



St. Luke School Parent/Student Handbook

*He must become greater;
I must become less.*

John 3:30

St. Luke School Alma Mater

*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.*

By Steve and Adley Scott



August 11, 2016

Dear St. Luke School Parents and Students,

Welcome to St. Luke School. I hope you are as excited as I am about being part of this school and community. St. Luke School's tradition of academic excellence through faith based learning is one that I am excited to continue, in partnership with our students, faculty, staff, parents, and church.

This handbook is intended as a reference point to answer commonly asked questions. Additional information on programs and events can be found on our website at <http://school/stlukeum.com>. I also hope that you will feel free to contact me or the school when questions arise.

Parental involvement in the life of the school is critically important to our success as we aim to reach the mind, body and spirit of each child entrusted to our care. Welcome back to a new school year and another year of partnership in your child's education. It is great to be a St Luke Lion!

Sincerely,

Bill Shelnutt

Head of School

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ABOUT US

St. Luke School provides an outstanding faith-based education anchored in reliance upon God as Creator, Jesus Christ as Lord, and the Holy Spirit as the guiding presence in the world. We believe that experience at home indelibly influences the spiritual and intellectual development and emotional health of each child and regard parents as essential partners in education. The student population of St. Luke School is intentionally small in order to foster the close-knit community ties and individual attention that characterize the St. Luke experience. Class sizes are limited to 16 or fewer students in Kindergarten through 3rd grade and 18 or fewer students in grades 4 through 8.

What We Believe

Our Mission, Vision, and Admissions 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.

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

Portrait of a Graduate

In support of our mission statement, faculty and staff at SLS are committed to ensuring that each graduate of St. Luke School:

- Uses his/her knowledge of Scripture to develop Disciples of Christ.
- Commits to servant leadership with a compassionate awareness of community needs.
- Communicates ideas confidently and clearly.
- Exhibits creative and critical thinking.
- Learns and engages beyond the core curriculum, to include the fine arts, athletics, and other enrichment activities.
- Displays proper social interaction and collaborates with others.
- Commits to life-long learning and is ready to perform with distinction in high school.

Staff Commitment to Excellence

To ensure our graduates are ready to face the world beyond the walls of St. Luke School, faculty and staff commit to:

- Finding creative and appropriate ways to be involved with students outside the classroom.
- Eliciting engaged/active learning for all students and setting high academic standards and expectations.
- Controlling classroom behavior while maintaining advocacy for each student.
- Maintaining a high level of qualifications and knowledge of content area, up-to-date technology skills in the classroom, whole-student pedagogy, and commitment to life-long learning.
- Using best practices in the classroom, including but not limited to technology, individualized instructional approach, and creative/innovative projects that allow students to demonstrate their comprehensive understanding of the content.
- Modeling the love of Jesus Christ through actions and words.
- Enhancing the spiritual, academic, and social development of every child.
- Participating in healthy, collegial conversations and team planning.
- Developing partnerships with parents to advance the learning experience and accomplishments of their sons and daughters.
- Creating a sense of safety, community and belonging in their classroom(s) that is welcoming and collaborative to all students and visitors.

Faculty and Staff Roster

Bill Shelnutt*, Head of School
 Jennifer Oliver*, Assistant Head of School and Middle School Principal
 Jennifer Parker*, Lower School Principal

Denise Killough*, School Counselor, Director of Student Services
 Sherry Bunn, Athletic Director
 Judy Heider*, Director ELC
 Emily Sutherland, Advancement Director
 Stephanie Alford – Director of Marketing and Communications

Brooke Green, Secretary/Receptionist

Kindergarten Location

Brandy Burditt	SLC/A	Holly Walker, TA
Jen Grantham	SLC/B	Sarah Clements, TA
Kim Browning	ELC/C	Kelley Ellington, TA
Melissa Charles*	ELC/D	Charlene Pearson, TA

First Grade

Jennifer Ragan	SLS101	Kim Carroll, TA
Emily Brannan	SLS102	Karen Brown, TA
Kim Cunningham*	SLS103	Faith Dow, TA
Kristal Renner	SLS104	Lisa Garrett*, A

Second Grade

Sheron Hopkins	SLS201
Angel Franklin*	SLS202
Juliet McCarley	SLS205
Savannah Jeter	SLS206

Third Grade

Carol Bryant*	SLC205
Hannah Illges	SLC215
Kirven Boyce	SLC217
Angela Blankenship	SLC216

Fourth Grade

Patty Tucker*	SLC201
Laura Silver	SLC202
Jenny McMillen	SLC203
Liz Taber	SLC204

Fifth Grade

Anne Peebles	SLM3
Amy Palmer	SLM6
Paula Posey	SLM7
Melissa Wood*	SLM8

Middle School

Julia Gaffney*	SLMS601	6 th Math
Sarah Prather	SLMS602	6 th Social Studies
Anne Plott	SLMS603	6 th Language Arts
Kelly Webb	SLMS604	6 th Earth Science
Kim Padgett	SLMS701	7 th Social Studies
Melissa Hatala	SLMS702	7 th Pre-algebra
Patti Landreau*	SLMS703	7 th Language Arts
Paula Watkins	SLMS704	7 th Life Science
Ann Allen	SLMS801	8 th Language Arts
Brandi Waldheim	SLMS802	8 th Georgia History
Steven Swinehart*	SLMS803	8 th Algebra
Maria Holloway	SLMS804	8 th Physical Science

Specials/Electives Teachers

Sherry Bunn	SLM K-8 PE / 7 th Health
TBD -	Travel 3-5 Spanish
Kimetha Eysel	ELC/MS K-3 Music, 7-8 Singers, Study Hall
Ode Goering	SLMS Art Teacher Assistant
Hillary Green	SLMS 6 th Computer Apps/7-8 Yearbook
Sietske Johnson*	SLMS K-8 Art and Graphic and Set Design
Sandra LeRoy	Trav/MS K-2, 6-8 Spanish
Brett Maddocks	SLC 7-8 Intro to World Religions
Amber McDuffie	ELC/MS 5 th , 7-8 Drama, 4-5 Music, 6 th Speech/St Hall
David McLeod	MC/Gym K-8 PE
Jennifer Oliver	SLMS 8 th Geometry
Bill Shelnutt	Church 7-8 Military History of the 20 th Century

Additional Staff:

Mary Barnette*	Travel	Instructional Technology Support Specialist
Angela Hutchens	318	Media Specialist
Hillary Green	SLMS	Middle School Receptionist
Peggy Roeder	SLMS	Media Assistant

ROAR Program

LeAnn Copelan	SLM4	Vickie Sharpe, TA
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* = Academic Council

Contact Us

We want to make it as easy as possible for you to get in touch with us. Feel free to call the school to deliver a message to your child in case of an emergency or a change in after school plans. Students may use designated school phones with permission of a staff member.

