



PARENT/STUDENT

2018-2019

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 2018

Dear St. Luke School Parents and Students,

Welcome to the 2018-2019 school year. 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 www.stlukelions.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

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 Jr-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
 Sarah McLendon*, Director ELC
 Emily Sutherland, Advancement Director
 Stephanie Alford – Director of Marketing and Communications
 Brooke Green, Secretary/Receptionist and Admissions Assistant

Jr-Kindergarten Location

Amber Estes*	CH112	Kirven Boyce, TA
Taylor Jordan	CH114	Ashley Saylor, TA
Stacy Wetherell	EL104	Lindsay Hall, TA
Stephanie Woods	CH105	Lisa Calhoun, TA

Kindergarten

Karen Boyd	EL	Michelle Hubbard, TA
Kim Browning*	EL102	Charlene Pearson, TA
Brandy Burditt	EL103	Holly Walker, TA
Kelley Ellington	EL101	Jamie Farmer, TA

First Grade

Emily Brannan*	SC102	Jackie Cecalupo, TA
Jennifer Ragan	SC101	Sarah Clements, TA
Kristal Renner	SC104	Lisa Garrett, TA

Second Grade

Angel Franklin	SC202
Sheron Hopkins*	SC201
Savannah Jeter	SC206
Juliet McCarley	SC205

Third Grade

Angela Blankenship*	CH214
Kim Cunningham	CH217
Amanda Patel	CH205
Hannah Slay	CH215

Fourth Grade

Jenny McMillen	CH203
Laura Silver*	CH202
Liz Taber	CH204
Patty Tucker	CH201

Fifth Grade

Amy Palmer*	MC6
Anne Peebles	MC3
Paula Posey	MC7
Melissa Wood	MC8

Middle School

Julia Gaffney*	MS601	6 th Math
Stacy Lacy	MS604	6 th Earth Science
Anne Plott	MS603	6 th Language Arts
Sarah Kate Prather	MS602	6 th Social Studies
Patti Landreau	MS703	7 th Language Arts
Kim Padgett*	MS701	7 th Social Studies
Paula Watkins	MS704	7 th Life Science
Allen Webb	MS702	7 th Pre-Algebra
Ann Allen*	MS801	8 th Language Arts
Mike Peacock	MS804	8 th Physical Science
Steven Swinehart	MS803	8 th Algebra
Brandi Waldheim	MS802	8 th Georgia History

Specials/Electives Teachers

Sherry Bunn*	MS	7 Health
Kimetha Eysel	IS/MS	Jr-K-6 Music, 7-8 Singers, Study Hall
Jen Grantham	IS	Jr-k-4 STEAM
Hillary Green	IS/MS	Jr-K – 2 nd Art, Jr-K Dramatic Play, 7-8 Consumer Science and Graphic Design, Study Hall
Andrea Olenick	MS	3-8 Art, 7-8 Graphic Design
Sandra LeRoy	IS	Jr-K-2, 6-8 Spanish
Brett Maddocks	CH/MS	7-8 Religion courses
Ethelyn Riley	SC	3-5 Spanish
Krista Maggart*	IS/MS	K-6 and 7-8 Drama, Study Hall
David McLeod	Gym	Jr-K-8 P.E.
Jamie Milner	Gym	Jr-K-8 P.E. Teacher Assistant, 8 Physical Fitness
Jennifer Oliver*	MS	8 th Math Elective
Bill Shelnutt*	SC	7-8 Military History of the 20 th Century
Kelly Webb	MS	5-8 STEAM

Additional Staff:

Angela Hutchens*	SC	Media Specialist
Kim Carroll	MS	Middle School Receptionist

ROAR Program

LeAnn Copelan	MC4
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* = Academic Council Members

Buildings
 CH – Church
 EL – Early Learning Center
 IS – Innovation Station, 2nd floor of EL
 SC – Main School Building
 MC – Ministry Center
 MS – Middle School

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

Receptionist: Brooke Green

Middle School

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

Phone: 706-256-3020

Receptionist: Kim Carroll

Church

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

Phone: 706-327-4343

Receptionist: Kym Harden

ELC

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

Phone: 706-322-2703

Receptionist: Sherrie Bailey

Ministry Center

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

Phone: 706-256-1017

Receptionist: Julie Widener

Communicating Online

While face-to-face communication is preferred, we understand that time constraints sometimes limit our ability to communicate and respond to parents in a timely manner. Parents are always encouraged to contact teachers, faculty, or staff members directly with any concerns or questions. For a listing of faculty and staff email addresses please click here: Please remember teachers may not be able to respond during instructional time but know that we are committed to a thoughtful and timely response.

St. Luke School also strives to keep families informed via multiple electronic channels.

- Weekly Announcements: Friday emails detailing campus activities, happenings, deadlines and opportunities are sent each week via email. We encourage parents to review weekly announcements to stay connected and current. If you have questions concerning weekly announcements please contact Stephanie Alford, Director of Communications & Marketing (salford@stlukeum.com)
- School Website (stlukelions.com): The St. Luke School website is designed to house critical information about our school, provide updates via web articles, pictures, and videos of all the wonderful activities and initiatives during the school year.
- Social Media: To enjoy images and videos that capture the St. Luke Experience be sure to like and follow us via our social media accounts. Please also share your Lion Pride by sharing posts and tweets! Remember recruiting great children and families is everyone's job!
 - Facebook: St. Luke School
 - Instagram: St. Luke School Official ([st_luke_lions](https://www.instagram.com/st_luke_lions))
 - Twitter: [@stlukelions](https://twitter.com/stlukelions)

ParentsWeb

The best way to access teacher announcements and academic information is through ParentsWeb. ParentsWeb is the parent and student portal for RenWeb, the student information system used by the school to maintain student demographic information, manage enrollment, record and deliver grade information, and more.

