouraged to sign up for a direct text from RI Broadcasters by following this link:**

<https://my.textcaster.com/asa/default.aspx?ID=6d6b22e1-242f-46b3-ae4f-e01582e9a14c>

Emergency Drills

We follow Rhode Island General Law 16.21.4 by completing fifteen (15) drills throughout the year. This includes fire, evacuation, obstructed exits, and lockdown drills.

Emergency Form and Contact Information

Every parent/guardian must complete the Emergency Care Form. This was also filled out in your enrollment packet in FACTS. This form will include names of individuals authorized to pick up your child at dismissal due to illness or an emergency. Your child will only be released to the individuals listed. They must present a valid form of identification to the main office. It is the parent's responsibility to keep the school advised of any changes to the Emergency Care Form.

GENERAL INFORMATION

Birthday Celebrations

Please consult your child's homeroom teacher for any questions regarding bringing food to school for celebrations. Due to student allergies we encourage healthy, nut-free treats or non-food items that are prepackaged. School approved treats will be distributed in the classroom by the teacher to go home; they will not be distributed at snack or lunch time. Please notify your child's homeroom teacher well in advance (at least 2 days) so that we can ensure that the food choice is safe for the entire classroom.

To avoid hurt feelings, party invitations may not be distributed in school unless the entire class is invited. Please communicate with your child's teacher directly regarding their preference.

Christmas Pageant

The pageant for all students in K-8 is the culmination of their studies in their music class in both trimester one and trimester two. **Attendance/participation is mandatory for all students in these grades.** Please notify the music teacher and the principal of any emergencies prohibiting your child from attending the pageant.

Cell Phones and Electronic Devices

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

Child Custody Information

We are guided by the provisions of the Buckley Amendment regarding non-custodial parents. In the absence of a court order to the contrary, we will not provide the non-custodial parent access to the child, his/her academic records, or other school-related information regarding the child. Please inform the school immediately regarding custodial issues/changes. It is the responsibility of the parent to provide the school with an official copy of a court order or any information that involves the safety of your child.

School Directory

A school directory is published each year. The directory includes the student's name and grade, parent's name(s), address, phone number and email address. The directory is provided to all school families. If you do not want your information included in the directory, please indicate this on the form that comes home at the beginning of the school year.

Lost and Found

All lost and found items are held in the kitchen by the gym. Please label all of your child's belongings, especially coats, sweatshirts, water bottles, and lunchboxes. After 30 days, lost and found items will be donated to charity.

Title IX

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

Viewing Permanent Records

A parent/legal guardian may view his/her child's records at any time with a 24-hour notice. Requests must be made to the principal in writing. Permanent records are prohibited from leaving the building with anyone. This includes outside medical/cognitive testing. All requests for records must be made through the main office and will be sent directly to the school or doctor's office.

HEALTH AND NUTRITION

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

Nutrition

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

AIDS

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

Medical Examinations & Immunizations

In accordance with the Rhode Island Department of Health *Rules and Regulations pertaining to Immunization and Testing for Communicable Diseases (R23-1-IMM)*, all children entering school are required to have up to date immunizations. A physician's certificate or school health record, with actual

dates of immunization, is the only acceptable document of identification. **YOUR CHILD MAY NOT ENTER SCHOOL WITHOUT THIS INFORMATION.**

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

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

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

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

Allergies

The health and safety of our students is always a top priority so we are doing everything we can to keep our students safe. We have an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan (EHCP) for every student who has a food allergy. These plans lay out exactly what everyone at St. Luke's School will do in order to keep students with food allergies safe.

If you have a child with an allergy to any food and we are not aware of it, please make sure you inform the school nurse as soon as possible. We will do our best to address your concerns and meet your child's needs.

If your child does not have a food allergy, please note that the following guidelines are in place at St. Luke's School based on creating a safe and healthy school environment:

- A table in the cafeteria will be labeled as a peanut/nut free table. All students with a documented nut allergy will sit at the peanut-free table unless the Individual Health Care Plan (IHCP) indicates not to do so and is accompanied by a parent note stating not to do so.
- Signs will be posted at all entrances to the school, in the cafeteria, and at entrances to all peanut/tree nut classrooms.
- We will ask children to wash or clean their hands after eating a food containing peanuts or nut oil after lunch.

- If your child ate peanuts, tree nuts, peanut butter or foods made with nuts for breakfast, please make sure your child's hands are washed with soap and water before leaving for school. Water alone does not do the trick. Mouthwash is also recommended.
- We will not be doing any classroom projects that involve peanuts or tree nuts.
- Please let your **child's teacher and the main office know at least 2 days ahead of time** if you want to send in food on your child's birthday or for a class party. **Only prepackaged food items** that do not contain peanuts/nuts and do not contain any nut allergens may be brought into share with the classes that are peanut/nut free.

