

ST. LUKE'S EPISCOPAL DAY SCHOOL



2012-2013 PARENT & STUDENT HANDBOOK

***PARENTS WILL BE NOTIFIED OF ANY
ADDITIONAL CHANGES OR UPDATES**

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HEAD OF SCHOOL'S WELCOME

Dear Parents,

I am pleased to have this opportunity to welcome you to St. Luke's and a new school year. At the center of our mission is our commitment to children, and meeting their needs academically, emotionally, physically and spiritually. We understand that you have many school options available to you, and appreciate you choosing St. Luke's.

St. Luke's is rich in tradition, but progressive in its approach to educating children. We understand that children are individuals with unique personalities, strengths and needs. With this understanding of children, we strive to provide not only an academic framework for children, but also a strong foundation of personal, moral and ethical values. We look forward to having your support and involvement this year. Don't miss the opportunity to be part of the caring family atmosphere that continues to make St. Luke's such an excellent environment for children and their families.

Please let me know at any time if you have concerns or would like to discuss your child's needs. I feel very blessed to have the opportunity to work with each family at St. Luke's, and look forward to another successful school year.

Sincerely,

Amy Whitley, Head of School

MISSION STATEMENT

The mission of St. Luke's Episcopal Day School is to provide for the academic, spiritual, physical, and emotional development of our students. This is accomplished in cooperation with the family and the Church resulting in a life-long dedication to learning and spiritually guided lives.

POLICY STATEMENT

St. Luke's Episcopal Day School is an outreach ministry of St. Luke's Episcopal Church through the St. Luke's Board of Trustees. As an institution of St. Luke's Church, the School is under the pastoral direction of the Rector.

As an outreach ministry of St. Luke's Church in the great tradition of Anglican Christianity, the School's objectives are to provide a nurturing academic environment and to promote each child's intellectual, emotional, physical, and social development, built on the foundation of a strong spiritual commitment. Our carefully chosen staff is committed to and shall continue to be educated in the nurture of the individual student as a unique child of God and thereby develop his or her self-esteem.

St. Luke's Episcopal Day School is a Parish Day School under the auspices of the Episcopal Church in the United States of America. According to the Canons of the Church, this School "shall not exclude students because of race, creed, or national origins."

HISTORY OF ST. LUKE'S EPISCOPAL SCHOOL

Pre-Kindergarten and Kindergarten classes were begun at St. Luke's in 1957. A first grade class was begun in 1970, and an additional grade was added each year reaching the level of fourth grade. A second section of the first grade was established during the 1984-85 school year and additional sections have been added to other grades as needed. The middle school was begun in the 2005-2006 school year. St. Luke's currently provides classes for children from Preschool through eighth grade.

BOARD OF TRUSTEES AND VESTRY

The St. Luke's Board of Trustees is charged with the duty and responsibility to develop, achieve and promote the mission of the school through proactive leadership consistent with the parochial objectives of the Episcopal Diocese of Louisiana and St. Luke's Episcopal Church of Baton Rouge. The Board of Trustees operates as an independent and autonomous body to perform their function within their mission. However, final authority for the approval of candidates as board members as well as fiscal oversight shall be vested in the authority of the Vestry of St. Luke's Church. Vestry members are elected from parishioners of St. Luke's Church and serve a three year term.

**BOARD OF TRUSTEES
2011-2012**

Dr. Denise Sellers, Chairman (2008-2014)
Mr. Lacy Howe, Vice-Chair & Institutional Advancement Chair (2010-2013)
Mrs. June Hall, Secretary (2011-2014)
Mr. David Honeycutt, Treasurer & Finance Chair (2010-2013)
Dr. Brian Barnett (2010-2013)
Mr. David Beck (2009-2012)
Mrs. Joanie Netterville (2009-2012)
Mr. Chuck Duggar (2011-2014)
Mr. Dennis Edmon, Senior Warden (January 2011- January 2012)
Mrs. Nikki Edmonson, Parent Guild President (2009-2012)
Mrs. Suzie Edwards, Committee on Trustees Chair (2009-2012)
Mr. Ozzie Fernandez (2010-2013)
Dr. Rob Hinkle (2010-2012)
The Rev. R. Brien Koehler, Rector
Mr. Donald Newton (2011-2014)
Mrs. Becky Nictakis, Development Chair (2009-2012)
Mr. Augie Perez, Shark Bites President (2011-2012)
Mrs. Renee Roberie (2011-2014)
Mr. Tim Roussel (2010-2013)
Mrs. D'Ann Shannon (2011-2014)
Mrs. Amy Whitley, Head of School

FACULTY AND STAFF

Sallye Abadie, First Grade
Laurie Adams, Dir. of Institutional Adv.
Isaac Albert, Lunchroom Assistant
Linda Brown, Assistant Head of School
Terri Bullock, Fourth Grade
Donna Canezaro, Librarian
Charlotte Carnes, Middle School
Joelle Castille, Art
Bonnie Catalano, Kindergarten
Kim Cotton, Lunchroom Assistant
Pam Craig, First Grade
Jeanne Dautat, Third Grade
Jeanne Dawson, Middle School
Erin Dufour, Kindergarten
Heidi FaKouri, Second Grade
Catherine Farrar, Fifth Grade
Ann Giles, Pre-K
Michael Giles, Physical Education
Eugene Gluszek, Physical Education
Brittany Guelfo, Spanish, 1st Grade
Assistant
Nita Hannie, Music, Preschool – 2nd grade
Becky Heyward, Preschool Assistant
The Rev. Joe Hermerding, Curate &
Chaplain of the Day School
Charlette Hill, Tutor
Lynn Hooks, Religion
Vicky Jacobsen, Computer Technology
Instructor
Allyson LaBorde, Third Grade
Johanna Leonard, Middle School
Clare Mabrey, Preschool
Mikel McClure, Dance & Movement,
Middle School Teacher & Librarian
Mary Ellen McGuire, Middle School
Marsha McMillin, Director of Admissions
John Mlynczak, Band/Music 3rd – 8th grades
Susan Morrow, Registrar
Cheryl Palmer, Middle School
Administrative Assistant
Paulette Pecaut, Technology Coordinator
Georgia Powell, Fourth Grade
Tracey Rathcke, Kindergarten
Christine Rust, Middle School
Kathy Sandahl, Financial Director

Vicki Schweitzer, K/First Grade Assistant

Barbara Simmons, Administrative Assistant
Sherry Spies, Secretary
Stephanie Steinbron, Spanish
Kathy Stenhouse, Pre-K
Melissa Thibodeaux, Second Grade
Jane Thompson, Fifth Grade
Deborah Walker, Extended Care Director
Amy Whitley, Head of School
Deacon Reese Wiggins, Facilities Manager

PARENTS' GUILD OFFICERS

Executive Board

Nikki Edmonson- President
Christi Miles- President-Elect
Margaret Barnett- Secretary
Rebekah Summerville- Treasurer
Amy Whitley- Head of School
Ann Giles- Faculty Representative
Stephanie Steinbron- Faculty Representative

Fund Raising Committee Chair

Bayou Bash- Brenna Perez & Mary Ann
Ayres

Silent Auction Donations-Lindsey Davis
Giving Through Everyday Living-Martha
Roussel

Used Uniform Sale-Stephanie Honeycutt &
Kelly McAdams

Service Committee Chair

Teacher Appreciation Week- Casie Jefcoat
& Monique Melancon

Enrichment/Staff Appreciation- Cheryl
Gilbert

Room Parent Coordinators- Stacey Harris
Grandparent's Day- Cheryl Palmer

Friends of the Library- Alison Roussel &
D'Ann Shannon

Meals on Me Ministry- Alyce' Blackstone &
June Hall

ACCREDITATION

St. Luke's Episcopal Day School is approved by the Louisiana Department of Education and accredited by the Southwestern Association of Episcopal Schools. The school and faculty hold memberships and/or affiliations with the following organizations:

- National Association of Episcopal Schools
- Association for Supervision and Curriculum Development
- Educational Records Bureau
- The National Association for the Education of Young Children
- International Reading Association
- National Council for Teachers of Mathematics
- National Science Teachers Association
- Independent School Management
- Louisiana Association of Independent Schools
- Louisiana Resource Center for Educators
- Junior Master Gardener Program

ADMISSIONS PROCEDURES

Application

Applications may be obtained from the School Admission Office or the school website www.stlukesbrschool.org and must be returned with a \$75 non-refundable fee. If a child's application is not accepted for that particular school year, the application, at the parent's request, will be moved forward to the next year with no additional fee required. Screening/Testing (\$50 non-refundable fee) of all applicants will be scheduled upon completion of the application packet. The order of acceptance for qualified students at St. Luke's School is as follows:

1. A child presently enrolled at St. Luke's School
2. The sibling of a child presently enrolled whose parents are St. Luke's Parishioners in good standing
3. A child whose parents are St. Luke's Parishioners in good standing.
4. The sibling of a child presently enrolled whose parents are not St. Luke's Parishioners
5. A child whose parent is a member of the faculty or staff
6. A child or sibling of one who has previously attended St. Luke's
7. A child of Episcopalians in good standing who are not parishioners of St. Luke's
8. A child from the general public who does not qualify in the above categories

Children entering Preschool must turn three by September 1. Children entering the Preschool program must be toilet trained prior to the beginning of school.

