

*Providing a truly higher education, in Christ,
for Heart, Mind, Body and Spirit*



St. Luke Lutheran

CHURCH & SCHOOL

*Parent Handbook
2024-2025*

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INTRODUCTION

This handbook of St. Luke Lutheran School has been prepared to assist interested parents and friends in becoming more familiar with our school and its program of Christian education.

The intent of this handbook is to be informative. Occasionally, however, items may arise which may not be treated specifically. In such cases, please consult the school. You are always welcome.

St. Luke Lutheran School currently offers a full-time Christian education for children in kindergarten through grade eight and preschool for three-, four-, and five-year-olds. There are also fall and spring programs for two-year-olds and their parents/guardians.

Our school is the only Lutheran elementary school in Butler County. On a larger scale, St. Luke is one of more than 750 elementary schools of the Lutheran Church—Missouri Synod. The number of these schools, plus their enrollment of well over 113,000 pupils, places them far and above the educational efforts of any other Protestant group.

Maintained autonomously by a single congregation or an association of local congregations of the Lutheran Church—Missouri Synod, these schools exhibit an increasing uniformity of standards, course offerings and policies. Synod-wide guidance and assistance toward such goals are offered through many advisory boards and offices. Continued evaluation and growth toward excellence in all areas have helped to make Lutheran elementary schools readily accepted and respected in the educational community.

The staff of St. Luke Lutheran School consists of the pastors of the congregation and teachers who have graduated with degrees in education from nationally accredited teachers' colleges of the Lutheran Church—Missouri Synod or have been approved by the congregation.

The curriculum and facilities of our school satisfy all requirements of the Pennsylvania Department of Public Instruction.

Our Vision

**Educating today's students for tomorrow's world using
God's Word as our cornerstone.**

Belief Statements of St. Luke Lutheran School

1. THE WORD

We believe the Bible is the inspired and infallible Word of God and is the final authority on matters of faith and life.

II Timothy 3:16 "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness ..."

2. SALVATION

We believe all people are sinners standing beneath the judgment of the Law. Yet, through Jesus Christ, and Him alone, we are reconciled with the Father through the cross. This is the only way to salvation; we are saved by grace through faith by the blood of Jesus.

Romans 3:23-24 "For all have sinned and fall short of the glory of God, and all are justified freely by his grace through the redemption that came by Christ Jesus. "

3. TRINITY

We believe that the one true God has revealed Himself as the Holy Trinity—Father, Son and Holy Spirit.

II Corinthians 13:14 "The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all."

4. CREATION

We believe creation was an act of God as revealed in Genesis 1-2 and not the result of evolution. We believe our God is all-powerful God and the sustainer of the universe.

Hebrews 11:3 "By faith we understand that the universe was created by the word of God, so that what is seen was not made out of things that are visible."

5. BAPTISM

We believe the Holy Spirit works through the power of the Word of God in Baptism where He creates faith in adults, children and infants, washing away sin and calling us by name as His own dear children.

John 3:5-6 "Jesus answered, "Truly, truly, I say to you, unless one is born of water and the Spirit, he cannot enter the kingdom of God.⁶ That which is born of the flesh is flesh, and that which is born of the Spirit is spirit."

6. HOLY COMMUNION

We believe that communion is Christ's true body and blood which are present in the bread and wine for the forgiveness of sin and celebrating the unity we have in the Gospel.

I Corinthians 10:16-17 "The cup of blessing that we bless, is it not a participation in the blood of Christ? The bread that we break, is it not a participation in the body of Christ? ¹⁷ Because there is one bread, we who are many are one body, for we all partake of the one bread."

7. RESURRECTION OF THE DEAD & RESISTING THE DEVIL

We believe in the resurrection of both the saved and the lost; that heaven and hell are real. Those who are saved by grace are raised to life eternal and they that are lost in unbelief unto eternal damnation. We believe

the Devil is real and actively seeking to deceive and destroy all people. Only through the power of God's Word can we resist and defeat the Devil.

John 14:1-3 *"Let not your hearts be troubled. Believe in God; believe also in me. ²In my Father's house are many rooms. If it were not so, would I have told you that I go to prepare a place for you? ³And if I go and prepare a place for you, I will come again and will take you to myself; that where I am you may be also."*

1 Peter 5:8 *"Be alert and of sober mind. Your enemy the devil prowls around like a roaring lion looking for someone to devour. "*

8. REDEMPTION & GOOD WORKS

Salvation comes as a gift from God by His grace through faith. Good works cannot save us; they are but our response to His grace.

Ephesians 2:8-10 *"For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God— not by works, so that no one can boast. For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."*

9. EVANGELISM

We have a personal responsibility to share our faith in Jesus Christ.

Mark 16:15 *"And He said to them, 'Go into all the world and preach the gospel to every creature.'"*

10. MARRIAGE & SEXUALITY

We believe that marriage has been established by God as a covenantal union of one man and one woman in a lifetime commitment to one another before God. We believe that man and woman are created in the image of God. Any confusion of this order by means of a homosexual union or accepting transgender beliefs and lifestyle are contrary to the Word of God.

Mark 10:6-9 *"But from the beginning of creation, 'God made them male and female.'⁷ 'Therefore a man shall leave his father and mother and hold fast to his wife, ⁸and the two shall become one flesh.' So, they are no longer two but one flesh. ⁹What therefore God has joined together, let not man separate."*

"There is one body and one Spirit—just as you were called to the one hope that belongs to your call— one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all." Ephesians 4:4-6

These are the Statements of Faith that are upheld and taught by St. Luke Lutheran Church and School. Understand that these are teachings that your child will receive and be expected to learn without any pressure or coercion to adopt them as their own belief.

ST. LUKE LUTHERAN SCHOOL MISSION STATEMENT

Providing a truly higher education, in Christ, for Heart, Mind, Body and Spirit!

*"To equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."
Ephesians 4:12-13*

*"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."
Mark 12:30*

Reaching the Heart by:

- Sharing the unconditional love of Jesus
- Providing a positive atmosphere for Christian growth
- Nurturing respect and compassion for others

Reaching the Mind by:

- Offering an excellent academic program
- Meeting the needs of each student
- Promoting critical thinking skills based on God's Word

Reaching the Body by:

- Developing a healthy, Christian lifestyle
- Understanding the body as the temple of the Holy Spirit
- Growing together as the body of Christ

Reaching the Spirit by:

- Growing in God's Word and His grace
- Focusing on Christ
- Developing maturity through Christian service

Core Values

Education at St. Luke is best understood through its core values, which are woven into daily life at the school. These values embody the high expectations of our school and help build the experience of a truly higher education.

