



## **St. Luke School Student Handbook**

# Handbook for Students

## Policy of Respect

St. Luke Catholic School is committed to providing all students, staff and families with a safe and supportive school environment. Members of the school community are expected to treat each other with respect.

Violations of this policy will be dealt with according to the severity of the misconduct.

## Definition of Misconduct

Misconduct includes any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, and remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual.

Harassment is subject to appropriate consequences for any of the above misconduct that creates, or will certainly create, a hostile environment by interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being, or that is threatening or intimidating.

This prohibition applies whether the act is intentional or unintentional, or is directed toward an individual or group regarding age, race, national origin, disability, physical attributes, gender, and sexual orientation, religious or political views.

The Policy of Respect applies to students, staff, and any visitors to the school campus.

## What Are Some of the School's Goals For You?

St. Luke School has some goals that it has set for our community. With the cooperation of all, the school can continue to succeed in its goals of being a secure place to get an excellent education, where Catholic values are taught and lived.

The School seeks to provide an atmosphere where:

### **You are respected and treated with kindness at school.**

This means that others should not laugh at you, make fun of you, or hurt your feelings. You should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or because it takes you a little longer to get the right answer.

### **You are able to learn about yourself at school.**

This means you may talk about your ideas and feelings, as long as it does not take away the rights of others.

### **You can feel safe at school.**

This means that no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.

### **You are able to tell your side of a problem.**

This means that you should not be punished for breaking a rule or for taking someone else's rights away without a chance to tell your side of the story.

## What Are Your Responsibilities?

There are some things you should do without being told to do them. Some of these are things that you do for others. These things are called responsibilities. Here are your important responsibilities:

### **Respect every person's right to learn.**

Parents send their children to school to learn. If you keep others from learning by bothering them, you have taken something away from that individual that is very important.

### **Come to school unless you are sick or excused.**

In Washington State there is a law that says you must go to school unless you bring a written excuse from your parent when you return. The reason for this law is to be sure that all children have a chance to get an education. If you miss too much school, you will not be able to learn the things you need to know and could be retained in your grade another year.

### **Be on time for school and classes.**

School starts at 8:30am. Plan to arrive at school between 8:15 and 8:30am. Leave the school grounds between 3:00 and 3:15pm or report to Extension upon early arrival or late pick-up. If you are late for school in the morning, you may miss things you will need to know for the rest of the day. The teacher has to stop what he or she is doing with the rest of the class to help you get started. This keeps your teacher from helping all of the students. This is also true if you are late after recess or lunch. If you are late, report to the front office. The office will issue a tardy slip to present to your teacher. If this continues to be a problem, action will be taken.

### **Be prompt about leaving school on time.**

It is the responsibility of the parent to pick up their children immediately after school closes. Parents should instruct their children whether to proceed directly home upon dismissal or to the Extension program.

### **Finish your schoolwork.**

Learning to read or to do math is like learning to play the piano or to ride a bicycle. Some things have to be done over and over before they are learned. You have to keep trying even if it is difficult. Some of the work you are given at school can be done in class. Frequently you will have to do some work at home. You should do all of the work that is assigned to you. If you experience difficulty, please talk with your teacher. Teachers are here to help you.

### **Take care of school property.**

The parents of every child in this school helped to pay for everything you use. The equipment, supplies, books, etc. belong to all of the people in the St. Luke community. This means you are sharing the things you are using at school. If these things are wasted, torn up, or destroyed, it means students must go without them or their parents must spend more money to replace them. If something belongs to everyone, everyone must help take care of it. It is our school; let's keep it clean.

## What is Expected of You?

Listed below are some of the important rules everyone needs to know and follow.