Contracts

Currently Enrolled Students:

- January** Registration information and contracts sent to currently enrolled students for next school year.
- February** Registration information and a non-refundable \$300 re-enrollment fee for non-parishioner and \$150.00 fee for parishioner is due in the Office by February 1. Reenrollment fee received after February 1 is \$400.00, \$250.00 if parishioner
- April** Contract becomes binding April 1.

New Students: Applicants qualify for early decisions if all applications materials are submitted by November 1, 2011. Early decision letters will be mailed December 1, 2011. Replies accepting/declining an offer of admission must be received by December 15, 2011. All other decision letters will be mailed January 15, 2012. New student contracts will be mailed February 1, 2012.

Withdrawal Procedure

1. Parent sends letter by certified mail by March 31 to Head of School to inform her of student's withdrawal.
2. If withdrawal occurs prior to April 1, fees previously paid are non-refundable; however, the contract is not binding.
3. If withdrawal occurs on April 1, or thereafter, the contract is binding regardless of student Withdrawal. Collection of fees will be expected as stated on the contract. Exceptions are made under the Tuition Refund Plan.

Non-Payment of Tuition and Fees

If payment of fees is discontinued for any reason, legal procedures will begin for collection purposes through the Louisiana Court System. All outstanding bills must be paid or the student's grades will not be averaged on the report card and records will not be released. RenWeb access will be discontinued.

ANNUAL GIVING

The Annual Giving program provides opportunities for St. Luke's beyond those possible through the school's operating budget. Donations to the school from parents, grandparents, alumni and friends of St. Luke's are used for technology enhancements, capital improvements, professional development and faculty benefits, and financial aid for families in need of tuition assistance. The annual campaign begins each fall with requests for pledges from the school community. These funds provide enhancements for the school which would not otherwise be possible. We need each family's participation in this campaign as a way of helping to support St. Luke's. Your involvement is a vote of confidence and a catalyst for larger gifts and grants which ensure our continued success.

ATHLETICS POLICY

Lower School

Official St. Luke's Episcopal Day School athletic teams are those middle school teams organized through the school's athletic department. As possible, fifth grade students may be permitted to join middle school teams. In some instances we are not permitted to include lower school students in competition. In these situations, students may train, but are not guaranteed game-playing time.

Lower school students often participate in grade level, parent-coached sports that are coordinated through BREC and local YMCA leagues. St. Luke's Episcopal Day School does not officially sponsor lower school athletics. For more information contact the Lower School Office.

Middle School

Philosophy- The athletic program at St. Luke's is recognized as an integral part of the middle school experience for our students. Participation in sports is character building and makes it

possible for students to experience the benefits of physical fitness, team building, sportsmanship, work ethic and school spirit. The focus of middle school athletics is participation, the understanding of the game and skill building. A successful sports season should not be measured solely by the number of games won, but rather by the growth of the individual athlete, and the team's efforts to reach its full potential.

Participation- Information meetings will be held prior to the beginning of each sport. Coaches will review eligibility requirements, expectations and guidelines for participation with students and parents.

Reservations for the gym and all fields must be made through the Middle School Administrative Assistant. Middle school teams receive priority for practice times and facility use.

Complete information related to St. Luke's athletics is included in the Athletics Handbook located on the school's website.

ATTENDANCE

To ensure that optimal learning takes place, daily attendance is imperative. The school year is comprised of 180 days. According to State Department of Education regulations, a student who has more than 10 un-excused absences in a year may not be given credit for the year's work. Non-medical illnesses are considered un-excused absences. Make-up work for un-excused absences will not be given. More than 5 unexcused tardies will result in a students' being ineligible for perfect attendance. Excused tardies are at the discretion of the school. To participate in a school sponsored event, students must be in attendance a minimum of 4 hours of that school day. Students who check out or are absent due to illness may not participate in extracurricular activities that day.

Lower School

The school day begins promptly at 8:15 a.m. and ends at 3:20 p.m. Only children attending the Early Morning Drop-Off program may be on campus before 7:55 a.m. All students, (including Preschool) are expected to arrive promptly and to attend until dismissal.

If a child is dropped off after 8:15 a.m., the carpool driver must walk the child to the school office and check him or her in. This is for the child's safety. All late arrivals will be considered tardy. Excessive tardies will result in disciplinary action. Students in attendance less than half of the school day will be considered absent for the day. Early checkout is discouraged. If a child must be picked up early, please do so by 2:50 p.m. Parents must report to the office first and the child will be called to the office for check-out. Please attempt to schedule appointments after school hours. Please do not request early checkout to avoid the car pool line.

Middle School

The middle school day begins at 7:55 and ends at 3:25. At 7:45, students are to go to their lockers and report to their homeroom classes. If a student is dropped off after 8:00 a.m., the driver must walk the student into the middle school office and check him/her in. Early checkout policies are the same as the lower school. After 4 tardies per semester, middle school students will be required to serve a clinic.

Withdrawals During the School Year

If you will be moving or transferring schools during the school year, please contact the Registrar for a Request for Withdrawal form to be completed and signed by a parent prior to your child's last day.

BIRTHDAY BOOK CLUB

The Birthday Book Club is an opportunity for students to donate a new book to the Library in honor of their birthday. A student or parent may choose a book from the Library's box of Birthday Books. These books are specially bound for library use. Please do not send books from home or a book store, as these are not library bound and will not last. A \$20.00 check made payable to St. Luke's Episcopal Day School should be sent to the library for each book purchased. At the last Chapel service of each month, the book is blessed. A book plate is placed in the book with the donor's name. Books may also be given in thanksgiving or in memory of someone. Anyone having a birthday during the summer may donate a book either before school is out or after school begins in the fall.

CELL PHONES AND ELECTRONICS

Lower School

Lower school students are not permitted to have cell phones or any type of electronic device on campus. Students will be allowed to use the phone in the office in emergency situations.

Middle School

Middle school students will be allowed to use the phone in the Middle School office during the day and in the Extended Care office during after care for emergency calls. Cell phones are not allowed in the classroom or in extended care. Students may bring cell phones to school for use after 3:25p.m., when involved in an after school activity. Cell phones must be kept in student lockers and must be turned off during the school day and must be turned off and remain in the book sack during after care. Students with a cell phone on campus must have a parent complete and submit the permission form (available on the Middle School website page). Any student discovered using a cell phone during the school day or in extended care will have their phone confiscated and turned into the Head of School.

As technology improves, the capabilities of cell phones increase. A number of our students now own phones with photo, video & internet capabilities. These capabilities increase the potential for inappropriate technology use on campus ranging from academic dishonesty to embarrassment of students who are photographed or videoed without their permission or in situations in which they may feel vulnerable. Because of the availability of digital cameras on our campus for legitimate photography needs, we have made the decision that students may not use their cell phones for taking photographs or recording video. Students need to be aware that taking photographs or video of any kind with cell phones is strictly prohibited on our campus. Students who violate this policy will face disciplinary consequences.

Entire Campus

Electronic games and music devices are not permitted for use on regular school days. Students are permitted to bring hand held game devices for holiday care and on certain field trips. Only games rated "E", and "G" rated movies are permitted. Students assume all risk for damage or loss of equipment.

CHILD PROTECTION POLICY

As stated in Louisiana Revised Statute 14:403, St. Luke's Episcopal Day School is mandated to report any suspected incidents of child abuse and/or neglect.

Safeguarding God's Children – All faculty and staff are required to complete the Episcopal Diocese Course as a condition of their employment at St. Luke's Episcopal Day School.

CONFERENCES

Parent-teacher conferences are required after the first nine-week period in the lower school. Parents or teachers may initiate a conference as needed. If you wish to set up a conference, please call the school office and the teacher will be asked to contact you. Middle school conferences are set up on an as needed basis.

CURRICULUM

St. Luke's is committed to providing an education that will develop each student's intellectual, spiritual, physical, emotional, and social needs. We strive to play an integral role in producing children that are lifelong learners.

Lower School

We offer a stimulating academic program in core curriculum courses (reading, math, science, social studies and the language arts), in addition to instruction in religion, music, foreign language, art, physical education, computers, and library skills. The children work and learn cooperatively as well as in individual and teacher-directed activities. Much of our program involves a "hands-on" and "experience oriented" approach. At the beginning of each school year, parents will receive curriculum information specific to their child's grade placement. A school-wide scope and sequence of the curriculum is available in the Admissions office.

Preschool students will be escorted to additional classrooms, Witter Hall, and the activity building for enrichments and lunch.

Middle School

The middle school day is divided into seven class periods. There are five core subjects: math, English, science, social studies, and Spanish. Electives for the 6th grade rotate each nine weeks (except for band); electives for the 7th and 8th grades change each semester. The other hour of the day is shared by P.E. and religion/advisory.

Achievement Testing

Educational Records Bureau – Comprehensive Testing Program

St. Luke's students in 3rd through 8th grade take the ERB – CTP 4 Online at the end of January and early February. The CTP 4, is a norm referenced test. It is rigorous test used by high achieving schools and those striving for high achievement standards. It incorporates the leading edge of curriculum and test development, including the NCTM standards, auditory comprehension assessment paralleling reading comprehension objectives, writing concepts and skills as well as writing mechanics and vocabulary tested in context.

The CTP 4 results are effective parent communication tools for increasing awareness and support of instructional objectives, school services and student progress.

DISCIPLINE

The immediate goal of St. Luke's Discipline Policy is to create favorable conditions for learning by encouraging positive behavioral traits such as courtesy, respect and cooperation. Every student is expected to take responsibility for his or her own actions. We believe in the “greater good” in our community and understand that our own personal needs do not take precedent over the needs and rights of others. The long-range goal is to help students develop and improve self-discipline as they gradually approach maturity.

