

St. Luke's Catholic School

Parent/Student Handbook

2023-2024



406 East 3rd Street, Ogallala, NE

308-284-4841

www.saintlukes.edublogs.org

TABLE OF CONTENTS

Introduction

Letter from the Administrator pg. 4

School Overview

School Mission Statement pg. 5
Brief History and Current Status of St. Luke’s School pg. 6
Accreditation and Admissions Policy pg. 7
Tuition and Records Requirements pgs. 8-9

Academic Information

Grading Procedures pgs. 10-11
Subject Area Curriculum..... pgs. 12-18

General Procedural Operations

Attendance Procedures..... pgs. 19-20
Behavioral Expectations and Policies..... pgs. 21-25
Lunch Policies and Procedures..... pg. 26
Student Folders..... pg. 27
Inclement Weather..... pg. 27
Emergency Drills and Procedures..... pgs. 27-28
Visitors..... pg. 28
Fundraising..... pgs. 28-29
Parental Volunteer Service..... pg. 29
Wellness Policy..... pgs. 30-38
Internet Safety..... pgs. 39-42

St. Luke's Catholic School
406 East 3rd
Ogallala, NE 69153
308-284-4841



Head Teacher: Mrs. Powers
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308-530-2477
saintlukes.edublogs.org

July 2023,

Families and Friends,

Welcome to St. Luke's Catholic School. The staff is excited and proud to partner with you in bringing a strong faith-filled education to your children!

When you enroll your child at St. Luke's, you and your family are partnering with the Church, school, and other St. Luke's families. It is a shared experience. Education is one of the most important ways in which the Church fulfills its commitment to the dignity of the person and the building of community. Recognizing the importance of this ministry, the Church, the pastor, the parish staff, and all parish ministries strongly support the school with their spiritual, emotional, financial, and physical resources.

We recognize you, as a parent, as the primary teacher of your child in the values and responsibilities of a Catholic community. You are the most essential part of your child's education, and it is important that we build a strong relationship to best serve your child's needs. Therefore, we strongly encourage you to participate in our parent/teacher conference days, parent committees and all school activities.

Stay connected by regularly checking one of our avenues of communication. We have a webpage- www.saintlukes.edublogs.org , Facebook page, St. Luke's Catholic School, and our Student Information System, www.gradelink.com . We will send e-mail and text reminders of upcoming events and provide information in the weekly Church bulletin. We are establishing links and logins for parents and students and providing access to teacher's Google classrooms. Please ask questions if you want more information about these methods of communicating.

You will find in the Parent/Student Handbook some particularly important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact us at 308-284-4841.

Our hope is that the partnership you develop with your children's teachers and the school supports a happy, healthy, and growing excitement about learning.

~blessings always!

Mrs. Lynnette Powers
Head Teacher/Administrator
St. Luke's Catholic School

Mission Statement

Saint Luke's Catholic School

The mission of Saint Luke's Catholic School is to provide a safe and nurturing learning environment in which children are spiritually, emotionally, and intellectually developed to their fullest potential. Through the teaching of Catholic values in the curriculum and programs, individuals will be encouraged to become personally responsible to God, self, family, and community.



St. Luke's Catholic School, 406 East 3rd, Ogallala, NE 69153, 308-284-4841,
webpage: www.saintlukes.edublogs.org , Facebook: Saint Luke's Catholic School
Student Information System: www.gradelink.com

Brief History and Current Status of St. Luke's Catholic School



Saint Luke's school was dedicated in 1953, staffed by Dominican Sisters from St. Catherine, Kentucky until 1970. The school provided eight grades of spiritual and academic education for the students of the Ogallala parish and community. The Ursuline Sisters of Louisville, Kentucky came in 1972, and the school changed to K through 5 in the early 1980's. Sister Mary Foley served the school and parish for 23 years. Sister Shirley Ann Simmons served as school principal for 25 years and later served the school and parish as Pastoral Minister. Sister Loretta Krajewski, an alumna of St. Luke's School, served as principal from 2005 to June 2020. A School Endowment Trust was begun in 1985 to assist the school in its operational costs.

Currently, Mrs. Lynnette Powers is serving the school as head teacher/administrator and 1st grade teacher. She was the 2nd and 3rd grade teacher from 1990-2001. The school enjoys 1:1 ratio of computer devices to meet the technological needs of our culture. St. Luke's is blessed with the latest Math, Language Arts, and Music Curriculum, all meeting the latest trends in rigor and proven pedagogy with an emphasis on STEM (Science, Technology, Engineering, Math). We provide a strong pre-school education creating a foundation for success. All subject areas meet the guidelines for State Standards, Nebraska School Law, and are following the Diocese of Grand Island Catholic Schools policies. St. Luke's conducts a computerized adaptive test three times a year called MAPS (Measure of Academic Progress). This test helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote academic growth.

Additionally, we teach and model a strong Catholic philosophy. Children attend morning Mass on Monday, Wednesday, and Friday. Each Friday the students fulfill the ministries of lector, greeters, gift bearers, and song leaders. Holy days are celebrated with the parish. Daily prayer, biblical enrichment, and traditions of the Church are practiced and learned.

At St. Luke's we are committed to providing the students an opportunity for academic excellence and a Catholic faith-centered community to help them develop their potential as conscious and responsible leaders. We hope to empower them to live the Gospel values of love, peace, respect, and service in their everyday lives.

~ As God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Colossians 3:12 ~



Accreditation

St. Luke's Catholic School is fully approved by the Nebraska Department of Education. The administrator and teachers are certified and hold valid Nebraska teaching certificates. The Diocese of Grand Island's Office of Religious Education additionally certifies teachers in religion, while the Diocese's Safe Environment Office certifies all employees of the school and parish in principles of safe environment. Furthermore, there are mandatory background checks conducted for all clergy, employees and volunteers associated with St. Luke's Church and Catholic School.

ADMISSIONS POLICY

Nondiscriminatory Policy

As Catholics dedicated to the God-given dignity of every human being, we clearly state there can be no discrimination in our enrollment practices according to race, sex, and ethnic background, social or economic status in our school.

Students will not be denied admission to St. Luke's because of a physical or academic handicap unless this seriously impairs the student's ability to successfully learn and grow, or St. Luke's cannot provide enough physical or educational care for the child. We will make every effort to embrace and care for every student in partnership with Ogallala Public Schools and their trained special needs staff.

No students will be denied admission due to inability to pay the full tuition rate. If tuition assistance is needed, it is the parent's responsibility to contact Father Bryan at 308-284-3196. He will work with any family who wants their child to attend St. Luke's School.

Severe behavioral cases causing harm to teachers or students will not be tolerated. With limited staff and our priority on maintaining an optimal learning environment, students with extreme behavioral needs will be required to attend public school. St. Luke's policy ensures the best learning for our students and the child needing special services.

Tuition

- The school tuition is \$140 per month starting in August for 12 months for one child. Each additional child is \$80 per month.
- Preschool tuition is \$90 per month, and tuition for 3–4-year-old children is \$75. Preschool tuition is a 9-month contract.
- Tuition is to be paid by the first of each month unless there are other arrangements.
- Tuition may be paid in one or multiple payments, by check, cash, online and with automatic payments.
- Tuition contracts are to be signed and returned along with the registration packet.
- Tuition is to be paid separately from lunch money.