### All students are expected to:

- Show respect to all students and adults in the building and on the playground.
- No threatening, harassing or physically abusing another student or adult. Consistent unwanted remarks or actions towards others are not acceptable.
- Refrain from talking or acting in a manner that amounts to insolence, insubordination, disobedience, or defiance of any teacher, staff member, or designated adult authority. Such behavior will not be tolerated.
- Use acceptable language at school-no swear words, obscenities, name-calling or words that deliberately hurt another's feelings.
- Use positive verbal skills to resolve conflicts.
- Cell phones must be turned off during the day or they will be confiscated.
- Leave dangerous objects at home; these include but are not limited to pocketknives, guns, drugs, matches, handcuffs, Chaka sticks, etc.
- Refrain from smoking anywhere on St. Luke property.
- Walk in the halls, classrooms, auditorium, Church, library, and stairways.
- Eat in the classrooms only if you have permission. Gum chewing is not allowed at school. Candy and other foods are not allowed in the halls, restrooms, or on the playground.
- Use the lavatories and drinking fountains in a proper manner during recess or with your teacher's permission during class time.
- Stay on school property during school hours unless special permission has been given to leave.
- Take care of school property and supplies assigned to you.
- Leave all toys and games at home unless requested by your teacher; this include radios, battery-operated games, pets, pager, electronics not approved by school administration.
- Wear athletic shoes or white-soled tennis shoes for P.E. days. No open backs or toes. This will be enforced. (See uniform dress code)
- Enter and exit the school through the assigned door as directed by your teacher. Do not use the front door after school as a pick-up spot.

### In the classroom you are expected to:

- Follow your teacher's directions.
- Complete your assignments on time.
- Refrain from disturbing others and interfering with their learning.
- Observe your specific classroom rules agreed upon by your class and teacher.
- Be familiar with the contents in this book.

### When eating lunch you are expected to:

- Refrain from throwing food or wrappings.
- Clean your table area and/or floor before leaving the auditorium.
- Put all of your garbage in the containers.
- Avoid loud talking, talking with your mouth full of food, or playing while eating your lunch.
- Bring a sack lunch or buy a school lunch
- Recycle, compost, liquids
- Remain seated at your table until dismissed for recess, unless excused by lunch room supervisor

**When you are riding in a car or bus on a field trip, you are expected to:**

- Obey the driver at all times.
- Enter or leave the vehicle without pushing or shoving.
- Go directly to your seat, buckle up and remain seated unless the driver gives you permission to move.
- Refrain from talking loud, eating, calling names, playing rough or throwing objects.
- Open the windows only with the driver's permission. Do not extend body parts out of the window and never throw objects out of the window.
- Cross the street properly and safely. Stay with your group.

**When in the office, you are expected to:**

- Speak quietly.
- Use the office phone only with permission or in emergency situations. Make social plans at home in the evening or before school. Make phone calls with permission from office staff.
- Ask for assistance if you need to put something into or get something out of the teacher boxes.
- Get permission to come to the office for medical help, unless it is an emergency.
- Do not use office machines and equipment.
- Enter the offices only with permission.

**When in Church you are expected to:**

- Show the reverence of being in God's House.
- Participate in the various liturgies and prayer services.
- Wear uniforms with shirts tucked in.

**For your safety:**

- Wait in your designated carpool/play area.
- Obey the safety patrol.
- Follow carpool rules, and exit from cars on right side.
- Rough play or play fighting and intentional disruption of games are not allowed.
- Follow the procedure of waiting for the whistle or signal before you walk with your parent to your car.
- Walk bicycles, scooters and skateboards on the playground when traveling to and from school. Lock your bicycles in the assigned area. Wear your helmet and do not lend your equipment to others.
- Observe general playground/recess rules.

**For your safety during recess:**

- All food is to be eaten in school, not outside.
- Use the playground equipment properly; this includes sharing and taking turns.
- Refrain from climbing on the rocks, or running in and out of the building. Do not play in the bushes or deliberately kick balls into the rockery.
- Include all students who want to play in games.
- K-4, when the whistle blows, should stop playing immediately and follow grade level procedures for entering the building. Lavatory needs should be taken care of during recess.

**When wearing your uniform, you are expected to:**

- Keep it in neat and clean order.
- Remove your coat and any other non-uniform items while you are in the classroom.
- Keep your shoelaces tied.
- Do not wear hats in the school.
- You may wear free dress on a designated free dress day only. Please check the section on acceptable free dress code.

## What Happens When You Break A Rule?

If you break a rule, it is important to know what happens or what the consequence of your behavior is likely to be. The consequences of breaking a rule will depend upon your grade level, the circumstances, and these four factors:

1. Your intention at the time you broke the rule.  
Did you do it on purpose, were you reckless, was it an accident or did you lose your temper?
2. The frequency or number of times an act or behavior takes place.  
Being in trouble once is different than being in trouble five or six times.
3. The time lapse between the times that you are in trouble.  
Being in trouble two or three times a week is more serious than being in trouble once or twice a year.