Students will be expected to conduct themselves in a manner consistent with their status as members of the St. Luke's community. Conduct, therefore will be conducive to meeting the individual and academic needs of the student as well as those of his/her classmates, to advancing the educational process in general, and to supporting the good name of St. Luke's Episcopal Day School.

A behavior-management approach to discipline is used in the school. This approach consists of clearly defined rules, disciplinary consequences, and positive reinforcements.

It is important that parents, school staff, and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at St. Luke's have been established for the development of students. Students are expected to respect these rules as well as the people responsible for carrying them out. The staff needs the support of parents in promoting acceptable behavior. The goal is for each student to learn to be responsible for his or her own actions.

Each teacher establishes a set of classroom rules. Teachers require a classroom atmosphere that is conducive to learning and that protects each student's right to education. Teachers are encouraged to solicit parental support with a student who has problems behaving/performing appropriately. Teachers may impose consequences (i.e. writing assignments, recess detentions, clean-up detail, and referral to the Head of School, etc.) for inappropriate behavior and/or dress code violations. Under no circumstances will any form of corporal punishment ever be administered by the faculty or staff of St. Luke's Episcopal Day School.

Students on campus after school following dismissal must be supervised at all times. Students not leaving school in carpool, or admitted to extended care must be engaged in a planned team or school activity and under the supervision of an adult.

Parents should review the discipline policy (shown on the next two pages) with their child to ensure that there is a clear understanding of the school's expectations for appropriate behavior.

Anti-bullying policy

St. Luke's Episcopal Day School (SLEDS) prohibits acts of harassment or bullying. It is our belief that a safe and civil environment is necessary for students to learn and achieve high academic standards. We also believe, as part of our mission, that it is crucial to provide an environment that is conducive to the positive emotional and spiritual development of our students. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate acts of bullying is expected of our students, as well as administrators, faculty, staff, and volunteers.

Harassment or bullying is defined as: any act (including a gesture or written, verbal, graphic, or physical act, including those transmitted electronically) that is reasonably perceived as being motivated by an actual or perceived characteristic of another (such as race, gender, sexual orientation, and mental/physical disability) and is directed at another student. This act directly interferes with the student's educational programs or activities, or, because the act is reasonably perceived to be so severe by the student, it causes mental or emotional distress or fear of physical harm.

St. Luke's Episcopal Day School expects students to conduct themselves in a manner that is consistent with their developmental level, maturity, and demonstrated capabilities with regard for the rights of other students, faculty, and staff. St. Luke's Episcopal Day School prohibits both active and passive support for acts of bullying. The faculty and staff should encourage students to support other students who are subjected to bullying, support those who report bullying, and constructively attempt to stop acts of bullying.

Complaints

St. Luke's Episcopal Day School requires that all complaints of perceived bullying be communicated to the Head or Assistant Head of School. All school employees are required to report alleged violations of the policy. All other members of the school community, including students, parents, and volunteers are encouraged to report possible violations of the policy. Reports may be made anonymously. Anonymity will be respected to the full extent possible, but may not be kept should it hinder a complete finding of facts.

The following methods of complaints are available:

1. Formal complaint: to be submitted in writing and to include all details to the alleged incident.
2. Informal complaint: information shared by a student or parent to teacher or staff. This must be reported in writing to the principal/assistant principal.
3. Observed incident by teacher or staff. Must be submitted in writing to principal/assistant principal.

Investigation of incidents

St. Luke's Episcopal Day School requires that the Head or Assistant Head of School determine whether an alleged act violates the policy. They shall conduct a prompt and thorough investigation of each alleged incident within three days of receiving a report. This may include interviewing the alleged victim, the reporter, the alleged bully (with or without presence of parents) and witnesses.

Disciplinary Action

St. Luke's Episcopal Day School believes that it is the responsibility of the staff to use disciplinary procedures as opportunities for helping students learn to assume responsibility for their actions. Staff members shall apply best practices designed to prevent discipline problems and encourage students to develop self-discipline and respect for others.

We believe that discipline involves both consequences and remedial actions. Factors including age, development, degree of harm, nature and severity of the behavior, and prior incidents of behavior will help determine appropriate consequences. Consequences shall be unique to the individual incident and will vary based on the aforementioned factors. Remedial measures shall be implemented in an attempt to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act. Consequences and remedial measures may include, but are not limited to, the following: admonishment, loss of privileges, and referral to disciplinarian, suspension, legal action, expulsion, behavior management plan, counseling, and parent conferences.

St. Luke's Episcopal Day School prohibits reprisal or retaliation against any person who reports an act of bullying. Consequences for reprisal or retaliation shall be determined by the Head of School based on the nature, severity, and circumstances of the act.

We prohibit any person from falsely accusing another of acts of bullying. Consequences for false accusations shall be determined by the principal based on the nature, severity, and circumstances of the act.

St. Luke's Episcopal Day School requires school officials to annually disseminate the policy to all school staff, parents, and students. This policy shall be incorporated in the student handbook.

LOWER SCHOOL DISCIPLINE POLICY

Code 1 Description	Code 1 Resultant Action
<ul style="list-style-type: none"> ● Classroom violation ● Violation outside the classroom (chapel, Playground, etc.) ● Verbal threatening or intimidation of a student ● Disrespect for authority ● Unsportsmanlike conduct ● Out of uniform (3 times) ● Tardy (4 times) 	<p>A Code 1 infraction will result in a write up where the child will report to the Head or Asst. Head of School for the following action:</p> <p>1st offense: Conference with Head or Asst. Head of School, parental notification, and loss of one recess period</p> <p>2nd offense: Conference with Head or Asst. Head of School, teacher, and parents; loss of two days recess</p> <p>3rd offense: Conference with Head or Asst. Head of School, teacher, and parents; one-half day suspension.</p>
Code 2 Description	Code 2 Resultant Action
<ul style="list-style-type: none"> ● Alteration of grades or falsifying parent's signature ● Fighting, assault of a student, or uncontrollable behavior ● Cheating or stealing ● Misuse of school property or vandalism ● Internet Agreement violations ● Intimidation or verbal threatening of school personnel ● Possession of contraband (i.e. pornography, fireworks, tobacco products, etc.) ● Profanity or indecent behavior 	<p>A code 2 infraction will result in a write-up where the children will report to the Head or Asst. Head of School for the following action:</p> <p>1st offense: Conference with Head or Asst. Head of School, teacher and parents; one-half day suspension. Other privileges may be withheld at the discretion of the Head or Asst. Head of School (i.e. no field trip, work detail during recess, etc.)</p> <p>2nd offense: Conference with the Head or Asst. Head of School, parents, and teacher; one day suspension; possible recommendation of professional intervention (i.e. psychological evaluation, etc.)</p>
Code 3 Description	Code 3 Resultant Action
<ul style="list-style-type: none"> ● Physical assault of school personnel ● Possession of a weapon or assault with a weapon ● Possession, consumption, under the influence of alcohol or illegal drugs ● Destruction of School, Church, or teacher's property ● Setting a fire ● Illegal action during a school-sponsored activity on or off campus. 	<p>If a student violates a Code 3 rule the following will be considered:</p> <ol style="list-style-type: none"> 1. Probation for a specific period of time 2. Suspension from School for one or more days 3. Expulsion from School

At the Head of School's discretion, discipline situations deemed extreme may result in consequences in excess of those outlined in the school's Discipline Policy.

Re-enrollment: If a student has had excessive referrals to the office, the re-enrollment status of this student is conditional and will be reviewed by the Head of School prior to the end of the school year.

MIDDLE SCHOOL DISCIPLINE POLICY

The purpose of the St. Luke’s Middle School discipline program is to foster the character traits of responsibility, respect and self-discipline in each of our students. Our program is designed to encourage students to make appropriate choices. To accomplish this, we require our students to adhere to both classroom rules, as posted in each classroom, and to conduct themselves in a responsible manner outside of school.

Level 1	Level 1 Resultant Action
<ul style="list-style-type: none"> ● Classroom/Campus Infraction ● Dress Code Violation ● Unprepared for Class 	2 Demerits
Level 2	Level 2 Resultant Action
<ul style="list-style-type: none"> ● Church/Assembly Infraction ● Tardy for Class without a Note ● Chewing Gum/Eating in Class ● Unsportsmanlike conduct 	4 Demerits
Level 3	Level 3 Resultant Action
<ul style="list-style-type: none"> ● Inappropriate Language (profanity or indecent behavior) ● Disrespect for Authority ● Honor Code Violation ● Cell Phone Policy Violation ● Verbal or Physical Intimidation of another student ● Alteration of grades or falsifying parents signature ● Fighting, assault of a student, or uncontrollable behavior ● Cheating or Stealing ● Misuse of school property or vandalism ● Inappropriate use of technology 	10 Demerits and a Clinic Parent will need to pick up cell phone from school administration
Level 4	Level 4 Resultant Action
<ul style="list-style-type: none"> ● Physical assault of school personnel ● Possession of a weapon or assault with a weapon ● Possession, consumption, under the influence of alcohol or illegal drugs ● Destruction of School, Church, or teacher’s property ● Setting a fire ● Illegal action during a school-sponsored activity on or off campus ● Intimidation or verbal threatening of school personnel ● Possession of contraband (i.e. pornography, fireworks, tobacco products, etc.) 	If a student violates a Level 4 rule the following actions will be considered: <ol style="list-style-type: none"> 1. Probation for a specific period of time. 2. Suspension from School for one or more days. 3. Expulsion from School.

