

WELCOME TO ST. LUKE SCHOOL!

Dear St. Luke School Parents and Students,

The purpose of this handbook is to give you and your child a general overview of St. Luke School. We realize that this booklet will not begin to answer all of your questions about the school, and we hope that you will feel free to call or come by when questions arise. You may also check on updates and school events on our website at <http://school.stlukeum.com>.

St. Luke School encourages your interest and your involvement in your child's education. We need your support in order to ensure that your child will achieve to his or her fullest potential.

Without question, a child's home environment has a major influence on their learning attitudes and achievement. Factors such as expectations for school success, student's attitude toward hard work, parent/teacher cooperation, and parental involvement in classroom, church, and school activities have a positive influence on student achievement.

Welcome to a new school year as our parents, staff, and students work together to participate in an enriching experience of academic achievement through faith based learning - reaching the mind, body, and spirit.

Sincerely,



Ann McDuffie
Headmaster / Principal

This Handbook is the Property of:

Name: _____

Grade: _____ **Teacher:** _____

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Mission Statement

The mission of St. Luke School is to provide each student with an excellent academic education that is faith-based; by challenging and nurturing the mind, body and spirit; and by developing responsible servant leadership.

Admissions Statement

St. Luke School is open to academically qualified students without regard to race, religion, creed, sex, or national origin.

St. Luke School Faculty and Staff
Academic Excellence Through Faith Based Learning

The St. Luke School faculty and staff are deeply committed to ongoing efforts to improve all aspects of our instructional program. To do so, we have established specific goals which are based on our beliefs about education.

Ann McDuffie, Headmaster/Principal
 Jennifer Oliver, Assistant Principal
 Rhonda Ramey, Media Specialist, Administrative Assistant
 Denise Killough, Counselor, Director of Student Services
 Sherry Bunn, Athletic Director
 Nikki Coull, School Secretary, Admissions Assistant
 Sujette Lunsford, Middle School Secretary
 Peggy Roeder, Media Assistant

Kindergarten

Kim Browning ELC/C
 Cathryn Pease, TA
 Candice Dewey SLC/A
 Christine Bell, TA
 Caroline Fields ELC/D
 Charlene Pearson, TA
 Jen Grantham SLC/B
 Jenny McMillen, TA

First Grade

Diane Harper SLS103
 Ritz Fleming, TA
 Sheron Hopkins SLS102
 Brooke Green, TA
 Angela Hutchens SLS101
 Kim Carroll, TA
 Kristal Renner SLS104
 Lisa Garrett, TA

Second Grade

Emily Brannan SLS205
 Sherry Carr SLS204
 Kristen Mann SLS206
 Amy Palmer SLS203

Third Grade

Angela Blankenship SLS202
 Kirven Boyce SLC217
 Erin Carroll SLC215
 Carol Eberhardt SLS201

Fourth Grade

Ann Allen SLC201
 Tammy Fulleton SLC202
 Amelia Scott SLC203
 Meredith Urquhart SLC204

Fifth Grade

Lesslie Carnahan SLM8
 Jennifer Parker SLM6
 Anne Peebles SLM3
 Paula Posey SLM7

Middle School

Julie Gaffney SLMS601 6th grade Bible, 6th Math
 Paula Watkins SLMS604 6th grade Bible, Earth Science
 Michael Brocato SLMS602 6th grade Bible, Social Studies
 Anne Plott SLMS603 6th grade Bible, Language Arts
 Pam Harrison SLMS701 7th grade Bible, Language Arts
 Tom Scott SLMS703 7th grade Bible, 7th Social Studies
 Melanie Hutchens SLMS704 7th grade Bible, 7th Life Science
 Melissa Hatala SLMS702 7th grade Bible, 7th Math
 Melissa Wood SLMS804 8th grade Bible, 8th Physical Science
 Steven Swinehart SLMS803 8th grade Bible, 8th Math
 Coleen Grantham SLMS802 8th grade Bible, 8th Language Arts
 Chris Shelnett SLMS801 8th grade Bible, 8th Social Studies

ROAR Program

LeAnn Copelan SLM2
 Vicky Sharpe, TA

Itinerant Teachers

Amber McDuffie 4-5 Music. 6-8 Music/Drama (2nd Floor ELC)
 Kimetha Eysel K-3 Music, Middle School Singers/Handbells
 Sietske Johnson K-8 (Middle School Art Room)
 Kelley Ellington Art TA
 Sherry Bunn PE / Health
 Hillary Green PE Assistant Teacher
 Sandra LeRoy Spanish
 Savannah Jeter Special Tutor, 2nd floor ELC
 Jennifer Oliver Geometry Teacher / 2nd Semester 8th grade
 Sujette Lunsford Computer Applications

St. Luke School Beliefs

We believe:

- All children can learn
- Learning can and should be enjoyed
- All children should be challenged
- Everyone can learn and do more than they think they can
- In setting high expectations for ourselves as well as our students
- As educators we must model the change we want to see
- In a risk-free teaching and learning environment
- Life long learning leads to world wide changes
- The whole child must be served (mental, physical, social, emotional, and spiritual)
- In a faith-based education
- Students should explore the world around them in concrete /hands on ways
- Little steps can take you a long distance
- Learning is incremental
- Styles of learning must be considered
- Excellence in education includes home, church, and community
- It is the teachers' job to inspire and motivate children
- All children within the academic environment are both learners and facilitators
- In the importance of prayer
- In developing high self esteem

Message from the Counselor

The counseling program consists of various services to include classroom guidance lessons, individual counseling and small group counseling as needed. Topics for classroom guidance lessons are often guided by the imminent needs of students at each grade level. These lessons cover such topics as the Good Touch/Bad Touch Program in grades 1, 3, and 5, personal and social domains, academic support skills, and career awareness. Services are available to all students in grades K – 8. Individual services are offered to students through self referral and teacher or parent referrals. Additional services provided by the counselor include parent/teacher consultation and coordination of services for students. These services are provided by a Nationally Board Certified and state licensed professional School Counselor.

Message from the Media Centers

The Media Centers at St. Luke School are open daily during regular school hours and operate on a flexible schedule to allow students and teachers access as needed. The centers house books and resources which support the instructional programs and objectives of St. Luke School. The Media Centers are staffed by a full time, state certified Media Specialist and a Media Assistant. All students who attend St. Luke School are welcome in the Media Centers and each will be given a library card to use to check out books. The centers are fully automated and students are encouraged to become familiar with the location of available books and materials in order to become independent users of the Media Centers. Students may come to the Media Centers with their entire class, in small groups, or individually.

The Media Centers are one part of the total Media/Technology Program at St. Luke School. The Media Program provides for a wide range of reading, writing, research, production, and literature experiences. The Media Centers contain both standard and Christian reference books, periodicals, computer lookup stations and over 6500 print volumes. The main objective of the Media Centers is to promote reading and to instill the love for books and literature in all students of St. Luke School!

Technology at St. Luke School

St. Luke School classrooms each have a SMART Board interactive whiteboard, a teacher computer station and two student stations. There are three computer labs for whole group instruction and individual use. Other technology items available to our teachers and students include scanners, digital cameras, digital camcorders, Renaissance Neo2 laptops, laser printers, and color printers. The school is data networked which allows for access to the Internet from every computer station. Daily morning announcements are made school wide through a live video broadcast. The SLS Broadcast Team is made up of 6th, 7th, and 8th grade students. Join us in the lobby of the 318 Building or the Middle School any morning at 8:30 as WSLS Lion TV goes on the air!

Students at St. Luke School are not allowed independent access to the Internet. We believe that the Internet is a valuable tool for research and communication and we do have the technology to use on-line services. Such activities are always under the supervision of an adult.

E-readers (Kindles, Nooks, iPads, etc) are not allowed at school due to their ability to access the Internet without supervision.