Christ is at the center of everything we do

Integration of the faith is important to all areas of the curriculum. Equipping students for a life of worship, prayer, service, and devotion to the Word is essential.

John 14:6: Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me."

Psalms 119:105: Your word is a lamp to my feet and a light to my path.

Excellence in academics

High academic achievement and critical thinking skills are stressed. Substantial effort is placed upon cultivating Christian servant leaders who can positively impact the future.

Philippians 1:9-10: And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ,

Proverbs 3:5-6: Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.

Train the whole child

Each student is recognized for his or her own unique God-given gifts, with the primary focus on encouraging each child to grow in faith and understanding.

Proverbs 22:6 "Train a child in the way he should go, and when he is old, he will not turn from it."

Psalm 111:10 "The fear of the LORD is the beginning of wisdom; all who follow his precepts have good understanding. To him belongs eternal praise."

Biblically based

The Bible is used to root the children in a Biblical world view, as conveyed by God through His inspired Word and standing as the only true authority.

2 Timothy 3:15-17: "...and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

Mission-minded and Service-oriented

Making and Maturing Disciples for Ministry and Mission is an integral part of the students' faith development. A faithful heart regarding the needs of others is nurtured. Acts of Christian service are emphasized. Opportunities to serve others are incorporated into the curriculum.

1 Peter 3:15: "But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect."

Matthew 25:40: And the King will answer them 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.'

Partnership

We value the partnership between church, school, and family. Working together and developing solid, healthy relationships ensures God's children the best environment for growth.

Ecclesiastes 4:9: "Two are better than one, because they have a good return for their work."

Matthew 18:20: "For where two or three are gathered in my name, there am I among them."

Positive school climate

A supportive Christian atmosphere is upheld which promotes respect for self and others, self-discipline, wholesome character, and a sense of Christian community.

Philippians 4:8: Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.

St. Luke School is operated by St. Luke Lutheran Church and is considered a mission of the congregation. The mission statement of St. Luke Church, *Making and Maturing Disciples for Ministry and Mission*, is reflected in the mission statement and core values of the school, which are woven into daily life at the school. It is the goal of the church that as many children as possible receive a Christian education.

Excellence in Education through the Power of the Cross

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PHILOSOPHY OF ST. LUKE SCHOOL

"Our Christian Day School is a response of God's twofold direction to 1) assist parents/guardians in providing a comprehensive Christian training for their children, and 2) to serve as an effective outreach of the church to the community. In serving as an agency to foster and nurture the Christian faith through a thoroughly Christian education, our school is exercising a basic right guaranteed by the Constitution of our land.

Our school has been established and is maintained by the members of St. Luke Lutheran Congregation for the educational and spiritual welfare of all students and their families. This is accomplished through the blessings and guidance of God and through the efforts and abilities of a dedicated and professionally qualified staff.

Our school recognizes each child as a unified being, and seeks to meet his total needs (spiritual, intellectual, social, psychological, aesthetic, and physical). Our curriculum is directed toward helping the child meet these needs with excellence, responsibility, adaptability, and participation. Since all of education finds its highest attainment through a Christian perspective, the Word of God is central and foremost - permeating the entire curriculum. Moreover, this education is given within a Christian environment. In addition to meeting the standards and requirements of the Commonwealth of Pennsylvania in the traditional academic areas, our school offers specific courses in religion, as well as courses which transmit both our cultural and Christian heritage.

Our students are guided toward a life of faithful and fruitful service to God and their fellow men. Such service includes active, knowledgeable, and responsible involvement in both church and community. As a fully educated citizen of both earthly and heavenly kingdoms, each student is trained for a life of beneficial contributions to all of society. All students are trained and encouraged to exhibit, support, and promote spiritual, patriotic, and democratic ideals at all times.

With the guidance of the Holy Spirit, this philosophy is a living part of St. Luke Lutheran Congregation."

Recommended by the School Board
and adopted by St. Luke Lutheran Congregation

ADMINISTRATION

Since our school is maintained by the St. Luke Lutheran Congregation, the final authority of all decisions of policy and property is vested in the Voters Assembly of the congregation. The affairs of the school are administered under the direction of the School Board and through the supervision of the school principal.

ADMISSIONS

Non-Discrimination Policy:

St. Luke Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Application Process:

To begin the enrollment process, an Application for Enrollment with the required Enrollment Fee should be submitted to the School Board. State law requires all new students enrolling in kindergarten or first grade to present a birth certificate and an immunization record. Parental interviews and student testing should be expected as part of the admissions requirements.

Enrollment Policy:

The following enrollment policy should be given careful consideration by all parents/guardians wishing to send their children to St. Luke Lutheran School. To be eligible for enrollment, children and parents/guardians must agree to the following:

- Parents/guardians are expected to support the school in its effort to train and nurture the child in the Christian faith.
- Parents/guardians are expected to cooperate and be supportive in the disciplinary efforts of the school.
- Parents/guardians are expected to reinforce the Christian training given in school at home as well.
- Parents/guardians are expected to provide an example to their children of the importance of faithful worship and study of the Word.
- If not familiar with the teachings of the Lutheran Church—Missouri Synod, parents/guardians are invited to attend our adult instruction classes to expand their knowledge of what their children will be taught.
- Children are to conduct themselves in a Christian manner to encourage the spiritual and social welfare of others.

There will be a six-week probationary period, as an aid to both parents and school, during which time it may be decided by one or both parties that a child is unable to adjust to the school, and therefore may be asked to withdraw.

St. Luke Lutheran School is not equipped to handle severe learning disabled or emotionally disturbed children. We are also not equipped to deal with severe discipline problems.

Keeping this in mind, our enrollment policy is administered on an approved, space-available basis according to the following priorities:

- Children from St. Luke Lutheran Church
- Children with older brothers or sisters in the school
- Children currently in St. Luke Preschool or Time for Two
- Children with no church home
- Children from other Missouri synod congregations
- Children from other Lutheran churches
- Children from other than Lutheran churches

Students, to be enrolled in preschool, must reach the age of three years before September 1st for the three-year-old class or four years before September 1st for the pre-k class. Children to be enrolled in kindergarten must reach the age of five years before September 1st. Children in the first grade must be six years old before September 1st of the school year in which they are enrolling.

All applications for admission and applications for re-enrollment are studied by the school administrative staff and are brought before the School Board for final action.