This system gives students and parents the ability to check class specific information such as assignments, grades, attendance, and conduct. It provides access to a student and parent directory. ParentsWeb is customizable so that users can receive notices about missing assignments or changes (drops) in grades. Teachers can easily send group

announcements, newsletters and alerts. School administration is also able to issue parent alerts for inclement weather, school closing, mission reminders and more.

Parent and student access to ParentsWeb is available through the [ParentsWeb link](#) on the [school website](#) or through the RenWeb Home Mobile App. (An annual fee is required for the mobile app.) Many parents enjoy the mobile app to quickly look up contact information in the student/parent directory, check grades and class announcements, and access the school calendar and school forms on the go. A library of resource documents can be found on the mobile app under Resources.

ParentsWeb is the best way to stay connected to classroom activities, assignments, grades and your child’s schedule. If you have any questions regarding logging and accessing information for your child(ren), please call the school office at 706-256-1301.

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

Each year a team of faculty and staff members selects a mission theme and verse to help students, faculty, and families develop a deeper understanding of servant leadership. The 2018-2019 Mission Theme – ALL HANDS IN - helps us to remember that we are the hands and feet of Jesus Christ to others in need. Our theme verse is: “For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Ephesians 2:10. It is our prayer that through Bible study, chapel services, and hands-on mission activities sponsored by partner grade levels, our St. Luke Family will make an eternal difference for many in our community. Throughout the 2018-2019 school year, students, teachers, and families will have the opportunity to invest in and serve the community mission organizations listed below.

Quarterly Missions

Quarter	Grade Sponsor	Mission	Jeans Day
First	2 nd and 5 th	Truth Spring Academy	Sept. 7 th & Oct. 12 th
Second	1 st , 3 rd , and 8 th	Feeding the Valley	Nov. 9 th & Dec. 7 th
Third	4 th and 7 th	Open Door	Jan. 11 th & Feb. 8 th
Fourth	Jr-K, K, and 6 th	PAWS	Mar. 8 th & Apr. 12 th
All Year	everyone	St. Luke Church December First Saturday event St. Luke Church Food Pantry St. Luke Respite Care	Aug. 24 th , Sept. 28 th , Oct. 26 th , Nov. 2 nd , Dec. 14 th , Jan. 25 th , Feb. 22 nd , Mar. 22 nd , Apr. 26 th , May 17 th



Giving

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 and Food Pantry Jeans Days

Twice 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 quarter and to the Food Pantry.

What the St. Luke Family can do to go ALL HANDS IN and serve:

- Hands-on opportunities for each grade level to serve highlighted mission organizations.
- Collect items to give and share. Thanksgiving Food Drive, December 1st Saturday, and any sponsored organization’s wish list items.
- Participate in Missions and Food Pantry Jeans Days
- Actively participate in chapel services and quarterly mission kick-off services to learn about the highlighted missions.

- Submit pictures, videos, stories related to serving through missions to the Lion TV team. (ahutchens@stlukeum.com)
- Participate in or help coordinate athletic team servant leadership activities.

Curriculum

The St. Luke School 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 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"	enVision Math 2.0	Trade Books	Big Books Trade Books	Big Books Leveled Readers AR	Saxon	Zaner-Bloser		
1st	Biblical Choices "The God of Impossibilities"	enVision Math 2.0	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"	enVision Math 2.0 MobyMax	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 MobyMax	Harcourt <i>Our Communities</i>	ACSI Purposeful Design Science	Scott Foresman, AR, Class Novels		Zaner-Bloser Cursive	Sadlier Grammar	Houghton- Mifflin Spelling Level 4
4th	Biblical Choices "The God of History"	Macmillan McGraw Hill <i>Everyday Math Reference Text</i> MobyMax	Houghton- Mifflin <i>United States Making a New Nation</i>	Pearson Interactive Science	Scott Foresman, AR, Class Novels			Sadlier Grammar	Evan-Moore A Word a Day, Level 4
5th	Biblical Choices "The God of Faith"	Macmillan McGraw Hill <i>Everyday Math Reference Text</i> MobyMax	Houghton- Mifflin <i>United States Civil War to Present</i>	Pearson Interactive Science	Scott Foresman AR, Class Novels			Sadlier Grammar	Word of the Day Vocabulary Cartoons: Word Power Made Easy
6th	Positive Action Winning the Race Part I	enVision Math 2.0 MobyMax	McGraw Hill Discovering World Geography	Glencoe McGraw-Hill, Earth/Space iScience	Prentice Hall Copper, AR, Class Novels			Prentice Hall Copper	Vocabulary Cartoons: Word Power Made Easy and SAT Word Power
7th	Positive Action Winning the Race Part II	enVision Math 2.0 MobyMax	McGraw Hill Discovering Our Past; A History Of The World	Glencoe McGraw-Hill Life iScience	Prentice Hall Bronze, AR, Class Novels			Prentice Hall Bronze	Prentice Hall
8th	The Book of Mark	Glencoe McGraw- Hill Algebra Glencoe Geometry (Elective)	Clairmont Press Georgia: Its Heritage and its Promise	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 Jr-K-5 all experience Art, Drama, Music, Spanish, STEAM, and PE. Middle Schoolers participate in different electives. Sixth Graders experience quarterly classes of Art, Drama, Music, and Spanish. 7th and 8th Graders may choose from Art Foundations, Advanced Art, Bible Study: General Epistles, Intro. to the Bible, Consumer Science, Drama, Graphic Design, Math elective, Military History, Musical Theatre, P.E. with Health, Physical Fitness, Singers (choir), Intermediate and/or Advanced Spanish, Study Hall, Turning Points in Christian History, and Intro. To World Religions.