At the Head of School’s discretion, discipline situations deemed extreme may result in consequences in excess of those outlined in the school’s Discipline Policy.

Re-enrollment: If a student has had excessive referrals to the office, the re-enrollment status of this student is conditional and will be reviewed by the Head of School prior to the end of the school year.

If a student receives more than 20 demerits in a calendar week, he/she will also be required to serve a behavior clinic held before or after school at the discretion of the School’s administration. Any student failing to attend their assigned clinic will receive 10 demerits and will need to serve two clinics. The Head of School will address other offenses as necessary. Saturday work days will be issued for serious and or habitual offenses.

Middle School Honor Code

As a member of the St. Luke's Middle School community it is the expectation that students will conduct themselves in an honorable manner. With increased privileges that are inherent in the middle school, come responsibilities. The faculty and staff place a great deal of trust in students to make appropriate choices that reflect integrity and mutual respect.

In keeping with our school mission, we seek to help students develop in all areas. St. Luke's believes that academic growth must be accompanied by strong moral character. The Honor Code is in place as a framework to ensure that all members of our community are trustworthy.

At the first chapel service of every school year, each member of the middle school community signs the following statement:

As a member of the St. Luke's community, I pledge to uphold the ideals of this school with honesty and integrity. Therefore, I will respect the rights, feelings, and property of others. I will not be involved in cheating, lying, stealing, or plagiarizing. I will hold myself accountable for any infringement of the above rules and regulations and will expect and encourage all others to do the same. I will report myself or others to a teacher or administrator for violations to this honor code.

We expect each student to uphold and support the Honor Code. If a student witnesses any honor violation he or she may report the offense to the classroom teacher, an advisor, or any member of the faculty or administration.

EPISCOPAL IDENTITY

We hope that families will always feel welcome to join our students in our weekly Church services. Our middle school students attend a Eucharist service on Tuesday mornings at 8:30. Lower school students attend on Wednesdays at 8:30 and our early childhood classes (Preschool-Kindergarten) meet for Chapel on Thursdays at 8:30. As you attend services at St. Luke's with our students, you may be unfamiliar with some of the traditions related to the celebration of the Eucharist. We hope that the definitions and explanations below will help answer some of the questions you may have. Please feel free to ask questions of our faculty, staff or clergy if we can be of assistance.

Glossary of Episcopal Terminology

The Church and services

Altar-a table on which are placed the vessels for holding the bread, wine and water used for the Eucharist (communion)

Chalice-The stemmed cup or other vessel used to hold the Communion Wine.

Collect-A short liturgical prayer

Congregation-A parish or a mission. A mission differs from a parish; it is normally headed by a Vicar who is appointed by the Bishop, and has an Advisory Board instead of a Vestry.

Crucifer- The acolyte who carries the cross in the procession.

Diocese-All congregations within a given geographical area under the authority of the same bishop and are organized in accordance with the canons of the Church.

Episcopal- An adjective meaning "of or pertaining to bishops." From the Greek word "episcopoi" (overseers).

Eucharist- The celebration of Holy Communion (Lord's Supper). Derived from the Greek word meaning "Thanksgiving." Wine and bread are the essential elements of the Eucharist.

Holy Baptism is full initiation by water and the Holy Spirit into Christ's Body the Church. The bond which God establishes in Baptism is indissoluble.

Host- The consecrated bread of the Eucharist.

Lectern-The raised platform used for reading prayers or scripture (front of the nave, opposite the pulpit)

Liturgy-The ritual, ceremonial, and other activities associated with formal worship.

Narthex-The enclosed space at the entrance of the church, just inside the front doors to the outside.

Nave- The main part of the church where the congregation sits.

Parish-A local congregation that is in union with the diocese.

Pulpit- The platform used for the sermon or homily

Sanctuary-The part of a church around the altar.

Sacristy-The room behind the altar where the vestments and communion vessels are kept and the clergy vest (dress) for services.

Prayer book-Book of Common Prayer-Book containing services, psalms, prayers, used for each service.

The Lord's Prayer- The prayer that Jesus taught us to pray-used in Eucharist since the **14th century**-still used in Eucharist as well as other Episcopal services.

Customary Church Protocol

Bow when entering the church to reverence the altar/and consecrated elements of the Eucharist.

Kneel-when praying. When you enter an Episcopal church it is traditional to **Enter, Rest** and

Pray-leave the outside behind and enter into God's presence.

Stand while praising, **sit** while listening, **kneel** while praying. In some services the congregation stands and does not kneel.

Clergy and Laypersons

Acolytes-Assists the priest, lights and carries candles and performs other ceremonial functions

Altar guild-a church group whose job is to keep the altar dressed properly for the season/occasion.

Bishop- The chief pastor of a diocese

Canon- The title of a priest who serves on the cathedral/bishop's staff

Curate- Assistant clergy serving on the staff of a congregation under the Rector, meaning "cure of souls."

Deacon- A cleric ordained to the Sacred Order of Deacons or Diaconate, one of the three Holy Orders. Deacons are called to fulfill a vocation, as well as a ministry. Liturgically, a Deacon reads the Gospel, sets the table, leads the Prayers of the People and dismisses the congregation.

Minister-One who carries out the mission of the church-can be clergy or lay persons

Preacher- A person delivering the sermon/homily-one duty of a priest.

Priest- A special term for a minister in the Episcopal Church. A priest is ordained to represent Christ and his church, particularly as a pastor to its people, to oversee the church, proclaim the gospel and administer the sacraments. A priest wears a stole around his neck in church as a sign of his office.

Rector-Head priest of a local church

Senior Warden-Chairperson of the vestry

Sexton-Older English title for the person in charge of the church building/grounds

Vestments-The distinctive clothing worn by leaders of liturgy.

Vestry-Governing body of the parish church

Seasons and feast days of the church

Advent-A time of preparation for the birth of Christ. Begins the fourth Sunday before Christmas and extends until Christmas day.

Christmas-The birth of Jesus

Epiphany-Visit of the Wisemen to the Christ Child, Jan 6

Lent-A period of meditation and penitence- the forty days from Ash Wednesday through Holy Saturday, omitting Sundays.

Maundy Thursday-The Thursday of Holy week –the church remembers Jesus’ institution of the Eucharist and the washing of the feet.

Good Friday–The church meditates upon the crucifixion of Jesus through fasting and penance.

Easter-Resurrection celebration

Ascension-Forty days after Easter and always on a Thursday-commemorating Christ’s ascension into heaven

Pentecost-Church celebrates the outpouring of the holy spirit-50 days after Easter

All Saints Day-Nov 1

Information obtained from the Episcopal Diocese of Louisiana, www.edola.org, the Episcopal Church USA, www.episcopalchurch.org and Ascension Episcopal Day School, Lafayette, LA

EXTENDED CARE PROGRAM

The Extended Care Program at St. Luke's is available to provide supervised care for children both before and after regular school hours. The goal of this program is to provide a safe, healthy and relaxing atmosphere for children attending the school. Enrichment programs are available at additional costs. All school policies, including school discipline policies are applicable to Extended Care. Participation in any of the Extended Care programs may be suspended if discipline issues become habitual. Parents wishing to use the Early Care Program, After Care Program, or Holiday Care Program should contact the Extended Care Director at 927-8622. See Fee Schedules for costs.

The registration fee is mandatory if ANY Extended Care program is used.

Early Care Program

Children attending the Early Care program may arrive as early as 7:25 a.m. Parents are to escort children to Witter Hall, and ensure that a staff member has acknowledged their arrival. Children will be released to report to their classrooms at 7:45 am for Middle School and 7:55 a.m. for Lower School. Enrollment for the Early Care program is at the beginning of each semester. Parents needing Early Care on a drop-in basis may use this service for a daily fee and will be billed on a monthly basis.

After Care Program

Children enrolled in the After Care program have opportunities for free play, as well as time to do homework. Games and outdoor play are encouraged and children receive a snack during this time. Students may only be dismissed from the program when signed out by an authorized adult. The After Care program closes promptly at 6:00 p.m. If a parent arrives after 6:00 p.m., a \$1.00 per minute charge will be assessed with that month’s Extended Care Program fee. Parents unable to consistently pick up students by the required closing time may need to seek other arrangements for afternoon care. Monthly full time care may be paid through a pre-arranged bank draft. Parents who choose to use the After Care program on a drop-in basis will need to

register their child for this service. Parents will be billed on a monthly basis. Hourly charges are based on any part of the hour used. Students not picked up from carpool by 3:40 p.m. will be admitted to the After Care program. Parents will be billed the hourly fee, per child, for any part of the time in attendance. A second occurrence of admission to the program following late carpool pick up, will result in fee assessment including the registration fee.

Holiday Care Program

Parents with children enrolled in Extended Care programs will receive notice prior to holidays concerning enrollment for Holiday Care. Parents with children not ordinarily enrolled in Extended Care programs, but who would like the option of using this service must contact the Extended Care Director for availability of space during holidays, conference days, etc. Holiday Care has limited openings. Requests from enrolled students are received on a first come, first serve basis, by enrollment deadlines.