St. Luke School Website

St. Luke School maintains a website with up-to-date information and announcements. Our web address is:
<http://school.stlukeum.com>

Our website includes a password protected section called the Lion's Lair, which is the only area where we include articles with student names or pictures with identifying information. The Lion's Lair includes our student directory. The Lion's Lair password is periodically emailed to St. Luke School families or may be obtained by calling the school office. The website also includes an up-to-date school calendar, the current lunch menu, current events, field trips, PTO information, the Masterpiece of the Week, information about our sports program, a variety of printable forms, and much more.

School Hours

Kindergarten – 8th Grades: 8:30 – 3:15

We are concerned for every child's safety. We ask that you cooperate and see that your child does not arrive at school prior to **8:10** and that they are picked up promptly in the afternoon. Teachers are not on duty to provide supervision of students before 8:10. In the afternoons, teachers are regularly scheduled for meetings and conferences. For your convenience, the St. Luke Early Learning Center operates a before and after school program. You can register your student by contacting the Early Learning Center at 322-2703. **Students not picked up by 3:30 will be taken to the after school program and the parent will be charged the drop in fee of \$25* per day.**

*Subject to change by the ELC board each January.

Arrival and Dismissal Information

Please notify your child's teacher of dismissal arrangements as soon as possible. If there is a change to these arrangements, the school requires that you notify the teacher in writing or by email. Children should enter and exit vehicles only at the designated places where a staff member or SLS Student Ambassador will be on duty. Parents should drop students off at the appropriate building beginning at 8:10 when a staff member will be available to greet students. For safety reasons, students should NOT be dropped off early or let out of the car and sent up the sidewalk. Students should not be dropped off anywhere other than the designated covered entrances to each building. If a before school activity is scheduled, students should not be sent into the building until the supervising teacher has arrived. At dismissal, parents are asked to remain in their vehicles and allow staff members to load students into the cars. Students attending the after school program will be escorted by staff members to the Early Learning Center.

Tuition and Fees 2011-2012

- Annual Registration Fee* \$380
- Annual Tuition* (Kindergarten - 8th)..... \$5600
- Annual Tuition* (ROAR Program)..... \$8900**
- Tuition may be paid in full by August 16th for a \$150 discount or may be paid in 10 monthly payments of \$560 per month
- **Monthly tuition payments are due on the 1st of each month beginning in August and ending in May. Tuition payments are delinquent after the 15th. Tuition payments received after the 15th will be assessed a \$30 late fee per St. Luke School Board policy. Delinquent accounts may result in records being held or administrative withdrawal.**
- Registration fees are non-refundable and school records will not be released if tuition and other fees are not current

*These fees include lunch, field trips, textbooks, web access to Accelerated Reader and Accelerated Math, Math Facts in a Flash, HomeConnect, Lion Keeper notebooks for Kindergarten – 5th grade, planners for 6th-8th grade, SnapGrades for 1st-8th grades, and grade-appropriate periodicals for each student.

**This fee will be prorated for students who are not in the program full time. The prorated fee will be based on the number of class segments that ROAR services are used.

Extended Day Fees***

- Before and After School Care.....\$52 weekly
 - Registration fee is \$25
 - Hours are from 7:30 a.m. - 8:15 a.m. and from 3:15 until 6:00 p.m.
 - Breakfast is included for children arriving before 8:00 a.m.
- Drop in rate \$25 per day or \$52 per week

***Fees are subject to change in January 2012 with ELC Board Approval

Automatic Draft of Tuition

- Tuition payments can be set up for automatic draft by submitting the Auto Debit Form that is on our website or by contacting Terri Davis in the business office at 706-327-4343 ext. 1030.
- A voided check must be on file for each account that will be debited.
- Drafted payments are debited from your bank account on the 5th of each month.
- Automatic drafts will remain in effect August through May unless you submit in writing a request to cancel the draft.

Georgia Student Scholarship Organization

In May 2008 the State of Georgia passed new legislation (HB1133) which allows Georgia tax payers to “donate” part of their Georgia income tax for use at private schools to provide scholarships for students who are Georgia residents. The donor receives a dollar for dollar TAX CREDIT making the donation absolutely free! St. Luke School is working with the Georgia Student Scholarship Organization (GaSSO) which is an approved nonprofit Student Scholarship Organization as required by the Georgia Department of Revenue. Individuals, couples filing jointly, and companies can make FREE donations to this fund, allowing St. Luke School to fund many needs based scholarships. The annual amount of scholarships given has increased from \$45,000 to \$75,000 for the 2011-2012 school year due to the donations made to GaSSO for St. Luke School.



How is this possible? You are already paying Georgia income taxes if you are a Georgia resident. Why not redirect some of those taxes to this opportunity to bless a family. Married couples filing jointly can make a contribution and receive a tax credit of up to \$2500. Individual filers can contribute and receive a tax credit for up to \$1000. If you are the owner of a “C” corporation, you can contribute and receive a tax credit up to 75% of your Georgia Income Tax liability. The annual cap on these contributions is currently \$50 million.*

How do you make a donation? - All forms are on the St. Luke School website under the GASSO link at <http://school.stlukeum.com/GASSO.htm>

1. Complete a pre-approval form from GaSSO and mail the form to the Georgia Dept. of Revenue (online approval process to be available soon)
2. Once the approval form is reviewed, the donor will be informed if the request was approved or denied (the only reasons for a denial would be if the \$50M* cap is reached).
3. When the approval form is received by the donor, send the form and donation check to the GaSSO along with the Designated School Form within 60 days or by the end of the calendar year.
4. The GaSSO will inform St. Luke School of any donated funds and these funds will be used to help students attend St. Luke School through the SLS Board Scholarship Committee.
5. The donor will receive an acknowledgement form which is filed with state tax returns and the dollar for dollar tax credit is applied to Georgia income tax owed.

AN EASY WAY TO HELP FUND ST. LUKE SCHOOL SCHOLARSHIPS FREE

Get Pre-Qualified
Receive Confirmation
Make Your Contribution
Get Your Tax Credit (and \$ back)

Please let us know if we can help you with any questions you might have about making this tax credit contribution.

*Check on the current amount of tax credit donations for the state of Georgia at www.etax.dor.ga.gov. Under **Important Topics**, click on “2011 Qualified Education Expense Tax Credit.”

Absences, Tardies, and Withdrawals

The St. Luke School Board Policy on student absences and tardies is as follows:

Students will be allowed excused absences only for student illness or serious illness or death of immediate family members. Makeup work will be given only for excused absences. Students will be given three days or a period of time prescribed by the classroom teacher to turn in all makeup work.

Any absences in excess of twenty days (excused and/or unexcused) may result in a student being withdrawn from St. Luke School. When a student reaches twenty days of absences during a school year, a letter of appeal to the Headmaster will be required to allow promotion or credit for the grade/class where the absences occurred.

Students are considered tardy for school if they do not arrive in the classroom by 8:30 A.M. Admission to class after that time will require a written tardy slip. Parents will be contacted if tardiness to school becomes a problem.



In order to maintain compliance with the board policy, the following procedures should be followed: Students arriving after 8:30 must sign in and receive a tardy slip. A parent or adult should come in with the student to sign them in. Students who are consistently tardy will be subject to disciplinary action and/or a parent/headmaster conference. Students are required to attend school regularly. As stated in the board policy, the only excused absences are personal illness or serious illness or death of immediate family members. St. Luke School asks that students not return until they are fever free or have a doctor's permission to return to school. Upon returning to school, a student must present an excuse for the absence. This can be a written excuse signed by the parent or an email from the parent to the teacher or office stating the cause of the absence. Makeup work is given upon the student's return to school only in the case of an excused or approved absence.

TEACHERS SHOULD NOT BE ASKED FOR MAKEUP WORK AHEAD OF TIME FOR STUDENT ABSENCES. If students will miss school for reasons other than those listed, e.g., travel, parents should submit an **Absence Approval Form** directly to the homeroom teacher at least one week prior to the absence. The headmaster will then determine if the absence is excused or unexcused and if make-up work will be given. This form is available on our website or from the classroom teacher. Students leaving during the day for appointments, or in the case of illness, must be signed out in the office. Identification may be required of persons checking out a student. Students will only be released to individuals listed by the parent on the Check-Out Authorization section of the registration form. Please send a note or come by the school if changes in our records are necessary. If a student is to be withdrawn from St. Luke School, we request that **parents notify the school office TWO DAYS IN ADVANCE** in order that records such as grades, textbooks, tuition, library books, etc. can be completed. Tuition will be due for the full month if 30 days notice is not given.