Illness at Home

Communicable Diseases

Children who have a communicable disease are not allowed to attend school until they have consulted with the school nurse and/or been cleared by their medical provider.

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

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

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

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

Conjunctivitis (Pink eye): If your child has been diagnosed with conjunctivitis they should be kept at home until they have been on antibiotics for 24 hours (one full school day) or have a doctor's note indicating they are able to return to school.

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

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

Ringworm: If your child has been diagnosed with ringworm they should remain at home until they have been on antibiotics for 24 hours (one full school day). Keep the rash covered until resolved.

Chicken pox/Shingles: If your child has been diagnosed with Chickenpox or Shingles they should remain at home until all areas are scabbed/dry. A doctor's note is required.

Medication : All medications, both prescription and over-the-counter, should be delivered to the school by the parent/guardian. All medications, doctor's orders and doctor's notes should be given to the school nurse. If the nurse is unavailable, they should be delivered to the school secretary. School personnel are legally prohibited from administering any prescription or over-the-counter medication except emergency medications such as EpiPens and Glucagon. **Only the school nurse (with a doctor's order and parent signature), or parent may administer medicine in the school setting. At the end of the school year, all medication must be picked up by a parent/guardian from the nurse's office.**

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

Illness or Injury at School

Ill or injured students are to report to the nurse's office for assistance. The school nurse is available daily between 8:30AM-1:30PM. If the nurse is not available, please see the school secretary or principal.

REVERENCE, RESPECT AND RESPONSIBILITY

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

Discipline

Any faculty or staff member may handle a disciplinary issue in the manner of their choosing that is appropriate/fair to the offense that is in alignment with school policy. Consequences may include a verbal warning, a written apology, a work assignment, or detention. With a serious infraction there will be a meeting between the student, principal, and teacher(s) involved. All disciplinary processes are conducted in a private, confidential manner. Our discipline policy sets clear limits on what constitutes acceptable and

unacceptable behavior. A student who violates any rule or law is subject to disciplinary action. The principal is the final recourse in all disciplinary infractions.

Playground Rules

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

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

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

Students are to report concerns to the nearest supervisor immediately.

Students are to line up quietly and orderly for entry into the building when the whistle is blown. This includes emergency situations as well.

Transportation Violations

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

Disciplinary Process

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

Detention

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

Harassment and Intimidation

Any action by any member of the school community that disrupts the peace of the community is unacceptable and will not be tolerated. Therefore, intimidation (verbal or physical), harassment, threats of

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

Rule Violations

Violations include but are not limited to the following:

- Truancy, leaving school without permission, cutting class
- Bullying, which includes but is not limited to any student who intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another person
- Any student who maliciously spreads rumors about another person; threatens another person in writing or verbally; engages in online banter on social media outlets that insults, slanders, offends, targets, threatens, harasses, intimidates, humiliates, or taunts a student, faculty or staff member, member of the clergy, the school or church
- Cheating, plagiarism of any kind
- Disrespectful or profane language, sexualized language, song lyrics, or gestures
- Disruptive classroom behavior
- Intentionally missing school-wide events/activities related to academics
- Rude, disrespectful or insubordinate behavior
- Actions affecting the safety of others
- Students caught with inappropriate, offensive, vulgar or sexualized material
- Fighting/aggressive behavior towards others
- Harassment
- Intentionally making fun of, hitting, poking, kicking, tripping, pushing, writing about or throwing anything at another person
- Falsifying or forging any document; making a false statement.
- Non-compliance with Uniform Code

Law Violations

- Possession, distribution, sale of or use of alcohol, tobacco, vape, drugs or any illegal substance (see below for further detail).
- Assault and battery
- Arson
- Bomb threat
- Burglary
- Disorderly conduct

- Extortion
- Sexual harassment
- Theft
- Vandalism
- Possession, distribution, sale of or use of a weapon
- Harassment
- Threats of any kind (verbal, physical, written, drawn or online)

In addition, a student whose behavior **outside of the school** jeopardizes the school's good name or extends into the learning environment, may, at the discretion of the principal, be asked to leave the school or be subject to disciplinary action. This includes school-sponsored and non-school sponsored events off site.

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

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

Suspension

Suspension is a serious consequence. It alerts both the parent and student that a significant action has disrupted school safety and/or violated a school rule. It is used to provide reinforcement so that a child's academic or behavioral performance is of utmost importance and should not be disrupted by others. In-house suspension is when a student reports to the main office for the day. A student is not allowed to attend the regular class schedule yet is required to complete classwork and homework for 70% credit. At home suspension is when the student is removed from school for the duration of the suspension. All work is to be made up for 70% credit. During any form of suspension, a student is not allowed on school property or to attend a school event, including athletic practices or games until allowed to return to school.