Preschool Students

Preschool students are eligible for attendance in the Extended Care Early Care and After Care Programs on regular school days, and on early dismissal days throughout the school year. However, attendance in the Holiday Care program is not permitted for students who have not reached their fourth birthday. Unlike the Pre-K through 8th grade program which is under the jurisdiction of the Louisiana Department of Education, the Preschool program falls under the guidelines of the Louisiana Department of Social Services. The faculty and staff working with Preschool students during the school day and in the before and after school program have met particular criteria required by DSS, but will not necessarily be available during Holiday Care. Following a Preschool student's fourth birthday, he/she will be eligible to register for and attend Holiday Care.

Delinquent Accounts

Continued participation in the Extended Care Programs requires timely payment. Students will not be able to attend if an account is in excess of 60 days past due. Payments received after the 15th of each month will be considered late. All outstanding bills must be paid in full.

FACILITIES USE/CAMPUS SAFETY

After school use of all campus facilities must receive prior approval from the appropriate St. Luke's Church/School personnel. Requests for the activity center/gym and outdoor fields must be made to the Middle School administrative assistant. Requests for any church hall or meeting space (including classrooms) must be made to St. Luke's Church office personnel.

The health and safety of all members of the St. Luke's community is of the utmost importance at all times. The following guidelines have been set forth in support of this expectation.

- St. Luke's is a smoke-free campus. Smoking is prohibited at all times.
- Following 3:20 pm dismissal, returning to the classrooms for forgotten items is not permitted.
- Pets are not permitted on campus with the exception of the annual Blessing of the Pets church service.
- Check-in with the appropriate division office is required by all visitors, including parents.
- Parental supervision of students in all parking areas, fields and facilities is required.

FEE SCHEDULES

Tuition

Tuition may be paid in full by June 1 or paid in increments of two semesters payable on June 1 and December 1; or 12 months, payable each month by automatic bank draft from April 1 through March 1. Tuition payments received after the 15th of each month will be considered late. A payment plan is decided during the contracting procedure. Tuition includes school pictures, yearbook, textbooks, school supplies (lower school), and most field trips.

Tuition Payment Options	Option 1 1 payment	Option 2 2 payments	Option 3 12 payments
Preschool-4th Grade	\$7595.00	\$3861.00	\$654.00/mo.
5th Grade	\$7985.00	\$4058.00	\$687.00/mo.
6th-8th Grade	\$8700.00	\$4422.00	\$749.00/mo.

Extended Care

Registration Fee	\$ 35.00
Early Morning Full Time (per semester charge)	\$100.00
Early Morning Drop-In (per day)	\$ 5.00
Afternoon Full Time 3:00-6:00 p.m. (monthly)	\$125.00
Afternoon Drop-In (per hour)	\$ 4.00
Ext. Care Account Late Fee (after 15th of each month)	\$ 10.00
Late Departure (per minute after 6:00 p.m.)	\$ 1.00
Holiday Care (per day charge 7:30 a.m-5:30 p.m.)	\$ 22.00
Holiday Care Late Departure (per minute after 5:30 p.m.)	\$ 1.00

Tuition Refund Policy

In an effort to lessen the risk of paying full tuition if a school family should relocate out of our servicing area before the school year starts, the school has the discretion to reduce the tuition by 50% under the following circumstances:

1. The student moves outside a 50 mile radius of St. Luke's School between April 1st and the first day of school.
2. A certified letter must be received by the school office requesting consideration of a tuition reduction.
3. For each student withdrawn, a new student must be enrolled between August 15th and November 15th of the school year.

Refund requests will be considered in the order of receipt of the certified letter. The refund policy set forth above is designed to ensure that the annual school budget is not compromised.

Additional Fees

<i>Application</i> (First-time applicants) non-refundable	\$ 75.00
No application will be considered valid without the accompanying fee.	
<i>Enrollment/Re-enrollment</i>	
New students	(Parishioner) \$150.00
	(Non-Parishioner) \$300.00
Currently enrolled students (if paid by Feb.1)	

	(Parishioner)	\$150.00
	(Non-Parishioner)	\$300.00
Currently enrolled students (if paid after Feb.1)	(Parishioner)	\$250.00
	(Non-Parishioner)	\$400.00
<i>Testing Fee</i> (First-time applicants only)		\$ 50.00
Non-refundable fee paid by new students		
<i>Tuition Account Late Fee</i> (After the 15th of each month)		\$ 20.00
<i>Delinquent Account Late Fee</i> (After the 15th of each month)		\$ 10.00

Lunch (optional) Hot lunch includes milk with meal.

See lunch/snack for details regarding the lunch program. A semester commitment is required.

Cost for 1 st Semester	ONE PAYMENT	THREE PAYMENTS		
		Aug. 10 th	Sept. 15 th	Oct. 15 th
Preschool	\$283.50	\$94.50	\$94.50	\$94.50
PreK & Kindergarten	\$290.50	\$96.83	\$96.83	\$96.84
1 st -5 th Grade	\$297.50	\$99.16	\$99.17	\$99.17
Middle School	\$315.00	\$105.00	\$105.00	\$105.00

Milk (optional) lunch box children

First Semester

Preschool	\$60.75
Pre-K and K	\$62.25
1st-5th grade	\$63.75
6th-8th grade	\$63.00

Children have a daily choice of white milk, fruit juice, or bottle water.

Delinquent Accounts

All outstanding bills must be paid in full by April 15th, or the student's final grades will not be averaged on the report card and records will not be released. RenWeb access will be discontinued.

Re-enrollment applications and contracts for the next year will not be sent in January or accepted (April 1) until all tuition and financial obligations are current and up-to-date. A letter to this effect will be sent to parents. They will not be allowed to re-register their child (children) until all accounts are up-to-date. Should that child's place in next year's class be taken by the time all payments are met, the child's name will be placed at the top of the waiting list in his/her classification.

FIELD TRIPS/CLASS PARTIES/VOLUNTEER ACTIVITIES

In order for a child to participate in a field trip, a signed permission slip must be on file in the office for each trip. Parents driving for field trips must have a rear seat belt for each child, a valid driver's license and liability insurance. A copy of these documents should be on file in the appropriate school office. In the event of an accident, the driver's insurance is primary.

Parents chaperoning overnight field trips will be required to attend a pre-trip meeting and agree to guidelines set by St. Luke's Episcopal Day School.

Other responsibilities include:

1. Provide adequate liability for passengers in vehicle.
2. Buckle each student in a backseat seatbelt. No children may be transported in the front seat.
3. Limit use of cell phones while driving.
4. Discipline students in vehicle. Drive safely.
5. Supervise students while at the field trip site.
6. Discipline and oversee safety of students when teacher is not available. (Teacher may not be with each group on a tour, etc.)
7. Siblings may not go on field trips.
8. No stopping for food/treats while on field trips.
9. No smoking.
10. Follow the prescribed route only.

Only students in 3rd through middle school may participate in school sponsored swimming parties. Class parties and dances are planned for the students enrolled in a particular class or division. Siblings and other children not enrolled in St. Luke's School may not attend these events.

Volunteers are a valued asset at St. Luke's. Please follow the responsibilities listed below:

1. Arrive promptly.
2. Sign in at school office.
3. Siblings may not accompany volunteers.
4. If unable to participate in your scheduled activity, inform the appropriate individual.

FREE DRESS REGULATIONS

Certain days during the school year are designated as "Free Dress Days". On these days, children may choose to wear appropriate play clothes. Please follow the listed rules below on these days:

1. Uniform shorts or jumpers must be worn on Bayou Bash Tee Shirt days.
2. No "short" shorts, spandex "bike" shorts
3. Tee shirts must not be longer than the shorts worn and have no derogatory pictures or words on them.
4. No oversized clothing, low riding jeans or pants, or ripped clothing. No tank tops, strapless or spaghetti strapped tops, or tops exposing midriffs.
5. Only uniform code shoes allowed.

Middle school shorts must be no shorter than 6" from the back knee crease.

Please follow any other regulations on certain special days, such as color designations, Field Day, etc.

GRADES/REPORT CARDS/PROMOTION POLICY

Report cards are sent home four times a year for grades K through middle school, covering four nine-week periods. In addition mid- nine week Progress Reports will be sent home for grades 2nd through middle school. All lower school students will receive grades of E, S, or N (Excellent, Satisfactory, or Needs Improvement) for all Enrichment Classes. Middle School students will receive letter grades in the elective classes. First and Second Grade students will receive grades of E, S, or N for all skills. Second grade students will receive letter grades beginning with the second semester.

Grading Scale for 2nd thru middle school grades:

90-100 A	98-100	A+	70-79 C	77-79	C+
	93-97	A		73-76	C
	90-92	A-		70-72	C-
80-89 B	87-89	B+	60-69 D	67-69	D+
	83-86	B		63-66	D
	80-82	B-		60-62	D-

59 and below: F

In addition to nine weeks grades, middle school students will have semester exams in the areas of reading, English, math, science, social studies and Spanish. The semester exams will carry a weight of 20% of the semester grade. The first semester exams will be given before the Christmas holidays, and the second semester exams will take place at the end of the school year.

Student Promotion Criteria: Final decisions for promotion or retention will be determined by the School Building Level Committee, which is comprised of grade level teachers, the Head of School and other educational professionals deemed appropriate by the school administration. Promotion at all levels is contingent on Louisiana Department of Education, attendance policy.

Preschool-Kindergarten

Students are promoted based on successful demonstration of age appropriate attention span and listening skills, developmentally appropriate grade-level work and developmentally appropriate social and emotional skills.

1st Grade - 2nd Grade

Students are promoted based on successful demonstration of grade-level work.