Age Requirements

Children must be 4 years of age on or before August 1 for admission into Pre-Kindergarten. Children must be 5 years of age on or before August 1 for admission into kindergarten.

*Nebraska Legislature Statute 79-214: Admission of children-Kindergarten:
1)(a) Except as provided in subdivision (1)(b) of this section, the school board of any school district shall not admit any child into the kindergarten of any school of such school district unless such child has reached the age of five years on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins.*

Record Requirements

- State law requires parents of new enrollees to present an official “raised seal” copy of each student’s birth certificate before a school is allowed to enroll the student. A hospital birth form will not meet this requirement. Birth certificates can be obtained from the State Bureau of Vital Statistics.
- Notification and documentation of special health needs is necessary for your child.
- Sacramental records- please provide the baptismal certificate if your child is Catholic and did not receive the sacraments at St. Luke’s Church.
- An up-to-date immunization record is required by the State of Nebraska.
 - 3 doses of DTaP, one given on or after the 4th birthday
 - 3 doses of Polio vaccine

- 3 doses of pediatric Hepatitis B vaccine
 - 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by at least 1 month.
 - 1 dose of varicella (chickenpox) or written documentation, (including year) of varicella disease from parent, guardian or health care provider.
- Physical Examination is required for entrance in kindergarten:

Nebraska Legislature Statute 79-214, Admission of children; kindergarten; age; evidence of physical examination; visual examination: 2) The board shall comply with the requirements of subsection (2) of section 43-2007 and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade.

Medical records, health updates, administering medication at school, doctor's information, and medical permission forms are provided to parents at the beginning of the school year in the **registration packet**. Please notify St. Luke's School of any changes or additional information as it becomes known.



~ Catholic schools teach students by forming their whole being: body, mind, and soul so they may fulfill their God-given potential to become the people God is calling them to be and in so doing, serve their neighbors, contribute to their communities, and find joy in their lives. ~

www.nceatalk.org

ACADEMIC INFORMATION



Grading Procedures

Your child's academic progress can be evaluated with formal and informal assessments. Overall evaluation of the student will be based on teacher judgment, observation and recording of daily work, performance on tests that reflect understanding of the skills and information provided. Standard-based projects may also measure a student's ability to apply skills. Some assessments will be used formatively to guide the teacher and others will be summative and cumulative.

Report cards will be sent to the parents at the end of each 9 weeks. Grades, student data, behavioral reports, and all communication for students will be available on www.gradelink.com Parents will receive their login information at the beginning of the year to access information about their child throughout the year. Parents are encouraged to use the portal to keep current on their child's progress and be proactive in addressing their child's academic needs. Please contact the school for more information about Gradelink.

Grading Scale

All students will be given **S (Satisfactory)** or **U (Unsatisfactory)** on non-academic reporting. This would include: personal conduct, work habits, interactions with adults and peers. A rubric of indicators will be provided to justify the evaluation.

Students in K-3rd grade will be evaluated using attribute grades.

Key Performance Levels

- 4 = Advanced-** Student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period. Shows exceptional degree of work.
- 3 = Proficient-** Student consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period. Shows quality work and knowledge.
- 2 = Developing-** Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period. Support is required.
- 1 = Emerging-** Student does not demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period. Student is performing significantly below grade level expectations. Interventions and additional resources needed.

Students in 4th and 5th grade will be graded on a percentage system.

- | | | |
|----------------|----------|---|
| 93-100% | A | Superior achievement. Work done with an exceptional degree of initiative and scholarship. |
| 85-92% | B | Above average. Quality work done on a routine basis with good effort and accountability. |
| 75-84% | C | Average. The quality of work is good and adequately done with occasional additional support required. |
| 70-74% | D | Passing. Work done with a minimum of effort and understanding. Modifications and additional support are routine. |
| 0%-69% | F | Failing. Work not completed or understanding of material never acquired. Interventions and additional resources are required. |



Standardized Testing

St. Luke's K-5 grade students participate in MAP (Measures of Academic Progress) testing in the fall, winter, and spring of each year. MAP growth measures what students know and informs teachers of what they are ready to learn by dynamically adjusting to each student's performance- whether a student performs on, above or below grade level. It reveals how much growth has occurred between testing events and allows for tracking growth through the school year and over multiple years.

We can develop growth goals for every individual student regardless of their level of achievement. The data shows a student's test history and growth projections in the selected subject areas for a specific period so we can discuss the student's goals and celebrate achievements at all levels.

Testing dates are announced in advance to keep families well informed and to ensure that students are present in school. Fall results will be discussed at the first parent-teacher conference.

Parents will be provided with growth goals in language arts and mathematics. Teachers will work to identify specific content skills to support and help students reach their goals.

Subject Area Curriculum

St. Luke's Catholic School is responsible for teaching the following academic areas: English Language Arts- including reading, spelling, phonics, writing, and handwriting; Math, Science, Social Studies, Physical Education, Music, Religion, Computer and Keyboarding, Social and Emotional Development.

We are guided by the approved Nebraska State Standards. Our curriculum provides resources to meet these standards. We will strive to go beyond the expectations and develop our own high level of learning opportunities. Rigor, problem solving, strategic, and extended thinking skills will be encouraged across the curriculum.

You are always welcome to evaluate and examine the curriculum we provide at St. Luke's Catholic School. We will provide any information you request.

Pre-K Curriculum

St. Luke's Catholic School has 3-4-year-old classes and Pre-K classes for 4-5-year-old students. Our program is designed to provide learning readiness experiences in all areas of child development: religion, academic, social, emotional, physical, and creative.

Nebraska Early Learning Guidelines:

The Nebraska Early Learning Guidelines for ages 3-5-year-old students will assist your child's teacher with developmentally appropriate activities along with overall progress and assessment. Using the seven domains of development your child will successfully have kindergarten readiness skills. These domains are: Approaches to Learning, Health and Physical Development, Language and Literacy Development, Mathematics, Science, Creative Arts, and Social and Emotional Development. For more information on the guidelines, you can go to the following link:

<https://www.education.ne.gov/oec/early-learning-guidelines/>



Religious Education and Formation

Religious education and formation are provided daily. Students attend Mass as a school community on Monday, Wednesday, and Friday. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers

at the beginning and end of each day, at lunch time, and other opportune times is a daily practice; integrated value formation is fostered daily throughout the curriculum. Special worship celebrations are provided for the children and families throughout the year. We are using Gospel Weeklies from **Pflaum Faith Formation Program** for Pre-K, K, 1st, 3rd, 4th, and 5th grades. Videos provide lessons in relation to the Sunday Gospel. Songs and seasonal activities and worksheets are available to the teachers. Online resources, including assessments to test understanding will be conducted. The Pflaum faith formation program combines a complete doctrinal catechesis with the liturgical life of the Church.

2nd grade children will grow in the sacramental life of the Church. First Holy Communion and Reconciliation are the emphasis. The program from Dynamic Catholic called “Blessed” is used with supplemental video episodes and workbooks. 84 episodes engage the students with a sense of wonder and adventure into the story of Jesus and the life-giving truths of His Church.