Main (318) Building

Mailing Address: 318 11th St., Columbus, GA 31901

Phone: 706-256-1301

Fax: 706-256-1307

Middle School

Mailing Address: 1043 3rd Ave, Columbus, Ga 31901

Phone: 706-256-3020

Church

Mailing Address: 1104 2nd Av, Columbus, GA 31901

Phone: 706-327-4343

ELC

Mailing Address: 300 11th St, Columbus, Ga 31901

Phone: 706-322-2703

Ministry Center

Mailing Address: 301 11th St, Columbus, GA 31901

Phone: 706-256-1017

Communicating Online

School Website

Our website <http://school.stlukeum.com> includes links to faculty and staff email addresses, the parent section of our school information system, school calendar, lunch menu, highlights happenings around campus, information about our sports program and PTO, links to printable forms, and much more.

ParentsWeb

The best way to reach most of our teachers is through RenWeb by clicking on the ParentsWeb icon at the top of our website home page or by logging on using the instructions found in the summer packet on the school website. If you have difficulty logging on, please contact the office in the main school building.

SCHOOL PROGRAMS AND RESOURCES

The school maintains a variety of programs and services to support the whole child. Many of the programs and services are listed in this section. They are subject to change as the needs of our students and families change.

Servant Leadership Opportunities



*“He must become greater; I must become less.”
John 3:30*

Each year the school selects a theme that will help students, faculty and staff develop a deeper understanding of servant leadership. Our theme this year helps us focus on putting others first in order to give to God the glory that is His. It is our prayer that through Bible study, chapel services, and monthly hands-on missions sponsored by grade levels, we will inspire students to be the people God wants us all to be. The following is a list of monthly missions and the giving opportunities students will have throughout the year.

Month	Grade Sponsor	Mission	Jeans Day
August	2nd	Open Door	August 26 th
September	7th	JDRF	September 30 th
October	6th	Habitat for Humanity	October 28 th
November	8 th	December First Saturday	November 4 th
December	4th	Mercy Med	December 16 th
January	KDG	Paws	January 27 th
February	5th	TBD	February 24 th
March	3rd	Ronald McDonald House	March 31st
April	1st	Ferst Foundation	April 28 th

Chapel Change

Students are invited and encouraged to bring monetary gifts for the monthly mission in any amount to Wednesday Chapel services. Parents are encouraged to have their children earn their offering.

Mission Jeans Days

Once each month, for a \$1.00 contribution, students and staff may wear blue jeans with any St. Luke School t-shirt or uniform shirt. Students may also wear a spirit shirt with any uniform bottoms. Jeans must be blue denim, free of embellishments or tears, and loose fitting. All money collected will go to the mission for that month.

Food Pantry Donations

Students collect nonperishable items for the St. Luke Food Pantry throughout each month. The St. Luke Food Pantry, in collaboration with other downtown churches, assists families in the community with a bag of groceries which will feed a family of four for three days.

Testimony Time

Not all giving needs to be financial. At the end of each grade level’s outreach month, students in that grade will show how they have grown as Disciples of Christ. The grade can be as traditional or creative as they like in sharing their experience. Projects can include but are not limited to any of the following:

- IMovie, Shadow Puppet, or video for broadcast.
- Student(s) telling about their favorite Bible verse on announcements.
- Student(s) sharing testimony on announcements.
- Decorating something with a favorite Bible verse.
- Creating a skit or acting out a Bible story.

Curriculum

The SLS Curriculum is based on age appropriate activities, opportunities for authentic individual and group learning and the need to differentiate instruction based on individual student needs. A complete copy of the SLS Curriculum Perspective is available in both SLS Media Centers for review.

Textbooks and Supplementary Materials

The table below is a brief summary of the resources we use.

	Bible	Math	Social Studies	Science	Reading/ Literature	Phonics	Handwriting	Grammar/ Composition	Vocabulary/ Spelling
Kdg	Biblical Choices "The God of Creation"	Saxon	Trade Books	Big Books Trade Books	Big Books Leveled Readers AR	Saxon	Zaner-Bloser		
1st	Biblical Choices "The God of Impossibilities"	Saxon	Trade Books	ACSI Purposeful Design Science, Big Books, Trade Books	Big Books, Leveled Readers Scott Foresman, AR	Saxon	Zaner-Bloser	Scott Foresman	Teacher Selected Saxon
2nd	Biblical Choices "The God of Freedom"	Saxon Accelerated Math	Harcourt	ACSI Purposeful Design Science	Scott Foresman, AR	Saxon	Zaner-Bloser	Scott Foresman	Teacher Selected Saxon
3rd	Biblical Choices "The God of Choices"	Macmillan McGraw Hill Accelerated Math	Harcourt <i>Our Communities</i>	ACSI Purposeful Design Science	Scott Foresman, AR, Class Novels		Zaner-Bloser Cursive	Houghton-Mifflin English	Houghton- Mifflin Spelling Level 4
4th	Biblical Choices "The God of History"	Macmillan McGraw Hill <i>Everyday Math Reference Text Accelerated Math</i>	Houghton- Mifflin <i>United States Making a New Nation</i>	ACSI Purposeful Design Science	Scott Foresman, AR, Class Novels			Sadlier Grammar	Houghton- Mifflin Spelling Level 5
5th	Biblical Choices "The God of Faith"	Macmillan McGraw Hill <i>Everyday Math Reference Text Accelerated Math</i>	Houghton- Mifflin <i>United States Civil War to Present</i>	ACSI Purposeful Design Science	Scott Foresman AR, Class Novels			Sadlier Grammar	Houghton- Mifflin Spelling Level 6
6th	Positive Action Winning the Race	Glencoe McGraw- Hill Connections Course 2 Accelerated Math	Prentice Hall Western Hemisphere	Glencoe McGraw-Hill, Earth/Space iScience	Prentice Hall Copper, AR, Class Novels			Prentice Hall Copper	Prentice Hall
7th	Positive Action Wise Up!	Glencoe McGraw- Hill Connections Pre-Algebra Accelerated Math	Prentice Hall Eastern Hemisphere, Ancient World, Medieval World	Glencoe McGraw-Hill Life iScience	Prentice Hall Bronze, AR, Class Novels			Prentice Hall Bronze	Prentice Hall
8th	Positive Action Route 66	Glencoe McGraw- Hill Algebra Glencoe Geometry (Elective)	Clairmont Press <i>Georgia: Its Heritage and its Promise</i>	Glencoe McGraw-Hill Physical iScience	Prentice Hall Silver, AR, Class Novels			Prentice Hall Silver	Prentice Hall

Specials and Electives

We offer a number of specials and elective classes to balance the more academic challenges of St. Luke. Students in grades K-5 all experience Art, Music, Spanish, and PE. 5th Graders are also introduced to Drama. Middle Schoolers participate in different electives. Sixth Graders take Computer Applications, Speech, Art and Spanish and 7th and 8th Graders may choose from World Religions, Advanced Art, Graphic and Set Design, Drama, Spanish, Military History, Geometry, Yearbook, Singers (choir,) or PE with Health or Study Hall.