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 program to provide students in most grades with reading comprehension skills. 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 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

MobyMax

Students use a web-based curriculum, MobyMax is used in our classrooms as a resource and an enhancement to our present curriculum. MobyMax is tailored to each student's individual needs. Moby's features include: placement tests that accurately identify where students excel, and areas for growth, targeted instruction to improve the areas for growth, and systematic review sessions that ensure that each student retains 100% of what he or she has learned. Students may access Moby from a home computer or device at any time. Parents may sign in as a parent by selecting "As a Parent" and entering their child's username and password. Parents may also monitor their child's progress and can send messages to the teacher.

Field Trips

Field trips are scheduled during the year to support and enhance our curriculum, provide servant leadership mission opportunity, 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.

Art Club	5 th – 8 th Grades	Fellowship of Christian Athletes	6 th – 8 th Grades
Baseball	6 th – 8 th Grades	Golf (boys and girls)	5 th – 8 th Grades
Basketball (boys and girls)	5 th – 8 th Grades	HOPE Club	5 th – 8 th Grades
Broadcast (Lion TV)	6 th - 8 th Grades	Intramural Basketball (boys/girls)	2 nd – 6 th Grades
Cheerleading	6 th – 8 th Grades	Lego League	2 nd – 4 th Grades
Cross Country (boys and girls)	5 th – 8 th Grades	Lionette's Dance Team	5 th – 8 th Grades
Elementary Math Team	5 th Grade	Middle School Math Team	6 th – 8 th Grades
Elementary Running Club	1 st – 4 th Grades	Praise Band	6 th – 8 th Grades
Elementary Tennis	3 rd – 5 th Grades	Running Club	5 th – 8 th Grades
Elementary Wrestling	3 rd & 4 th Grades	Spring Musical Production	5 th – 8 th Grades

SLS Ambassadors	7 th & 8 th Grades	Tennis (boys and girls)	5 th – 8 th Grades
Soccer (boys and girls)	6 th – 8 th Grades	Tome Society	4 th – 8 th Grades
Softball (girls)	6 th – 8 th Grades	Volleyball (girls)	5 th – 8 th Grades
Student Council	4 th – 8 th Grades	Wrestling (boys and girls)	5 th – 8 th Grades
Swim Team (boys and girls)	5 th – 8 th Grades		

Academic Requirements/Standing

St. Luke School believes that while participation in extracurricular activities, including athletics, is an important part of the overall educational experience, focus on academic studies must remain a priority for all students and student-athletes. To participate in extracurricular activities and SLS athletics, students must meet or exceed academic standards. Students receiving a grade less than a “C” on a Quarterly Report Card may be placed on probation. Students on probation may attend try-outs, conditioning practices, rehearsals, and planning meetings. Students already on a roster for an extracurricular activity and/or sport are required 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 to participate.

Teachers, sponsors, and coaches will work with students and student-athletes to improve their academic standing to the required level to be reinstated in full to their activity. A student receiving a grade less than a “C” on two Quarterly Report Cards within an academic year may not be eligible for participation in extracurricular nor athletic activities for the remainder of the academic year. If the second offense occurs at the end of an academic year, the student may remain ineligible for the first quarter of the following academic year. Decisions regarding suspension due to academics or conduct will be made by the sponsor or athletic department and administration.

Student Recognition

Throughout the year SLS students may be recognized for specific academic, athletic or servant leadership accomplishments.

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 earn Honor Roll status, and students earning all A’s and maintaining all S’s earn Principal’s List status.

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. To become eligible for selection for membership, the candidate must have been enrolled in St. Luke by midterm of the first quarter. Candidates eligible for selection to the chapter must have a minimum cumulative scholastic GPA of 92.5 (math, science, language arts and social studies). Bible and Elective classes GPA must be 92.5 or higher as well. Non numerical grades must be Satisfactory for consideration. Upon meeting these requirements, candidates will be considered based on their service, leadership, citizenship and character by teacher recommendation.

After induction, members are required to maintain the high standards of scholastic average, attendance and behavior throughout their membership. Violation of the NJHS bylaws or school regulations can result in dismissal of a member. A demerit system is in place to document the violation of bylaws or school regulations. Please see Section 4 of the bylaws or a sponsor for more information about dismissal from NJHS.