Students already in the school are offered an opportunity for advanced enrollment in February for the following school year. After March 1st, enrollment is then open to new students. Therefore, re-enrollments received after March 1st are not guaranteed enrollment the following year. Acceptance of children in any given school year shall not be construed as a guarantee of enrollment in any subsequent school year if the students and/or parents/guardians show little or no cooperation or interest in the school program.

ATTENDANCE POLICY

Since studies have shown that absences have a direct relationship to student achievement, regular and punctual attendance at all school sessions is expected of our students. Parents/guardians are urged to understand the important role they play in this situation and to foster good attendance habits in their children. Parents/guardians are urged to make necessary dental and medical appointments for outside of school hours.

If your child is ill, please inform the teacher. Children may return to school when fever free for 24 hours without the use of fever-reducing medications and/or after symptoms have improved. If your child has contracted something contagious (pink eye, lice, strep...), please let the teacher know so that other parents are made aware. Names will remain anonymous. Children with certain communicable diseases are not permitted to attend school according to the rules and regulations mandated by state law (refer to PA Code, Chapter 11, Subchapter C, Section 27.71).

In accordance with the state laws, all students are held to regular and punctual attendance. Absences must be excused in writing by the parents/guardians. These written excuses must be presented to the teacher prior to re-admission to the class. A call to the school office in cases of extended illness (3 or more days) will be appreciated. Written excuses are to give the following information: (1) student's name, (2) date of absence(s), (3) exact reason for absence(s), (4) parent/guardian signature.

If no written excuse is received within 5 days, the absence will be considered as **Unexcused**. A phone call or email to the school does not take the place of a written excuse.

In all cases of absence, the student is responsible for making up all assignments and tests missed during an absence from school. It is the parents'/guardians' and student's responsibility to obtain the assignments and return them to the individual teachers at the time designated.

Excessive Absences:

Excessive absences jeopardize the academic standing of the child. The school will notify parents/guardians of excessive absences. Excessive absences will be indicated by 10 cumulative absences per school year. If a student is absent from school as denoted above, the parent/guardian may be required to verify each additional absence with a written excuse from a doctor. Days excused by a doctor will not count towards the 10-day limit. Corrective measures for excessive absences or truancy will include conferences with school administration, detention, reporting to the local children and youth agency, reporting to the District Magistrate, retention, and/or termination of enrollment.

Tardiness:

Students not in their classroom by 9:00 a.m. are considered tardy. The only exception to this rule is late arrival of a school bus. If a student arrives after 9:00 a.m., parents/guardians are requested to send a written note to school stating reason for tardiness. Students must report to the office for a late slip before going to class. The school records the amount of school time missed due to tardiness. If a student misses more than 4.25 hours (255 minutes) of school due to tardiness, it will be counted as the equivalent of one full day absence. Any lost time accumulated due to tardiness will be added to other absences when determining a student's number of excused and/or unexcused school days. Students with repeated tardiness shall be subject to detention or disciplinary action.

- 5 Tardies = 1 Recess Detention
- 10 Tardies = 2 Recess Detentions
- 15 Tardies = 1 After School Detention
- 20 Tardies = 2 After School Detentions
- Above 20 Tardies = Disciplinary Action Will Be Decided Upon by Administration

Early Dismissals:

If a child is to be released during the school day, parents/guardians are requested to send a written note to school stating when and why their child is to be excused. Parents/guardians must report to the office to pick up their child.

Pre-Approved Excused Absence:

As parents/guardians, you are encouraged to schedule vacations at times other than on the days that our school is in session. Cooperatively, we have an important role in stressing the value of education to our children. Requests to take children out of school may convey the attitude that other activities are more important than school. Therefore, we must continue to emphasize the value of time in school and we must discourage general vacation and pleasure trips during the school year. In particular, more than one vacation per year is discouraged. It is suggested that the absence not exceed five (5) school days in length.

If, however, an application for a Pre-Approved Excused Absence must be submitted, parents/guardians and students should plan carefully. Please plan ahead so that absences do not occur during important educational periods. Refer to the *Make-Up Work Policy* pertaining to pre-approved excused absences.

Make-Up Work Policy:

The School Board recognizes that students are absent from school for legitimate reasons. It shall be the policy of the School Board to permit students to make up schoolwork missed during a legitimate absence. Students must assume responsibility for making arrangements with the teacher on the first day of the student's return to each class to make up work missed during an excused absence, school-sponsored activity, pre-approved excused absence, or suspension.

Guidelines:

When possible, parents/guardians should be encouraged to pick up assignments if their child is absent more than 1 day. If requesting work on the same day that the child is absent, assignments will be available at the end of the school day. The teacher will compile a list of assignments with clear directions and the materials needed to complete them. Students have 1 day for each day absent to turn in an assignment. If a student is absent on a test day, he/she should be ready to take the test upon return. If a significant lesson is missed due to an extended absence, the teacher is to reschedule the test for that student. It may be necessary to rewrite a test depending on the circumstances.

Homework may be requested in advance by parents/guardians who have been approved for pre-approved excused absence for their student(s). This request should not be made more than one week in advance from the planned absence. The teacher may need a day or two to respond to your request.

COMMUNICATIONS

Consultation with Teacher:

Consultations with the respective teacher or with the principal are always welcome. However, it would be to the interest of all concerned if such consultations were made by appointment. The daily schedule of our teachers is usually crowded, and an unannounced consultation cannot always be given the attention and the consideration it deserves. Should problems arise concerning the child, parents/guardians are expected to first see the teacher. If the matter is not resolved, parents/guardians should contact the principal.

Telephone:

Parents/guardians are kindly requested to use their good judgment when making calls to the school. Only in cases of extreme emergency will a teacher be called out of the classroom. Calls to the teachers at the school should be limited to the following hours: 8:30-8:45 a.m. and 3:30-4:00 p.m. Children will be permitted to use the phone only in the event of an emergency. The number of the school phone is 724-352-2221.

FACTS Family Portal:

Family Portal is a site that allows parents/guardians to view academic information such as grades and attendance, as well as other useful information including school activity photos, weekly reminder notes, lunch menus, daily and yearly calendars, etc. For more information on how to create an account, see the school website or contact the school office.

Website:

St. Luke Lutheran Church and School maintains a website containing a variety of information and resources. Our site can be visited at www.school.stlukecabot.org.

CURRICULUM

In keeping with the purpose of St. Luke Lutheran School, Christian truth forms the foundation upon which all instruction is based.

The student has the opportunity of hearing God's Word taught daily in all its truth and purity. The truths of the Bible are taught not only during the religion period, but these truths permeate all teaching. It is our aim to cement into the hearts and minds of the children entrusted to us a truly Christian philosophy of life.