The students in 4th and 5th grade will receive a supplemental study on Scripture. The overall goal is to give the students a hunger for reading Scripture and an understanding of how Scripture explains to us the Salvation we have in Jesus Christ.

If a Catholic student has missed a sacramental year, parents will need to contact St. Luke’s Church to address this situation. Your child may be able to join the sacramental group in the school or a sacramental program with the Director of Religious Education.



Language Arts

We are excited to provide MyView Literacy ©2020 curriculum for grades K-5. This reading program achieved the highest rating of “all green” from EdReports!

MyView Literacy is a comprehensive, interactive literacy program that provides a balanced approach to teaching reading, writing, speaking, listening, and viewing using a collection of authentic reading texts and collaborative writing workshops. Connected Reading and Writing Workshops focus on teaching the critical skills and strategies students need to be highly competent thinkers, readers, and writers ready for college and career.

St. Luke’s School will provide integrated print and digital resources. Students will be able to access online assignments and assessments. Teachers will instruct with engaging digital resources. Spelling lessons and tests will be provided weekly to practice grade level words and

phonetic concepts. Decodable Reading Passages will be given to students to practice current phonetic, sight word, and comprehension lessons.

St. Luke's kindergarten language arts curriculum emphasizes strong, research-based resources called the **Science of Reading (SOR)**. This early literacy instruction includes: phonological awareness, phonics and word recognition, fluency, vocabulary and oral language comprehension, and text comprehension. The science of reading is the converging evidence of what matters and what works in literacy instruction, organized around models that describe how and why.



Handwriting

St. Luke's School uses the handwriting program **Handwriting Without Tears**. This program teaches pencil grip, letter formation and the literacy skills needed for print and cursive skills. We strive to enable children to master handwriting as an automatic and comfortable skill. The curriculum provides developmentally appropriate multisensory strategies for early writing. Innovative letter order and style are developmentally appropriate and promote easy learning for every letter, print and cursive.

Students will be encouraged to recognize and present neatness and accurate letter and number formation across the curriculum. Parents are asked to support our desire for the importance of legible handwriting which requires time and practice.

Keyboarding

St. Luke's School is incorporating a keyboarding curriculum called **TypeTastic**. This includes fun and inspiring keyboarding skills for K-5 learners. Students will embark on island adventures to collect words and letters while becoming fluent typists. These lessons will be a part of our technology time block each week.



Mathematics

We are so blessed to acquire the Zearn Math Program, supported by the Nebraska Department of Education. It is a paper, small group, online-based system. Students will be given daily opportunities to learn and practice skills with a teacher in a small group, online with immediate response and adjustment to instruction, and paper/pencil practice to show their knowledge.

Zearn follows the concrete to pictorial to abstract approach, which teaches children to understand math concepts in an intuitive and tangible way. All students build a deep and sustainable understanding of math when they learn with this flexible and rich pedagogical approach.

During independent learning and in small groups with their teacher, students receive safe, in-the-moment feedback that precisely addresses areas of misconception. When students learn in this type of feedback-rich and supportive environment, they become resilient, self-directed learners and can love learning math.

St. Luke’s School is incorporating a strong fact-memorization resource called, Reflex Math. It is adaptive and individualized, proven to be highly effective for mastering basic facts in addition, subtraction, multiplication, and division.

Science

Nebraska’s standards for science will guide our learning at each grade level. We will use resources from: Studies Weekly, Scholastic Newspaper, Mystery Science, Brain Pop, Lakeshore theme boxes, various current materials and a portable science lab!

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
Forces	Light/Sound Waves	Properties of Matter	Motion and Stability	Waves and Information	Properties of Matter
Weather and Climate	Structure Function of Living Things	Relationships in Ecosystems	Relationships in Ecosystems	Energy Conservation Transfer	Organisms and Ecosystems
Animal/Plant Relationships	Systems in Space	Earth’s Systems	Life Cycles and Traits	Information Processing	Space Systems
Health and Nutrition	Health and Nutrition	Health and Nutrition	Weather and Climate	Earth’s Systems	Earth’s Systems
			Health and Nutrition	Health and Nutrition	Health and Nutrition

Health and Nutrition are addressed in the classroom as part of the science curriculum, and during Physical Education classes. Concepts Explored: practice health-enhancing behaviors and avoid or reduce health risks, access valid information, products, and services to enhance health, specific attention to cleanliness and sanitizing procedures, dental care, safety, nutrition, and exercise.

St. Luke’s Wellness policy addresses health and nutrition topics in coordination with the Southwest Nebraska Public Health Department.

Social Studies

Students will learn information from four major categories: Civics, Economics, Geography, and History. We will use resources from: Studies Weekly, Scholastic Newspaper, Current Event News, Brain Pop, and various online materials needed to meet the state standards. All resources will support learning to meet the Nebraska State Standards.

Physical Education

Physical education classes include a variety of activities both in the church basement and outdoors. If athletic shoes or additional requirements regarding appropriate dress for physical education is determined, parents will be notified. All students are required to participate in physical education class. If a student has a health problem that does not permit him/her to participate, a written release must be sent by the parent explaining the physical/medical reason. Consistently missing PE, due to health reasons, will require a doctor's release.

When physical education classes are not provided as scheduled, teachers will prepare a structured whole-group physical activity meeting state standards.

Our standards will include the following: Physical Activity Skills and Movement Patterns, Movement Concepts, Strategies, and Tactics, Health-Related Physical Activity and Fitness, Responsible Health Behaviors, Physical Activity Benefits.

More detailed information can be found at: <https://www.education.ne.gov/pe/>

Students will be encouraged to practice skills learned in organized physical education classes during informal recess time.

Students will participate in the "Jump Rope for Heart" program. Field Day will also provide an opportunity for students to display their athletic abilities. This will take place in May with area parochial schools.



Music



We have adopted a highly popular music program called, Quaver Music. The teaching resources are academically sound and address grade-appropriate concepts that meet state and national standards.

Quaver tools empower teachers to lead student-centered instruction and form a strong connection with every student. A strong teacher-student relationship leads to:

- More energetic classrooms
- Far greater student retention
- Rejuvenated music programs
- And a lifelong love of music in their students

In addition to using Quaver Music tools, concepts will be explored through singing, playing rhythms, listening, moving, and performing on rhythm instruments. Concepts and skills taught in one grade are the foundation for learning in the next grade. Students begin learning note values in the primary grades, then develop the ability to read the musical staff beginning in the 2nd grade. All concepts are reinforced through, boomwhackers, bells, rhythm sticks, and recorders.

Students will also use music to take part in weekly liturgy services. Songs will be introduced, prepared, and practiced to allow children to participate in the Mass. Opportunity is also given to join the St. Luke's Youth Choir. This group provides music for the weekend 10:00 Mass many times throughout the year.



Library

The library provides a current collection of books and resources to support the school's curriculum and to encourage reading for enjoyment. The goal of the library program is to foster a love of reading and to assist in the development of lifelong learners. Scheduled classes are held for grades K-5th weekly. The students listen to stories, learn library skills, and participate in a variety of literature-based activities. Students are welcome to use the library at other times for research or to exchange book choices. Books may be checked out for a period of one week. If a book is lost or damaged, the fee charged will be the replacement cost.