Renaissance Learning

Through Renaissance Learning’s STAR programs, St. Luke School monitors the reading and math levels of all students and uses the information to differentiate instruction for individual students. Additionally, we use their Accelerated Reader and Accelerated Math programs to provide students in most grades with reading comprehension and essential math skills practice. Periodic reports of your child’s reading and math levels are sent home for your information and you have access to your child’s progress through Home Connect. There is a link to Home Connect on the school website. Anywhere you have access to the Internet, you and your child will be able to get the following information:

- Progress toward Accelerated Reader and Accelerated Math goals
- Search for AR books and their reading and interest levels
- Review quiz results
- View number of quizzes passed
- Receive emails when a quiz is completed

Field Trips

Field trips are scheduled during the year to support and enhance our curriculum and servant leadership missions and to develop connections to our community. Most trips are taken using the fourteen passenger church buses driven by our staff. These buses are equipped with seat belts and have all the safety equipment suggested by the Department of Transportation. Some of our field trips are walking field trips, taking advantage of the rich culture and history of beautiful downtown Columbus.

Extracurricular Activities

Students who participate in extracurricular 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. Some of the activities currently offered are listed below. This list is subject to change based on our resources and the needs and interests of our students.

Baseball	6 th – 8 th Grades	Praise Band	6 th – 8 th Grades
Basketball (boys and girls)	5 th – 8 th Grades	Recycling Team	5 th – 8 th Grades
Broadcast	6 th -8 th Grades	Spring Musical Production	5 th – 8 th Grades
Cheerleading	5 th – 8 th Grades	SLS Ambassadors	6 th – 8 th Grades
Cross Country (boys and girls)	5 th – 8 th Grades	Soccer (boys and girls)	5 th – 8 th Grades
Elementary Math Team	5 th Grade	Softball (girls)	5 th – 8 th Grades
Elementary Tennis	3 rd – 5 th Grades	Student Council	4 th – 8 th Grades
Golf (boys and girls)	5 th – 8 th Grades	Swim Team (boys and girls)	5 th – 8 th Grades
Intramural Basketball (boys/girls)	3 rd – 5 th Grades	Tennis (boys and girls)	3 rd – 8 th Grades
Lionette’s Dance Team	5 th – 8 th Grades	Volleyball (girls)	5 th – 8 th Grades
Middle School Math Team	6 th – 8 th Grades		

Student Recognition

Throughout the year SLS students may be recognized for specific academic or servant leader accomplishments and be featured on our morning broadcast.

Honor Roll and Principal’s List

Each quarter students are recognized for academic achievement. Students earning all A’s and B’s and maintaining S’s in Attendance and Conduct make Honor Roll, and students earning all A’s and maintaining all S’s in Conduct make Principal’s List.

National Junior Honor Society

The Ann R. McDuffie chapter of NJHS recognizes enthusiasm for scholarship and a desire to render service, promotes worthy leadership and citizenship, and encourages the development of character in students of St. Luke School. Middle school students become eligible after the 1st semester of 6th grade and are chosen based on ongoing achievement in the classroom, service, leadership, citizenship and character, and by teacher recommendation as outlined in chapter by-laws

Academic Letters

Middle School student who excel in academics and participate in servant leadership initiatives earn Academic Letters.

Sports Banquet

Participation in our athletic program is honored each year at the Sports Banquet at which students are awarded for specific achievements and may be presented with participation certificates and pins for their sport based on maintaining academics while exhibiting full commitment to the team. Specific eligibility requirements for each sport will be communicated by the coaches and sponsors.

Other extracurricular Participation Certificates and Awards

Recognition of participation or achievement in extracurricular activities is generally awarded during the final meeting or event for that activity.

Honors Day

Several academic and other achievement awards are presented at our annual Honor's Day scheduled during the final week of school. Parents are invited and encouraged to attend this presentation. These awards honor academic achievement and servant leadership at the classroom, school and community level.

Other Services

School Counseling Services

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, social/emotional 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 state licensed Professional School Counselor.

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. All students will be given a library card to use to check out books and may come to the Media Centers with their entire class, in small groups, or individually. The Centers are staffed by a full-time Media Specialist and a Media Assistant and provide a wide range of reading, writing, research, production, and literature experience including standard and Christian reference books, periodicals, computer look-up stations and nearly 8,000 print volumes and eBooks. Students are encouraged to become independent users of the Media Centers by familiarizing themselves with the location of available books and materials.

Technology

St. Luke School classrooms each have a SMARTBoard interactive whiteboard, a teacher computer station, and two student stations. There are two computer labs for whole group instruction and individual use. iPads, scanners, digital cameras, Renaissance Neo2 laptops, laser printers, and color printers are also available. Additionally, we encourage students to bring their own devices into the classroom for purposes of instruction.

The Internet is a valuable tool for research and communication, and we do have the technology to use on-line services. The school is data networked which allows for access to the Internet from every computer station. Students can access the Internet, through a filtered, password protected Wi-Fi connection, on their personal devices as well as school provided devices. Such activities are always under the supervision of an adult.

Finally, the school uses broadcast recording equipment including a green screen to stream daily morning announcements and enhance learning in the classrooms. Morning announcements are broadcast school-wide. 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!

Food Services

Our lunch menu is posted on the school website. Regular hot lunches with milk are available to all students and included in tuition. Students in the Church, Ministry Center, or Middle School eat in Stockwell Hall and will have the option to choose a salad bar instead of the posted menu. Other options in lieu of the posted menu are available during the week depending on assigned lunch location. Students in the 318 building and the ELC will eat in the ELC cafeteria. Students eating in either location may bring a lunch from home. However, carbonated drinks, candy, and fast food or food from outside vendors are NOT allowed. No cash is exchanged in the lunchrooms. Special deserts and lunches for visitors (ranging in cost from 50 cents to a few dollars) may be purchased using a “punch card” system. The punch cards are called Lion Cards and are available for \$10 at the Middle School, 318 and ELC reception desks.

Extended Day Program

The Early Learning Center offers before and after school care for students of St. Luke School. Students arriving before 8am are offered breakfast and all students are provided with a snack after school. Children in first through eighth grade have scheduled times for homework, snacks, and age appropriate activities each afternoon.

STUDENTS – WHAT YOU NEED TO KNOW

We expect a lot from you as a St. Luke Lion because we want you to get the most out of your experience here. You will need to work hard and will have the opportunity to play hard. While you are doing that, we hope to bolster your faith in God and each other and help you to make good choices. To take advantage of all SLS has to offer, you need to be fully present, respectful of the school, and have some goals in mind.