Each day opens with devotions, followed by instruction in Bible study and Christian doctrine. In the lower grades the religion course consists mainly of the learning of Bible stories together with their application of life, and the memorization of Bible passages and prayers. In the upper grades a systematic study of Christian teachings composes the curriculum.

In addition to religion, the children receive instruction in all the academic subjects and the fine arts as required by the state of Pennsylvania.

Course offerings for grades kindergarten through eight include the following, at appropriate levels:

Religion	Science	Computer	Piano (1-8)
Church History	Advanced Science	Language Arts	Instrumental Music (4-8)
Reading/Literature	Mathematics	Spelling	Band (4-8)
Current Events	Pre-Algebra	Art	Chorus (6-8)
Vocabulary	Algebra	Physical Education	Guitar (8)
Social Studies	Geometry	Music	Hand bells (7-8)

Transfers and graduates from St. Luke School are received on the same basis as students from public schools throughout the country.

Facilities:

Our campus features up-to-date amenities, both indoors and out. We have dedicated classrooms/labs for science, computer, music, art as well as an activity center with gymnasium and stage. Situated on 28 acres, our outdoor facilities include playground areas, basketball court, soccer field, ball field and picnic pavilion.

Outdoor Recess & Gym Class:

Students will be required to play outdoors at recess (weather permitting) and students must have gym shoes for physical education periods which may be held in the gym or outside. Students are expected to participate in these activities unless an acceptable written excuse is presented to the teacher.

Resources/Technology:

Besides maintaining up-to-date textbooks and supplies, we provide excellent school furniture and modern equipment. Microscopes, LCD projectors, computers, SMART Board technology, Mimeo Teaching technology, iPads, Chromebooks, Virtual Reality Goggles, and other teaching aids all constitute part of the equipment for regular school use.

DISCIPLINE POLICY

As a Christian day school, it is our goal to train and nurture a child in the ways of the Lord. All discipline is given in light of God's love. Any discipline administered is done so for the child's correction and education. It is our goal to work closely with the parents/guardians in all areas of their child's education. This discipline policy has been established with Proverbs 22:6 in mind: *"Train up a child in the way he should go, and when he is old, he will not depart from it."*

Student Responsibilities:

Students have the responsibility to be familiar with the limits and consequences defined by their teachers and to behave in a positive manner both in school and with virtual learning. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, other students, administrators, and all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend others. It is also the responsibility of the students to be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. All students should dress and groom to meet high standards of safety and health as outlined in the school dress code. It is each student's responsibility to exercise proper care when using school and church facilities and equipment. Students should make up any work missed when absent from school. All students should model behavior in accordance with God's Word.

Parent/Guardian Responsibilities:

Parental support and reinforcement of school discipline is essential for successful Christian training and development. All discipline is administered under Christian love with the child's best interests in mind. The School Board has given authority to the school staff to discipline any student in an appropriate manner and under the guidance of Christian love. Improper or disruptive behavior will not be tolerated. Therefore, parental cooperation is expected if a discipline problem arises.

Realizing that the needs of each child differ, teachers will deal with discipline matters on an individual basis using one or more of the following:

1. Discuss the problem with the child
2. Removal of certain privileges

3. After-school detention
4. Added punishments rendered
5. Sent to the principal's office with Discipline Referral Form

If the problem persists, the following steps will be taken:

1. Teacher will further discuss the problem with the parents/guardians.
2. A parent-teacher conference will be held.
3. A parent-teacher-principal conference will be held.

When discipline problems are persistent, suspension may become necessary. Suspensions will be issued by the principal. These suspensions may be either in-school or at-home, whichever is deemed appropriate. Parents/guardians will be notified immediately. Suspensions will be reported to the School Board at their next meeting.

When suspensions become necessary, one of these procedures will be followed:

1. One-day in-school or at-home suspensions. Parents/guardians are advised of the situation.
2. Two-day in-school or at-home suspension. Parents/guardians must meet with principal before child is allowed to return to school.
3. Three-day at-home suspension. Parents/guardians must meet with the principal and member(s) of the School Board before child is allowed to return to school.

When discipline problem(s) are not solved by the above steps, the School Board will review each case and may consider possible termination of enrollment.

Student behavior that may be considered major offenses for possible suspensions include, but are not limited to:

- Consistent disruptive behavior
- Defiance of authority
- Destroying property
- Fighting
- Bullying/Cyberbullying
- Destroying property
- Inappropriate language
- Flagrant lying
- Stealing
- Use or possession of tobacco, alcohol, or drugs
- Use or possession of offensive weapons (including, but not limited to guns, knives, or explosives)
- Inappropriate or disruptive bus behavior
- Inappropriate use of electronic devices or social media
- Verbal or written threats
- Cheating

Bullying/Cyberbullying:

"So, in everything, do to others what you would have them do to you..." Matthew 7:12. Students are expected to treat each other with kindness and respect. Bullying/cyberbullying is simply defined as continuous social or physical aggression or harassment directed at a student or group of students. This behavior will not be tolerated. Reported incidents will be investigated and appropriate disciplinary action will be taken.

Cheating:

If a student is caught cheating in any situation, the student will be given a zero on the assignment or test. In addition, the student will be given detention and the teacher will contact parents/guardians regarding the incident.

Detention:

An after-school detention period is utilized in the hopes that this will ensure an effective way of dealing with certain situations that arise over the year, such as incomplete homework assignments or discipline problems. This hour-long period will be held after school from 3:30 - 4:30 p.m. Parents/guardians will be contacted in advance if their child will be required to stay after school that day. Transportation home will be necessary. It is our hope that this program will help both the staff and the students deal with difficulties in a consistent manner. Parental reinforcement and cooperation are essential.

DRESS CODE

Your child's attire is a Christian witness to the community and a reflection on the school. We encourage all students to present an appearance that will enhance school spirit and a good self-image both in school and with virtual learning. Therefore, all attire should be in good Christian taste and no questionable clothing will be tolerated.

If any child wears clothing not considered by the faculty to be within the following guidelines, the child will be told not to wear that article of clothing again. Parents/guardians will be contacted. Student may be required to change into an appropriate article of clothing either provided by the school office or from home.

Students will not be permitted to bring playthings or other "nuisances" to school unless permission is granted by the teacher.