Our school uses the AR (Accelerated Reader) program. Accelerated Reader is a computer-based program that we use to monitor reading practice and progress. It helps teachers guide students to books that are on their individual reading levels. Students take short quizzes after reading a book to check if they have understood it. The books in our library are labeled with AR reading levels to help students pick a book at their current reading level. Tests are taken in the classroom at appropriate times. Detailed reports provide insights into students' progress.

Special Services for Students

St. Luke's School works hard to meet the needs of diverse learners within our student population. Students with specific learning disabilities may receive special education services through the public-school system. These services include both speech and academic support. The services may be provided on site or at the public elementary school. Transportation to and from the public school will be provided by Ogallala Public School bus services.

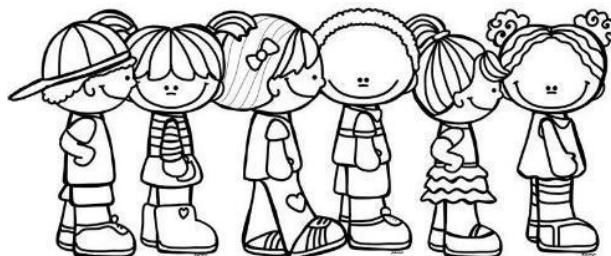
Educational Field Trips

The field trip is an extension of the classroom program, to be used when it is a practical means of acquiring or emphasizing a significant learning experience. Participation in field trips is subject to the disciplinary rules of the school. The head teacher may authorize field trips and excursions when such events contribute to the achievement of education goals of the classroom and school. Parents will be notified of an upcoming field trip and given details about location, time, and transportation.

Online Learning

Much of our learning is enhanced and supplemented with online access. The students will be directly taught **internet safety** rules. Filters and safety measures are in place on our devices, although inappropriate material can still be discovered. Please help St. Luke's avoid uncomfortable and possibly dangerous situations by talking to your child about the good and the bad potentials of online learning. Students are closely monitored. Loading or downloading material or software, modifying the device, or attempts to repair the equipment is not allowed.

All students are required to sign an internet safety agreement with their parents. This is provided during registration.



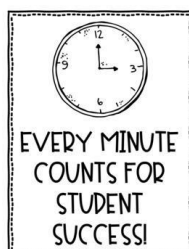
GENERAL PROCEDURAL OPERATIONS

Attendance

Consistent and punctual attendance is of vital importance and a shared responsibility. Students are expected to attend classes regularly and be on time to receive maximum benefit from the instructional programs. Students who have a good attendance record are more likely to achieve higher grades, enjoy school life to a greater degree and achieve greater success once leaving school.

If your child needs to be absent, please call the school office and leave a message. Requests for assignments should be made at this time and will be prepared for pick-up at the end of the day. Prior notice of an absence is always appreciated if appointments or travel arrangements have been made. **A note explaining the absence must be dated and signed by the parent.**

- 20 absences, with any one as unexcused in a school year, are referred to the county attorney in compliance with state law.
- When a student is absent because of a communicable disease, a doctor's note is required for his/her return to class.
- Perfect attendance will be awarded if there are no absences and 5 or less times tardy a quarter.
- Any child with an illness associated with a fever or other communicable condition (pink eye, head lice, ringworm, impetigo, scabies, diarrhea, etc.) must provide a written statement from their physician indicating the child is no longer contagious. The child must also be fever free for 24 hours without medication.
- In the event the child becomes ill while at school, parents will be contacted, and arrangements will be made for the child to be picked up.
- Occasionally a child may go out to lunch. A written note indicating this must be given to the child's teacher first thing in the morning. The child may be picked up at **11:30 and returned by 12:30.**



Daily Start Time

School starts each day promptly at **8:00**, *although*, children will need to arrive at school at least 10 minutes early each Monday, Wednesday, and Friday. This will allow classes to go to Church as a group by 8:00. We will meet at the school at 8:00 on Tuesday and Thursday. Students are to arrive at school no earlier than 7:45 A.M. unless other arrangements have been made in advance. Children will be marked **tardy if they come after 8:10.**

When arriving at school, students must enter the school building and go directly to their classroom. They will wait quietly outside of the room in the hall while teachers complete preparations for the day. Activities, books, and various other directions may be provided. Students are expected to follow all directions quietly.

Outside school doors will be always locked except for mornings from 7:45-8:00. A doorbell is used by parents and students at all other times. **Only adults** are allowed to open the door to visitors. We request all visitors to sign a form at the entry.

Daily Dismissal Time

School dismissal will be **3:15 for all grades.**

- Please try to help your child know their plan every day for dismissal.
- Public Transit communicates directly with the parent for all arrangements. It is the parent's responsibility to notify the school if their child will be riding the bus.
- Bus riders will be dismissed first.
- Students must be picked up or leave the school premises to walk home as soon as they have been dismissed. Please communicate with the school about your child walking home.
- To facilitate a safe, smooth process for the pick-up of children after school, we ask that you always stop and park beside the curb before allowing your children to enter the car.
- Students will be instructed to walk to the corner and use the crosswalk if you are across the street. **They are never allowed to cross in the middle of the street.** We will have volunteers or teachers helping students cross safely.
- Children waiting to be picked up need to wait quietly without running or playing on the school grounds.

BEHAVIORAL EXPECTATIONS and POLICIES



The goal is to help and guide students to grow into compassionate, principled people, understanding the real meaning of rules and focus on how others are affected by what they are doing. We want to develop children to have an ethical sophistication with a blend of values, caring, of knowing how one ought to act, and being concerned about others. We will provide three universal needs to support our expectations: **autonomy** (self-determination, experience the origin of decisions from oneself), **relatedness** (a connection with others, belonging, loved and affirmed), and finally, **competence** (takes pleasure in learning new things and putting them to use). We want to build a community that is respectful, responsible, and kind; a place where thinking and problem solving happens cooperatively.

*We strive to **BE KIND** and **DO THE RIGHT THING** always, even when no one is watching!*

Anti-bullying Policy

This policy has been created to support our core Catholic values of respect and empathy and to support our students in learning together. This policy applies to all students, parents, faculty, staff, and adults at St. Luke's School whether employed by the school or as volunteers.

We will treat each other with respect and encourage an environment free from harassment, intimidation, and bullying.

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude, or take power from another student. In many cases, these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. Occasional acts are not considered as bullying. Every attempt will be made to stop the behavior before it becomes a bullying situation. This policy is designed to guide our community in responding to bullying and aggression, so that students can move past these behaviors and develop the skills to learn and play together as part of a balanced community.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is unfair, one-sided and occurs when there is an imbalance of power. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include, but are not limited to:

- Physical - punching, shoving, and other acts that hurt people physically
- Verbal - name calling, threats, derogatory slang, intimidating, insulting, teasing and other verbal acts
- Relational -spreading rumors, gossiping, excluding certain people out of a group, inciting certain people to gang up on others, silent treatment, drawings/notes designed to hurt or humiliate another student, manipulating another student to respond in a retaliatory manner
- Cyber Bullying - sending derogatory texts, emails, or instant messages, posting nasty messages or pictures on social media platforms

St. Luke’s Catholic School believes that all students have a right to a safe and healthy school environment free from harassment, intimidation, or bullying. We will not tolerate bullying in any form at school. St. Luke’s School encourages students who believe they are being subjected to bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to a teacher, the head teacher, our pastor, any volunteer, or parent. Corrective discipline measures will be taken.