Attendance

Regular school hours are from 8:30 to 3:15 each day. When you arrive late, check out early or miss classes altogether it affects not only your learning, but often the learning of your fellow classmates. Do your best to be here every day and on time. That said, we know you don't drive yet, sometimes you get sick, and your family can have emergencies. Make sure you understand our guidelines.

Arrival and Dismissal

You can be dropped off at the designated entrance of your building after 8:10. Politely remind your parents they should not drop you off before 8:10 and they should not try to drop you off at a side door on the street. Class begins at 8:30 am and you need to be in class and prepared for the day by 8:30 or you will be counted TARDY. If you arrive after 8:30, whoever is dropping you off needs to walk you in to the building and sign you in.

You can be picked up between 3:15 and 3:30. After 3:30 you will be walked over to the Early Learning Center for the after school extended day program.

Absences

You have to be here at least four hours in order to be counted present. If you are sick, or someone in your immediate family is sick your absence will be excused as long as you bring a note or have an email sent from a parent or guardian explaining the reason for your absence. If you are sick for more than three days, you may be asked to bring a note from your doctor.

If your family is going on a trip or there is some educational event you want to attend, make sure your parents fill out an "Absence Approval Form" at least one week ahead of time. School administration will decide whether or not to excuse the absence and it will give your teacher(s) the opportunity to plan for their classrooms and help you plan for make-up work. Make-up work should be completed within three days of return. This form is available on our website and in the appendix at the back of this handbook

Tardies and Checkouts

If you are late to school or checkout during the day for a doctor appointment or temporary illness, you will be excused as long as, when you return, you have a note from the doctor for appointments and a written note or email from a parent or legal guardian about your illness. Sometime weather or traffic can cause school-wide tardies and everyone has car trouble once in a while. If this happens school and administration will determine whether the tardy will be excused or not.

NOTE: Don't forget to have your parents sign you in or out at the desk if you are late or check out. If you are in your building but not ready for class, you will get sent back to the desk to get a tardy slip.

Attendance Grades

Attendance is something we think about for most of our student recognition programs and eligibility for extracurricular activities, so we need an objective way to make distinctions. You will begin each quarter with an attendance grade of "100," and we will deduct points for unexcused absences (3 points) and unexcused checkouts (2 points.) You need to maintain an attendance grade of 85 to keep an "S" in attendance.

Behavior

Appropriate behavior and consistent expectations are very important in making our school feel like a safe place to teach and learn. Out of respect for everyone, you are expected to conduct yourself in an orderly manner and consistently make a good faith effort to cooperate with the rules of general conduct, technology use, and dress code. Our rules and guidelines are summarized in this section. The summary does not cover every bad choice someone might make because that would be virtually impossible! But it covers the most important ones and is organized in order of seriousness and how severe the consequences might be. The guidelines apply anywhere on campus or at any SLS sponsored event.

General Misconduct

Typically your teacher or whoever sees your behavior will handle these things when they first happen. Consequences might include a verbal warning or a note home, quiet redirection, a change in where you sit, a deduction from classroom participation, a private conference with your teacher, timeout/silent lunch, or something else appropriate.

1. Horseplay including but not limited to fake wrestling, clowning, acting out, running or jumping in hallways, heel clipping, tossing small objects, pencil pops, spitballs, etc.
2. Verbal exchanges including retorts, name calling, arguing, inappropriate language, etc.
3. Minor disruptions including excessive or inappropriately loud talking, distracting movement, interruptions to instruction or whatever activity is going on, etc.
4. Possession of unauthorized items including but not limited to toys, gum and candy, cards, outside food, etc.
5. Thoughtless disrespect toward others including tone of voice, cutting in line, being unappreciative to staff, not taking care of school property, etc.
6. Lack of preparation for class or interfering with another student's ability to prepare for class including missing materials, returning to your locker, "borrowing" another's materials without permission, and occasional dress code violations, etc.
7. Forgetting to turn personal device off.

More Serious Misconduct

The following behaviors are more serious and may automatically be referred to a school administrator. Consequences may include an office referral to principal, parent conference, before or after school detention, time away from the classroom, in or out of school suspension, lowering of Conduct grade, losing the use of your personal device in the classroom, a zero on a related assignment, being suspended or removed from a team or club, or something else equally appropriate.

1. Not responding appropriately to a previous intervention for general misconduct (i.e., forgetting silent lunch or detention, not returning parent communication, repeating the same behaviors).
2. Compromising your own safety by leaving school grounds, your classroom or designated areas without permission, not fully and seriously participating in fire, weather and other safety drills, etc.
3. Dishonesty including, plagiarism or cheating, forging or altering school forms/documents, attempted theft, or possession of stolen property, providing false information, etc.
4. Harmful or hurtful interactions with others including inappropriate physical contact; obscene or inappropriate language or gestures; sexual and other harassment; fighting, hitting, bullying; verbal abuse ranging from gossip to racial slurs; participating in exclusive groups, clubs, or gangs at school; insubordination, or showing disrespect to adults and for the school, etc.
5. Willful acts that pose a minor threat to people or facilities such as such as possession/use of firecrackers, smoke bombs, etc.; vandalism; trespassing; unauthorized possession of dangerous objects, etc.
6. Violations of the Acceptably Use Policy/Technology Code of Conduct including using technology (during or outside of school) in a way that disrupts or could negatively disrupt the school environment; intentional access of inappropriate websites, social networks, personal email, etc.; calling, texting messaging, emailing, or electronically communicating with other students, parents, friends, and family during the school day (8:10am to 3:30pm) through unapproved means, etc.
7. Selling goods or services for personal gain.

Cause for Dismissal

The following actions may result in your being immediately expelled from St. Luke and possible police action:

1. Possession of a firearm or deadly weapon
2. Intimidation by verbal assault, threatening physical assault, use of a weapon, bomb threats, etc.
3. Bringing physical harm to someone or causing substantial damage to personal or school property through arson, vandalism, fighting, or other means.
4. Possession, sale or attempted sale, or distribution of drugs, alcohol, controlled substances, tobacco, or related products or paraphernalia.
5. Use of technology to disrupt the safety and the security of the learning environment of St. Luke.

Technology Code of Conduct

Because technology is such a big part of learning and teaching at SLS, the school has a Technology Code of Conduct to ensure its safe and appropriate use. This code is published on our website. It describes what your responsibilities are and the consequences for not following the rules. If you want to use any technology during school hours (either a personal or school device, you and your parents must both sign an Acceptable Use Policy (also posted on our website) stating you have read the code of conduct, understand its contents, and will follow them.

Dress Code

The SLS uniform is a sign of school pride, so you need to wear it well. The table below tells you what you can wear.