With these factors in mind, and at the discretion of the teacher and/or principal, the usual sequence of consequences for a broken rule will be as follows:

1. If you break a rule for the first time or infrequently, your teacher, Student Life Director or the Principal will discuss the situation with you and may contact your parents.
2. If you continue to break school rules, your parents will be contacted and you will be required to meet with your parents and your teacher and, when necessary, the principal.
3. If the improper behavior is still not corrected, a student may be suspended from class or from school for a period of time.
4. If behavior does not improve after steps 1-3 the student's enrollment at the school may result in expulsion.

Serious offenses may result in bypassing any of the above steps.

As a result of the conference with your teacher, the principal or your parents, you may be required to complete a task or perform some kind of activity as a consequence for your behavior.

These consequences could include: losing your recess, making up time, writing a paper, cleaning up the classroom or school yard, paying for wasted or damaged items, being placed on probation, confiscating toys or radios, being denied privileges by your parents, and being suspended or expelled from school.

Some specific acts or behaviors including but not limited to the sale, use or possession of drugs or alcohol; arson; vandalism; assault; possession of a weapon are considered **criminal offenses**. They will be turned over to the police for investigation, at the discretion of the principal.

## Student Dress Code

### Purpose

St. Luke students wear a uniform in order to promote a feeling of equality for all children while discouraging the competition in dress. The uniform promotes an identity for the children of St. Luke School. Additionally uniforms are cost effective. The uniform should always be neat and in good repair. Parents and students both share in the responsibility for seeing that the dress code is appropriately observed and maintained.

### Guideline of Good Grooming

St. Luke students should dress in a manner that will contribute to a feeling of self-confidence. Parental approval, common sense and discretion are the primary guidelines. It is to be understood that the total look should be neat and should not detract from the uniform appearance. These guidelines also apply on non-uniform days.

## **St. Luke Uniform**

The uniform is to be worn daily. Every attempt should be made to come to school in a clean, laundered uniform. No over-sized shirts or blouses allowed; all shirts must be tucked in. Students who must deviate from the uniform policy are requested to present a note to the teacher to obtain permission for the day.

Students who do not follow the uniform policy will lose their free dress privilege, their parents will be contacted, and the student may be sent home until they fulfill uniform requirements, or be asked to wear a uniform from the lost and found box.

## **Free Dress**

Free dress is a privilege. Students may wear dress attire of their own choosing, but in keeping with suitable dress for school. Teachers may permit "free dress" for field trips. Free dress is only allowed on designated days at the discretion of the administration.

Excessively tight clothing, excessively baggy clothing, "sags", gang-related clothing or accessories are not allowed. Underwear cannot be visible. T-shirts may be worn, but they must fit and have appropriate messages and pictures on them. No cropped tops, tank tops or low cut tops are acceptable. Frayed jeans, cutoffs, spandex, bike and track shorts are also not acceptable. Leggings may only be worn with a dress or tunic style shirt that must hit mid-thigh. Skirts and dresses must be no higher than 4 inches above the knee.

The rules for free dress will be enforced. Your child will be asked to change into uniform clothes that we have on hand, or call a parent to bring them appropriate uniform clothing. Free dress may be revoked for repeated offenses. **The staff reserves the right to send a child home if clothing is not appropriate.**

Cub/Boy/Girl Scout/CampFire Uniforms may be worn on the day of respective meetings.

## **AT CHURCH SERVICES: ALL GRADES WEAR FORMAL UNIFORM**

All students should the formal uniform (school vest, non-hooded school sweatshirt, or school cardigan sweater) when attending church services.

## **Uniforms For Girls**

**Marymount plaid jumper** (grades K-4) or **plaid skirt** (grades 5-8). A **plaid skort** is available for K-6.

These jumpers, skorts, and skirts are available at Dennis Uniform Store, Land's End, or at the uniform exchange here at school. Appropriate length is no more than 4" from top of knee. Tights or bike shorts are to be worn under skirts or jumpers.

### **Shorts**

**Navy blue** twill walking short (cuff length) should be purchased Dennis Uniform Store or Land's End only. Shorts made of spandex, denim and knit materials are not acceptable. Appropriate length is no more than 4" from top of knee. Cargo and side pockets are not acceptable.

### **Pants**

**Navy blue** cotton twill purchased at Dennis Uniform Store or Land's End. Cargo and side pockets are not acceptable.

### **White blouse**

Plain white, button front, long or short sleeve; pointed or rounded collar. Blouses need to be tucked in unless they fall mid hip or above. Only plain collars are acceptable on blouses.