In order for students to participate in extracurricular events, the student must be in attendance the entire day of the activity. An exception may be made by the Headmaster or designee.

Attendance Grade: Unexcused absences, tardies, and early checkouts will cause a deduction in points towards the Attendance grade. Honor Roll and Principal's List criteria require satisfactory grades in attendance and conduct.

Attendance Grading Scale*:

Unexcused absence = 3 point deduction, Unexcused tardy/check-out = 2 point deduction

S = 85-100 N = 70-84 U = 69 and Below

*Students start each nine week grading period with 100 points. Point deductions accumulate during each nine weeks in accordance with the attendance policy.

Locations for tardy check in and early check out:

- Kindergartens in ELC – ELC Front Desk
- Kindergartens, 3rd & 4th grades at St. Luke Church – Church Reception Desk
- St. Luke School (1st-3rd) – School Reception Desk at Front Entrance
- St. Luke Ministry Center (5th) – Ministry Center Reception Desk
- St. Luke Middle School – Middle School Reception Desk at Main Entrance

ABSENCES

1. Upon returning to school from an absence, a student must present a written note or an email from a parent or guardian explaining the reason for the absence. This note will be used to determine whether the absence is excused or unexcused. **All absences will be considered unexcused until a note is received.**

Excused Absences

- Personal Illness
 - Illness or death of an immediate family member
 - Pre-approved excused absences
2. If a student misses in excess of three school days in a row, a doctor's written excuse will be required upon the student's return to school.

TARDIES

1. Most tardies are unexcused. Please make every effort to be punctual. Tardiness interrupts and distracts classes already in session.
2. Tardies are defined as the following and are based on the student arriving in the classroom after 8:30:

Excused Tardy (must be accompanied by a written note by a legal guardian)

- The car in which the student is riding breaks down or is involved in an accident in route to school.
- The student experiences temporary illness and reports to the office before going to the classroom.
- Mass traffic or weather related circumstances (Administrator's discretion)
- Doctor's/Dentist's appointment with a written excuse from the doctor's office.

Unexcused Tardy (unexcused tardies include, but are not limited to the following list)

- Oversleeping
 - Everyday traffic flow
 - Carpool
 - Poor planning on the student's part
3. The administration will provide an excused tardy slip if the situation warrants it.
 4. For doctor and dental appointments, please furnish the forms from the doctor's office as your written excuse.

EARLY CHECKOUTS

1. Most early checkouts are unexcused. Please make every effort to have your child remain in school for the full day. Early checkouts disrupt the class and the student misses instructional time.

Excused Checkouts

- Doctor's/Dentist's appointment
- Student illness or injury
- Family Emergency
- Approved school function

Unexcused Checkouts (unexcused checkouts include, but are not limited to the following list)

- Appointments other than medical/dental
 - Travel (other than approved/excused travel plans)
2. There will be certain days during the year that early checkouts will be excused for an entire class or the entire school. This would be the case following events such as Field Day, full-day field trips, afternoon celebrations, and other events to be determined by the administration.

The intent of these Absence and Tardy Policies is not to cause hardships on students. It is quite the contrary. We feel it benefits the students. Missed classroom discussions and interactions cannot be made up and will be detrimental to the student. We hope, through these policies, to encourage attendance as well as promptness and to decrease interruptions and thus improve learning.

Visitors

Visitors to St. Luke School are welcome! We require that ALL visitors check in through the office and be properly identified before visiting a classroom, another location within the building, or a location on the grounds. Visitors will be given a clip on pass to visit our school/campus and this pass must be worn at all times while visiting. Passes should be returned as visitors leave campus. A Columbus City ordinance bans unauthorized visitors from driving on to or parking on campus during the school day. Being in the building without permission of the headmaster/principal/director is against the law.

Parental visitation in the classrooms is encouraged although there may be times when classroom visitation is inappropriate. In order to maximize instructional time, we ask that parents walking students to the classroom in the morning leave before the morning announcements signal the beginning of the day. This will allow the teacher to begin instruction promptly.

Telephone Usage

School.....	706-256-1301	ELC Fax	706-324-6358
School Fax.....	706-256-1307	Ministry Center.....	706-256-1017
Church	706-327-4343	Ministry Center Fax.....	706-256-1024
Church Fax	706-327-4345	Middle School	706-256-3020
ELC	706-322-2703	Middle School Fax	706-256-3021

The school telephone is a business phone and can be used by the students only in the case of illness or emergency. The following suggestions are made for parents:

1. Feel free to call the school to deliver a message to your child in case of an emergency or a real need.
2. Have an understanding with your child in the morning as to what to do in the afternoon (parent pick-up, car pool or after care). If your plans change, please notify the school as early as possible.
3. Students will not be allowed to call to ask if they may go home with a friend. If you wish your child to go home with someone that arrangement should be made ahead of time and a note sent to the teacher.

Conferences

From time to time, you may be invited to school for a conference concerning your child. This does not necessarily reflect a problem, but is an attempt on the part of the school to better the education of your child. Parents should feel free to initiate a conference at any time by calling the school to schedule an appointment. **Please make arrangements to send students to the after school program or provide other supervision.** Students may not be left in the Media Center or office during conferences.

Home and School Communication

School-wide announcements and reminders will be emailed to parents on a regular basis. This information will be included in classroom newsletters and PTO newsletters when appropriate.

All students in Kindergarten-5th grade will have a three ring notebook called a “Lion Keeper.” This notebook will contain a place for notes to and from home, a place for graded papers, homework assignments and other information for parents. Each grade level and/or teacher will use the Lion Keeper as is appropriate for their grade level and class. Students in Grades 5-8 will use a planner to keep track of their homework assignments. Middle school students will receive a weekly grid of upcoming assignments, tests, and important announcements. This grid will also be emailed to the parents as part of the Middle School Newsletter.

St. Luke School will use the Luke Alert mass communication system for emergency announcements as well as non-emergency reminders and last minute schedule changes. This system is designed to notify all students, parents, and staff members at once in the event of an emergency or can be used to notify certain groups such as sports teams, or individual grade levels when there is a last minute announcement that pertains to that group. These announcements can be sent to home, cell, and work phone numbers, and/or email addresses depending on the nature of the announcement.

SnapGrades

As part of our efforts to maximize communication between school and home, all students in grades 1-8 will be enrolled in the SnapGrades program. SnapGrades lets students and parents check their current grades online anytime. Once logged in, students/parents will see all subjects summarized on one page. Everyone has their own password so grades are always private. This system will allow automatic emails to parents for missing work and low grades. We will also be able to send progress report notifications by email and ask that a copy be printed at home, signed, and returned to the school. Alerts from the school office will let parents know when these are ready and expected to be sent to school. We anticipate that this system will help us all work as a team to monitor student progress and determine appropriate strategies as needed.

Grading

All students will receive progress reports as noted in the school calendar. Progress reports are sent home mid-way through the grading period and report cards are issued at the end of each nine-week grading period. Parents should sign and return both the progress report and the report card.

The Kindergarten report card is a check list of skills including language arts, math, social skills, and fine and large motor skills. Kindergarten students will also receive a grade for attendance.

The 1st – 8th grade report cards and progress reports will use the following grading scale:

A = 90-100	S = Satisfactory
B = 80-89	N = Needs Improvement
C = 75-79	U = Unsatisfactory
D = 70 – 74	*Conduct, Attendance, and work study habits will also be noted on the report card.
F = 69 and below	

Students in grades 1 – 8 receive a grade each nine weeks in conduct and attendance. Please note the report card for a checklist of study habits, behaviors, personal development characteristics and unexcused absences and tardies which are the basis for these grades. Students who are suspended for any reason during a nine-week period will automatically receive an N in conduct. Students who receive a “U” in conduct or have an academic average below 75% may be placed on probation and risk removal from St. Luke School. Being on probation affects the student’s eligibility to participate in all co-curricular activities. Students may not achieve Principal’s List or Honor Roll status with **any** grade below a “B” or an “S”, which includes conduct and attendance.