Weapons Policy

St. Luke’s Catholic School believes weapons and other dangerous objects and look-a-likes in school pose potential danger and disruption in the school environment and present a threat to the health and safety of students, employees, and visitors. Weapons and other dangerous objects and look-a-likes will be taken from students who bring them onto school property. Parents will be notified of the incident. Confiscation of dangerous weapons or objects will result in students being subject to disciplinary action including contacting law enforcement, suspension, or expulsion. All disciplinary action involving weapons, other dangerous objects and look-a-likes is at the discretion of the St. Luke’s administration. All decisions will be based on a history of behavioral offenses by the student and the severity of the threat.

Suspension Policy

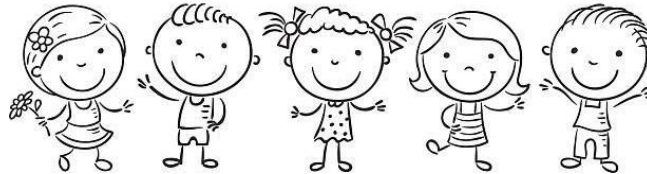
Suspension is a temporary removal from regular school activities. In-school suspension is a punishment in schools where students are removed from the class setting for a designated period of time. In-school suspensions place students in another supervised location within a school, while out-of-school suspension bans students from school property for the duration of their punishment. The length of time at St. Luke’s School can range from one to ten days, depending on the severity of the behavior. One to five days is considered short-term suspension.

Students who are given an in-school suspension will be required to report to school each day and work with a volunteer or teacher in a modified learning environment. Students who receive an out-of-school suspension will not be allowed at school. The parents/guardians are responsible for providing adequate supervision for the period of out-of-school suspension. Students who receive an in-school or out-of-school suspension must complete all class work and tests from the days of suspension.

Expulsion Policy

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause. Reasons for expulsion include:

- Use of violence, force, coercion, threat, or intimidation
- Vandalism/damage to private or school property (Student must repair or replace damaged property)
- Theft of, or attempting to steal, private or school property.
- Possession of, or handling, a weapon on school grounds
- Possession of a controlled substance.
- Repeated severe behaviors without the evidence of consistent improvement.



Classroom Rules

Every teacher is unique in the way of discipline and teaching, and it is left to her discretion in handling the classroom rules. Teachers discuss their own expectations and processes for learning to abide by these guidelines, although, great care is taken to ensure a school-wide consistent philosophy and respect to the tone and atmosphere we value at St. Luke's. Each child will know their dignity and importance in being a part of a quality school environment. They will strive to have a positive impact on others around them.

Important Guidelines

- Students are expected to be quiet and walk when in the hallways. This would include moving from class to class, going to the restroom or recess, going to and from lunch.
- Verbal or written threats against a student or adult will not be tolerated and will be taken very seriously. Parents will always be contacted if this occurs. If it is determined to be a repeated problem, and considered **bullying**, steps will be taken to alleviate this behavior by having the student, teacher, and parent sign an **intervention contract**.
- Cellphones brought to school by students must remain turned off in his/her backpack for the entire day. If a cellphone rings or is being used during the day, it will be taken away and kept in a secure place. It is the responsibility of the student to reclaim the phone at the end of the day.
- I-phones worn as a watch will need to stay in the backpack. It must not become a distraction. It is the head-teacher's right to take it away and place it in a secure place to be reclaimed at the end of the day if directions are not followed responsibly.
- Once a student is on school grounds, he/she may not leave unless written permission is given and staff has been notified, or trusted verbal permission has been obtained by a staff member.
- Bikes, roller blades, scooters, skateboards, hover boards etc. are allowed to get to school with parents' permission, although these are not allowed for play during the school day. It is strongly recommended to have a way to lock or store this equipment. The school is not responsible if they should be stolen.
- We discourage students from bringing toys, electronics, or valuable items to school unless there is a special circumstance. These can be easily lost, stolen, or broken.
- Treats may be brought to school to celebrate a birthday. Please notify the teacher asking for an appropriate time.
- Invitations may only be given out in school if each child in his/her class receives one, or a girl invites all girls, and a boy invites all boys.

Playground Rules

- An adult will always supervise the playground.
- Students will utilize all the fenced playground area and are not allowed to leave this area without permission.
- No standing, twisting, or jumping off the swings.

- No running up the slide.
- No throwing sticks, stones, or snowballs.
- No tackle football or other contact sports.
- Pulling on another child's clothing is not allowed.
- 3 children at a time are the limit on the tire swing.
- Fighting or abusive language will not be tolerated.
- It is the teacher's discretion to stop play if it becomes too aggressive.
- When the whistle is blown at the end of recess, students are asked to line-up immediately and prepare themselves to enter the building quietly.

Dress

Students are to dress modestly and neatly to reflect the values we represent at St. Luke's School. The decision regarding clothing and appearance should be a cooperative decision by the student, his/her parents, and the staff, although the final determination rests with the head-teacher and how it influences or disrupts the educational process. The guidelines are as follows:

- Appropriate length shorts are allowed. Approximately 3 inches above the knee or longer is considered appropriate.
- Shirts should not show midriff or be worn off the shoulder.
- Girls' dresses should be of modest length.
- No clothing displaying vulgar or obscene writing, symbols, tobacco, or alcohol.
- While in the school or church building, no hats, caps, or sunglasses unless part of an outfit for a special dress-up day.
- Shoes for PE should be available at school. These shoes must have a rubber sole that tie or are held by Velcro on the foot.
- Students are asked to wear the St. Luke's School polo on Fridays for our school Mass, and other special designated days in the year.
- No pajama apparel other than on days specifically designated.
- Students are asked to wear snow boots when the ground is covered with snow if they want to walk or play in the snow.

VARIOUS SCHOOL POLICIES



Lunch Policies

The U.S. Department of Agriculture has announced a return to payment for lunches. An application for free or reduced lunches is included in the registration packet and is available anytime a family circumstance requires this assistance. No child will ever be denied a lunch!

The cost for a lunch is \$5.00. Parents may purchase a monthly ticket (20 lunches) for \$100.00. Milk is included in the lunch, although a milk ticket (20 days) may be purchased for \$10.00.

St. Luke's School participates in the National School Lunch Program maintaining the nutrition standards of school meal programs – including a strong emphasis on providing fruits and vegetables, fluid milk, whole grains, and sensible calorie levels.

- Lunch menus will be sent home with your child at the beginning of each month. Menus will also be posted on our website, www.saintlukes.edublogs.org, on the school lunch menu tab. You will go to www.opsd.org, then choose the following tabs in order: Parents – Lunch Menu – Choose our School.
- A student may bring their own lunch or go to lunch with a family member. The student may be picked up at 11:30 and returned to school by 12:30. Please make this arrangement for their own cold lunch or going out to lunch known to the school by 8:45. An accurate lunch count must be called in to the Ogallala Public School by 9:00.
- The Federal Lunch Program does not allow pop to be in a child's lunch bag.
- Lunch is eaten in the St. Luke's Church basement.
 - Talk is allowed in a modulated tone.
 - Appropriate eating manners are expected.
 - All trash must be disposed of in a designated place.
 - No food can be taken to recess or put in backpacks.
 - Respectful and gracious manners will be given to lunch servers.