Academic Letters

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

Sports

The SLS athletic department will host the athletics awards ceremony in May 2019. This event will honor all the St Luke School student-athletes for their hard work and dedication in the classroom and in their respective sports. Student-athletes may be eligible for sport-specific awards to be presented at the ceremony, and each student-athlete will receive a sports participation certificate indicating athletic participation for the current academic year. Student-athletes in 8th grade will receive participation plaques to commemorate their athletic participation history. The

Scholar-Athlete Awards (one boy and one girl in 6th, 7th, and 8th grades) and the Lion Awards will be presented at the Honors Day Ceremony. Please reference the St. Luke School [Athletic Handbook](#) for more information

Athletic Pins:

Athletes in grades six through eight will be eligible to receive an athletic participation pin for each sport played. Pins will be given with academic letters and bars in May of each year. Awarding of pins is subject to the following criteria which are required for all sports:

- Have earned an academic letter and/or bar during the participating school year.
- Have no academic grade lower than “C” on a Nine-Week Report Card
- Unexcused absences from practice or team events must be pre-approved by the coach, Athletic Director, and/or Administrator.
- Exhibit sportsmanship at all practices, games, races and/or events
- Additional criteria for lettering announced and required by head coach prior to the start of the sport season.

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 group.

Honors Day

Several academic and other achievement awards are presented at our annual Honors Day Programs scheduled for Wednesday, May 22, 2019, the last day of school. Parents are invited and encouraged to attend the Honors Day Program where we honor academic achievement and servant leadership at the classroom, school, and community level.

Classroom Parties and Birthday Celebrations

A specific amount of time each day must be used for instruction purposes. This time allows for physical education, 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 may include Christmas, Valentine’s Day, 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. For grades Jr-k – 5th, please limit birthday celebrations to cupcakes, cake, or cookies which can be served in the lunchroom as part of the regularly scheduled lunch time. When planning birthday treats food allergies of classmates must be considered. Parents will be asked to serve the treats. For middle (6th-8th) school students, all birthday celebrations involving special treats must take place during homeroom from 8:30 – 9:00 a.m. Please feel free to visit for lunch on your child’s birthday and any time it is convenient for you.

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 Jr-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 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 or Sharp Interactive Aquos Board, a teacher computer station, and one student station. There is a computer lab for whole group instruction and individual use. iPads, scanners, digital cameras, two Chromebook mobile labs, laser printers, and color printers are also available. Additionally, in grades K-5th grade we encourage students to bring their own devices into the classroom for purposes of instruction. In grades 6th-8th, we require each student to bring their own laptop/Chromebook to school each day to enhance the learning experience.

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](#) and ParentsWeb monthly. Regular hot lunches with milk are available to all students and included in tuition. Students 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. Students 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 8 a.m. are offered breakfast and all students are provided with a snack after school. Children in first through eighth grades have scheduled times for homework, snacks, and age appropriate activities each afternoon. To find out more, go to the ELC’s website <http://elc.stlukeum.com/> or call (706) 322-2703.

CAMPUS SAFETY

Student safety is very important to St. Luke School’s parents, teachers, and administrators. We expect students to feel safe on campus and in their classrooms. We expect them to be cautious and watch for their own and the safety of others at all times. If a student ever feels unsafe, they must tell a supervising adult.

Students can help by remembering that it is important for them to listen to members of the campus security team and teachers at all times when in the buildings and outside. They must be respectful to each other, to campus security, to their teacher, and guests and community members when crossing streets, walking along sidewalks, and in parking lots. Talking must be at a minimum, age appropriate, or not at all when crossing the street. If students observe any unusual activity they are encouraged to tell a supervising adult immediately.

All faculty and staff have been trained for fire, bad weather, and intruder drills and events. Drills and events of this nature must be taken seriously. It is important for all students to listen to adults, supervising adults, and teachers on campus in the event of a drill and/or an emergency.

Students must not leave a building without adult supervision/permission.

Campus security is on campus at all times, during school hours and events.

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 a.m. to 3:15 p.m. 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 may be dropped off at the designated entrance of your building beginning at 8:10 a.m. 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 a.m. and you need to be in class and prepared for the day by 8:30 a.m. or you will be counted TARDY. If you arrive after 8:30 a.m., whoever is dropping you off needs to walk you in to the building and sign you in.

You may be picked up between 3:15 and 3:30 p.m. After 3:30 p.m. you will be walked over to the Early Learning Center for the after school extended day program. There is a fee for unplanned drop in students.

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 in [ParentsWeb](#) and in the appendix at the back of this handbook.

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 Head of School will be required to allow promotion or credit for the grade/class where the absences occurred.

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.

Being on time and prepared for the day is important. Parents will be contacted if tardiness to school becomes a problem.

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 earn an "S" in attendance.

Campus and Food Allergy Safety

Student safety is very important to your parents, teachers, and administrators. We love you and safety is priority. We expect for you to feel safe on campus and in your classrooms and we expect you to be cautious and watch for your own and the safety of others at all times. If you ever feel unsafe, you must tell a supervising adult. It is important for students

to listen to members of the campus security team and teachers at all times when in the buildings and outside. You must be respectful to each other, to campus security, to your teacher, and guests and community members when crossing streets, walking along sidewalks, and in parking lots. Talking must be at a minimum, age appropriate, or not at all when crossing the street.