3rd, 4th, and 5th Grade

Students are promoted based on successful completion of grade-level criteria. A student will not be promoted to the next grade if he/she has a year end average grade of "F" in any of the three major subject areas of math, reading, or language arts.

Middle School

Students are promoted based on successful completion of grade-level criteria. A student will not be promoted to the next grade if he/she has a year end average grade of "F" in two core subjects (math, English, science, foreign language or social studies).

HOMEWORK

Homework serves as practice and reinforcement of material covered in the classroom. The amount of homework a student has depends upon his or her progress in school. Parents must keep in mind that written work is only one kind of homework. We consider study work equally important, particularly in the upper elementary and middle school levels. Homework should involve very little parent involvement. This provides teachers with an appropriate assessment of a student's understanding of assigned material. Continued serious difficulty in doing homework is an indication that something may be wrong. In such cases, a conference with the child's teacher is in order.

HOMEWORK MAKE-UP POLICY

It is the policy of the school that students are responsible for making up all work missed when they are not in school. Students are to initiate the contact with their teachers to determine what assignments, tests, etc. are due. The general policy states that students are given the amount of time that they were absent to complete all missed work. For example, a student absent for three days has three days to make up the work. Arrangements will be made with students who have had extended excused absences. Make-up work is not provided ahead of time to students who are out of school for vacation activities. A student present the day of an assigned test who has not missed any new material prior to the absence will be required to take the scheduled test. Families are to check Renweb for all missed assignments.

HOME/ SCHOOL CORRESPONDENCE

The faculty and staff of St. Luke's encourage open lines of communication with parents. In an effort to ensure that communication is effective and appropriate, the following methods and guidelines have been established:

Written Correspondence - Newsletters, memos and notes from the school office and your child's teacher are sent home or emailed regularly as a means of keeping you informed. Please read the information carefully and make note of important dates and events.

Parent-Teacher Conferences- Lower school conferences between teachers and parents are held after the first nine week grading period. Conferences at other times of the year may be scheduled as deemed necessary by the teacher, parent, or school administration. Parents wishing to schedule a conference may call the division office to schedule a conference during a time that is appropriate for the parent and the teacher. We view these opportunities to discuss each student's progress as imperative to a successful year, and encourage both parents to attend. Please remember that during the school day, teachers are responsible for their students and are not prepared for impromptu conferences during morning arrival, carpool and lunch periods. A scheduled meeting will allow the teacher the opportunity to listen attentively and discuss your concerns.

Email- Each faculty and staff member may be contacted via email. The teacher's first initial and last name, followed by @stlukesbrschool.org (for example, jdoe@stlukesbrschool.org), will access the desired e-mail account. You may use email correspondence to contact teachers concerning your need to schedule a conference or to request general information. Please remember that our teachers' first responsibility during the day is to your child. St. Luke's faculty and staff will not discuss confidential information concerning students via email. We appreciate your keeping email correspondence brief.

Renweb - Each student's family has the ability to access Renweb from their computer. Parents will be given a password from the school to access their own child's Renweb account. This program will enable you to view posted notes from your child's teacher and the school. Announcements and activities including extra-curricular clubs and sports will also be posted on this service. Class assignments will be posted for students in 1st-8th grade. Middle school students' test grades will be posted on Renweb. When a student is absent from school, please refer to Renweb first for any missed assignments. All of this is available at www.renweb.com. Please access this information daily.

After-School Correspondence- The teachers' addresses and phone numbers are included in the School Directory, as a courtesy to parents. It is our sincere hope that parents will use discretion in calling teachers at their homes. However, emergencies do occur, and for that purpose we have included their home numbers. We appreciate your understanding.

Problem Resolution-Parent concerns regarding school policies should be directed to the Head of School. Please remember that parents, faculty and staff must work cooperatively to resolve concerns. Questions directed to others not informed or aware of the situation are counterproductive, and do not help support the goal of resolving a concern.

INCLEMENT WEATHER/EVACUATION PROCEDURE

St. Luke's will follow the directive issued by the East Baton Rouge Parish School Board concerning the closing of school due to bad weather. In the event of an unforeseen emergency and the school has to be evacuated, the office will contact each parent to pick up his/her child through our Renweb Parent Alert system. Children will not be released to any adult without the permission of the child's parent.

In the event of a chemical spill in the area of St. Luke's, we would be required to follow the directives of the Baton Rouge Fire Department. If evacuation to a safe place is required, Renweb Parent Alert system will notify parents of our situation.

INTERNET USE AGREEMENT

Internet provides great educational benefits to students of St. Luke's Episcopal Day School. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students read, accept, and sign the following rules for acceptable online behavior.

1. Acceptable use- All use of the Internet must be in support of education and research and consistent with the educational objectives of St. Luke's School.

2. Privileges- The use of the Internet is a privilege, not a right; any inappropriate use will result in the cancellation of those privileges. As with any other serious violation of school rules and regulations, consequences of violations include the possibility of suspension or expulsion from school.

3. Unacceptable Use-The following behaviors are not permitted:

- Sending or displaying offensive messages or pictures.
- Sharing confidential information about a student or employee. Invading the privacy of an individual by using electronic means to ascertain confidential information, even if the individual or network inadvertently allows access, is prohibited.
- Copying another user's software or data without permission of the owner, even if it is readily accessible by electronic means.
- Engaging in commercial activities.

- Campaigning or lobbying for political candidates, parties, or ballot initiatives.
- Harassing, insulting, threatening, or attacking others.
- Sending chain letters
- Accessing or processing materials or files dangerous to the integrity of the local system.
- Disclosing photographs or personal information, such as names, addresses, or phone numbers on-line for others or one's self without permission from a teacher is prohibited.
- Using references to St. Luke's Episcopal Day School on any unauthorized web pages is prohibited. This includes Facebook, Myspace and other similar sites.
- Using another person's password.
- Using obscene language.
- Intentionally wasting network resources.

4. Network Etiquette- The teacher or System Administrator may scrutinize communication on the Internet. Each Internet user is expected to abide by the following generally accepted rules of user etiquette:

- Be polite
- Use appropriate language. Do not use abusive language in your messages. Do not swear, use vulgarities, or profanity.
- Use electronic mail in an appropriate manner.
- Be brief. Network resources must be conserved.

5. Security- Security on any computer system is a high priority, especially when the system involves many users. Your password is confidential. Do not use another person's account. Any attempt to log on as a system administrator will result in cancellation of user privileges and disciplinary actions.

6. Vandalism- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet system, or any other agencies or other networks connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.

Middle School-

7. Email- All middle school students will be assigned a stlukesbrschool.org student email account. The account will be considered the student's official St. Luke's email address until such time as the student is no longer enrolled in St. Luke's. Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communication
- Misrepresentation of St. Luke's Episcopal Day School
- Interferes with St. Luke's Episcopal Day School's technology operations through
 - a. Electronic chain letters
 - b. Unsolicited electronic communications
 - c. Disruption of electronic communications

Please review the access restrictions, security, and privacy sections of the *Student Email Acceptable Use Guidelines* with your student.

LOST/DAMAGED MATERIALS

Textbooks and most supplies are included in tuition. However, replacement of lost or damaged textbooks, equipment or materials will be the responsibility of the parent. Lost library books will be assessed at \$20.00 per book.

Lost and Found Items are located in the lower and middle school offices. These items will only be kept for 2 weeks.

LUNCH/SNACKS

Enrollment in the hot lunch program is optional. St. Luke's has contracted with the Community Café School Lunch Program. Parents will prepay St. Luke's for lunch by the semester. Milk is included in the hot lunch fee. Once enrolled, semester costs are non-refundable.

If your child does not wish to participate in the hot lunch program, he/she must bring lunch in a sturdy lunch box. Students not eating the hot lunch are expected to bring an appropriately balanced lunch. Candy and soft drinks are not permitted from home. Children will be charged a semester milk fee if they choose to have milk with their "bag lunch." All other drinks must be brought in non-glass containers. Fast food lunches such as pizza, hamburgers, etc. may not be brought for student lunches.

Parents occasionally wishing to eat lunch with their child must contact the lower school office by 9:00 a.m. so that an order may be placed with the food service provider. Parents must sign-in at the lower school office and pay for lunch prior to eating.

A morning snack is served daily with milk or juice to Preschool-Kindergarten students. Students with food allergies should provide their own snacks.

During Mardi Gras season, king cakes may only be brought on Fridays. Please schedule with your child's teacher if you will be sending a king cake to school so multiple cakes are not brought.

MEDICATION POLICY

As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medication cannot be administered before or after school hours. Specific instruction for the administration of the medication, signed by the child's physician must be on file in the school office.

Possible exceptions to the general policy are:

- Medication for behavior modification other than that which is time-released and should be administered at home
- Insect sting allergy- must have a note from a physician with specific instructions.
- Extenuating circumstances.

Antibiotics and other short-term medications, including non-prescription medications, shall not be given at school. **Children shall not be allowed to have ANY medication in their possession on the school grounds.** Teacher and Head of School have the right to take the medication from the child and contact the parents for appropriate information.

Prior to administering medication during school hours, the following will be required:

- The Parent Consent/Physician's Order Form completed by the physician and signed by parent or guardian.