Student Folders

Student folders are sent home when there is information for parents, schoolwork to be returned or kept at home, or any important announcements are given. Please make sure the folder is emptied and returned to school the next day. Let the head-teacher know if the folder has been lost or damaged and a new one can be issued.

Inclement Weather

For school closing and delayed opening, St. Luke's School follows the Ogallala Public School System. The local radio station is contacted by the head-teacher as soon as word is received. Delayed school starts at 10:00 and there will be no morning preschool. The **Alert Sense** system is initiated when there is a school closing, delay, or emergency. Please inform the school if there is a phone number change so the information can be updated in our system.

Emergency Drills and Procedures

St. Luke's School has a comprehensive school crisis management plan to follow in the event of an emergency. Fire drills are held monthly as required by state law. Tornado drills are held during the months of August and March. Intruder drills are practiced at various points during the year. Students and teachers are informed of appropriate procedures to follow in the case of these emergencies.

Parents need to know that access to the school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television, and the internet. All efforts will be made to contact families by phone as quickly as possible.

St. Luke's uses the Standard Response Protocol (SRP). Students and staff are trained in how to respond to 4 main actions:

- **Lock Out** - There is a possible threat outside the school, and no one is allowed to go in or out of the building until the threat is lifted. During lockouts, all activities inside the school continue as normal.
- **Lock Down** – There is a perceived threat inside the school or directed at the school. The hallways are cleared, and the classroom doors are locked. Students and staff must stay away from doors and windows unless escape from the school is necessary. Staff will determine if evacuation is necessary based on the perceived danger.

- **Evacuate** – Students and staff leave the premises and proceed to the established safe zone at Keith County Fire Department or St. Luke’s Church. Students and staff can evacuate through classroom windows or outside doors depending on the location of the threat. If a safe location is required further away, this information will be provided as soon as possible.
- **Shelter-in-Place** – Enacted when it may be harmful to leave the building, or there is not time to evacuate (tornado, or other dangers in the community). In the event of severe weather, students and staff will take safety in the school basement.

Parents and visitors are not allowed to enter the building during a Lock Out or Lock Down. Staff will communicate with parents and appropriate authorities.

Visitors

For the safety of our staff and students, all doors are locked during the school day. Visitors must press the bell to alert staff. An adult will allow entry and the visitor is required to sign in and out with the date and time at the school entrance.

It is recommended to schedule school visits in advance to avoid interference with planned instruction. It is also clearly understandable if visits are necessary and unavoidable without previous knowledge. You are always welcome, and we respect any need to communicate with staff or students.

Security cameras are in use around the school grounds to help with identification of all visitors and to provide the ability to review any unusual situations.

Fundraising

St. Luke’s holds three major fundraisers each year to help sustain the annual school budget. Parents are expected to participate in these fundraisers.

- **Cookie Dough** sales will be held in September. Students will receive a packet of sales information. Online sales will also be available. All sales will be delivered in October.
- **Poinsettia Sales** are in November/December.
- Our annual **Family Festival Night** is held the last day of Catholic Schools Week, which takes place the last week of January into the first week of February.

Other Fundraising Opportunities:

- **Safeway Community Giving Cards** help our school by providing a percentage of sales when families shop at Safeway. These cards are available through the rectory and school office.
- **Calendar Sales** are available to anyone. Purchase a calendar at any time for \$25.00. This enters your name in a weekly drawing for \$50.00.
- **Donations** are always accepted and appreciated. These can be given with specific intentions or to be used at the school's discretion.

Please be aware of all communication sent regarding these important fundraising activities.

Parental Commitment to Volunteer Service

St. Luke's School has a small staff and limited opportunities for required breaks and planning times for our teachers. It is essential we use the time and talent of parents to assist in recess and lunch duties. We need parent volunteers! We clearly understand the demands parents face with work responsibilities, but hope it is possible to arrange needed service to St. Luke's School.

We would like parents to commit to a minimum of **one week each semester**. The service would require a 5-day, ½ -hour commitment from 12:00 to 12:30 to help with recess duty, (1-hour option, 11:30-12:30, to include lunch duty). A certified teacher would always be present to ensure a safe environment and compliance with school rules. Sign-up schedules will be available at the beginning of the school year. The head teacher will be contacting all parents to help in arranging this volunteer service.

Benefits of Parental Volunteerism

This 5-hour parental volunteer service has so many benefits. Students with involved parents are more likely to have higher grades and academic goals, fewer behavioral struggles, and better attendance. The children enjoy a pride and shared knowledge of the school environment, valued friendships, and important policies.

In addition to student benefits, schools with strong parental volunteerism enjoy less teacher stress, increased reputation in the community, better parental understanding and support for students and families facing struggles.

St. Luke's Catholic School Wellness Policy



This Local Wellness Policy (LWP) outlines the school's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing distractions. This policy applies to all students and staff. Specific measurable goals and outcomes are identified within each section below.

Local Wellness Committee

St. Luke's School has established a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP.

The Local Wellness Committee represents St. Luke's Elementary School with the following membership: Administrator, Physical Education Teacher, School Board Member, Parent, School Lunch Worker, Professional Health Care Provider.

Committee Members

Name	Title / Relationship to the School or District	Email address	Role on Committee
Lynnette Powers Official Coordinator	School Administrator	lynnettekpowers@gmail.com	Implementation, Evaluation, Accountability
Mara Peters	Professional Health Care Worker, Parent	mnpeters16@gmail.com	Assists in evaluation, Provides perspective of medical professional
Teresa Sieck	Physical Education Teacher	tsieck@stlces.com	Assists in evaluation, recommends educational needs.
Mary Beth Meier	School Board Member Parent	meiermarybeth@gmail.com	Assists in evaluation, provides school board perspective
Carolyn Straub	School Lunch Worker	cestraub@hatmail.com	Assists in evaluation, provides school lunch experience

St. Luke's Catholic School Wellness Policy

Implementation, Monitoring, Accountability and Community Engagement

Local Wellness Policy (LWP)

St. Luke's Catholic School has developed and will maintain an implementation plan for accomplishing this LWP. This plan delineates the roles, responsibilities, actions, and timelines, and includes information about who will be responsible to making what change, by how much, where, and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available at school, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

St. Luke's School uses a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results; St. Luke's School will create an action plan, implement the plan, and generate an annual report. St. Luke's School will retain records to document compliance with the requirements of this LWP at the school's main office and any required state reporting agencies.

Documentation maintained in these locations includes but is not limited to:

- this written LWP
- documentation demonstrating that the policy has been made available to the public.
- documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods St. Luke's School uses to make stakeholders aware of their ability to participate on the Local Wellness Committee
- documentation to demonstrate compliance with the annual public notification requirements
- the most recent assessment on the implementation of the LWP
- assessment documents will be made available to the public.

St. Luke's School actively informs families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school makes this information available via the school website:

<https://saintlukes.edublogs.org/>, and through school-wide communications. This includes a

summary of the St. Luke School's activities related to wellness policy implementation. Annually, the school also will publicize the name and contact information of the school officials leading and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

Triennial Progress Assessments

At least once every three years, St. Luke's School will conduct a Triennial Progress Assessment and develop a report that reviews the school's compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of St. Luke's School's LWP.