Fire, bad weather, and intruder drills and events must be taken seriously. It is important for all students to listen to adults, supervising adults, and teachers on campus in the event of a drill and/or an emergency.

Students must not leave a building without adult supervision/permission. If you are in a location without your direct supervising adult, you must look for the closest supervising adult and speak to them before leaving a room or building.

Food Allergy Safety – Student’s Responsibilities – as age appropriate

It is important to care for your health and the health of others. Students are expected to be mindful of each other and help each other when needed. If you see a friend in need, go to the nearest supervising adult for help.

Students must not trade food with others.

If you have food allergy symptoms before arriving at school, you should not attend school to be closely observed by your parents/guardian. After symptoms subside, you may attend school.

If you or a friend presents with allergy symptoms at school and requires close supervision, your parent may be required to pick you up from school for observation or to see your doctor.

Students must not eat anything containing a known allergen. Students must not eat food items when the exact ingredients or means of preparation are unknown. If in any way in doubt, do not eat.

You must immediately notify a teacher or supervisory adult if you are experiencing any allergy symptoms or believe you may have ingested or been otherwise exposed to an allergen, even if this proves to be in error at a later time. When in doubt, notify an adult.

You must self-manage as is age appropriate your allergy by understanding and implementing the following:

- Know strategies for avoiding exposure to triggers or unsafe foods
- Wash hands before and after eating
- Know symptoms of an allergic reaction
- Know how and when to tell an adult you may be having a reaction
- Be able to self-administer emergency medication or other required or appropriate treatment
- Know and be able to articulate “safe” and “unsafe” foods
- Be able to read food labels
- Know your physicians name

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 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 quiet redirection/completion of a refocus form, a change in where you sit, a private conference with your teacher, or something else appropriate. If the misconduct continues consequences may include an office referral to principal, parent/teacher or parent/principal conference, before or after school detention, time away from the classroom, in or out of school suspension, 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. 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/teacher or parent/principal conference, before or after school detention, time away from the classroom, in or out of school suspension, 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., 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 in [ParentsWeb](#) . It describes what your responsibilities are and the consequences for not following the rules. If technology is used during school hours (either a personal or school device, you and your parents must both sign an [Acceptable Use Policy](#) (also posted in ParentsWeb and in the appendix at the back of this handbook) 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 states the specifics of what you can wear.

Lower School BOYS Uniform (Jr-K - 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 approved school 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 approved school 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 a small amount of black and/or gray trim (no other colors). Predominantly gray tennis shoes with white and/or black trim (no other colors). 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, solid 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 (required). 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 (Jr-K - 5th grade)

Trousers	Plain khaki pants or capris (no cargo or corduroy pants).
Shorts/Skortts/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 approved school logo, SLS plaid jumper (no logo required), red knit shirt dress with approved school logo. Note that all dresses/jumpers are Lands' End and jumpers are worn with SLS white Peter Pan, white oxford, white turtleneck, or white uniform collared shirt underneath.
Shirts	Red or white Lands' End collared shirt with approved school logo; white button down Lands' End oxford shirt or Peter Pan shirt with approved school logo. Shirts must be tucked in. (Gold shirts have been discontinued and may longer be worn. Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
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 approved school 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 (no other colors). Predominantly gray tennis shoes with white and/or black trim (no other colors). 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, solid 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 approved school logo; white button down Lands' End oxford shirt with approved school logo. Shirts must be tucked in. (Gold and blue shirts have been discontinued and may not be worn. Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
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 approved school 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 (no other colors). Predominantly gray tennis shoes with white and/or black trim (no other colors). 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, pre-tied tie, or bow tie) is required. White oxford shirt with SLS logo (plain white oxfords are only acceptable on formal chapel days 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 approved school logo; white button down Lands' End oxford shirt with approved school logo. Shirts must be tucked in. (Gold and blue shirts discontinued and may no longer be worn. Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
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 approved school 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 (no other color). Predominantly gray tennis shoes with white and/or black trim (no other color). 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 solid 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 long 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 "S" or better in Attendance. If your academic class average is below a 75% on a quarter 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% you will be removed from probation.

If your core academic average is less than 75% then you and your parents may be expected 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

St. Luke School believes that while participation in co-curricular activities, including athletics, is an important part of the overall educational experience, focus on academic studies must remain a priority for all students and student-athletes. To participate in extracurricular activities and SLS athletics, students must meet or exceed academic standards. Students receiving a grade less than a “C” on a Quarterly Report Card may be placed on probation. Students on probation may attend try-outs, conditioning practices, rehearsals, and planning meetings. Students already on a roster for an extracurricular activity and/or sport are required 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 to participate.

Teachers, sponsors, and coaches will work with students and student-athletes to improve their academic standing to the required level to be reinstated in full to their activity. A student receiving a grade less than a “C” on two Quarterly Report Cards within an academic year may not be eligible for participation in extracurricular nor athletic activities for the remainder of the academic year. If the second offense occurs at the end of an academic year, the student may remain ineligible for the first quarter of the following academic year. Decisions regarding suspension due to academics or conduct will be made by the sponsor or athletic department and administration.

St. Luke School’s [Athletic Handbook](#) is available on the [school website](#).

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 beginning at 8:10 a.m. and students need to be in class and prepared for the day by 8:30 a.m. or they are counted as an unexcused tardy. Pick up is between 3:15 and 3:30 p.m.

