St. Luke's School
Family Backpack

2019 – 2020

Dear SLS **Families,**

It's not often teachers are gifted with the long view of a student – seeing them years later in the spotlight of who they have become rather than in the sunlight of the here and now as they are becoming. I recently saw a former student smiling proudly next to her oldest son at the bimah as he was *bar mitzvahed*. I remembered when she was a *bat mitzvah*, and her mother and I both remembered how hard she had worked to master her reading in the *Torah*. She was a child who always worked hard and celebrated a B and was not dismayed by a C. Even then, as she realized she worked harder than her friends to achieve grades lower than theirs, she knew she would be a scientist. The hard work did not daunt her; the less than perfect grades did not dissuade her. She would be a scientist.

"And you know, Bart," she said with well-earned pride and her ever-present smile, "I am." She had been told in high school when she was barely passing analysis that calculus and advanced math were not in her future. She smiled at the teacher, doubled down, got tutoring, and earned a passing grade. She was told in college that she should not consider graduate school; that she could never compete with all the top-notch students, that her smile would not get her through. She worked harder still – smiling through the patronizing conversations. She did not go to a "top" graduate school, but got an advanced degree in astrophysics from a solid state school. Even there, she was advised to give up her dream and settle for something else, something less than her heart's desire. She smiled at the professors and ignored them.

She applied to NASA for an internship, and got it. The NASA scientists noticed something. This determined, pleasant, and highly educated young woman may not make new scientific discoveries, but she could facilitate conversations between those less social, less agreeable, less collaborative scientists who could. And so, NASA hired her as a collaborative scientist based more on ***how*** she worked than ***what*** she knew. She became an astrophysicist, as she always knew she would.

As she stood in front of her congregation smiling with pride in her son, I remembered how nervous I was when I watched her twelve-year-old self over two decades ago prepare to read, for I knew that even with hours of hard work, she did not always experience success. But what I didn't appreciate then, was that she never backed away; she never backed down; and she only backed up if it better positioned her to move forward. What I didn't realize then but now saw was that her smile, while genuine and optimistic, was also set and determined.

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Dear SLS **Families,** (CONT.)

Albert Einstein said, “It’s not that I’m so smart; I just stay with problems longer.” Karina, Lauren, the teachers and I have met frequently over the summer to plan the new year. We have exciting plans for our leadership programs, innovative ideas about our science program, fresh approaches to our learning resources programs, collaborative projects for our humanities program. Each of these is unique and intentional, but they all have something in common. They all offer children the opportunity to sit with a problem longer – to problem solve deeply, to research broadly, to collaborate frequently, and to re-approach an objective if it is initially missed. In this way, we will partner with you to shine the light of learning in the here and now as we prepare them to take the spot light of their accomplished future – whatever they dream it to be.

With great joy, love, and optimism,

Bart

Bart Baldwin
Head of School

FAQs

FAMILY HANDBOOK

The St. Luke's School Student and Family Handbook is a valuable resource for our families. We encourage each family to read the handbook thoroughly as it informs families of important school details and covers all policies and procedures for the school community. Copies of the handbook are available on our website at www.stlukeschool.org/resources.

DRESS CODE

St. Luke's students are not required to wear a uniform to school. Students should wear clothes that are comfortable, age-appropriate, neat, and clean. All clothing should be modest. T-shirts, jeans, and shorts and skirts of modest length are permitted. All shirts must extend below the midriff and have appropriate sleeves (i.e. no spaghetti straps). Students should not come to school in ripped or torn clothes; clothes with pictures or writing that would offend or hurt the feelings of others; clothes of extreme cut or fit; or clothes that promote alcohol, tobacco, or illegal products. Hats and hoods are not worn inside the school building. If you would like to purchase clothing with the St. Luke's School logo, please visit www.landsend.com and enter the number 900141714. School Store pop-up shops take place throughout the year where you can purchase St. Luke's merchandise either in-person or online.

ID BADGES

All adult members of the St. Luke's School community – parents, caregivers, faculty, and staff – will be required to display a St. Luke's School ID to the front office personnel upon entry and wear it while in the building or on school grounds, including the playground. This includes drop-off and dismissal as well as times when parents and caregivers may be attending performances or supervising on the playground. Anyone without her or his St. Luke's School ID will be required to report to the office to be issued a visitor pass and asked to show a picture ID.

SCHOOL LUNCH

St. Luke's offers a lunch program through Cater to You (www.cty-stlukeschool.com), a well-respected food service provider for many independent schools throughout the city. All food and snacks will be prepared on site, assuring healthy food options using locally sourced, organic foods whenever possible. A selection of hot and cold entrees will be served daily, as well as fruit, vegetables, and prepared salad choices. We are happy to provide a nutritious and delicious lunch program for our students, faculty, and staff.