Academic and Conduct Requirements

At St. Luke School we are proud of our high academic standards and conduct expectations. It is those standards and expectations along with our foundation in faith which give our parents confidence in the high quality of their children's experience here.

Students are expected to work to their potential and maintain their academic average and conduct grades. The following criteria and resulting consequences are in place.

1. Students who receive all A's and B's on their nine week report cards will be issued Honor Roll certificates to recognize this achievement.
2. Students who receive all A's on their nine week report cards will be issued a Principal's List certificate and ribbon to recognize this achievement.
3. Students whose academic class average is below a 75% or who have a "U" in conduct on a nine weeks report card will immediately be placed on academic probation.
 - a. A review of academic and/or conduct grades at the next progress report will be made by the Headmaster.
 - b. If the core academic average is at least a 75% and/or the conduct grade is above a "U", the student will be removed from probation.
 - c. If the core academic average is less than 75% and/or the conduct grade remains a "U", the student and parents will be required to appear before the Faculty STAR Council. After this hearing, a decision will be made concerning the student's continued status at St. Luke School.
4. Refer to co-curricular participation criteria for requirements for students who are taking part in any of St. Luke's athletic or other co-curricular activities.

Homework

The school policy on homework is that Wednesday nights are free from assignments which are due on Thursday except in the case of long term assignments. No homework is to be given during the week of ITBS testing to encourage rest and reduce stress during that week.

Student Testing and Assessment

During the spring of each year, all students in grades 1 – 8 are required to take the Iowa Test of Basic Skills (ITBS). Grades 3, 5 and 8 will take the full battery of the ITBS to include Reading, Language Arts, Math, Science and Social Studies. Grades 1, 2, 4, 6 & 7 will take only the Reading, Language Arts and Math portions. These are nationally-normed tests taken by students across the country. We are able to compare our students against the norms established in each subject area and in each grade using percentiles, normal curve equivalents and grade equivalents. Our most recent scores are available on the school website. These tests are NOT intended to measure progress on any specific curriculum. Regular testing and achievement will be reported to parents using the report cards and progress reports. Those reports are a specific indicator of student progress on the taught curriculum.



ACT Explore test for 8th grade students: St. Luke 8th grade students take this test in the fall of each year. This test is an early indicator of college readiness, an effective tool for planning high school coursework, and a useful career exploration and planning program. Learn more at www.act.org/explore.

Honor Code

The mission of St. Luke School is to provide each student with an excellent academic education that is faith-based; challenging and nurturing the mind, body, and spirit; and by developing responsible servant leadership. St. Luke teachers and staff believe that all children can learn and should be challenged by setting high expectations in a risk-free teaching and learning environment. The students at St. Luke are expected to display integrity both academically and socially while in school and while participating in activities outside school. To uphold good character, students are expected to be honest to God, to themselves, to teachers, coaches, and administrators, and to each other.

Academic honesty is a vital part of St. Luke's beliefs in providing an excellent academic education that is faith-based. Developing productive study habits and personal integrity promotes success in each student. St. Luke students are expected to demonstrate honesty in all that they do.

1. They are expected to complete their own classwork and homework.
2. Students are expected to complete their own Accelerated Reader and Accelerated Math tests, diagnostic tests and associated work.
3. Research papers and essays are expected to be written by the student, without plagiarism from any source.
4. Tests measure a student's personal growth and should be completed without assistance of any type unless directed by the teacher.
5. Students are expected to demonstrate good sportsmanship at academic and athletic competitions and events. Rules should be followed at all times when competing.

A student that does not demonstrate honesty in their academics will be disciplined. The principal, the assistant principal, or a designee that is appropriate for the age and individual needs of the child in question handles the interventions. Interventions may include but are not limited to:

1. Automatic zero on the assignment
2. Office Referral to the principal or assistant principal
3. Parent(s) will be contacted and a conference may be scheduled
4. Full or part day suspension
5. Probation or removal from the National Junior Honor Society / the Student Council when applicable
6. Probation or removal from sports and co-curricular activities
7. Cheating report as part of permanent record
8. Dismissal from St. Luke School

Curriculum

St. Luke School uses a variety of resources to support the SLS Curriculum Perspective. The SLS Curriculum is based on age appropriate activities as well as opportunities for authentic individual and group learning projects. The curriculum was also developed to meet individual student needs. A complete copy of the SLS Curriculum Perspective is available in both SLS Media Centers for review.

Textbooks and Curriculum Support Materials

	Bible	Math	Social Studies	Reading/ Literature	Science	Phonics	Handwriting	Language Arts – Grammar/ Writing	Vocabulary/ Spelling
Kdg	Biblical Choices “The God of Creation”	Saxon 2004	Trade Books	Big Books, Leveled Readers, Accelerated Reader	Big Books, Trade Books	Saxon	Zaner-Bloser		
1st	Biblical Choices “The God of Impossibilities”	Saxon 2004	Trade Books	Big Books, Leveled Readers, Scott Foresman, Accelerated Reader	ACSI Purposeful Design Science, Big Books, Trade Books	Saxon	Zaner-Bloser	Scott Foresman	Teacher selected, Saxon
2nd	Biblical Choices “The God of Freedom”	Saxon 2004	Harcourt Brace 2000	Scott Foresman 2000, Accelerated Reader	ACSI Purposeful Design Science	Saxon	Zaner-Bloser	Scott Foresman	Teacher selected, Saxon
3rd	Biblical Choices “The God of Choices”	Accelerated Math/ Macmillan McGraw Hill	Harcourt Brace 2000	Scott Foresman 2000, Accelerated Reader, class novels	ACSI Purposeful Design Science		Zaner-Bloser	Scott Foresman	Houghton-Mifflin Spelling Level 4
4th	Biblical Choices “The God of History”	Accelerated Math/ Macmillan McGraw Hill/ Everyday Math Reference Text	Silver Burdett Ginn “Our United States”	Scott Foresman 2000, Accelerated Reader, Class Novels	ACSI Purposeful Design Science			Writer’s Express 2000	Houghton-Mifflin Spelling Level 5
5th	Biblical Choices “The God of Faith”	Accelerated Math/ Macmillan McGraw Hill/ Everyday Math Reference Text	Silver Burdett Ginn “Our United States”	Scott Foresman 2000, Accelerated Reader, Class Novels	ACSI Purposeful Design Science			Writer’s Express 2000	Houghton-Mifflin Spelling Level 6
6th	Mission Focus - Biblical Character Traits	Glencoe McGraw-Hill Connections 2001 Course 2 & Accelerated Math	Prentice Hall 2003 Western Hemisphere	Prentice Hall Copper, Accelerated Reader, Class Novels	Glencoe 2005 Earth Science			Prentice Hall Copper	Prentice Hall
7th	Mission Focus - Biblical Character Traits	Glencoe McGraw-Hill Connections Pre-Algebra and Accelerated Math	Prentice Hall 2003 Eastern Hemisphere, Ancient World, Medieval World	Prentice Hall Bronze, Accelerated Reader, Class Novels	Glencoe 2005 Life Science			Prentice Hall Bronze	Prentice Hall
8th	Mission Focus - Biblical Character Traits	Glencoe McGraw-Hill Algebra 2003 Glencoe Geometry 2008	Clairmont Press 2011 Georgia its Heritage and its Promise	Prentice Hall Silver, Accelerated Reader, Class Novels	Glencoe 2005 Physical Science			Prentice Hall Silver	Prentice Hall



Student Recognition



“St. Luke Lions are the Greatest Students Anywhere!”

Christian Citizen of the Month – Selected monthly (September – April) by each classroom teacher. These students have lunch with the principal in the Ministry Center and are featured on our school website.