Lower School BOYS Uniform (Kdg. - 5th grade)

Trousers	Plain khaki pants (no cargo or corduroy pants).
Shorts	Plain khaki shorts, (no cargo shorts).
Shirts	Red or white Lands' End collared shirt with SLS steeple logo; white button down Lands' End oxford shirt with SLS steeple logo. Shirts must be tucked in. (Gold shirts discontinued and may not be worn after 2016-17 school year. Uniform shirts must be purchased from Lands' End and may not be embroidered locally). Shirts are to be tucked in.
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any regulation logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear (red or gray).
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day 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. Heavy coats are acceptable outside in extreme temperatures-(SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes with black and/or gray trim. Predominantly gray tennis shoes with white and/or black trim. All white tennis shoes. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. All shoes must have non-marking soles.
Socks	Basic white ankle or crew socks, no logos and no color.
Belts	Plain black, brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Watch, one small necklace, and/or spirit bracelet.
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	Khaki trousers (no shorts). Lands' End SLS Plaid tie; either traditional or pre-tied tie. White oxford shirt with SLS logo (plain white oxfords are only acceptable if worn with plaid tie). Belt and any daily uniform shoe or deck/boat shoes (solid brown or tan, slight two toned acceptable - boys should bring tennis shoes to change into for recess or PE). Socks are not required with deck or boat shoes. Navy blazers are optional.
Spirit Days (first Friday of every month and pep rallies)	Any SLS t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and basic white socks. Uniform collared shirts are acceptable.
SLAM day	SLAM t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
	*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors.

Lower School GIRLS Uniform (Kdg. - 5th grade)

Trousers	Plain khaki pants or capris (no cargo or corduroy pants).
Shorts/Skorts/Skirts	Plain khaki shorts, skorts, skirts or Lands' End SLS Plaid skorts must be at least fingertip length in Kdg-3 rd grades and no more than 3 inches above the knee bend in 4 th and 5 th grades (no cargo styles).
Dresses/Jumper	Plain khaki jumper with SLS steeple logo, SLS plaid jumper with SLS steeple logo, (jumpers worn with SLS white Peter Pan, white oxford, white turtleneck, or uniform collared shirt underneath); red SLS steeple logo shirt dress.
Shirts	Red or white Lands' End collared shirt with SLS steeple logo; white button down Lands' End oxford shirt or Peter Pan shirt with SLS steeple logo. Shirts must be tucked in. (Gold shirts discontinued and may not be worn after 2016-17 school year. Uniform shirts must be purchased from Lands' End and may not be embroidered locally). Shirts are to be tucked in.
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any regulation logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear (red or gray).
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day 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. Heavy coats are acceptable outside in extreme temperatures-(SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes with black and/or gray trim. Predominantly gray tennis shoes with white and/or black trim. All white tennis shoes, including Mary Jane style. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. Black Mary Janes. All shoes must have non-marking soles.
Socks/Tights/ Leggings	Basic white ankle or crew socks, no logos and no color. White knee socks, leggings, or tights are acceptable with jumpers, skorts, and skirts.
Belts	Plain black, Brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Limited to small earrings, watch, one small necklace, small bracelet, and/or spirit bracelet.
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	SLS Lands' End plaid jumper or skort (no trousers; no shorts). White oxford with SLS logo, white Peter Pan shirt with SLS logo, or any collared uniform shirt. Any daily uniform shoe or plain black flats may be worn (girls should bring tennis shoes to change into for recess or PE). Socks are not required with flats.
Spirit Days (first Friday of every month and pep rallies)	Any SLS t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and basic white socks. Uniform collared shirts are acceptable.
SLAM day	SLAM t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
	*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, nail lengths, and nail colors.

Middle School BOYS Uniform (6th - 8th grade)

Trousers	Plain khaki pants or Lands' End gray pants (no cargo or corduroy pants).
Shorts	Plain khaki or Lands' End gray shorts (no cargo shorts).
Shirts	Red, white, or charcoal gray Lands' End collared shirt with SLS steeple logo; white button down Lands' End oxford shirt with SLS steeple logo. Shirts must be tucked in. (Gold and blue shirts discontinued and may not be worn after 2016-17 school year. Uniform shirts must be purchased from Lands' End and may not be embroidered locally). Shirts are to be tucked in.
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear (red or gray).
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day 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. Heavy coats are acceptable outside in extreme temperatures-(SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes with black and/or gray trim. Predominantly gray tennis shoes with white and/or black trim. All white tennis shoes. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. Deck or boat shoes (solid brown or tan, slight two toned acceptable). All shoes must have non-marking soles.
Socks	Basic white ankle or crew socks, no logos and no color. Socks are not required with deck or boat shoes.
Belts	Plain black, Brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Watch, one small necklace, and/or spirit bracelet.
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	Khaki or Lands' End gray trousers (no shorts). Lands' End SLS Plaid tie; either traditional or pre-tied tie. White oxford shirt with SLS logo (plain white oxfords are only acceptable if worn with plaid tie). Belt and any daily uniform shoe or black dress shoe (dark socks may be worn with black dress shoe). Navy blazers are optional.
Spirit Days (first Friday of every month and pep rallies)	Any SLS t-shirt or sweatshirt (past or present), khaki or Lands' End gray bottoms, uniform belt, any daily uniform shoe and basic white socks. Uniform collared shirts are acceptable.
Soul Survivor day	Soul Survivor t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
	*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors.

Middle School GIRLS Uniform (6th - 8th grade)

Trousers	Plain khaki pants or capris (no cargo or corduroy pants).
Shorts/Skortts/Skirts	Plain khaki, Lands' End gray, or Lands' End SLS Plaid must be no more than 3 inches above the knee bend (no cargo styles).
Dress	Lands' End gray dress.
Shirts	Red, white, or charcoal gray Lands' End collared shirt with SLS steeple logo; white button down Lands' End oxford shirt with SLS steeple logo. Shirts must be tucked in. (Gold and blue shirts discontinued and may not be worn after 2016-17 school year. Uniform shirts must be purchased from Lands' End and may not be embroidered locally). Shirts are to be tucked in.
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear (red or gray).
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day 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. Heavy coats are acceptable outside in extreme temperatures-(SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes with black and/or gray trim. Predominantly gray tennis shoes with white and/or black trim. All white tennis shoes. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. Deck or boat shoes (solid brown or tan, slight two toned acceptable). Plain black flats. All shoes must have non-marking soles.
Socks/Tights/Leggings	Basic white ankle or crew socks, no logos and no color. White knee socks, leggings, or tights are acceptable with jumpers, skortts, and skirts. Socks are not required with deck or boat shoes nor with plain black flats.
Belts	Plain black, Brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Limited to small earrings, watch, one small necklace, small bracelet, and/or spirit bracelet
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	SLS Lands' End plaid jumper or skort (no trousers; no shorts). SLS Lands' End gray skirt, skort, dress, or jumper. White oxford with SLS logo, white Peter Pan shirt with SLS logo, or any collared uniform shirt. Any daily uniform shoe.
Spirit Days (first Friday of every month and pep rallies)	Any SLS t-shirt or sweatshirt (past or present), khaki or Lands' End gray bottoms, uniform belt, any daily uniform shoe and basic white socks. Uniform collared shirts are acceptable.
Soul Survivor day	Soul Survivor t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
	*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, nail lengths, and nail colors.