K-2 Dress Code:

Children are expected to arrive at school clean and appropriately dressed. The responsibility for a student's appearance rests with the parent/guardian. The following guidelines must be observed:

- Any clothing that is distracting to the learning atmosphere or is considered a possible safety or health hazard should not be worn (no vulgar language, inappropriate symbols or images, or anything that is not keeping with the Belief Statements of St. Luke Lutheran School). All shirts with emblems or writing must be in good taste and reflect our values as a Christian school.
- Gym shoes are required for physical education classes and at recess.
- Hats, bandannas, sunglasses and excessive jewelry/accessories are not permitted in the building.
- Students are not permitted to wear flip flops, slides or platform shoes to school or school functions. All shoes must have an ankle strap.
- No costumes/cosplay apparel may be worn on a regular school day. Teacher approval may be given for special occasions.

3-8 Dress Code:

Students are expected to arrive at school clean and appropriately dressed. The responsibility for a student's appearance rests with the parent/guardian. The following guidelines must be observed:

- Any clothing that is distracting to the learning atmosphere or is considered a possible safety or health hazard should not be worn (no vulgar language, inappropriate symbols or images, or anything that is not keeping with the Belief Statements of St. Luke Lutheran School).
- Acceptable school attire will include dress clothing, neat/clean pants and tops (no holes in clothing).
- Young ladies' leggings must be worn with a shirt/tunic that covers their bottom.
- Shorts should be neat, clean, and no shorter than a 5" inseam; bike shorts may only be worn as a layer under other shorts or skirts.
- Young ladies' dresses and skirts should be at least **fingertip-length**; if any shorter, bike shorts or leggings must be worn underneath.
- Young ladies' halter tops, off-the-shoulder tops or half-shirts are not permitted; no midribs allowed. Tank tops are appropriate with sleeves that are 2-3 finger width.

- Young gentlemen's shirts must have sleeves.
- Hats, bandannas, sunglasses and excessive jewelry/accessories are not permitted to be worn in the building.
- Gym shoes are required for physical education class and at recess.
- Students are not permitted to wear flip flops, slides or platform shoes to school or school functions. All shoes must have an ankle strap.
- No costumes/cosplay apparel may be worn on a regular school day. Teacher approval may be given for special occasions.

EARLY CHILDHOOD PROGRAMS

Purpose of the Early Childhood Programs:

St. Luke Christian Time for Two, Preschool, and Pre-K are designed to provide a background of spiritual, social, mental, and physical experiences which should be of great benefit to your child as he enters school.

Time for Two:

This is a program offered in the spring and fall for two-year-olds and their parents/guardians. Through the use of age-appropriate Bible stories, songs, and seasonal units, teachers and families nurture children in their faith in an interactive classroom setting. The class meets one day a week for 1.5 hours. Opportunities are offered for parents/guardians to get to know each other, share experiences and support each other while spending quality time with his/her child.

Preschool/Pre-K:

In preschool and pre-k, the children receive a training that provides an outstanding opportunity for them to begin the process of learning and developing social consciousness in a truly Christian way. We hope that each child will learn to appreciate the wonders of God's creation and His great love in sending Jesus Christ as our Savior, to speak to God in prayer, and to lead a Christian life.

Some specific objectives of our preschool and pre-k programs are to provide:

- awareness and knowledge of Jesus as Savior and Friend
- a loving atmosphere where the child feels acceptance and forgiveness
- learning situations which will improve and expand the child's mental processes to increase his/her ability to think and reason

Session Information:

St. Luke Christian Preschool is a two-day per week program for three-year-olds, which meets on Tuesday and Thursday of each week, from 9:00-11:30 a.m. The students must be three years old by September 1.

St. Luke Christian Pre-K can be attended as a three-day or five-day per week program. The program is for ages four and five, and children must be at least four years old by September 1. The three-day program session meets on Monday, Wednesday, and Friday from 9:00-11:30 a.m. The five-day program meets Monday through Friday from 9:00-11:30 a.m.

Tuition fees can be found on the school website or by contacting the school office. There is \$50.00 registration fee payable to St. Luke School must be submitted at the time of application. This fee will be refunded until June 1, if you notify us that your child is not able to attend. After June 1, this fee is non-refundable unless St. Luke Lutheran School is unable to accept your child.

Preschool/pre-k tuition is to be paid in full at the beginning of the year or in monthly installments through FACTS Management. If a monthly account becomes delinquent:

- After the first missed payment a member of the School Board will call the family to confirm that the family has received a reminder email from FACTS and to request the family immediately communicate with the school

office any financial difficulty they may be experiencing. The family should also be reminded if their account remains unpaid for another month, their child will be unable to continue to attend classes.

- After the second missed payment, a letter is sent to the home setting a date for the last class their child is permitted to attend unless the account is made current or an alternate arrangement is made with the School Board for bringing the account up to date.

FINANCIAL POLICY

Tuition:

St. Luke Lutheran School is maintained largely through the offerings to God by the members of St. Luke Lutheran Congregation. St. Luke has always supported the mission of the school, both spiritually and financially. However, to defer part of the cost, a tuition fee is charged. Tuition fees can be found on the school website or by contacting the school office.

Tuition Payment:

Monthly tuition payments will be made to FACTS Management Services on the 20th of the month. There is a 10-month or 12-month payment plan. The 10-month plan begins August 20th and ends May 20th. The 12-month plan begins June 20th and ends May 20th. Parents/guardians will have the option of using an invoice payment method or having the payments deducted automatically from their bank account. Families also have the option of paying tuition fees in full in August, thereby receiving a \$40 discount on their total tuition fee.

All new families planning to make monthly payments will be required to enroll in FACTS upon acceptance. It is the responsibility of each family to contact the school office by February 28 with any changes which need to be made to their tuition payment account. If extenuating circumstances exist that prevent payment being made on time, it is the family's responsibility to contact school administration to make special arrangements for carrying out these financial responsibilities.

Enrollment/Re-enrollment Fee Policy:

An Enrollment Fee of **\$150 total per family** is assessed each year. New students enrolling need to pay the entire Enrollment Fee upon application. This fee will be refunded if St. Luke Lutheran School cannot accept your child.

Families re-enrolling must pay the entire Enrollment Fee of \$150 by February 28 to reserve a space for their children in the coming school year. Those who do not pay or fail to make special arrangements with the School Board cannot be guaranteed enrollment in the coming year. This fee is to be considered non-refundable (except in case of emergency as approved by the School Board).

Tuition and fees must be current in February and paid in full by June 1 for a child to be re-enrolled for the next school year. If the tuition account is not current as outlined and you have not fulfilled the parent agreement that you signed, the child's placement in a class is not guaranteed.

If a family wishes to re-enroll their child after June 1, the tuition account must be made current and the appropriate application and enrollment fees must be submitted.