CLASSROOM BIRTHDAY CELEBRATIONS

With our lunch provider on site, St. Luke's will continue to honor and celebrate birthdays monthly. Once each month, the school's chef will prepare a birthday treat (cupcakes, cake, etc.) to be distributed during the lunch period to honor that month's birthday and half-birthdays (birthdays that occur when school is not in session). Similar treats will be offered to all children accommodating for specific allergies or dietary needs. We ask that no outside food is brought into school, including birthday treats.

On the actual birthday, teachers will honor each child in developmentally appropriate ways as determined at the beginning of the year. For example, the child may receive and wear a special sticker so that they may still be recognized around the school for their special day. Our hope is to celebrate each child on his or her birthday, to address the significant allergies that many of our students face, and to model healthy and inclusive ways that children can celebrate themselves and each other.

FAQS (CONT.)

PEANUT AND TREE NUT POLICY

St. Luke's School is a nut-sensitive school; therefore, nuts and nut products are prohibited in the school. Please remember that this applies not only to food prepared by the school, but to all snacks and foods brought into the school. All products with nuts in them will be confiscated and discarded for the safety of our students with allergies. Nutella and all other chocolate/hazelnut spreads are not allowed, but soy butter is permissible. Please inform the front office and school nurse of your child's allergies before the start of school to ensure the information is shared appropriately.

HEALTH FORMS AND REGISTRATION

The school uses Magnus Health to manage all student medical information and forms. Current students need to update the Vital Health Record and submit the Parent Consent Form before August 1. New students need to complete all sections in Magnus Health by August 1. Students may not participate in physical education or recess until these forms are submitted.

ADMINISTRATIVE STAFF

- **Bart Baldwin**
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Events at a Glance

Throughout the year, St. Luke's hosts a variety of events designed to celebrate our growing community and support the school. Please mark your calendars for these events that make the St. Luke's experience so unique!

CHAPEL AND MEDITATION

Mondays, 8:30 a.m. – Grades 5-8 (Meditation)
Wednesdays, 8:30 a.m. – Grades 5-8 (Chapel)
Wednesdays, 9:10 a.m. – JK-Grade 4 (Chapel)
Thursdays, 8:30 a.m. – Grades 2-8 (Eucharist)

Chapel is a special time set aside for all members of the school community to gather in the church for prayer, song, reflection, and celebration. Chapel services at St. Luke's School follow the Episcopal liturgy, adapted to the changing needs and traditions of an interdenominational student body and faculty.

MENTIONS AND CONVOCATION

Fridays, 8:35 a.m. – JK-Grade 4 (Mentions)
Week 1 Fridays, 8:30 a.m. – Grades 5-8 (Convocation) NEW DAY

This is a time for our students to meet together. Both Mentions and Convocation celebrate the work of the students, discuss community and current events, and includes weekly announcements. Parents are welcome to attend. Special assemblies may be held during this time.

CLASS COCKTAIL PARTIES ADULT-ONLY

Various Dates

Evening cocktail parties are held for most grades and hosted by a parent in the grade. Exceptions to this may occur, like the Upper School cocktail party, and these parties will be announced as they are scheduled. This is a great time to meet parents in your grade. These are adult-only events. Join fellow parents for some hors d'oeuvres and drinks.

CLASS PRESENTATIONS

Various Dates

Each grade from Junior Kindergarten to Grade 8 have special presentations during the school year. Presentations may include readings, dances, musicals, art shows, etc. Dates and details are provided by the class teachers.

OPEN GYM

Various Dates

On specified days throughout the year, students in each grade will be invited to shoot some baskets with their parents from 7:45-8:15 a.m. in the gym. Students must be accompanied by an adult, and all participants *must* wear sneakers. No food or drink is allowed in the gym.

CANTEENS

Various Dates

Upper School students spend time with members of their grade and faculty after school hours during Canteens. A tradition at St. Luke's, the Canteens may include basketball, ping pong, or board games, and they allow our students time to bond outside of the classroom.

PA WELCOME BREAKFAST

September 5, 8:00-9:30 a.m.

Back to School before and after drop-off! St. Luke's will kick off the school year with an opportunity for parents to meet and mingle after drop-off on the first full day of school. Join us for pastries and juice provided by the Parents Association. The breakfast will be held on the playground, and parents will have the opportunity to meet PA leadership, enjoy some refreshments, and celebrate the start to a new school year.

Events at a Glance (CONT.)