### **White or Red polo shirt**

Knit, long or short sleeve button down front placket, plain collar, no pockets, no logos or emblems. Only plain collars are acceptable on polo shirts. No over-sized shirts are acceptable.

### **White or Red knit turtleneck or mock turtleneck shirts**

No over-sized shirts are acceptable. If shirts are worn under uniform blouses or shirts, they must be plain white or red, and not hang below top shirt.

### **Sweatshirts**

Navy blue (pre-K-5) or gray (6-8) crew neck or hooded sweatshirts, purchased only at Dennis Uniform Store or Land's End, with St. Luke embroidered logo on front. Hooded sweatshirt is not acceptable dress for church services. Sports award sweatshirts or St. Luke sport sweatshirts are not acceptable uniform dress code. No over-sized sweatshirts are acceptable.

### **Sweaters and Front Zip Fleece Vests**

Sleeveless or long-sleeved navy (Pre-K-5) or gray (6-8) v-neck sweaters or navy front zip vests with embroidered St. Luke logo purchased at Dennis Uniform or Land's End.

### **Belts**

Should be plain in navy, black, or brown.

### **Socks**

Socks must be worn. Knee highs, socks, or tights need to be complimentary to the school uniform colors.

### **Shoes**

Shoes must be appropriate for school. Flip-flops are not allowed, even on non-uniform days. Shoes must be kept tied, if appropriate to their style. Students should wear tennis shoes on P.E. days.

### **Accessories**

Earrings: Due to safety considerations, earrings should be moderate in size. Long dangling earrings are not acceptable.

Make-up: No make-up in grades K-6; minimal, discreet make-up, if used, in grades 7-8.

Hair: Hair should be clean and well kept with styles that don't draw attention; hair coloring must be natural looking and not attract attention.

Hats, kerchiefs and scarves are not allowed to be worn inside the building. These items may only be worn outside during recess.

Purchase jumpers, skirts, skorts, pants, shorts, sweatshirts and sweaters/vests at Dennis Uniform Store or Land's End. Please see brochure of approved styles available for purchase.

### **Formal Uniform for Church Services**

All students should the formal uniform (school vest, non-hooded school sweatshirt, or school cardigan sweater) when attending church services.

# Uniforms for Boys

## **Shorts**

**Navy blue** twill walking short (cuff length) should be purchased Dennis Uniform Store or Land's End only. Shorts made of spandex, denim and knit materials are not acceptable. Appropriate length is no more than 4" from top of knee. Cargo and side pockets are not acceptable.

## **Pants**

**Navy blue** cotton twill purchased at Dennis Uniform Store or Land's End. Cargo and side pockets are not acceptable.

## **White or Red polo shirt**

Knit, long or short sleeve button down front placket, plain collar, no pockets, no logos or emblems. Only plain collars are acceptable on polo shirts.

## **White or Red knit turtleneck or mock turtleneck shirts**

No oversized shirts are acceptable. If shirts are worn under uniform blouses or shirts, they must be plain white or red, and not hang below top shirt.

## **Sweatshirts**

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## **Sweaters and Front Zip Fleece Vests**

Sleeveless or long-sleeved navy (Pre-K-5) or gray (6-8) v-neck sweaters or navy front zip vests with embroidered St. Luke logo purchased at Dennis Uniform or Land's End.

**Belts** should be plain in navy, black, or brown.

**Socks** must be worn. Socks must be complimentary to the school uniform colors.

## **Shoes**

Shoes must be appropriate for school. Flip-flops are not allowed, even on non-uniform days. Shoes must be kept tied, if appropriate to their style. Students should wear tennis shoes on P.E. days.

## **Accessories**

Hair: The length should not extend below the ear or below collar. Hair should be clean and well kept and not hang into eyes. Styles should not draw attention. Hair coloring must be natural looking and not attract attention. Hats should not be worn inside the building.

Purchase pants, shorts, sweatshirts and sweaters/vests at Dennis Uniform Store or Land's End.

Other items (polos, turtlenecks, socks, belts, and shoes) may be purchased either at Dennis Uniform, Land's End, or the store of your choice. Please refer to above guidelines for clothing requirements.

## **Formal Uniform for Church Services**

All students should the formal uniform (school vest, non-hooded school sweatshirt, or school cardigan sweater) when attending church services.