If tuition accounts are not current, transcripts and report cards are withheld at the end of the year (or at the time of transfer), and online access to the student's academic records will be suspended.

Orientation:

In early August, information pertaining to Orientation will be mailed to all parents/guardians. Orientation is an opportunity for families to meet with teachers and learn all there is to know about the upcoming school year. In addition, payment will be collected from families who wish to pay their tuition for the year in full, at which time a \$40 discount will be applied. If a parent/guardian or other adult representative participated and logged 2.5 hours

on cleaning day in the previous school year, a \$60 tuition credit voucher will be applied to tuition costs for the current school year.

Financial Aid:

Financial Aid is available to those who qualify and is administered through the School Board. It is our hope that no one be denied a Christian education due to the lack of funds. However, financial aid is not to be considered a scholarship, but rather should be sought only by those in significant financial need.

Financial Aid application requirements:

1. By JUNE 15 each year, all families who are seeking financial aid must:
 - a. complete an online *FACTS Aid Assessment* application and pay the \$40 processing fee. The application must be completed online at <https://online.factsmgt.com/aid>.
 - b. apply for an EITC Tuition Assistance Grant from the Armstrong County Community Foundation **for each child**. Applications are available at <https://servingtheheart.org/pre-k-12-tuition-assistance/pre-k-12-tuition-assistance.html> All applicants should forward a copy of the confirmation email from the Community Foundation to stlukeschool@stlukecabot.org This requirement applies to applicants who reside or work in Butler or Armstrong County.
2. LATE APPLICATIONS WILL NOT BE ACCEPTED.
3. If a new family submits an *Application for Enrollment* after June 15, and the family is seeking financial aid, a *FACTS Aid Assessment* must be completed within 10 days of application.
4. The School Board may consider families who experience an extreme hardship (job loss, death of a parent, loss of a home, etc) during the school year for financial aid on a case-by-case basis.
5. All applications will be reviewed by the Financial Aid Sub-Committee. Meetings may be scheduled with applicants at the discretion of the Committee and/or School Board.
6. The Financial Aid Sub-Committee will consider several criteria in determining the appropriate amount of financial aid to be granted. These criteria will include the currently established guidelines, review of the *FACTS* assessment, the amount of financial aid funding available, and any special individual circumstances.
7. The Financial Aid Sub-Committee, in consultation with the principal, shall make financial aid recommendations to the School Board, which has the final authority to approve all financial aid requests.

GRADING/EVALUATION POLICY

Grading is a professional judgment based on the teacher's evaluation of the student's effort, progress, and achievement.

In kindergarten, we evaluate students according to the following system:

- S+ Exceeds Expectations
- S Meets Expectations
- S- Progressing
- N Needs Strengthening
- X Not Assessed

Grades 1-8 receive letter grades based on the following percentages:

Letter Grade	Percentage	GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0

Students also receive Effort Grades for their work habits as based on their God-given abilities.

- 1—Student strives to make full use of abilities
- 2—Student is making satisfactory effort according to abilities
- 3—Effort needs improvement; effort is not up to ability

Incomplete Classwork/Homework:

Students are expected to complete and turn in classwork/homework on a daily basis. If student work is incomplete (not due to illness or extenuating circumstances), a 25% penalty will be given. If student work is not completed by the second day after the assignment is given, the assignment will be recorded as a 0% and still required to be completed. If a student (in grades 5-8) reaches five missed assignments in any one subject within a 9 week grading period, the student will receive detention. If a student (in grades K-4) reaches five missed assignments within a 9 week grading period, the student will receive detention.

Report Cards:

Report cards are issued quarterly during the school term. A mandatory parent-teacher conference is scheduled for the first quarter. Second, third and fourth quarter report cards will be sent home with the students; however, a parent-teacher conference is available upon request.

Honor Roll:

Honor Roll certificates are given based on grade point averages of 3.0-3.49. High Honor Roll certificates are given based on grade point averages of 3.5-4.0. These certificates are given to students in grades 3-8 who have received these grade point averages based on core academic subjects each quarter. A valedictorian award is given to the graduating student who has received the highest grade point average in grades 7 and 8.

Testing:

Since guidance demands a continuing study of each student, tests and testing become a necessary part of the teacher's plan.

It is our hope that the testing program will serve as an aid in understanding each student's mental capabilities and his/her individual development. This fundamental information can then be effectively utilized by each teacher as the student matures throughout his school life.

In addition to the regular subject-matter tests, all students of kindergarten to grade eight are annually given a standardized test. Results from these tests help to show individual growth in the major subject areas. Intelligence tests are given annually to students at grade levels one, three, five, and seven.

The required PA State Keystone Algebra test is administered to all students after the completion of algebra.

Acadience is a series of short tests that assess grades kindergarten through sixth literacy skills and provide teachers with information to set individualized goals.

Retention:

Our greatest responsibility here at school is to train the students in the way of the Lord, not only spiritually and academically, but in all areas of daily living. Occasionally, it may be in the best interest of the student to consider retention. Possible reasons for retention may vary greatly depending upon the student's needs. Any plan to retain a student must be discussed thoroughly by the teacher with the parents/guardians. Interaction between teacher, parent/guardian, and principal is also very important. Before retention becomes a reality, other alternatives should be thoroughly explored. Constantly seeking improvement in the student, plans between home and school should be developed and implemented, consistently maintaining close contact between teacher, parent/guardian, and child. There needs to be accountability by the teacher and parent/guardian for such a program to be effective. Follow-up is essential for re-evaluation and possible suggestions to assist the student in the future.

If retention is being considered by the teacher, parents/guardian must be notified during the third quarter. The parents/guardians and teacher should explore other possible alternatives, but also be aware that if these options are not successful, retention may become a necessity. Reasons for the retention of a student could include:

- Maturity level
- Social skills
- Emotional development
- Academic skills
- Inability to complete regular assignments
- Failing (below .5 GPA) any two of the following subjects for the year will be considered grounds for retention: *English, Reading, Math, Science, Social Studies.*

It is our goal to work with the parents/guardians to determine the best course of action for the welfare of the student. Teacher recommendation, however, will weigh heavily with the principal. If the school and parent/guardian cannot agree on a decision about retention, the school's decision will stand. Reversal of such a decision must be taken before the School Board, who will, after reviewing all the pertinent information, make a final decision.