Arrival: For the safety of your child, under no circumstances should they be dropped off prior to 8:10 a.m., 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 p.m. and must be picked up no later than 3:30 p.m. Because faculty and staff regularly have meetings or conferences scheduled to begin at this time, students not picked up by 3:30 p.m. 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 note from the doctor is required. A note 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 [school 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 lessons. Teachers are not always able to provide makeup work in advance and are not required to do so.

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 Head of School will be required to allow promotion or credit for the grade/class where the absences occurred.

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.

Being on time and prepared for the day is important. Parents will be contacted if tardiness to school becomes a problem.

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 [school website](#).

Classroom Management

Our teachers want to be student centered in both instruction and in the management of the classroom. To that end, we have implemented the classroom management philosophy *Time to Teach*, in an effort to minimize classroom distractions from common and low level student behaviors. It is important to distinguish that this classroom management system does not replace our other policies and procedures for student misconduct. *Time to Teach* is a growth oriented process that teaches students what the desired classroom behavior entails, provides prompts to remind the child, and then if necessary there is a process for individual conversations when those expectations are not being met. There are additional mechanisms for both parent communication and administrative support. In the event this does not correct the behavior, additional disciplinary steps may be required.

Home and School Communication

ParentsWeb

The best way to access teacher announcements and academic information is through ParentsWeb. ParentsWeb is the parent and student portal for RenWeb, the student information system used by the school to maintain student demographic information, manage enrollment, record and deliver grade information, and more.

This system gives students and parents the ability to check class specific information such as assignments, grades, attendance, and conduct. It provides access to a student and parent directory. ParentsWeb is customizable so that users can receive notices about missing assignments or changes (drops) in grades. Teachers can easily send group announcements, newsletters and alerts. School administration is also able to issue parent alerts for inclement weather, school closing, mission reminders and more.

Parent and student access to ParentsWeb is available through the [ParentsWeb link](#) on the [school website](#) or through the RenWeb Home Mobile App. (An annual fee is required for the mobile app.) Many parents enjoy the mobile app to quickly look up contact information in the student/parent directory, check grades and class announcements, and access the school calendar and school forms on the go. A library of resource documents can be found on the mobile app under Resources.

ParentsWeb is the best way to stay connected to classroom activities, assignments, grades and your child's schedule. If you have any questions regarding logging and accessing information for your child(ren), please call the school office at 706-256-1301.

Mass Text and Phone Messages

The school uses ParentsWeb as 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 by email and information about tests, quizzes, and projects within ParentsWeb announcements. 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 him/her is to call or to email. Let him/her 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 quarter 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, check-outs 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 by emailing or calling your child's homeroom teacher.

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, the school office, or at the reception desk at each building. 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 in [ParentsWeb](#), 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 if permission was given by a parent when completing that student's enrollment.

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.

For a copy of St. Luke School's Food Allergy Policy to include families', students', and the school's responsibilities, please see the appendices of this handbook.

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 (using main, office entrance doors) 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 organized events sponsored by the SLPA to prayer groups we welcome your presence on campus.

SLPA



SLPA and SLS sponsored activities cannot happen without tremendous parent and teacher volunteers. We need you! There are opportunities to plug-in and serve through ongoing participation and for short-term responsibilities. To learn more about the SLPA and to volunteer click [here](#).

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 Sherry Bunn, Athletic Director, to learn about opportunities to serve as a SLS Sports Council volunteer.

All Pro Dad

All Pro Dad is an exciting way for men to connect with their children right here at St. Luke. All Pro Dad is a Right From The Start program that focuses on family communication, relationship growth, and the chance to fellowship with other SLS dads through a monthly breakfast. Research shows that the #1 indicator of student success is parental involvement. As fathers, grandfathers, and special friends, we know and see the impact made when you show up here at St. Luke School. Your presence on our campus is welcome and appreciated. All Pro Dads meet monthly for breakfast and a time of fellowship. Meetings are held on Wednesday mornings and participants are invited to stay and join their children for chapel services. A schedule is posted via weekly announcements. For more information about please contact SLPA coordinator Ritchie McCarley (rtmccarley@yahoo.com) or visit: <https://allprodadsday.com/> to view a short video. We look forward to partnering with you through ALL PRO DAD!

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 lobbies 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 is one release of liability form 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 Taylor Jordan for our yearbook or Stephanie Alford for communications. We ask that you be considerate about posting pictures of events of other children on your personal social media accounts. Please share your pictures with the school for the school to post on its official Facebook page or Instagram account.

Tuition and Fees and the Education Tax Credit

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

Please refer to the St. Luke [school website](#) for information about tuition, fees, and the Education Tax credit for Georgia taxpayers. If you are interested in the fees for the before and after school care, please call the St. Luke Early Learning Center at 706-322-2703.

St. Luke School's payment schedule and delinquent payment policy are available in the appendices of this handbook.

Fundraising through the Annual Fund

The Annual Fund is unrestricted cash gifts given annually to St. Luke that are used to fund current-year operations. As such, the Annual fund is the most important on-going Advancement effort. As with most independent schools, St. Luke's tuition does not cover the total cost of providing education to its students. A robust Annual Fund helps to maintain modest tuition increases and enables our school to realize the strategic focus of providing a St. Luke education to as many "mission compatible" children as possible. Parents, grandparents, friends and foundations are the primary donors to the Annual Fund. Two over-arching goals of the Annual Fund are to annually achieve the goal and to consistently achieve a Current Parent participation rate of more than 90 percent.