- All medication should be taken to school by the parent or guardian in a container properly labeled and approved by St. Luke's (i.e. Mediset container). Unlabeled medications will not be administered in the school.
- No more than one month's supply of medication will be kept at school in an approved container.
- At the beginning of each school year and anytime there is a change in medication, a new form from the physician should accompany the new prescription.
- All medication will be recorded daily on the Medication Log. The Parental Consent/Physician's Order Form will be attached to the Medication Log.
- Because of potential danger, medication will be kept under lock and key in a secure location.
- The Head of School will designate the person to administer the medication. Any person so designated shall have received instruction on administration of medication.

St. Luke's personnel will not administer aspirin or other non-prescription drugs. Parents may come to school to give these types of medications.

MEDICAL/IMMUNIZATION RECORDS

An up to date immunization record is required to be on file by the first day of school for all students. It is the parent's responsibility to notify the school of any changes in a child's physical condition.

MEDICAL INFORMATION

The Emergency Information Card must be completed and signed each year by the first day of school. Parents must report any new allergies or medical problems immediately to the school office with a written note. If a child has a contagious disease, a physician's statement must be presented to the office verifying that the child is free from the illness before the child may return to school.

Illness

The following policies are enforced to provide a healthy environment for all students, faculty and staff.

Children must be fever free for 24 hours before returning to school. Students running fever at school will be sent home for the duration of the day.

Children with the following conditions must be symptom free prior to attending school:

- Chicken Pox
- Impetigo
- Pink Eye
- Head Lice (St. Luke's maintains a no-nit policy.)
- Skin rash of unknown origin
- Other conditions deemed contagious by the child's pediatrician

Injuries

Parents will be contacted immediately by phone if a child is seriously injured while at school. Emergency medical care will be sought for injuries determined serious.

PARENT RELATIONS

If student's parents are divorced or separated, it is the School's policy to include both parents in the School directory and to provide equal access to all student mailings (with the exception of billing statements), including report cards and activities to both parents, unless the School is served with a certified written court order or a letter of agreement executed by both parents instructing the School to do otherwise. The School will not take either parent's side or become involved in visitation, custody or similar matters involving the student. However, if only one parent signs this contract, that parent's directives shall control all disputes, including but not limited to who is allowed to pick the student up from school.

I acknowledge that when the School and/or its employees are called as witnesses or are otherwise involved in legal proceedings, the School may incur significant expenses, including continuation of compensation for any School employees required to participate, the compensation of their replacements, and attorney's fees and other costs. I agree that any fees, expenses or costs incurred by the School related to legal proceedings related to Student automatically will be charged to Student's bill and will be due under the same terms as tuition and other fees.

The School strives to work with a student's parents in the best interest of each child; however, if, in the sole opinion of the School, the School's ability to carry out the Agreement or to conduct School affairs is directly or indirectly impeded by any conduct by or between the parent(s) immediately from the School. The parents will remain responsible for all tuition and fees in the Agreement.

In addition to tuition, the undersigned parents agree, bind, and obligate themselves to pay for all fees set forth in the 2012-2013 Parent & Student Handbook. The undersigned parents all agree that they are solitary obligors (each liable for the full amount) for tuition as well as fees set form in the 2012-2013 Parent & Student Handbook.

PARTIES

Invitations to parties may be given out during school if the entire class is invited or all boys or all girls in the class are invited to attend. So that feelings are not hurt we ask that parents refrain from picking up party guests with overnight bags etc. after school. Please do not have flowers, balloons, or other gifts delivered to the school for children's birthdays or other special occasions.

King Cakes are to be sent only on Fridays during the Mardi Gras season. Please send a note to your child's teacher prior to sending a King Cake so numerous cakes are not sent on each Friday.

Birthday Snacks

Parents of **lower school** students may provide special snacks for birthdays. These snacks should be appropriate for a classroom situation (cupcakes, cookies, donuts). Please send a note to your child's teacher stating the day this snack will be brought.

PHOTOGRAPHY ON CAMPUS

In an effort to make the class and school wide programs and activities at St. Luke's Episcopal Day School enjoyable for everyone, we ask that you adhere to the following guidelines for photography:

School Programs and Activities/Sporting Events and Extra Curricular Activities

- All photography must be taken by adults, unless students are under teacher supervision.
- Do not disrupt those in attendance or obstruct the views of others.
- Photos and videos taken by parents are to be used for personal use only. No photos or videos can be used for commercial or internet use.

Photography Etiquette in the Church

Parents are strongly encouraged to join with us in any worship services whenever their schedules allow. We consider your presence a gift and a great strength to our school. Our Sanctuary is a sacred space. It is especially sacred as we celebrate the mysteries of Holy Communion together. For this reason pictures are not allowed during any of our services, with one exception: Parents whose children are singing a piece of "special music" are allowed to take pictures-during the number only- as long as they are discreet and DO NOT USE A FLASH.

PROBLEM RESOLUTION

If at any time during the school year a parent has concerns regarding their child's progress, whether academically and/or behaviorally, these concerns must first be brought to the attention of the child's teacher. If the parent feels that further action is necessary, a conference with the Head of School should be arranged.

Contested material: The library staff makes the final selection of materials.

Reviews of proposed acquisitions are sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience. The library subscribes to the philosophy as expressed in the American Library Association's *School Library Bill of Rights* below. Forms for this process can be obtained in the lower and middle school offices.

Informal Reconsideration: The school librarian shall explain to the complainant the school's selection procedure, criteria and qualifications of those persons selecting the material.

Formal Reconsideration: To file a formal challenge, the complainant must personally obtain a copy of the school's "Request for Reconsideration of Library Resources" which is kept in the school library. The form shall be fully completed, signed and dated by the complainant and filed with a copy for the library. The material in question will not be pulled from the library during the reconsideration time.

SCHOOL LIBRARY BILL OF RIGHTS:

School libraries are concerned with generating understanding of freedom and with the preservation of this freedom through the development of informed and responsible citizens. The responsibility of the school library is:

- *To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.*

- *To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards.*
- *To provide a background of information which will enable pupils to make intelligent judgments in their daily life.*
- *To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.*
- *To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our heritage.*
- *To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.*

TRANSPORTATION

Transportation is handled by parent carpools. Parents may use the School Directory to form neighborhood carpools. Each carpool is assigned a number. Connells Village Parkway drivers should display the 9-inch block-number sign on the driver's side of the windshield and Goodwood carpool drivers should display the 9-inch block number sign on the front windshield passenger side. Children will be sent in their regular carpools unless we receive a written or verbal message from the parent. We will not accept messages from the students. Any changes in the regular carpool schedule should be covered with the carpool drivers as well as the school. The carpool entrance is for drop-off and pick-up only and may not be used as a parking area. Morning and afternoon parking for lower school parents is permitted **ONLY** in the church parking lot. All drivers must be in their cars by 3:20 p.m. to ensure that carpool may begin on time.

Morning Carpool

Parents not using the Early Care program are to use Connell's Village Lane carpool drop-off for all students. This helps students make the transition from home to school, and allows students to separate from parents before they enter the classroom. This ensures that they are ready to begin the morning routine. Carpools with students exclusively in 3rd-middle school may exit their vehicle (at any point of the circle where there is a sidewalk) without the assistance of a duty teacher. Carpools with students in lower grades, or combinations of lower and upper grades must stop for a teacher to open the car door. See Connell's Village Lane Carpool Map for entrance and exit routes.

Afternoon Carpool

Parents should all drive through the carpool lines. Parents are asked to not walk up to get children during the 3:20 p.m. carpool. Staff on duty may not see a child leave and this presents a safety hazard. If it is occasionally necessary for a parent to meet a child at dismissal time, parents will need to wait at the carpool breezeway. If you arrive early, you may wait in Witter Hall or outside the Noland Building in the entry plaza. Please do not wait in corridors outside the classroom or inside the buildings before dismissal. Exterior doors will be locked prior to 3:20 dismissal. Children will not be dismissed from their classrooms before 3:20 p.m. We appreciate your cooperation.

To ensure the safety of our students, all vehicles must be placed in park before children enter and exit vehicles. All students will be loaded and unloaded from the passenger side of the vehicle. They may not cross through the line of carpool traffic to enter or exit their vehicle from the opposite side of the vehicle.

Children who are not picked up by 3:40 will be signed in to the Extended Care After Care program. Parents will be billed the full hour fee for any part of an hour after 3:40 p.m. Parents who have not previously paid a registration fee will also be billed for this amount following the second incidence of late pick-up.

Goodwood Blvd Carpool

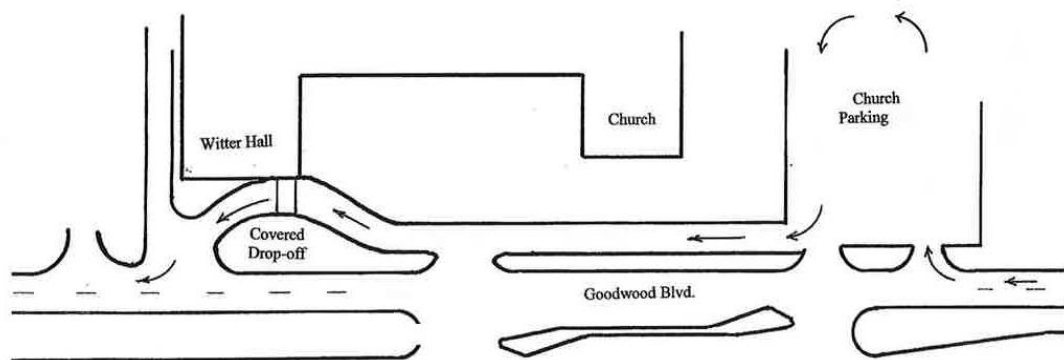
Preschool through 2nd grade students picked up regularly at 3:20 p.m. who do not have Third - Eighth grade students in their carpools must be picked up under the cover by Witter Hall off Goodwood Blvd. Children will sit in the Witter Hall breezeway or in Witter Hall (during inclement weather). See Goodwood Blvd. Carpool Map below for entrance and exit routes.