Honor Roll – Awarded each nine weeks (1st – 8th grades) – Students must have all A’s and B’s with no other grade below an “S”

Principal’s List – Awarded each nine weeks (1st – 8th grades) – Students must have all A’s with no other grade below an “S”

End of the Year Awards include:

Dr. Hal Brady Servant Leadership Award	Art
Lion’s Pride Award	Music
Christian Citizen of the Year	PE
Christa McAuliffe Award of Excellence	All Year Honor Roll
Outstanding Author	All Year Principal’s List
Outstanding Reader	Bible Award
Top Accelerated Reader	Presidential Academic Awards
Outstanding Language Arts	Presidential Fitness Awards
Outstanding Math	Promotion Certificates
Outstanding Science	Athletic Awards
Outstanding Social Studies	and other special awards!

These awards are presented at our annual Honor’s Day which is scheduled for the last Thursday of each school year. Parents are invited to attend this presentation. All students will stand to receive their promotion certificates. Students who are receiving special awards will be called on up on stage. The parents of those student’s who are receiving special awards will receive notice prior to the Honors Day program.

The sports council honors all athletes, coaches, and parents at their annual sports banquet typically held the Friday evening before the last week of school.

Academic Lettering Criteria

To recognize students who have excelled in academics in the middle school, St. Luke School has established criteria for the awarding of academic letters.

Criteria for Receiving an Academic Letter:

Academics:	All A’s and B’s for all academic and extracurricular areas for all grading periods
Conduct:	All S’s for all grading periods
Extracurricular:	Performance on grade level signature project to be 90% or higher: 6th grade: published Autobiography; 7th grade: Science Fair project; 8th grade: National History Day project and 8th grade speech
Servant Leadership:	Attend and participate in weekly chapel and in SLS servant leadership projects, i.e., Jeans Day, mission money, Food Pantry collections, Help the Hooch, etc.

Dress Code – Uniforms

Student dress at St. Luke School is expected to reflect self-pride and pride in our school.

- The St. Luke School uniform requires collared shirts with the steeple logo. Polo shirts are available in red, white or gold. Students in grades 6 – 8 may wear a blue polo shirt in addition to the red, white, or gold uniform shirts. White oxford shirts are available for all grades. Uniform shirts must be purchased from one of approved vendors and may not be embroidered locally.
- An undershirt worn under a uniform shirt must be white and the sleeves of the undershirt may not be longer than the sleeves of the uniform shirt. White turtlenecks may be worn under long sleeved uniform shirts, but not under short sleeved shirts.
- Girls may also wear the Red mesh polo dress with the steeple logo. This dress is available with either short or long sleeves.
- A khaki jumper with a white Peter Pan blouse is available for girls. The Jumper must be embroidered with the steeple logo. The Peter Pan blouse may be worn with khaki bottoms as long as the shirt contains the steeple logo.
- Bottoms must be **plain khaki pants, shorts, skirts, skorts, or capris**. Bottoms must be AT LEAST **fingertip length** in Kdg – 3rd grades and **no more than 3 inches above knee bend** in grades 4-8. Bottoms must fit properly and be **worn at the waist**. No cargo pants or shorts are allowed. No corduroy bottoms are allowed.
- Shirts must be tucked in.
- Belts must be worn if the bottoms have belt loops. Belts must be plain brown and can be up to 2” wide. No oversized belts or buckles will be allowed.
- Footwear must be one of the board approved shoes available from an approved vendor or any 100% white, whole foot tennis shoe with white soles, trim and shoe laces. Shoes are to be worn with **white socks** or white tights. No light-up shoes and no skate shoes are allowed. Solid white Keds tennis shoes are allowed. The only colors allowed on the Keds shoes are the gum colored soles and blue Keds logo on the back of the shoe. For information on ordering shoes from our vendor, please visit our website at <http://school.stlukeum.com/Uniforms.htm>.
- **Jewelry is limited to small earrings for girls** (no large hoops), watches, one small necklace (no chokers) for boys or girls, and school spirit bracelets or one small decorative bracelet. Parents are reminded that students participate in daily physical activities and that these restrictions are for safety and uniform purposes.
- Students are not to wear extremes in hairstyles, hair colors, hair lengths (boys), nail lengths, or nail colors. **Administration reserves the right to define “extremes.”**
- Hats and caps may not be worn in the building or classrooms except on special hat days.
- All outerwear which is worn inside the buildings must be approved St. Luke School outerwear with either the lion or steeple logo. Students are advised to bring uniform sweaters or jackets for cool classrooms. Please put the child’s name in all outerwear.

Dress-Up Days – Special combined chapel and other dress-up days will be announced when students are asked to dress up. On these special days, students will be allowed to dress in their **Sunday best**. Appropriate dress for boys is a dress shirt with dress pants (no shorts or jeans) and dress shoes. Appropriate dress for girls is dresses, skirts, or dress pants (**no shorts**) with dress shoes. Dresses and skirts should be no more than 3 inches above knee bend in grades 4-8. No t-shirts, spaghetti straps, tank tops, halter-tops, or strapless tops or dresses will be allowed. High heels are limited to 2 inches and shorter. If leggings, jeggings, or tights are worn, the top must be at least fingertip length. Students may wear their regular school uniform on these days with the exception of shorts. Other dress up days will follow these guidelines except students will be allowed to wear shorts, e.g., spring pictures.

School Spirit Days – We will have regular “school spirit days” when students and staff are encouraged to wear their St. Luke School t-shirts! On these days, students may wear any St. Luke School T-shirt or sweatshirt with their regular uniform bottoms. We will also have monthly Jeans Days when students and staff are allowed to wear jeans and a St. Luke t-shirt, sweatshirt, or uniform shirt. Students must still wear white tennis shoes on these days. On these days, students will be asked to donate \$1.00 for this privilege. The money will be used to support mission projects. **Jeans worn on these days must be blue jeans that are plain with no holes and without decoration.**

Other Out of Uniform Days – There may be occasions when other out of uniform days are scheduled. The specific uniform requirements on those days will be announced with each event. In order for us to continue to offer these opportunities, it is important that every student follow the specified guidelines. All of these special days are still intended to allow for an atmosphere of learning and classroom activities. Please remember that even on these days the requirements for length of bottoms, tucking in, belt-wear and basic good grooming should remain in effect.

Middle School PE Uniforms



Students in grades 6 - 8 are required to wear uniforms for Physical Education. These uniforms consist of gold t-shirts and red shorts, each with the school logo. Red warm-up pants are also available for cold weather. PE uniforms are available from True Grits.

School Food Services

A good breakfast and lunch are vital for success in school. The meal service program at St. Luke School is planned with the welfare and health of each child in mind. Lunches with milk are available and included in the tuition cost. Students whose classrooms are in the Church, Ministry Center, or Middle School will eat in Stockwell Hall and will have a salad bar option available each day in addition to the regular posted menu. The salad bar schedule for Stockwell Hall will be: Soup and Salad on Mondays, Nachos and Salad on Tuesdays, Pizza and Salad on Wednesdays, Baked Potato and Salad on Thursdays and Salad on Fridays. Students in the 318 building and the ELC will eat in the ELC cafeteria and will have pizza available on Tuesdays and Thursdays in addition to the regular posted menu.

Students must choose either the regular menu items or the optional menu item each day. Students may bring a lunch from home. Students may not bring carbonated drinks for lunch. Breakfast is available to students enrolled in the before school program who arrive by 8:00. Lion cards are available for \$10 which will allow students, staff, and visitors to prepay for lunches, extra drinks, and special desserts. Visitors who are purchasing a lunch must have a lion card. Lion cards are available at each reception desk. Visitors pay 8 punches (\$4.00) for lunch and should make prior arrangements to visit for lunch.



No fast food or vendor food may be brought into the school cafeterias. The lunch menu is posted on the St. Luke School web site for your reference.

Classroom Parties and Birthday Celebrations

A specific amount of time each day must be used for instruction purposes. This time allows for physical education time, lunch time, and a variety of other instructional activities. There will be a variety of celebrations conducted during the year which support and enhance the instructional program. Class parties will include Christmas, Valentine's Day, Easter and an End of the Year party. As much as we would like to have the time to celebrate each child's birthday with a party, the time needed for instruction will not allow this. Please limit birthday celebrations to cupcakes, cake, or cookies which can be served in the lunchroom as part of the regularly scheduled lunch time. Please feel free to visit for lunch on your child's birthday and any time it is convenient for you.