HEALTH SERVICES

Health screenings required by the state and provided by the school nurse are as follows:

- Test the vision of each student every year.
- Test the hearing of students in grades K, 1, 2, 3, 7 and referrals.
- Record and observe growth patterns (height and weight) for each student every year.
- Arrange and assist with physical examinations of students in grades K or 1, 6, new students, and those with incomplete health records unless done by a private physician.
- Arrange and assist with dental examinations of students in grades K or 1, 3, 7, new students, and those with incomplete health records unless done by a private dentist.
- Screen grades 6 and 7 for scoliosis every year unless done by a private physician.

Emergency Form:

If a child becomes ill or is hurt in an accident while at school, the parents/guardians will be contacted on the basis of the information supplied to the school on FACTS Family Portal in the Emergency Contacts. If unable to contact the parents/guardians, further action shall be determined through consultation of the school with the family physician listed in FACTS.

Immunizations:

The following immunizations as required by the state shall be required as a condition of admission for all children entering school for the first time in kindergarten or first grade and for attendance in all grades.

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
- 2 doses of measles, mumps, rubella ***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

* Usually given as DTP or DTaP or DT or Td

**A 4th dose not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose

*** Usually given as MMR

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the FIRST FIVE DAYS OF SCHOOL or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

On the first day of 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines which are required for entrance in school and in 7th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine-preventable disease. A written certificate from the physician will be required for the temporary medical exemption until such a time when student will be eligible for immunization. A written statement from the parents/guardians will be required for the religious/philosophical exemption.

Please contact the school nurse if you have any questions concerning this matter. Be advised—Incomplete immunizations may result in exclusion from school. Pennsylvania's school immunization requirements can be found in 28 Pa. CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Medication Policy:

- All prescription medications that are to be dispensed during school hours must be accompanied by a written authorization (*Request for Administration of Medication*) signed by the doctor and parents/guardians.
- Non-prescription medications may be dispensed with written parental approval indicating name of medication, dosage, time of administration, when last administered, instructions for administration of the medication, and parent/guardian signature.
- All medications must be in their original containers, properly labeled, clearly identified, and kept in the school office.
- In the rare event of an occasional need for non-prescription medication, such as acetaminophen or ibuprofen, and no parental approval is on file, the school office will call the parent/guardian to obtain permission to administer the medication.
- Students may not have medication in their possession except with a physician's order for emergency situations only.
- Whenever possible, parents/guardians are requested to administer medication at home.
- Medications or drugs that are not handled according to the procedures above will be confiscated.
- It is the responsibility of the parent/guardian to inform the school of any changes in the child's medical treatment. Please be aware of your child's treatment plan and understand that unless communicated otherwise, current treatment will continue.

SECURITY

Building Security:

Your child's safety is very important to us. For this reason, St. Luke is equipped with a security system. The school doors will remain locked during school hours. When visiting the school, please ring the doorbell and state your name and the reason for your visit and you will be admitted into the building. Upon admittance, please report directly to the school office.

Clearance Policy:

Due to state regulations, all school volunteers, ages 18 and older, who have direct contact or supervision of children MUST complete the following two clearances: Criminal history (Act 34) and Child Abuse history (Act 151). These clearance reports are free and may be done by paper form or online.

To register online for Criminal history visit <https://epatch.pa.gov/home>

To register online for Child Abuse history visit <https://www.compass.state.pa.us/cwis/public/home>

These clearances must be updated every five years. Any individual who does not supply these clearances will not be able to volunteer, participate in classroom activities nor attend field trips.

Chaperone Driving Policy:

Chaperone drivers needed for field trips are required to share a copy of their valid driver's license and auto insurance with school office. All students will be required to wear seat belts, booster seats (if required) and sit in the back seat of vehicles, unless given prior permission to sit in the front seat. Parent Chaperone drivers may not make unnecessary stops on the field trip. Chaperones are expected to give their full attention to the students attending the field trip, therefore may not bring other children in the family along on the field trip.

Electronic Devices/Cell Phone Use:

Students are not permitted personal use of handheld electronic devices including, but not limited to electronic games, iPods, cellular phones, cameras, laser pointers, light pens, and/or any other similar equipment during school hours (when a student enters the building in the morning until he or she exits the building at the end of the

day), including any school-related activity such as field trips, after school clubs, etc. Students are advised to leave these items at home. The school is not responsible for damage, loss, or theft. These devices are not to be used in school. Violations may result in removal of device from student's possession; parents/guardians will be required to retrieve the device from the principal. (First violation—Student receives warning; picks up device at the end of the school day from the principal. Second violation: Parent/guardian is called and must pick up device. Third violation—Parents/guardians must pick up device and student must serve detention.)

Locker Search:

For safety and security reasons at St. Luke Lutheran School, lockers, book bags, backpacks, desks, electronic devices, etc. may be searched at any time.

Privacy Notice/Photo Sharing:

The privacy of St. Luke students and their families will be respected at all times. Students may not under any circumstances post any school-related photos, events, or information of any kind on the internet or use another person's image. This includes Facebook, YouTube, Twitter, Snapchat, Instagram, TikTok, or any other social media, personal websites, memes, etc. Parents/guardians and other family members may not post online any school-related photos or information without obtaining the expressed permission from all parties depicted. The school is not responsible for privacy infringements from any photos or materials posted by parents/guardians.

Safe2Say Something:

Safe2Say Something (S2SS) is a PA state mandated anonymous reporting system that can potentially be a life-saving school safety program. It teaches students in grades 6-8 how to recognize the signs and signals of individuals who may be at risk of hurting themselves, or others and anonymously report this information through the S2SSapp, website or hotline (1-844-SAF2SAY). Students are also highly encouraged to talk to a trusted adult and in an extreme emergency to call 911. Read more about S2SS at www.safe2saypa.org.

Technology Use Policy:

Our students are instructed in the use of technology. Internet access is available through our computer network. We have purchased software which screens inappropriate material from being accessed on our computers. This software is automatically updated every day. However, it is not foolproof. Students are responsible for good behavior on school computers just as they are in a classroom or school hallway. Access is a privilege--not a right. Access entails responsibility. Communications on the computers are often public in nature. General school rules for behavior and communications apply. The computer is provided for students to access and store educationally relevant material and to conduct research. Computer access is given to students who agree to act in a responsible manner. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess. All students and their parents/guardians are required to acknowledge their understanding of the aforementioned and sign a Technology Use Agreement each school year.

SPECIAL SERVICES

The students of St. Luke Lutheran School receive similar special services as those provided to students of local public schools.

Assessments & Referrals:

Testing is available through the Midwestern Intermediate Unit IV to evaluate student performance and ability and to offer strategies to maximize achievement. Testing may also be available through your home school district.

Counseling:

Also provided through our participation in Act 89, are the services of a guidance counselor, who is available to assist children in a classroom setting or on an individual basis.