As foundations consider their support of a school, they inquire about two important benchmarks: whether a school meets its stated goal consistently and the degree to which parents participate. St. Luke thoughtfully employs a volunteer-driven system to efficiently and effectively ask for support from our constituents on an annual basis.

A healthy Annual Fund:

- Builds goodwill.
- Helps the school reach its high aspirations of being the best St. Luke that it can be.
- Allows the Board to move quickly and confidently to implement programs and services.
- Steadily grows a culture of cheerful giving throughout the school family.
- Maintains and establishes the school's Christ-centered culture and learning environment.
- Strengthens the overall financial position of the school.
- Builds a solid base for capital and planned gifts.
- Cultivates and matches volunteer interests and leadership with the strategic focus of the school.

APPENDICES

Student Absence Approval Form

We believe that school attendance and promptness are essential components for student success. Please refer to the Parent/Student Handbook for details on this policy.

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

To be completed by School Principal:

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): _____
School Principal'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 7/23/18

Acceptable Use Policy

St. Luke School's K-5th Grade Bring Your Own Device (BYOD) and Middle School One-to-One Laptop Program

St. Luke School's faculty and staff have many goals in place to provide a safe learning environment for all students enrolled at St. Luke. Several of the goals recognize the need to facilitate innovation skills. Teachers encourage students to bring their own device to school for educational purposes. By incorporating the use of personally owned devices, teachers plan to encourage collaboration on projects simultaneously, to foster digital citizenship, and to enhance the curriculum through technology opportunities. All classes, kindergarten through fifth grades, are participating in our BYOD program. Students in K - 5th grade do not have to bring their own device to school but it is encouraged that students have a device. Middle School students are expected to participate in our One-to-One Laptop program. All students will be given the opportunity to experience exciting and engaging lessons in all classes.

To support a K- 5th grade Bring Your Own Device (BYOD) program at St. Luke, teachers will encourage students to bring privately owned wireless and/or portable devices to include laptops, Chromebooks, e-readers, netbooks, iPads, tablets, and iPod Touches. Cell phones, smart phones, and smart watches are not acceptable devices. The St. Luke School Technology Committee encourages the purchase and use of iOS devices. Students in grades K-5th who do not plan to provide their own device will be able to use the school's equipment and/or students will work collaboratively with a few devices. All school owned devices are iPads/iPad Minis and computers. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

As your child progresses from upper elementary into middle school, many new learning opportunities will open in the form of technology-rich experiences. In an effort to maximize those experiences, the St. Luke School Technology Committee, along with the middle school teachers, have developed new device requirements. Now, as we expand our BYOD program from voluntary to required, 6th – 8th graders for the 2018-2019 school year will be required to bring a laptop to campus every day for use as an organizational tool, research portal and collaborative platform. Cell phones, smart phones, and smart watches are not acceptable devices and must remain at home. If a cell phone is needed by a *middle school student* for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day. Middle School students will have limited access to the school owned iPads and computer.

The use of privately owned devices on St. Luke's campus should be considered a privilege. Students are expected to be responsible and thoughtful when using technology resources. When the use of personal or school devices are abused, privileges may be taken away and other consequences may apply. When respected, all will benefit from the experiences and opportunities provided by the program.

In order to be a participant in this program and/or use school devices, parents and students must sign and adhere to an Acceptable Use Policy. Our faculty and staff and administration are looking forward to the exciting, educational opportunities that our BYOD and One-to-One Laptop Programs will bring to our students. We appreciate the parents and students' support and understanding. Your suggestions and feedback will be welcomed and encouraged.

Expectations of St. Luke School's K-5th Grade BYOD (Bring Your Own Device) Program, Middle School One-to-One Laptop Program, and use of school owned technology include the following:

- Cell phones, smart phones, and smart watches are not acceptable devices and must remain at home. If a cell phone is needed by a *middle school student* for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day.
- 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 use apps 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 Classroom 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 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 or One-to-One 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

As a student, I have read and understand the expectations of the St. Luke School Acceptable Use Policy. I understand that any violation of the policy may result in the loss of my BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my device.

Name and signature of student

Date

Type of device

Food Allergy Policy: 8-4-17

St. Luke School's goal is to provide for the well-being of every student. The policies described below specifically relate to students with life threatening allergies, in order to clarify the responsibilities of St. Luke School, the parent (or legal guardian as the case may be-parent and parents as used in this policy include legal guardians), and the student regarding such allergies.

Before the student's first day of attendance at school, it is the parent/guardian's duty and responsibility to provide written notice to the school administration regarding life threatening allergies and to obtain the Allergy Action Plan form and have it completed and signed by the child's physician. It is a parent duty and responsibility to understand that St. Luke School does not ban food or environmental triggers that may cause life-threatening allergic reactions in certain students either on the school campus or at school sponsored events. This policy is designed to inform parents/guardians and students of the precautions St. Luke School undertakes to reduce the risk to students with life-threatening allergies, and that parents/guardians and students must understand and take appropriate precautions, and understand what to expect and what not to expect from St. Luke School in its policy.