Party invitations may not be distributed at school unless all students in the class are invited. Students violating this request are subject to possible disciplinary action. Students will not be dismissed from school or from the After School Program to a limousine or other party vehicle.

Drug and Smoke Free School Zone

Legislation enacted by the General Assembly of Georgia makes it unlawful to manufacture, distribute, dispense, or possess a controlled substance in, on, or within 1000 feet of a school. Violation of this law is punishable by up to 20 years in prison and/or up to a \$20,000 fine.

The St. Luke School Board has enacted a policy making all school grounds smoke free zones. Smoking is not allowed on campus by school employees, students, or visitors.

Health Services

First aid is given in the classroom or school office. If there is a serious injury, parents or emergency contacts are notified and/or the family physician is called. Parents will be notified if a student becomes ill at school. Medication is administered to students and logged in the office. **A release form is available on our website and must be filled out and signed by a parent for ALL medication.** Medicine will be given only when a release form is signed and sent along with the medication in its original container with the original label (including name, type of medication, physician's name, dosage, and instructions regarding medication to be administered).



Non-prescription medications must also remain in the original container with the student name on the container. Students may not self-administer any prescription or non-prescription medication (unless it is intended for self administration such as inhalers) and no medication will be given to students without the signed form.

If you want Tylenol or other over-the-counter medications to be available for your child on an as needed basis, please complete the medication form and send the medication in its original container. This will be kept in a locked medicine cabinet and administered per your instruction.

All St. Luke students are required to have a current Certificate of Immunization on file. This form is required by the Georgia Department of Human Resources (Form #3231) and is available at the local Health Department or from your private physician.

Emergency Procedures

Fire and disaster drills are a necessity and are not to be treated lightly. These drills will be held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in the case of an emergency. In the event that Muscogee County is placed under a TORNADO WARNING, we ask that parents NOT try to pick up students or call the school during the WARNING. Emergency procedures will be followed to the best of our ability. Shelter areas have been assigned to each classroom and all St. Luke School personnel know what to do in an emergency. The parking area in front of the school and the telephone lines must both be clear for emergency use during a tornado WARNING. St. Luke School has emergency/crisis management plans in place. In case of severe weather St. Luke School will issue a Luke Alert through our SchoolCast Rapid Notification program and, when applicable, will inform the radio and television stations of our decision to close school.

Field Trips

Field trips are scheduled during the year to support and enhance our curriculum and servant leadership opportunities. You will find an up to date list of the exciting trips on the school web site. Most trips are taken using the fourteen passenger church buses that are driven by our staff. These buses are equipped with seat belts and have all the safety equipment suggested by the Department of Transportation. On occasion it may be necessary to ask parents to assist us with transportation using their personal vehicles. In this case, the parent driver will be required to fill out the appropriate form and submit a current copy of their driver's license. Students riding with the parent will also need to have parent permission to ride in a private vehicle. Teachers will inform parents when these forms are needed.

Field trip pointers and reminders:

- Students must wear red uniform shirts or sweatshirts on all field trips.
- Students must arrive at school in time to depart with the class or parents will need to take them home until the class returns to school.
- Only students at St. Luke School in the designated grade for each trip will be allowed to participate in field trips. Please do not bring younger or older siblings on field trips.
- Student conduct on all field trips should be the same as we would expect while at school.

St. Luke School Alma Mater and Fight Song

St. Luke School Alma Mater
By Steve and Adley Scott

St. Luke Fight Song
By Adley Scott

Proudly now, our hymn we raise,
In our Alma Mater's praise
St. Luke School, we'll ever cherish,
We will honor thee always.

Faith and love and charity
Friendship through eternity

St. Luke, you're our second home.
From Red and Gold, we'll never roam,
We're mighty lions, hear us roar!
True and loyal evermore.



We are the lions, fearless and bold!
We are the lions, the red and the gold!
We have strong bodies, spirits, and
minds!
We are the St. Luke Lions!
Fight, fight, fight!

Co-curricular Activities

Students who participate in co-curricular activities benefit by making new friends and learning new skills. They have the opportunity to work with teachers outside the academic setting and they get to have fun doing something they enjoy. At St. Luke School, we offer a variety of clubs, activities and sports.

Students in grades 5-8 (or as noted below) are eligible to tryout and participate in various interscholastic sports. The SLS Athletic program is supported by the SLS Sports and Fitness Council which consists of parents, teachers, and administrators whose purpose is to promote school sports and fitness activities. All sports will require a signed physical form which is available on our website.

St. Luke School offers a variety of co-curricular activities for students. Some of the activities include:

Baseball.....	7 th – 8 th Grades
Basketball (boys and girls).....	5 th – 8 th Grades
Broadcast Team	6 th – 8 th Grades
Cheerleading	5 th – 8 th Grades
Cross Country (boys and girls)	5 th – 8 th Grades
Elementary Tennis	3 rd – 5 th Grades
Golf (boys and girls).....	5 th – 8 th Grades
Lionette's Dance Team	5 th – 8 th Grades
Elementary Math Club/Math Team	4 th – 5 th Grades
Math Counts/Middle School Math Team.....	6 th – 8 th Grades
Spring Musical Production.....	5 th – 8 th Grades
National Junior Honor Society.....	6 th – 8 th Grades
SLS Ambassadors	5 th – 8 th Grades
Soccer (boys and girls).....	5 th – 8 th Grades
Softball (girls).....	5 th – 8 th Grades
Student Council.....	4 th – 8 th Grades
Tennis (boys and girls).....	5 th – 8 th Grades
Velocity.....	7 th – 8 th Grades
Volleyball (girls).....	6 th – 8 th Grades

This list is subject to change as we continue to expand the co-curricular activities that are offered in order to meet the needs of our students. Like many schools, St. Luke School is keeping its primary focus on academic success. Participants will remain students first and team members second. To participate in any sport or co-curricular activity at St. Luke School, students must maintain C's or better in academic classes and S's in Conduct and Attendance.

Basic Co-Curricular Participation Requirements

Academic

No letter grade lower than a “C” on a Progress Report and/or Nine-Week Report Card.

Conduct and Attendance

No Conduct Grade or Attendance Grade lower than an “S” on a Progress Report and/or Nine Week Report Card.

Co-Curricular Probation Status

- Students receiving a grade less than a “C” or an “S” on a Progress Report and/or Nine-Week Report Card will be placed on probation.
- Students on probation may attend try-outs, practices, and rehearsals; students currently on a roster must attend practices and rehearsals.
- Students on probation must obtain and submit to the coach or director or teacher responsible for the co-curricular activity a satisfactory Academic Status Report (ASR) prior to representation of St. Luke School in an event. This ASR must provide acceptable documentation of grades necessary for basic co-curricular participation. The frequency of providing an ASR is at the discretion of the coach or director or teacher responsible or the St. Luke School Headmaster or Athletic Director, but must continue until the next Nine-Week Report Card is received.
- First Offense Probation allows student to provide Academic Status Reports until the next Nine-Week Report Card. A student receiving a grade less than a “C” or an “S” on two consecutive Nine-Week Report Cards or two Nine-Week Report Cards within an academic year will not be eligible for participation in any co-curricular activity for the remainder of the academic year. If the second offense occurs at the end of an academic year, the student will remain ineligible for the first nine weeks of the following academic year.

Athletic Award Criteria

St. Luke School students cheerfully and diligently give of their time and talents to help St. Luke provide a variety of sports teams. Students exhibit the mission of our school to participate with mind, body, and spirit and represent St. Luke well in all endeavors.

The St. Luke School Athletic Department has modified the recognition and reward students receive for their efforts and successes to further promote the St. Luke School Mission Statement. Student athletes remain students first and athletes second. To participate in any sport at St. Luke School students must maintain C’s or better in all academic classes and S’s in conduct and attendance. Please review the Basic Co-Curricular Participation Requirements for more information.