Academic Expectations

If you want to be successful academically, personal integrity is important. Equally important is developing productive study habits and an understanding that academics come first and participation in other activities is a privilege that follows.

Honor Code

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, themselves, teachers, coaches, administrators, and each other.

Academic honesty is a vital part of St. Luke's beliefs in providing an excellent academic education that is faith-based. St. Luke students are expected to demonstrate honesty in all that they do by:

1. Completing their own work to the best of your ability without assistance from anyone else, whether it is classwork, homework, AR or AM diagnostics or tests, research papers and essays, or quizzes and tests.
2. Refusing to share their work of any kind with other anyone else unless instructed to do so by the teacher/staff member.
3. Ensuring all work is free of any form of direct or indirect plagiarism from published or unpublished sources.
4. Refraining from behaviors that are emotionally or socially hurtful toward others such as teasing, gossiping, excluding others, or any form or degree of bullying.
5. Demonstrating good sportsmanship at academic and athletic competitions and events. Following rules at all times when competing.
6. Being truthful in word and deed.

An Honor Code violation may be addressed by school administration or their designee. Consequences will be appropriate for the age and individual needs of the child. They may include, but are not limited to receiving a zero on the assignment, an office referral, parent contact/conference, full or partial suspension, probation or removal from National Junior Honor Society, Student Council, athletic teams, and or other extracurricular activities, recording the incident as part of the student's permanent record, and/or dismissal from St. Luke School

Homework

You will be assigned homework as needed and as appropriate for your grade level. It is the school policy that homework will not be assigned on Wednesdays and due the following day. There may be times when tests or longer term assignments will have a Thursday due date but they will be announced well in advance. Additionally, during ITBS week, no homework will be assigned to be due on the days your grade is testing. We want you to be well rested and have as little stress as possible that week!

Maintaining Your Grades

You are expected to work to your potential and keep your grades up. The grading scales for most classes are:

OR

A = 89.5-100

S = Satisfactory

B = 79.5-89.4

N = Needs Improvement

C = 74.5-79.4

U = Unsatisfactory

D = 69.5-74.4

F = 69.4 and below

At a minimum, you need to maintain a C average or better in your academic classes and an "N" or better in Attendance and Conduct. If your academic class average is below a 75% or you have a "U" in conduct on a nine week report card, you will immediately be placed on Academic Probation. Your grades will be reviewed at the next progress report and if your core academic average is at least a 75% and your conduct grade is above a "U" you will be removed from probation.

If your core academic average is less than 75% and/or your conduct grade remains a “U” then you and your parents will be required to meet with the Academic Council. Based on the discussion during this meeting the Academic Council will make a decision concerning your continued status at St. Luke School.

Extracurricular Eligibility

Participating in extracurricular activities is a privilege based on consistently sound academic performance, servant leadership, and behavior. The specific requirements vary slightly by activity but the table below should give you an idea of what you need to aim for if you want to be involved in the many opportunities St. Luke has to offer. Please note this is just a summary. Specific requirements for various activities will be provided by your coach/sponsor when you sign up, try out, or audition.

Activity/Recognition	Grade Requirements	Conduct/Attendance Requirements	Other Considerations
National Junior Honor Society	92.5% Avg	All S's	Servant leadership, mission participation, teacher input, and attendance at NJHS functions are also required. See by laws for probationary status and dismissal guidelines.
Sports and Other Extracurricular Activities	No grade below a C	All S's	See requirements for probationary status below.

Probationary Status for Extracurricular Activities

Students receiving a grade less than a “C” or an “S” on a Nine-Week Report Card will be placed on probation. Students on probation may attend try-outs, conditioning practices, and planning meetings. Students already on a roster for a sport or activity must continue to attend regular practices, games, meetings, and rehearsals.

Students on probation will be monitored by their sponsor, coach, athletic director, and/or administrator in order to assess academic progress, and determine their eligibility ability to participate further in extracurricular events.

The first time a student is on probation, teachers and coaches will work with them to help them improve their academic standing to the required level and be reinstated in full to their activity. A student receiving a grade less than a “C” or an “S” on two Nine-Week Report Cards within an academic year will not be eligible for participation in any extracurricular 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.

PARENTS – WHAT YOU NEED TO KNOW

Attendance

Much of this information is also located in the student section of the handbook. Below are a few more details about excused and unexcused absences and what to do if your schedule doesn't work with our drop off and pick up times.

Arrival and Dismissal

Drop off begins at the designated entrance of your child's building after 8:10 and students need to be in class and prepared for the day by 8:30 or they are counted as an unexcused tardy. Pick up is between 3:15 and 3:30.

Arrival: For the safety of your child, under no circumstances should they be dropped off prior to 8:10, or dropped off on a corner or at any entrance other than the one designated for their building as there will be no school supervision. On occasion field trips are scheduled to depart or arrive outside of normal school hours. If you miss a field trip departure, you will need to make arrangements for childcare until the class returns or arrange to transport your child to the field trip location. This will be counted as an unexcused absence or tardy as noted below.

Dismissal: Students are dismissed beginning at 3:10 and must be picked up no later than 3:30. Because faculty and staff regularly have meetings or conferences scheduled to begin at this time, students not picked up by 3:30 will be taken to the ELC After School Program and the family will be charged the drop in fee of \$25 for that day. This fee is subject to change in January of each year. If you need to arrange regular or before or after school care, please contact the ELC at (706) 322-2703.

Absences

A student must be in school for at least four hours in order to be counted present. Absences due to personal illness or the illness or the death of an immediate family member are excused as long as the homeroom teacher receives a written note or an email from a parent or guardian explaining the reason for the absence upon the student's return. Please note that all absences will be considered unexcused until a note is received. If a student misses school for a doctor's appointment, a slip from the doctor is required. A slip from the doctor may also be required if a student misses in excess of three school days in a row due to illness.

Occasionally students have the opportunity to travel or attend an off campus educational event. In these instances, parents must complete an "Absence Approval Form" at least one week in advance. The form can be found on our website or in the Appendix of this handbook. This gives administration time to determine whether or not the absence will be excused and provide teachers with the opportunity to plan for their classrooms. Teachers are not always able to provide makeup work in advance and are not required to do so.

Tardies and Checkouts

Tardies and checkouts for doctor appointments and temporary illness are excused as long as a notice from the doctor is provided for appointments and a written note or email from a parent or legal guardian regarding illness is presented upon the student's return. We recognize that sometimes weather or traffic can cause school-wide tardies and that family emergencies arise. If such a situation occurs, notify the school, and administration will determine whether the tardy will be excused or not.