Reading & Math:

Special services are provided to us through special agencies. These programs provide our school with reading and math specialists to assist those students who exhibit reading and/or math difficulties.

Speech:

St. Luke Lutheran School is currently participating in Pennsylvania State Act 89. This program provides our school with the services of a speech therapist.

SUPPLEMENTARY ACTIVITIES**Art & Science Fair:**

Under guidance and supervision, children in grades four, six, and eight participate in an annual school science fair. All students exhibit artwork in the annual art fair.

Awards Assembly:

At the close of each school year, an awards assembly is held for the students. Parents/guardians and friends of the community are invited to attend.

Children's Christmas Services:

The students also celebrate the birth of Christ through special worship services which they present to the congregation, parents/guardians, and friends during the Advent season. The students work very hard in their preparation for this service. The parents/guardians are strongly encouraged to ensure their child's attendance at these services.

Classroom Parties:

Special classroom parties are given in observance of Christmas and Valentine's Day.

Concordia Visits:

Classes participate in activities and interact with the residents at Concordia Lutheran Ministries. In addition, classes may schedule other activities outside of class time.

Field Trips:

Annual field trips are taken by all students to places of educational interest both locally and in the greater Pittsburgh area. Grades 7 & 8 have an overnight class trip in the spring to Washington, D.C. or other historical educational location. Our students participate in a track and field meet annually with other students from parochial schools in the Pittsburgh area. Inter-school activities with other local parochial schools are periodically scheduled in different athletic events, such as volleyball and basketball.

Library:

Weekly the students have the opportunity to check out books from the school library. In addition to the school library, each classroom has a variety of books appropriate to the students' reading level.

Lunch Program:

A hot lunch is available each day to the students. Lunches may be purchased daily with cash or paid in advance. Students may also choose to bring a lunch from home.

Parent Teacher League (PTL):

Parents/guardians of students enrolled at St. Luke Lutheran School hold automatic membership in the Parent Teacher League (PTL) which meets regularly at the school. The PTL seeks to assist parents/guardians in their role of Christian training. Through a variety of programs, projects, and a number of sponsored school services, the PTL has become a strong link between school and home. Parents/guardians are strongly urged to participate in the

activities of this organization. Specific information is listed in an annual PTL handbook which is available on FACTS Family Portal.

School Photographs:

Students have photos taken by a professional photographer at least once a year. Photo packages may be purchased if desired, but students are under no obligation to buy.

Theatrical & Musical Programs:

Periodically, each class is given the opportunity to perform for their parents/guardians one or more dramatic and/or musical productions.

Worship Opportunities:

We consider Church and Sunday School participation very important and strongly encourage you to worship together regularly as a family. If you do not have a church home, we invite you to worship at St. Luke. Our worship times are Saturday at 6:00 p.m., Sunday at 8:00 & 10:30 a.m., with Fellowship Time at 09:00 a.m. and Sunday School & Adult Bible Classes at 9:15 a.m. Regularly scheduled student chapel services are conducted by the pastors and staff of St. Luke Lutheran Church and School weekly and on other special occasions. We consider both times very important.

Yearbook:

Each year a yearbook is published for the children. It includes student photos, classroom activities, school events, etc. The book is distributed in the fall to each student who was enrolled during the previous year.

TRANSPORTATION

For all students (except preschool/pre-k), bus transportation is provided by the State of Pennsylvania, administered through the local school districts. Schedules are worked out for all students and distributed prior to the beginning of each term.

School Bus Safety:

Riding the school bus is a privilege, not a right. Safety is the first priority for all of the districts providing transportation. A student's behavior on the bus directly impacts the safety of all other students on the bus. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. Enforcement of the rules is necessary for the safety of all passengers. Unacceptable behavior by students will not be tolerated and will incur consequences. Any student who violates the student conduct and/or school bus safety rules is subject to disciplinary action in accordance with your home district's discipline policy and may result in the denial of transportation privileges upon notification of the parent/guardian.

School Closings:

St. Luke Lutheran School follows the Knoch School District when school must be closed, delayed, or dismissed early because of inclement weather. Any closings or delays will be announced over the following media:

Parent Alert—automated notification system via phone, email, and/or text

FACTS Family Portal (see Announcements)

School Website (school.stlukecabot.org)

Facebook (St. Luke Lutheran School Cabot, PA)

Butler radio—WBUT 1050 AM, WISR 680 AM, WLER 97.7 FM

Pittsburgh radio—KDKA 1020 AM

Pittsburgh television and station websites—KDKA Channel 2, www.kdka.com, WTAE Channel 4, www.wtae.com, and WPXI Channel 11; www.wpxi.com

In the event of a two-hour delay by the Knoch School District, preschool and pre-k will follow a modified schedule from 11:00 a.m. until 1:00 p.m.

If the event of a school closure by the Knoch School District due to inclement weather, virtual learning *may* take place for preschool – grade 8 (see *Inclement Weather Notice* on the school calendar for more information).

School Districts:

Bus transportation is available at no charge for students who live in one of the following school districts: Armstrong, Butler Area, Deer Lakes, Freeport Area, Highlands, Karns City, Kiski Area, Mars Area, and Knoch School Districts.

ENROLLMENT AGREEMENT SIGNATURE PAGE

Parents/guardians are asked to read the following statements carefully and review them with your child. Then sign below to indicate your agreement.

I hereby affirm that I have read the Parent Handbook and discussed its policies with my student(s). I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent Handbook. I also affirm that, I will respect the purpose, philosophy, and core beliefs of St. Luke Lutheran School.

I have read the Statements of Faith that are upheld and taught by St. Luke Lutheran Church and School. I understand that these are teachings that my child will receive and be expected to learn without any pressure or coercion to adopt them as their own belief.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school. I will at no time participate in destructive criticism of the school or staff to my child(ren), parents/guardians or other individuals but will always attempt to resolve conflicts in a Christ-like manner.

I understand that the services of the school are engaged by mutual consent, and that either the school or I may terminate any or all services at any time. I understand that this Handbook does not contractually bind St. Luke Lutheran Church and School and is subject to change without notice by decision of St. Luke’s governing body or faculty/staff annual updates.

I pledge to pay my financial obligation to St. Luke Lutheran School. If I have not fulfilled my financial obligation, I realize my child’s placement in a class is not guaranteed. Admission to the school is a privilege, not a right, and admission of one school year does not guarantee automatic admission for future school years.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Child’s Name(s) _____

Grade(s) _____

TO BE COMPLETED ON FACTS FAMILY PORTAL