Expulsion

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

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

RI Statewide Bullying Policy/Safe Schools Act

The [RI Statewide Bullying Policy](#), also known as the Safe Schools Act, was enacted on June 30, 2012. The policy ensures a consistent and unified statewide approach to the prohibition of bullying at school. This policy applies to all students in the state of Rhode Island, including St. Luke's School. This policy in its entirety is available on the homepage of our school website and in the above link.

ALCOHOL, DRUGS & TOBACCO

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

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

FIREARMS & DANGEROUS WEAPONS

Zero Tolerance: Firearms, dangerous weapons or realistic replicas of firearms/weapons are prohibited on school premises, school provided transportation, or any facilities used by our school. Any violation of this policy will result in immediate expulsion and referral to the police.

ROLE OF THE PARENT

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

Respect for School Faculty and Staff

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

Parent Teacher Organization

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

and materials to students and providing a forum for dialogue regarding parent concerns. The PTO meets monthly. Parents are encouraged to support our PTO and attend all meetings.

Messages to Students

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

Volunteers

We welcome volunteers; however, all volunteers must have a BCI check and view a safe environment video one month in advance of volunteering in our school. Please see the secretary for more information and protocol for volunteering at SLS.

Ways to volunteer at SLS:

- Room Parent: Room parents provide support to the teachers by getting information to other parents in the class regarding events, classroom activities, class parties and special projects. Each class has one-three designated room parents.
- Library Volunteer: Library volunteers coordinate time(s) they are available to assist the school librarian during the school day.
- Field Trip Chaperones: Accompany your child's class on an off-campus field trip.
- Coach: We are always looking for parents to help coach our athletic teams.
- Fundraising & Community Building: Parents are always encouraged to assist at any of our fundraising events, school events, and outreach experiences.
- PTO Board: Support the PTO by taking on a leadership role on the PTO Board.
- Grant writing and photography: If you have an interest or expertise in either of these areas, please contact Nicole Varone.

STUDENT LIFE

Athletics

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

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

Making the Team: All students who are eligible to join the team are encouraged to do so. Every student who tries out for the team is on the team. However, students and parents must be aware that participating

on an athletic team does require the student to be willing to make a full investment of time and energy to the team. This includes attending all scheduled games, meets, practices, and events.

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

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

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

Spectator Behavior: Appropriate spectator behavior is crucial. Let the players play, let the coaches coach, and let the officials officiate. Please refrain from yelling at players, issuing directives, and/or yelling at officials. Students and parents are expected to respect all players and spectators from SLS and opposing teams. Such behavior will not be tolerated and may result in a student and/or parent being banned from an event.

Eligibility and Participation in Extracurricular Activities

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

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

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

Field Trips:

Field trips are planned by classroom teachers and are designed to enrich a child's academic and/or spiritual life. **Parents must sign the school's permission slip. All permission trip forms must be turned in 24 hours prior to the trip or the student will not be allowed to attend. Field trips are a privilege not a right.** Handwritten, faxed or e-mail notes and verbal permission are not acceptable. Students are not allowed to bring cell phones or personal electronic devices on field trips. Siblings are not allowed to attend field trips with parent chaperones.

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

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

Liturgy

All students participate in monthly Mass, as well as prayer services during Advent and Lent. Students in grades 2-8, under the guidance of their homeroom teacher, host 1-2 masses each year. All students are required to participate. Reconciliation is offered during Advent and Lent.

Retreats

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

2024-2025 UNIFORM POLICY

Tommy Hilfiger is the official supplier of school uniforms. The Gob Shop in Warren, RI is used for gym uniforms.

Uniforms elevate learning at SLS and create a sense of community, school pride, and feeling of belonging. Students who do not follow the below Uniform Policy will receive a verbal or written warning from their teacher and parents will be notified. Repeated infractions will result in the student being referred to the principal for disciplinary action. Parents will be notified by the principal. Make every effort to ensure that your child follows the Uniform Policy below.

School Uniform for Girls Kindergarten- Grade 8

Uniform Clothing:

Plaid jumper with long or short sleeve white blouse with Peter Pan collar (**Grades K-3 ONLY**).
Plaid skirt with long or short sleeve white polo OR long or short sleeve maroon polo (**Grades 4-8 ONLY**). **All skirts must be at least arms-length and/or right above the knee.**
Khaki pants with long or short sleeve maroon polo shirt with school logo. Brown or black belt must be worn with tucked-in polo (Grades K-1 do not have to wear a belt).
Optional: Maroon/gray cardigan or gray/maroon fleece or school sweatshirt with school logo.

Shoes and Socks:

Plain crew or knee socks in white. Tights or leggings in black, white or gray. No nylons.
Brown or black shoes with jumper or skirt or khaki pants.
Plain white, brown or black sneakers or shoes with khakis (**Grades K-3 ONLY**).
No clogs, light-up shoes, shoes with embellishments or bright colors, sandals, flip flops, Crocs, high heels, boots, moccasins, or slipper shoes.