St. Luke School can reduce the risks to students with life-threatening allergies, but parents and students acknowledge and agree that these policies do not and cannot eliminate the risk of a life-threatening allergy or the consequences of such a reaction.

Family's Responsibilities

An Allergy Action Plan must be completed and promptly provided to St. Luke School by the student's physician each year or more often if, in the opinion of the physician, revisions or updates are medically required. This form will provide written medical documentation from the student's physician of the specific nature of the allergy as well as the instructions from the physician for medications and response to a reaction. A recent photo of the child must be provided to SLS with the form because there may be teachers, coaches or other staff who may not know the child by name only.

It is the parents' responsibility to provide emergency medication not only to the student, if medically indicated by the student's physician, but also to provide additional emergency medication to the appropriate school personnel (eg. homeroom teacher, coach, front office staff).

It is the parents' responsibility to provide properly labeled medications, to make certain that all medications are current and not expired and to replace all medication when out of date.

The parents must educate their child as age appropriate in the self-management of his/her allergy including:

- Strategies for avoiding exposure to unsafe triggers or foods
- Symptoms of an allergic reaction
 - How and when to tell an adult he/she may be having a reaction
 - Train child to self-administer emergency medication (age appropriate); provide emergency contact info to SLS, including home, office and cell phone numbers of the parents, and at minimum the name of his/her physician
- The ability to articulate what foods are "safe" and "unsafe"
- How to read food labels (age appropriate)

Student's Responsibilities as Age Appropriate

Students must not trade food with others.

If a student presents with allergy symptoms before arriving at school, the student may not attend school so that he/she can be closely observed by parents. After symptoms subside, the student may attend school.

If a student presents with allergy symptoms at school and requires close supervision, parents may be required to pick the child up from school.

Students must not eat anything containing a known allergen. Students must not eat food items when the exact ingredients or means of preparation are unknown. If in any way in doubt, do not eat.

Students must immediately notify a teacher or supervisory adult if they are experiencing any allergy symptoms or believe they may have ingested or been otherwise exposed to an allergen, even if this proves to be in error at a later time. When in doubt, notify an adult.

A student must self-manage as is age appropriate his/her allergy by understanding and implementing the following:

- Know strategies for avoiding exposure to triggers or unsafe foods
- Wash hands before and after eating
- Know symptoms of an allergic reaction
- Know how and when to tell an adult he/she may be having a reaction
- Be able to self-administer emergency medication or other required or appropriate treatment
- Know and be able to articulate “safe” and “unsafe” foods
- Be able to read food labels
- Know his/her physicians name

School’s Responsibilities

To review the Allergy Action Plan submitted by the parents and physician

To identify and coordinate a core team that may include but is not limited to the homeroom teacher, the division principal, school food service director, and school counselor, to work with parents and the student to implement the Allergy Action Plan. Any changes to the plan should be made clear to all of the core team participants.

To train all school staff that interact with the student with a life-threatening allergy on a regular and reasonable basis to understand food allergy, to appreciate allergy reaction symptoms, and to know what to do in an emergency.

To work with teachers, other school staff, parent volunteers, families, and students to attempt to eliminate the use of food allergens in students’ meals, in class projects, incentives, class celebrations and events, on field trips, other after and away from school activities and to offer an alternative to students with allergies when applicable.

To maintain a file of Allergy Action Plans for affected students, and to denote the student’s allergy in Renweb so that all faculty have access to this information.

To store, to keep in the presence of the student, and administer medications appropriately in accordance with the Allergy Action Plan as ordered in writing by the student’s physician.

In the event of an allergic reaction, the Allergy Action Plan, including the physician’s orders for the affected student, will be implemented. If an emergency medication such as an EpiPen is required to be used, St. Luke School will call 911, and the student may be sent by ambulance to the hospital emergency room as determined by emergency response personnel.

Payment Schedule and Delinquent Payment Policies

Tuition Payments

- Tuition is due on the 1st of each month and considered late on the 16th of the month.
- Late fees and fees for returned payments are described in the enrollment agreement.
- Tuition that is not pre-paid in full may be paid by cash, check, credit card (subject to 3.75% fee), or automatic bank draft.

Delinquent Accounts

- If balance becomes 45 days past due, all access to ParentsWeb and school records (including report cards and transcripts), may be withheld until the account is current. Student accounts will similarly not be permitted to incur further debt through participation in any extracurricular activities.
- If balance becomes 60 days past due, all enrolled children must remain at home and discontinue participation in all school activities, until the account is current. Additionally, any financial aid award is subject to forfeit.
- If a balance becomes 75 days past due, the student(s) may be administratively withdrawn from the school.
- Re-enrollment will not be permitted while an account has an outstanding balance. Students with siblings whose accounts have an outstanding balance may not re-enroll, even if the balance is with a different St. Luke ministry. Please note this includes any sports, clubs, afterschool care, etc.

General Financial Considerations

- St. Luke School adheres to the policy of a *single authorized payer* for the payment of tuition, fees, and optional school related services, leaving the school out of any financial disputes between divorced or separated parents.
- All payments will be applied equitably to all children enrolled.
- Payments on delinquent accounts will first be applied to tuition due and not extracurricular activities.
- Please refer to a copy of the [enrollment agreement](#) for specifics regarding late fees, etc.