The required two positions/persons responsible for managing the triennial assessment and report is: Mrs. Powers- School Administration, and Mary Beth Meier- School Board Member

The above referenced individuals will monitor St. Luke's School's compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. St. Luke's Schools will actively notify households/families of the availability of the triennial progress report.

Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy

St. Luke's School evaluates compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- School Health Index; <https://www.cdc.gov/healthyschools/shi/index.htm>
- Data collection and analysis of State-Wide fitness assessments
- Centers for Disease Control and Prevention School Health Profiles, South West Nebraska Public Health Department, Lori Rowley, Ogallala Director
- WellSAT 2.0
- USDA triennial administrative review.

Revisions and Updating the Local Wellness Policy

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of St. Luke's annual self-assessment, the USDA triennial administrative review, and on other variables, including if/when St. Luke's School health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance/standards are issued.

Community Involvement, Outreach and Communication

St. Luke's School is committed to being responsive to community input, which begins with awareness of the LWP. We will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for St. Luke's School. We also will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply. St. Luke's School will actively notify the public about the content of or any updates to this LWP annually, at a minimum. St. Luke's School will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, St. Luke's School will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

St. Luke's School participates in the Local **Backpack Program** ensuring healthy foods for families on weekends and school breaks. Food packages include healthy, easy-to-prepare food for kid-friendly meals.

We will invite professional health-related visitors to provide demonstrations and education to our students. An emphasis and heightened awareness will be given to monthly health topics. This calendar of monthly health observances will be available to families and addressed with activities and presentations from local health agencies, including Southwest Nebraska Public Health Department.

The **Southwest Public Health Department** will join with St. Luke's School to provide a yearly health screening to our students. They will also support and assist St. Luke's School with all health-related topics affecting families and children in our area.

Nutrition

St. Luke's School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer's specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

St. Luke's School is committed, in partnership with Ogallala Public School's Hot Lunch Program to offer school meals through the National School Lunch Program (NSLP).

- is accessible to all students.
- is appealing and attractive to students.
- is served in a clean and pleasant setting.
- meets or exceeds current nutrition requirements established by local and federal statutes and regulations
- ensures all qualified students will become eligible for free lunch
- schools will provide at least 30 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line
- promote healthy food and beverage choices.

Staff Qualifications and Professional Development

Ogallala Public School's nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA Professional Standards for Child Nutrition Professionals](#).

Water

To promote hydration, free drinking water will be available to all students throughout the school day. St. Luke's School will make drinking water available where school meals are served during mealtimes. Additionally, St. Luke's School will also:

- Allow students to bring and carry water bottles filled with only water with them throughout the day.
- Water dispensers from a local water conditioning company will be available in all classrooms. These will be clean and maintained to ensure they are properly sanitized, disinfected, and hygienic.
- Students will be encouraged to stay hydrated after physical activities such as recess and Physical Education.

Promotion of Healthy Foods and Beverages

St. Luke's School is committed to ensuring that all foods and beverages available to students during the school day support healthy eating. These smart snacks will aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. We will encourage healthy treats for special celebrations, such as birthdays. Posters and publications will be available to students and families encouraging healthy food choices.

Nutrition Promotion

St. Luke's School will promote healthy food and beverage choices for all students throughout the school day, as well as encourage participation in school meal programs. This promotion will occur through at least:

- implementing 10 or more evidence-based healthy food promotion techniques through the school meal program.
- ensuring 100 percent of foods and beverages promoted to students through the school lunch program meet the USDA nutrition standards.

Quality Nutrition Education, Health Education and Physical Education

St. Luke's School aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

Nutrition Education

St. Luke's School will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences.
- includes enjoyable, developmentally appropriate, culturally relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens.
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods.
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise)
- may provide links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services.
- teaches media literacy with an emphasis on food and beverage marketing.
- includes nutrition education training for teachers and other staff.
- All health education teachers will provide opportunities for students to practice the skills taught through the health education curricula.

Health Education

St. Luke's School provides formal, structured health education, consisting of planned learning experiences that help students to acquire information and the skills needed to make quality health decisions. As such, St. Luke's School will provide students a comprehensive school health education that addresses a variety of topics such as alcohol and other drug use and abuse, healthy eating/nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, tobacco use, and violence prevention.

St. Luke's School will be responsible for the students' sexual education with a program supported by Catholic Education Resource, Theology of the Body. This curriculum is designed for K-5 learners with age-appropriate information. We will additionally communicate to families with complete transparency, and strong encouragement to support learning at home.

General health education curricula and instruction will address the Nebraska State Standards and incorporate the characteristics of an effective health education curriculum. St. Luke's School will provide health education that:

- is offered at least 75 minutes per week at each grade level, K-8, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- is incorporated into classroom instruction in subjects such as math, science, language arts, and social sciences.
- incorporates an age-appropriate sequential health education curriculum that is consistent with State and national standards for health education recommended by Ed. Reports.
- incorporates active learning strategies and activities that students find enjoyable and personally relevant.
- incorporates opportunities for students to practice or rehearse the skills needed to maintain and improve their health.
- incorporates a variety of culturally appropriate activities and examples that reflect the community's cultural diversity.
- incorporates assignments or projects that encourage students to have interactions with family members and community organizations.

Additionally, to ensure reinforcement of health messages that are relevant for students and meet community needs, St. Luke's School will base its health education program, at least in part, on the results of the Health and Physical Education Assessment and in collaboration with the community. St. Luke's School will also seek to imbed health education as part of student visits with the school nurse, through posters or public service announcements, and through conversations with family and peers.

Physical Education and Physical Activity

St. Luke's School acknowledges the positive benefits of physical activity for student health and academic achievement. It is the goal of St. Luke's School that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical

education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being.

The components of St. Luke's School's physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports, and physical activities.

- Students in grades K-5 receive at least 150 minutes per week of physical education.
- Physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health.
- 50 percent of physical education class time is devoted to actual physical activity.
- suitably adapted physical activity shall be provided as part of the individualized education plan (IEP) developed for students with disabilities
- physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather, or other inclement conditions
- Physical activity is neither required nor withheld as punishment.

St. Luke's School Wellness Policy:

Adopted on: October 31, 2006

Revised on July 10, 2015

Reviewed on June 17, 2016

Revised on June 15, 2017

Reviewed on June 18, 2018

Revised on March 1, 2022

Revised and approved May 2023



Internet Safety

Today's students will use the Internet for their entire lives! This access to such a global resource offers a myriad of opportunities for learning and personal growth. With this opportunity comes the potential for harm to users of this resource, particularly children and young adults. The Internet Safety Plan, developed by St. Luke's Catholic School addresses the need to educate students and adults about the potential dangers of Internet use. It also provides resources for students, teachers, and parents to enable them to learn how to protect themselves and those in their care.