If the tardy or checkout results in the student being at school for less than 4 hours, the student will be marked absent and guidelines for absences apply.

Attendance Grades

Our guidelines are in no way meant to be punitive, but attendance is a component of some of our student recognition programs and we need an objective way to make distinctions. Each student will begin the quarter with an attendance grade of "100" and deductions will be made for unexcused absences (3 points) and unexcused tardies and checkouts (2 points).

Conduct, Dress Code and Academic Expectations

Please see the student section for details on our conduct, dress code and academic expectations. The guidelines have been developed to balance the needs of the individual with the entire student body and staff. We hope you understand that while some behaviors might be perfectly acceptable at home or in small groups, they can interfere with instruction or the safety of our students. We are confident you will work with us to provide an emotionally and physically safe learning environment for everyone on campus. If you do have concerns, please do not hesitate to contact your child's teacher or school administration. Additional details on the dress code and ordering information can be found on our website.

Home and School Communication

RenWeb and ParentsWeb

As part of our efforts to maximize communication between school and home, students are enrolled in our student information system which you can access through the ParentsWeb link on our school website. This system allows students and parents to view school-wide announcements and check class specific information such as assignments, grades, attendance and conduct. You can customize the notices you receive such as missing assignments or drops in grade. It also allows faculty and staff to easily send group announcements and newsletters. Specific information about logging on and how the system works are available on the school website.

Mass Text and Phone Messages

The school uses a mass communication system to send emergency announcements as well as important reminders and last minute schedule changes for things like extracurricular activity locations and times or field trip returns. These announcements can be sent to home, cell, and work phone numbers leaving voicemail, and/or email addresses depending on the nature of the announcement. **If you have a missed call from the school, please listen to your messages prior to calling the school to determine the nature of the call.**

Parent Teacher Communication

You can expect weekly communications from your child's teacher about what has been going on in the classroom and what students need to prepare for. The format of these communications and the level of detail regarding assignments and your child's individual progress will vary by grade level. Remember you have instant access to your student's progress through ParentsWeb. We also value personal face to face communication. If you need to get in touch with your child's teacher, the best way to reach them is through ParentsWeb communication or direct email. Let them know when and how to best reach you. Please do not expect that teachers will be able to respond until after the instructional day or extracurricular activities have concluded.

Student Progress

Parents will receive progress reports as noted in the school calendar and formal quarterly report cards at the end of each nine-week grading period. You must acknowledge the receipt of both progress reports and report cards as instructed at the time. The Kindergarten report card is a checklist of skills including language arts, math, social skills, and fine and large motor skills. 1st – 8th grade report cards and progress reports use a traditional letter based grading scale. Quarterly report cards will note particular strengths or any issues pertaining to study habits, behaviors, personal development, and unexcused absences and tardies that have influenced these grades.

Conferences

Conferences are a great way for parents and teachers to partner in the education of a child. Feel free to initiate a conference at any time by contacting your child's teacher. Teachers may also initiate conferences from time to time. Depending on the age of your child and the situation, it may or may not be appropriate for the child to sit in on the conference. If the conference is after school, please make the necessary arrangements for the supervision of your child during the conference. Sometimes a broader approach might benefit a child. In these situations you may be invited to attend a Team Meeting to discuss any academic and/or behavioral challenges your child may be experiencing. These meetings are an opportunity for the teacher(s), parents, administration, and school counselor to brainstorm and work together to the benefit of the child. You may also initiate a Team Meeting.

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 English Language Arts, Math, Science and Social Studies. Grades 1, 2, 4, 6 & 7 will take only the English Language Arts and Math portions. These are nationally-normed tests taken by students across the country. We compare our students against norms in each subject area and 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.

Health and Safety

First aid is given in the classroom or the school office. In the event of 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 will be given only when a release form, available on our website, is signed by a parent or legal guardian. Prescription and nonprescription medication should be sent to school in the original packaging including student's name, type of medication, prescribing physician's name, dosage and administering directions. It will be kept in a specified location and administered by the office or a supervising teacher. Students may not self-administer prescription or non-prescription medication unless it is intended for self-administration (i.e., inhalers). In the Middle School students who need regular access to Tylenol or other over the counter medications may request medication after permission has been given by a parent within RenWeb.

To protect the health and safety of all students, please be attentive to contagious illnesses. Be attentive to a fever free without medication for 24 hours position when planning to return to school. When a diagnosis has been determined, it is in everyone's best interest to wait until no longer contagious and cleared by a doctor before returning to school.

The St. Luke Campus is a smoke free, drug free campus and weapons of any kind are not allowed on campus.

Fire and Emergency Weather drills are held at irregular and unannounced intervals to comply with state law and to ensure the safety of our students and staff in such situations. In the event of a bad weather warning, we ask that parents NOT try to pick up students or call during the warning as this takes our attention from getting ALL students to safety quickly, may block emergency personnel from needed parking, and ties up phone lines needed for communicating with emergency personnel.

To protect the safety of both students and their guests, visitors must check in through the office and be properly identified before visiting a classroom, another location within the building, or a location on the grounds. They will be given a pass to be worn at all times while visiting and returned when leaving the campus. Please note that a Columbus City ordinance bans unauthorized visitors from driving on to or parking on campus during the school day.

Get Engaged!

Whether you are a mom or dad, the parent or a grandparent of a middle schooler or kindergartener, there are plenty of opportunities for you to get involved at school. From the PTO to prayer groups we welcome your presence on campus.

PTO



PTO and SLS sponsored activities cannot happen without tremendous parent and teacher volunteers. Let us know where and when YOU want to plug-in and serve! There are opportunities for ongoing participation and for short-term responsibilities. To contact a board member or sign up to help, visit the PTO link on our school website.

Sports Council

The contribution of parent volunteers is vital to the success of the St. Luke School Athletic Program. The purpose of the SLS Sports Council is to create a community of sport volunteers who will serve to support and enhance the overall athletic program. Contact Sandra Hollingsworth, 2018-17 Sports Council Chair or Sherry Bunn, Athletic Director, to learn about opportunities to serve as a SLS Sports Council volunteer.

Watch Dog Dads

Watch Dog Dads is a great opportunity for fathers to get involved and be visible on campus. Being a Watch Dog Dad is more than visiting in your child's class for an hour or so. To be a Watch Dog Dad you need to be able to spend a day on campus and be willing to help out, not just in the classroom, but maybe in the lunch room, as a crossing guard, checking out books in the library, etc. You and your child get to wear special t-shirts for the day.

Visitors

Parental visitation in the classrooms is encouraged. Because there may be times when classroom visits can interrupt the learning environment, please check with your child's teacher about a good time. Also, 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. If you would like to watch the announcements, they can be viewed in the lobby of the 318 building and the middle school.