Connell's Village Lane Carpool

Third – Eighth grade students and Preschool, Pre-Kindergarten, and Kindergarten students in mixed grade carpools must be picked up in the carpool circle off Connell's Village Lane. Children will sit in the carpool breezeway and grassy areas or inside the Noland Building and Jenkins Activity Center (during inclement weather). See Connell's Village Lane Carpool Map for entrance and exit routes.

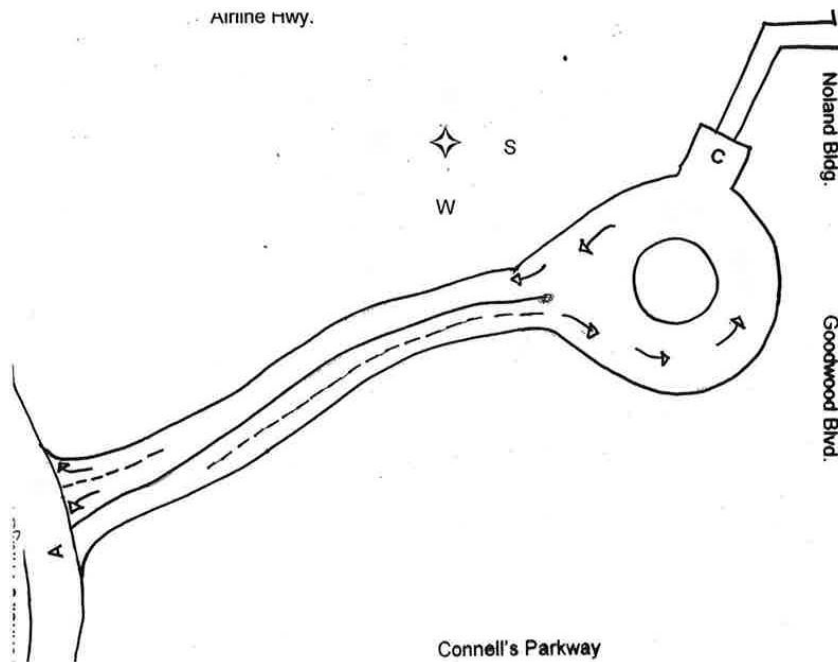
Goodwood Blvd. Carpool Map

Please use the map below for student departure.



Connell's Village Lane Carpool Map

Please use the map below for student drop off and departure.



1. Enter from Connell's Village Lane at "A"
2. Two lanes merge into one at circle drive "B"
3. All children dropped off and picked up at carpool entrance "C"
4. All drivers exit onto Connell's Village Lane at "D"

Drivers entering the school driveway from Connell's Village Lane should alternate (take turns), allowing cars from the West and East to enter. **All cars should enter the school driveway in a single line and then divide into 2 lines of traffic as directed by the road markings. The two lanes will merge at the circle.**

VISITORS

Visitors must check in at the appropriate school division office and receive a visitor's badge when on campus between 7:55 a.m. and 3:20p.m. Parents are asked to bring forgotten lunches, books, etc., in the School Offices. Parents wishing to pick their child up early must first sign him/her out in the office and wait for their child in the office.

GROOMING AND UNIFORM POLICIES

Preschool & Prek students

Preschool and Pre-K students are not required to wear uniforms but should follow all other policies regarding grooming and shoe requirements. These policies are listed below.

Grooming Code Boys

- **Hair:** Must be clean cut, moderate in length (cannot be longer than the eyebrows in front or longer than the top of the collar in back) and properly groomed. [**Prohibited:** shaven

heads, shaving or carving into the natural hairline, extreme cuts, dyed, bleached, or tinted hair.]

- **Jewelry: Optional:** one watch, no beepers/buzzers. [**Prohibited:** Earrings, necklaces, and bracelets].
- **No tattoos**

Boys Uniform Code

All boys in kindergarten through middle school must wear regulation uniforms exclusively purchased at School Time, 7745 Jefferson Hwy, Baton Rouge, LA, (225) 926-5371.

Preschool and Pre-K students are not required to wear uniforms, but should follow all other policies regarding grooming and shoe requirements. All articles must be labeled with student's name. All students must have a book bag of choice (Preschool, Pre-K and Kindergarten children must have a regulation tote bag available exclusively through St Luke's School.)

Pants: Navy regulation (pleated or flat front) pants and sweatpants. Sweatpants (elastic or hemmed leg) may be worn on cold days only.

Shorts: Navy regulation (pleated or flat front) shorts

Shirts: St. Luke's white knit logo shirt with collar (short or long sleeved). Shirts must be tucked in at all times. **Optional:** Solid white t-shirt worn under uniform shirt.

Belts: Black, navy, or brown. Must be worn at all times. (Not required of Kindergarten boys)

Socks: White or navy.

Shoes: Leather: solid navy, black, or brown tie or loafer.

Tennis shoes are recommended.

[**Prohibited:** Boots, sandals and open toe/heel shoes, as are wheels and flashing tennis shoes.]

Sweatshirts/Fleece: Navy St. Luke's regulation logo sweatshirt or fleeces. Other sweat shirts/fleece not permitted.

Heavy Outer Wear: Coats and heavy jackets of any kind or color. [only regulation navy sweatshirt, or fleece with logo may be worn in classroom or in church]

Rolling Book Sack: 3rd through middle school only

P.E. Uniform: Navy athletic shorts and ash t-shirt with logo (**middle school only**)

All clothing must be in good condition (neat, intact school logos), and appropriately sized.

Shirt tails must be long enough to stay tucked in.

Grooming Code Girls

- **Hair:** [**Prohibited:** Dyed, bleached, or tinted hair.]
- **Hair Accessories:** Only hair bows, headbands, etc. in navy, white, green or black watch plaid is permitted (middle school girls may wear any color hair bow).
- **Jewelry:** [**Prohibited:** Necklaces and bracelets. **Optional:** One small stud/post earring per ear, one watch, no beepers/buzzers]
- **Make-up:** 8th Grade girls only-minimal make-up permitted. The school administration reserves the right to determine the definition of "minimal" make-up.
- **No tattoos, No hair wraps, No nail polish-**(middle school girls may wear nail polish in conservative colors.)

Girls Uniform Code

Girls in kindergarten through middle school must wear regulation uniforms exclusively purchased at School Time, 7745 Jefferson Hwy, Baton Rouge, LA, (225) 926-5371. Girls in 3rd - middle school may wear the regulation plaid skirt. All articles must be labeled with student's name. All students must have a

book bag of choice (Preschool, Pre-K and Kindergarten children must have a regulation tote bag available at St. Luke's on New Parent night or Orientation Day)..

Jumpers: **Lower School** - Black watch plaid with plaid regulation pull-on shorts underneath. Jumper must not be shorter than 5" above knee. **[Mandatory: jumper must be longer than shorts worn underneath]**

Blouses: **Lower School** - White broadcloth with Peter Pan collar both long and short sleeve (no Logos or turtlenecks).

Jumpers: **Middle School** - blue and white check, drop waist jumper – no shorter than 6" above the back knee crease. Navy shorts must be worn under jumper.

Blouses: **Middle School** - Oxford cloth long and short sleeve. (Optional: solid white t-Shirt worn under uniform shirt.)

Shorts: **Lower School** - Black watch plaid walking shorts or navy regulation (pleated or flat front) walking shorts.

Middle School - navy regulation (pleated or flat front) walking shorts, no shorter than 6" above the back knee crease.

Shirts: Lower School and Middle School - St. Luke's white knit logo shirt with collar (short or long sleeved.) [Note: Knit shirts may not be worn under jumpers.] Shirts must be tucked in at all times. Optional: Solid white T-Shirt worn under uniform shirt.

Belt: Navy, black, or brown to be worn with navy shorts.

Skort: **Lower School** - Black watch plaid skort for 3rd-5th grade only.

Middle School - blue and white check skort.

Skirt: **Middle School only** - Blue and white check, no shorter than 6" above the back knee crease.

Long Pants: Navy regulation (pleated or flat front) pants and sweatpants. Sweatpants (with elastic or hemmed leg) may be worn on cold days only. Not permitted under skirts/jumpers.

Socks/Tights: Solid white or navy socks. **Navy blue leggings are allowed under jumpers, skirts, and skorts.**

[Prohibited:Leg warmers]

Shoes: Leather: solid navy, black, or brown tie or loafer. Tennis shoes are recommended.

[Prohibited: Boots, clogs, sandals and open toe/heel shoes are prohibited, as are wheels and flashing tennis shoes.]

Sweatshirts/Fleece: Navy St. Luke's regulation logo sweatshirt or fleece. Other sweatshirts/fleece not permitted.

Heavy Outer Wear: Coats and heavy jackets of any kind or color. [only regulation navy sweatshirt, or fleece with logo may be worn in classroom or in church]

Rolling Book Sack: 3rd through middle school only

P.E. Uniform: Navy athletic shorts and ash t-shirt with logo (middle school only)

All clothing must be in good condition (neat, intact school logos), and appropriately sized. Shirt-tails must be long enough to stay tucked in.