Instructional Philosophies

St. Luke's Catholic School will provide educational services of exceptional quality that meet or exceed the needs of each student to achieve exceptional success in life. An essential component of those educational services is provided in the field of technology. St. Luke's ensures equitable access to technology and the use of the Internet to infuse technology into all areas of curriculum and instruction to enhance academic achievement. Learners will have the necessary knowledge and skill to interact successfully in a technology-rich environment so they can achieve personal, educational and career goals, while learning safety and best practices.

Strategies and Protocol

- Each student, or user will be required to sign an **Internet Safety Contract**.
- Each teacher or staff member for St. Luke's School will be given a copy of the Internet Safety Plan. They will also be provided with a curriculum including internet tools to follow based on their grade level.
- In addition to a written copy of this document being provided, it will be placed on our website www.saintlukes.edublogs.org so that everyone will have access.
- St. Luke's School will have **Internet Safety Lessons** at the beginning of the school year to prepare and inform teachers, students, and parents.
- St. Luke's Internet Safety Plan will be reviewed and revised as needed on an annual basis by staff. Input from parents and community partners will be solicited as appropriate.
- Students will demonstrate knowledge of ethical, cultural, and societal issues related to technology.
- Students will practice responsible use of technology systems, information, and software.

- Students will use technology to locate, evaluate, and collect information from a variety of sources.
- Students will evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.
- Classroom Teachers, Long-Term Substitutes and all volunteer staff are responsible for making sure that all students have their assigned log-in and that they are using only their log-in on approved sites.
- Teachers will monitor student use of the Internet to assure they are only accessing productive and safe areas.
- Teachers will prescreen websites prior to providing the link to students.
- Teachers will remind students that their website visits are not private; any site they visit can be seen and documented in various reports that are viewed by staff.
- Teachers will also be aware of the current topics or issues that surround the Internet such as: cyberbullying and cyberstalking. Teacher will talk to students about these topics periodically and remind students of the dangers that exist on the Internet.
- The administrator must monitor student usage of computers and teacher usage of the Internet within their classrooms. The quality of the websites teachers are using should be reviewed and evaluated for effectiveness.
- Students will not visit inappropriate or blocked sites, in any manner. They also agree to not post or send inappropriate language or images via email or chat rooms. They will follow the Internet Safety Plan provided by St. Luke's School.

Consequences to Unsafe Behaviors

- Teachers that find a student using the Internet inappropriately must notify the administrator and parents. Consequences will be discussed and assigned according to the student's age, educational needs, and the severity of the action.
- A student's consequence for inappropriately using the Internet may include, but is not limited to the following:
 - The student's computer will be taken away for an appropriate amount of time agreed upon by the administrator and the teacher.

- Online assignments will all be adjusted by the teacher to be completed with pencil/paper.
- All online supplemental activities will be required in an optional method determined by the teacher.
- Parents will receive a report of the inappropriate activity, the student's signature, and a teacher's plan for consequences.
- The student will be required to sign an updated Internet Safety Plan and commitment; reviewed and discussed with the teacher and parents.

Police Department

The police department is aware of the various activities that occur on the Internet. They are available to provide support to schools as well as parents when there is evidence that a student is in danger. They are aware of netiquette and the illegal activities that are occurring in the community via social networks or chat sessions and provide support to end it. Support from the police department is provided in various forms. They can come to schools when an issue has occurred to help resolve it, they are willing to talk to parents in their homes if an incident has occurred, and they are visible as a source of help to the students inside or outside of school.

Safety Measures in Place

All safety measures are in place. A web filter prohibits access to restricted sites. Those restrictions are determined by the software filtering program. Any site that a student can visit that is not being filtered and is deemed an inappropriate site, will be added to the blocked list immediately. All visits to any website by any individual in the public school district and St. Luke's School are recorded, monitored, and kept indefinitely. A report can be produced at any time to indicate an individual has been trying to access an inappropriate website.

Users Access

Each student is given their own unique log-in and password to access their user account. This account provides them access to:

- Internet access.
- A school email account.
- Personal documents in their Google Classroom drive folder.
- Shared folders in the classroom drive by other students or the teacher.

- Software that has been installed on their computer, including MAPS testing, Google Documents and Slides.
- Google Classroom access for teachers within their curricular needs.
- Accelerated Reading Tests
- Reading, Math, Spelling, Science, Social Studies, Music, and Religious Curriculum Sites. Each program provides reports and data to help teachers respond to student needs.
- Links and URLs for educational enhancement.

GRADE LEVEL INTERNET SAFETY CURRICULUM

GRADE	Overview	Focus	Objectives	Activities
K-1st	Young children need adult guidance when using the Internet.	<p>Safety</p> <p>Know when/ why to take breaks from device time-balance</p> <p>Consider the feelings of people around them, even when engaged in fun online activities.</p> <p>Computer ethics</p> <p>Protecting personal information</p>	<p>*Students will learn the difference between programs that are on an individual computer and websites.</p> <p>*Students will learn when visiting websites, they need to think safety first.</p> <p>* Students will learn material found on the computer is someone's property and needs to be respected.</p> <p>*Students will learn how to cite material found on the computer through teacher modeling.</p>	<p>https://www.abcya.com/games/cyber_five_interne_t_safety</p> <p>https://www.netsmartkids.org/</p> <p>https://www.pinterest.com/netsmartkids/kids-online-safety-videos/</p> <p>https://disneywildaboutsafety.com/blog/dwas-video/internet-safety/</p> <p>https://educators.brainpop.com/bp-jr-topic/internet-safety/</p> <p>lessons, videos, quizzes, SMART rules:</p> <p>https://www.childnet.com/resources/video-lessons</p> <p>Lesson slides, video, music, coloring book pages</p> <p>https://www.commonsense.org/education/digital-citizenship/lesson/media-balance-is-important</p> <p>video:</p> <p>https://www.youtube.com/watch?v=yiKeLOKc1tw</p> <p>Activity Pages, Videos, Books, Faux Paw the Techno Cat</p> <p>https://ikeepSAFE.org/faux-paw-the-techno-cat/</p>
2-5th	Students will need information to use the internet safely. Teachers can help students learn to navigate the digital parts of their lives safely and thoughtfully.	<p>Safety</p> <p>Evaluate content</p> <p>Describe:</p> <ul style="list-style-type: none"> *Phishing *Spam *Chat rooms *Cyberbully *Internet Footprint Privacy Networking 	<p>*Students will evaluate if Internet content is appropriate material.</p> <p>* Students will understand the importance of keeping personal information private.</p> <p>*Students will understand basic concept of "being watched" on the Internet.</p> <p>*Students will understand that there are bad people who may use the Internet to prey on children.</p> <p>*Students will demonstrate knowledge of information protection and strong passwords.</p>	<p>Game:</p> <p>https://beinternetawesome.withgoogle.com/en_us/interland</p> <p>Slideshow: Be Internet Awesome,</p> <p>https://app.peardeck.com/bialnstaller/</p> <p>video:</p> <p>https://www.youtube.com/watch?v=yiKeLOKc1tw</p> <p>video:</p> <p>https://www.youtube.com/watch?v=X9Htg8V3eik</p> <p>teacher resources:</p> <p>https://mediasmarts.ca/teacher-resources</p> <p>https://www.stopbullying.gov/resources/kids</p> <p>https://www.teacherspayteachers.com/Product/Digital-Citizenship-Internet-Safety-PowerPoint-Editable</p>