Field Trips

Most of our field trips are taken using the school busses driven by staff. On rare occasions it may be necessary to ask parents to assist us with transportation using their personal vehicles or, due to the nature of the activity, it might be helpful to have additional adult supervision. If this is the case, your child's teacher will get in touch with you. There are a few insurance forms to be filled out by you and other parents in order for you to drive children other than your own. Neither older nor younger siblings are allowed on field trips.

Be a Photographer!

We are always in need of photographs for our yearbook, Grandparent's Day, Convocations, and other celebrations. If you are attending an event and taking photographs, please feel free to send some to us. Send them to the attention of Hilary Green for our yearbook, or Mary Barnette for other celebrations.

Tuition and Fees and the GOAL Tax Credit

Our tuition and fee plan includes textbooks, technology cost, media fees for classroom periodicals, a variety of digital and hardcopy subscriptions and licenses for classroom use, lunch, class dues and PTO dues, a yearbook, core supplies and a variety of enriching field trips.

SLS Tuition and Fees

The enrollment fee of \$400 for the 2016-2017 school year is nonrefundable. Regular tuition for the 2016-2017 school year is \$6,720 per student, payable in 10 monthly installments of \$672 from July 2016 through April 2017. Tuition paid by monthly bank draft is eligible for a \$50 annual discount, making it 10 monthly installments of \$667, beginning in July and ending in April. Tuition paid in full by July 1, 2016 is \$6,520 per student. Tuition for our ROAR program is determined at time of acceptance based on the number of class segments that ROAR services are used. Tuition is due on the first day of the month and is assessed a late fee if not received by the 15th of the month.

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.

If you are paying tuition monthly but NOT via automatic bank draft, you may pay by check OR online – it is not necessary to use the same method each month. There is link on the school website for paying tuition and enrollment fees using VISA, MasterCard or Discover. There is a 3% bank processing fee for each online transaction.

ELC Extended Day Fees

If you cannot drop your child at school after 8:10 or pick them up before 3:30, our Early Learning Center offers an extended day program that provides breakfast for children arriving before 8am and a snack and scheduled homework time after school. The fees below are in effect through December 2016 and are subject to change in January 2017 with ELC Board approval. To register call (706)322-2703.

Before and After School Care	\$60.00 weekly
Registration Fee	\$25.00
Hours	7:30 a.m. - 8:15 a.m. and 3:15 until 6:00 p.m.
Drop in rate	\$25.00 per day or \$60.00 per week

Qualified Education Expense Tax Credit

Under the state’s Qualified Education Expense Tax Credit program, Georgia taxpayers can receive a state income tax credit for amounts contributed to qualified student scholarship organizations (“SSOs”). The contributed funds are then used for student scholarships. Georgia GOAL is the only SSO from which St. Luke School accepts funds for student scholarships. All scholarships awarded by the school are based on financial need, and families must reapply annually. For more information on contributing to Georgia GOAL to help fund SLS scholarships OR on the process of applying for a scholarship, please refer to the school website.



APPENDICES

Student Absence Approval Form

Parents, please complete the top portion of this form and turn it in to the homeroom teacher. Please submit at least one week prior to requested absence. Students must be present for at least four hours to be documented as present for the day. If checking out of school early, please note what time.

Student Name: _____ Date Submitted: _____

Teacher: _____ Grade: _____

Requested date(s) of absence:

Reason for absence:

Mother's signature: _____ Father's signature: _____

Mother's email: _____ Father's email: _____

To be completed by homeroom teacher:

Absences to date (current nine weeks):	Excused _____	Unexcused _____
Tardies to date (current nine weeks):	Excused _____	Unexcused _____
Current attendance grade: _____		
Current academic averages:		
_____ Language Arts	_____ Science	_____
_____ Math	_____ Social Studies	_____

To be completed by Assistant Head of School:

- Unexcused – no makeup work will be given
- Unexcused – makeup work will be given upon return (due date determined by teacher)
- Excused –makeup work will be given upon return (due date determined by teacher) + Travel related assignment

Total Points deducted from Attendance grade (for this request): _____

Assistant Head of School's Signature: _____ Date: _____

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

Comments:

Please note: St. Luke School Board policy on student absences allows for "Excused absences only for student illness or serious illness or death of immediate family members. Makeup work will be given only for excused absences." Policy effective: July 29, 2003

Updated 7/29/2015

Acceptable Use Policy

The use of privately owned devices on St. Luke's campus is not a necessity and should be considered a privilege. Students are expected to be responsible and thoughtful when using personal or school devices are abused or privileges may be taken away and other consequences may apply.

Expectations of St. Luke School's BYOD Program and use of school owned technology include the following:

- Students will only use appropriate educational applications on all devices, personal or school owned. They may access only files or Internet sites which are relevant to the classroom instruction. Students are not allowed to call, text message, email, or electronically communicate with other students, parents, friends, and family during the school day through unapproved means of communication. An example of an approved web-based collaboration source is Google Docs and the communication will be a part of the classroom instruction and/or lesson assigned. Inappropriate communication or use of technology is unacceptable.
- Students may not use devices to record video, take photos, or post video and/or photos without the permission of a teacher or staff member of St. Luke School.
- Students must comply with a teacher's request to shut down/turn off, silence, or close the screen of any device. Devices must be turned off when not being used instructionally. Students may only turn on and use devices on days and at times teachers specifically instruct them to and only in areas of the school building where permission has been granted. The use of devices is not allowed between 8:10 and 8:30 a.m. while getting ready for school to begin, in the locker room, the restrooms, or the hallway during class changes, or in the cafeteria during lunch, nor during dismissal between 3:10 and 3:30 p.m.
- Students must adhere to the Technology Code of Conduct, which can be found in the St. Luke School Parent/Student Handbook.
- Students take full responsibility for their personal technology device. St. Luke School will not be responsible for the loss of or damage to any personal device. Students are responsible for the care of their device, to include keeping it charged and ready for use, as well as making any repairs, replacements, or modifications needed to use the device at school. Charging at school will not be possible.
- Students will use the school's secured wireless network. Use of 3G and 4G wireless connections is not allowed.
- St. Luke School reserves the right to collect and inspect a student's personal device.
- Students understand that at the present, printing from personal devices will not be possible at school.

As a student, I understand the expectations and will abide by this policy. Any violation of the policy using a personal or school owned device may result in consequences to include the loss of BYOD privileges.

Name and signature of student

Date

Type of device(s) and serial number(s)

As a parent/guardian, I give consent for my child to bring his/her personal device to school for instructional use only. I understand that my child is responsible for the device and is expected to understand and to abide by the expectations of this policy. I understand that any violation of the policy may result in the loss of their BYOD privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my child's device.

Print parent name

Signature of parent

Date