Participation Certificates and Awards

All student athletes will receive participation certificates at the annual sports banquet. Students in the 8th grade will receive a plaque to chronicle their entire sports participation history. All participants are eligible for other sport-specific awards, for example, Most Valuable, Most Improved, Most Spirited, Most Hustle, Best Offensive Player, Best Defensive Player, Team Leadership, Scholar Athletes and others at the coach’s discretion.

Pins

Athletes will be eligible to receive an athletic participation pin for each sport played. Awarding of pins is subject to the following criteria which are required for all sports:

- Have earned an academic letter (or an athletic letter prior to 2009-2010 school year)
- Have no academic grade lower than “C” on a Nine-Week Report Card
- Have no conduct grade or attendance grade lower than “S” on a Nine-Week Report Card
- Attend 90% or better of practices, games, matches, and/or meets
- All unexcused absences must be pre-approved by the Coach, Athletic Director, and /or Headmaster.
- Exhibit sportsmanship at all practices, games, races and/or events
- Be in uniform with all equipment for all practices, games, matches, and/or meets

Servant Leadership Opportunities

"It is more blessed to give than to receive." Acts 20:35

As parents and educators, we set high expectations for our children in the areas of academics, sports, music, and career. We should also expect our children to strive for excellence in Godly characteristics too. Through religion classes our school will guide our students to be the givers God wants us all to be, but it is the parents at home that will instill the desire to be lifelong givers. In order to teach our children to be givers we should encourage them to be givers. Throughout the school year our children will be involved in many mission projects. Three projects that will begin our school year and continue throughout the school year are:



Chapel Change - Students are invited and encouraged to bring a monetary gift to their weekly Chapel. Children may bring any amount of money to donate on Chapel days. Parents are encouraged to have their children earn their offering. All money collected will go to charities selected by the students, faculty, and/or parents of St. Luke School.

August.....	Negril Christmas project
September	Juvenile Diabetes Research Foundation
October.....	St. Luke's December First Saturday Mission Project
November.....	Gameday for Heroes
December	Velocity
January	St. Luke School Scholarships
February	Harvesters International Ministries
March.....	Charity Water
April.....	Pastoral Institute's Children's Department
May.....	TBA

Jeans Day - On the last Friday of each month students bring a \$1 donation to wear blue jeans with any St. Luke School T-shirt or uniform shirt. Jeans should be plain and neat in appearance. All money collected will go to charities selected by the students, faculty, and/or parents of St. Luke School.

August.....	St. Luke Meals on Wheels
September	Alzheimer's Association
October.....	St. Luke Respite Care Program
November.....	Heifer Project International
December	Children's Miracle Network
January	The Muscogee County Autism Support Group
February	Open Door Community House
March.....	Relay For Life
April.....	Mission Columbus
May.....	Free Jeans Day

St. Luke Food Pantry Food Collection - Our students collect nonperishable food items to give the St. Luke Food Pantry each month. Students may bring in their food offering anytime during the month. The Food Pantry assists families in the community with a bag of groceries which will feed a family of four for three days. The Food Pantry is funded by donations from four downtown churches.

August.....	Canned Fruit
September	Breakfast Cereal
October.....	Thanksgiving Baskets
November.....	Thanksgiving Baskets
December	Canned Vegetables
January	Canned Soup
February	Dental Health Items
March.....	Boxed Macaroni and Cheese
April.....	Tea

Guide to Successful Student Conduct

The purpose of the St. Luke School Code of Conduct is to help the students, parents, and teachers have a ready reference regarding rules and regulations of our school. It is understood that every act of possible misconduct cannot be covered. Therefore, some areas of the code are general in nature and cover a wide variety of possible areas of misconduct. The headmaster is the final authority in the interpretation of the code.

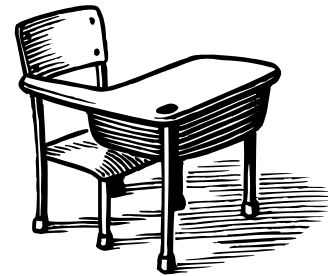
It is the belief of the faculty at St. Luke School that proper behavior is a must for learning to be possible. It is impossible to do an effective job of teaching unless the students develop responsibility for self control, good manners, and respectful consideration for the rights and property of others. Therefore, for teaching to be effective, students are expected to conduct themselves in an orderly manner at all times, follow rules and procedures that will be listed in this code of conduct, as well as other rules that will be established from time to time as the need arises.

GENERAL GUIDELINES

- walk at all times in the halls and on the sidewalks
- respect all school property and help keep it attractive
- do your part to keep the restrooms clean
- listen attentively during assemblies and show proper respect to the person providing the program
- cross streets only with adult supervision and while listening to their instructions

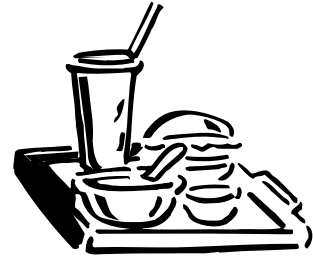
CLASSROOM GUIDELINES

- use your time wisely
- work quietly
- speak courteously to others
- bring necessary materials to class
- respect the rights of others
- come to class in the proper school uniform
- assume individual responsibility for personal and school property
- concentrate on class activities
- stay in the room until permission is given to leave
- refrain from chewing gum, eating candy, or drinking soft drinks at school
- refrain from wearing hats, caps, gloves, etc. in the building or classroom
- refrain from bringing **electronics, iPods, iPads, e-readers, toys, etc.** to school
- cell phone use is prohibited at school



CAFETERIA GUIDELINES

- enter and leave quietly in a single file line
- practice courtesy and good manners while eating
- speak in a low, conversational tone
- remain seated until dismissed
- help keep the cafeteria neat and clean
- speak politely to cafeteria personnel
- eat a cafeteria prepared meal or a lunch brought from home and not simply junk food



EMERGENCY GUIDELINES

- follow the fire drill procedures
(We practice every month – no talking or running!)
- follow the tornado/bad weather drill procedures
(We practice twice each year!)



MEDIA CENTER GUIDELINES

- enter the library quietly and in an orderly manner
- take care of all borrowed books
- return all borrowed books on time



CHAPEL GUIDELINES

- participate in the music and songs
- listen to the message of the minister
- sit reverently and pray for our school, family, and country



P.E./GYM GUIDELINES

- listen attentively to instructions
- practice safety during P.E.
- practice good sportsmanship during P.E. activities



SCHOOL EVENTS

- no cell phone usage during designated school events
- appropriate dress as designated for each event



St. Luke School Conduct Plan

St. Luke School's discipline plan is a progressive plan for discipline, extending from teacher detention, administrative detention, office time outs, temporary removal from school, parent/principal conferences and other actions deemed helpful in working with parents and students.

GOALS

1. To ensure that each student will have a place to learn and grow that is free from mental and physical threat, and to ensure that staff members have a school in which they are safe.
2. To pursue a course of parental involvement that will make parents partners in achieving goals of a safe and well disciplined school.

RATIONALE – In order to provide a safe and drug free environment in which students and adults can attain their potential both academically and socially, St. Luke School will enforce the following reasonable expectations of student conduct.

CONDUCT PROGRAM – All teacher and administrative interventions will take in to consideration the age and circumstances of each individual child and situation. Parents are a vital part of the process of working toward improving student conduct and will be included in all levels of consequences.

REPORTING VIOLATORS – SLS students are required to report Level Two or Level Three violations to a teacher or another adult. 5th – 8th grade students not reporting level two/three misconduct will be considered in violation of the conduct code.