Sweatshirts and jackets are not permitted at School Mass.

Dress Down Day attire must be appropriate. No open-toed shoes, Crocs, flip flops, tank tops, midriff tops, short shorts, ripped clothing, or clothing/accessories with inappropriate language, pictures or slogans are allowed.

School Uniform for Boys Kindergarten-Grade 8

Uniform Clothing:

Khaki pants with long or short sleeve maroon polo shirt with school logo.

Brown or black belt must be worn with polo tucked in (Grades K-1 do not have to wear a belt).
Untucked shirts must be at the appropriate length.
A plain white t-shirt or undershirt is permitted under polo or oxford shirt.
Maroon cardigan or gray/maroon fleece or school sweatshirt with school logo.

Shoes and Socks:

White, brown, khaki or black socks only with Khaki pants.

Black or brown shoes (**Grades 4-8 ONLY**).

Plain white, brown or black sneakers or shoes with khakis (**Grade K-3 ONLY**).

No clogs, light-up shoes, shoes with embellishments or bright colors, sandals, flip flops, Crocs, boots, moccasins, or slipper shoes.

Mandatory on Mass Days Grades 6-8: Tommy Hilfiger long or short sleeve blue oxford with logo. Only khaki pants with a belt may be worn. **Sweatshirts and coats are not permitted at School Mass.**

Dress Down Day attire must be appropriate. No open-toed shoes, flip flops, Crocs, tank tops, short shorts, ripped clothing, or clothing/accessories with inappropriate language, pictures or slogans are allowed.

Warm Weather Option

First Day of School - October 31st

April 1st - End of School

All Students K-8

In addition to the daily uniform clothing, during the warm weather option period, students may wear the following:

Khaki pleated or flat front shorts (kindergarten and students in grade 1 do not have to wear a belt).
Brown or black belt must be worn if polo is tucked in.

White crew socks with sneakers. No clogs, light-up shoes, Crocs, shoes with embellishments or bright colors, sandals, boots, moccasins or slipper shoes.

Physical Education Uniform

All Students K-8

Performance or cotton poly-blend t-shirt with school logo or the most current Trot Off Your Turkey t-shirt

Maroon mesh shorts

Maroon or gray sweatpants with school name/logo

School sweatshirt

White crew socks

Athletic sneakers (no clogs, light-up shoes, shoes with embellishments or bright colors, sandals, Crocs, boots, moccasins, or slipper shoes)

All PE items are available at the Gob Shop in Warren, RI.

Accessories & Grooming

All Students K-8

All students are to be well-groomed and have uniforms that are clean and in good repair.

For Girls: Minimal, non-distracting makeup can be worn in grades 6-8. Nail polish is permitted. Studs and small hoop earrings are acceptable. No large hoops or dangling earrings. Bracelets and necklaces are limited to one each.

For Boys: Hair may not be longer than collar length. Outlandish hairstyles-fades, mullets, mohawks, pony tails, shaved designs, eyebrow slits, hair covering eyes or spiked hair are not allowed. Earrings are not allowed. Bracelets and necklaces are limited to one each.

No colored or embellished hair extensions, styles or hair dye in unnatural colors.

No distracting or outlandish hair/body accessories. This includes temporary tattoos/Henna tattoos, headbands, and other accessories.

No spiked jewelry or SMART watches.

No jackets or hats allowed in class/building.

Inappropriate language, pictures or slogans on accessories are not allowed.

TUITION AND FEE POLICIES

Tuition Setting

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

Tuition Payment

The school uses FACTS Management, to manage tuition and fees, billing and collection. Tuition payments are set to begin in July with option plans available for 1, 2, 4 or 10 payments. Questions regarding tuition

and fees, as well as payments are to be addressed to the bookkeeper in the Rectory. The rectory phone number is 401-246-1212.

Payment of Other Fees

All fees for other programs such as before and after school CAMP, athletic teams, and extracurricular activities are billed as they occur through FACTS Management. Questions about these fees can be addressed to the school secretary Mary Beth Sullivan. Mrs. Sullivan can be reached at the school: 401-246-0990 or via email: mbsullivan@stlukesri.org

Financial Obligations

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

Requirements:

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

ACTION REQUIRED: See last page, sign and return to school.



ST. LUKE'S SCHOOL PARENT & STUDENT CONTRACT 2024-2025

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

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

We do hereby contract with St. Luke's School that we, the undersigned parents/guardians, will pay tuition and fees charged by the school for the 2024-2025 school year in accordance with our FACTS Tuition Contract.

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

Parent/Guardian Name: _____

Parent/Guardian Signature/Date: _____

Student's Name(s)/Grade(s):

Student's Signature(s)grades 2-8): _____