LEVEL ONE VIOLATIONS

The following are violations handled by the teacher and include but are not limited to:

1. Horseplay, wrestling, clowning, acting out
2. Verbal exchanges not involving profanity or threats
3. Excessive talking
4. Throwing objects in class (other than those which could cause injury)
5. Pencil pops, spitballs
6. Minor hall disruptions
7. Name calling (other than profanity or racial slurs)
8. Possession of unauthorized objects (other than drugs or weapons)
9. Inappropriate behavior in the lunchroom (loud talking, playing in the food, cutting in line, etc.) or bathroom
10. Continuous lack of instructional materials

INTERVENTIONS

Handled by the teacher as appropriate for the age and individual needs of the child

1. Verbal warning
2. Low profile intervention
3. Change in student seating
4. Private conference with the teacher
5. Telephone call/conference/written communication with parents
6. Formulation of a behavioral contract/action plan
7. School detention with the teacher
8. Time out period in another classroom/silent lunch table
9. Referral to the Student Support Team/Counselor

LEVEL TWO VIOLATIONS

The following are violations that cause serious disruptions and require more serious consequences:

1. Major disruptive behavior
2. Failure to serve detention
3. Fighting, hitting, bullying
4. Forgery or altering school forms/documents
5. Leaving school grounds without permission
6. Inappropriate physical contact
7. Obscene or inappropriate language, gestures, or acts
8. Theft, attempted theft, or possession of stolen property
9. Leaving class or designated area without permission
10. Refusing to appropriately participate in fire drills, weather drills, or other crisis practices
11. Willful or dangerous acts such as possession/use of firecrackers, smoke bombs, etc.
12. Insubordination, disrespect to adults
13. Refusal to follow directions or school rules
14. Vandalism
15. Trespassing
16. Repeated dress code violations
17. Unauthorized possession of dangerous instruments
18. Providing false information
19. Sexual harassment
20. Verbal abuse (to include racial slurs and gossip)
21. Continuous disregard for school rules
22. Plagiarism/cheating (will result in an automatic zero on assignment or test)
23. Participation in exclusive groups, clubs, or gangs at school
24. Use of Internet or other technology which creates or could create disruptions of the school atmosphere, even if the use originates off campus
25. Intentional access of inappropriate websites, social networks, personal email, etc.
26. **Cell Phones in school** (other than those belonging to 5th – 8th graders that are turned off during the school day – phones must be off, not just silenced)*
*** Use of cell phones during the school day will result in a one day suspension. Cell phones that are brought to school by students below the 5th grade or cell phones that are found turned on will be held by the principal until the end of the year and at that time will only be released to a parent.**

INTERVENTIONS

Handled by the principal, or designees as appropriate for the age and individual needs of a child

1. Counselor Intervention
2. Parent contact and/or conference
3. Detention
4. Office time out
5. In School Suspension
6. Out of School Suspension – results in an automatic “N” in conduct

LEVEL THREE VIOLATIONS

The following are the most serious misbehaviors and may result in an automatic dismissal from St. Luke School:

1. Possession of a firearm or deadly weapon
2. Possession/use of drugs, alcohol, controlled substances, tobacco, or related products or paraphernalia
3. Verbal threats or physical assaults
4. Use of a dangerous weapon/instrument to intimidate or injure
5. Substantial damage to personal or school property
6. Issuance of a bomb threat
7. Arson
8. Sale, attempted sale, or distribution of alcohol, tobacco, or controlled substances

St. Luke Middle School Conduct Point System

Detention: (after school or silent lunch)

Level One Violations [refer to Student Handbook]

Gum and Candy not provided through teacher/classroom incentive

1 point for 1st detention

2 points for 2nd detention

3 points for 3rd detention

Office referral if 4th detention is necessary

****Detentions accumulate regardless of offense, i.e., they are NOT offense specific**

Red Cards:

1 points per card [no yellow cards/warnings given]

Office Referral:

3 points per referral

2 points additional if suspension results for part of a day or whole day

(Out-of-School Suspension results in an automatic “N” in conduct on the report card.)

0-5 points = S

6-8 points = N

9 points or more = U

Class Participation Grades

All students will receive a 100 as a class participation grade at the beginning of each grading period. This is a positive way to begin each nine weeks – with an “A”! This will be a portion of the final grade for **each** academic class and its weight will be determined by the individual teacher.

Two [2] points will be deducted from the grade for the following items:

- Late to class
- No materials
- No textbook
- No reading book
- Disrupting classmates
- Disrupting teacher
- Gum/Candy/Food
- Other infractions or issues are at the teacher’s discretion

Five [5] points will be deducted from the grade for the following items

- Defacing school property
- Irresponsible use of technology [moving, deleting or altering files not your own]
- Inappropriate use of technology
- Other infractions or issues are at the teacher’s discretion

PTO Information

President – Vicky Paul (vickypaul@thesandman.net)

Immediate Past President – Jay Jay Williams (jay2will@bellsouth.net)

President Elect – Ashley Smith (apsmith91@gmail.com)

Secretary – Barbara McKoon (bemckoon@aol.com)

Co-Treasurers – Tracey Mize (matmize@charter.net) and Cathy Dozier (scdozier1@cs.com)

St. Luke School PTO Goals

- To promote the personal, intellectual, and spiritual growth of the children at St. Luke School
- To strengthen the relationship between parents and teachers
- To support the school through fundraising activities
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parental involvement in the school



The St. Luke PTO will sponsor several opportunities for parents to be active participants in our school such as PTO Meetings, Homecoming, Thanksgiving Lunches, Book Fairs, a Fine Arts Show, and Field Day. Many of the fundraisers to support these efforts have been consolidated in to “The Mane Event” which is an evening of dinner and live and silent auctions. Make plans to attend! PTO fund raisers are varied to appeal to the different family needs and ability to participate. We encourage you to choose any or all of them.

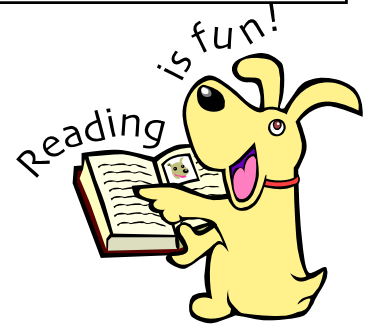
PTO Membership dues are \$20.00 per family and include two passes to all SLS home athletic events. PTO class dues are \$25.00 per student. All dues need to be given to your child’s homeroom teacher on Thursday, August 4th at Meet and Greet.

Yearbooks

The St. Luke School yearbook is named “The Flame” in reference to the Methodist Flame. The yearbook is released in May of each school year. The yearbook committee encourages parents and teachers to submit pictures of school related events for possible use in the yearbook. It is the goal of the yearbook committee to provide historical documentation of the school year’s theme, the students who were enrolled, the faculty and staff members who made it all possible, and the special events that took place throughout the school year. The publication deadline is March 1st of each year, therefore events that take place during the last two months of the school year will not be included. Archived copies of each yearbook are kept in the Media Centers and in the Headmaster’s office. Students and parents may request to review these books on campus, but they are not available for checkout.

Reading at Home

One of St. Luke School's goals is to encourage reading at home in order to help children develop a life-long habit of reading for pleasure and information. Reading at home will also reinforce reading strategies learned at school and allow parents to interact with children in an activity which fosters increased achievement.



Students are required to read or be read to a minimum of 10-20 minutes four times per week. Self selected books, newspapers, magazines, or textbooks that can be read independently will develop confidence and reading will become automatic.

Students who are not yet reading will benefit from being read to during these times and this will encourage and motivate students to begin reading on their own. Research has shown that reading 16.9 minutes each day may help a student score at top levels on standardized tests.

Reading Logs, which will be distributed by teachers, are to be filled out each time your child reads independently or each time you or someone else reads to your child. Teachers will collect these forms regularly to become a permanent part of the language arts portfolios and to be integrated into grades in language arts each nine weeks.

St. Luke School requires students to log 40 minutes per week in K-1st grade, 60 minutes per week in 2nd grade and 80 minutes per week in 3rd-8th grades.

Let's help students realize that reading brings pleasure. There will be many positive, far-reaching results from the time your family spends reading. Happy Reading!

Accelerated Reader and Accelerated Math Home Connect

With Home Connect, you can link the school and home to make reading and math practice even more effective.

By logging on from your home computer students and parents can:

- See progress toward Accelerated Reader and Accelerated Math goals.
- Conduct book searches.
- Review quiz results.
- View number of quizzes passed.
- Have the option to receive emails at home when a quiz is completed