FAMILY PICNIC
HOMEMADE FLAVORS, NEIGHBORS, AND STORIES
September 21, 1:00-4:00 p.m
All parents, students and extended family are invited to attend our Family Picnic on the St. Luke's playground hosted by the Diversity & Community Building Committee. It is a fun and relaxed time for families to bond with each other.

CURRICULUM NIGHT
September 24, 6:00-8:30 p.m. – Upper School (Grade 5-8)
September 25, 6:00-8:30 p.m. – Lower School (JK-Grade 4)
Back to school! During curriculum night, all parents will have time in their children's classrooms for presentations and Q&A with the teachers. Please note: this event is split by division into two nights — one for the Lower School and one for the Upper School.

DEEP DIVES INTO TEACHING AND LEARNING
October 2, 8:30-9:30 a.m. – JK & K
October 23, 8:30-9:30 a.m. – Grade 1
October 30, 8:30-9:30 a.m. – Grade 2
December 4, 8:30-9:30 a.m. – Grade 3
December 11, 8:30-9:30 a.m. – Grade 4
In the first few months of school, the Lower School hosts Deep Dives into Teaching and Learning. We invite you to this one-hour interactive session for parents and teachers to engage in conversation about important milestones in a child's development. We will focus on how we partner together to meet the cognitive and socioemotional needs of every child.

HALLOWEEN DANCE
October 25, 5:30-7:30 p.m.
All students, parents, and families are invited to the Halloween Dance. Students and parents alike dress up in Halloween costumes and enjoy delicious treats while dancing the night away. Parents help decorate the day of the dance and prepare baked goods for all to enjoy.

CHRISTMAS FAIR
December 7, 10:00 a.m-3:00 p.m.
Families, friends and the West Village community are invited to attend this annual event. Parents spend the week of the fair transforming the halls, dining room, gym, and classrooms into a Christmas wonderland. The Christmas Fair consists of activities such as an Elf Spa, bounce houses, a carnival room, and more. Serving as the St. Luke's School Parents Association's primary fundraiser, each year the Christmas Fair raises thousands of dollars which are donated to the school's scholarship fund and to enrich our academic program.

LESSONS AND CAROLS
December 20, 10:00-11:30 a.m.
St. Veronica's Church
Parents are invited to join us for our Lessons and Carols service. In celebration of Christmas, students sing a selection of hymns and songs as Grade 8 students recite passages in different languages. Students are dismissed immediately after the service.

WINGÈD OX CAFÉ
February 28, 3:30-5:30 p.m.
All students, parents, family, and caregivers are invited to share original and/or selected poems, songs, and writings in celebration of our community and in honor of Black History Month.

FAMILY DANCE
March 6, 5:30-7:30 p.m.
This annual event hosted by the Diversity & Community Building Committee celebrates a country or world region. All students and parents are encouraged to dress in cultural attire. Join us for dinner, activities, and lots of dancing.

JOG-A-THON
GRADES 3-8
April 24, 1:00 p.m.
Each year, the students raise money for an organization through the Jog-a-Thon. Money is raised by the number of laps or time run. The Grade 3-8 students and teachers walk over to Pier 40 and run laps around the field. Faculty and parents cheer them on along the sidelines.

Events at a Glance (CONT.)

SPRING BENEFIT ADULT-ONLY

April 30

This is our annual fundraising event for our scholarship fund. Parents, friends, and guests are invited to dress up and attend, enjoying an evening of appetizers, drinks, a silent auction, and a live auction. Parents are asked to obtain auction items to help raise money for the school. This event is a highlight for parents, faculty, and staff each year.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

JK-GRADE 4

May 8, 8:30-11:30 a.m.

Each year, every Lower School student invites one or two grandparents or special friends to join them for a special program and time in the classroom. The day begins with a musical presentation featuring the entire Lower School. After the presentation, students and guests proceed to the classroom for an activity. The morning ends with a final presentation in the church. Our parents are invited to join us for the dress rehearsal the day before. JK-Grade 4 students will be dismissed following the church presentation.

COMMENCEMENT

GRADES 5-8

June 11, 11:00 a.m.-1:00 p.m.

This is a celebration of our Grade 8 students as they prepare to enter high school. The commencement ceremony is a time to celebrate each child's hard work, dedication, and perseverance. Students, family, and friends of the graduates are invited to join us a for reception in the dining room immediately following the ceremony.

SAVE THE DATE

SCHOOL PHOTO DAY

Tuesday, October 1

Getting **Involved**

The Parents Association (PA) enriches our students' school experience and our community through parental involvement.

We know that all of our parents are busy with the demands of everyday life. We also know that even a small contribution of your time and energy can foster a vibrant and nurturing educational environment for your children. Volunteering is an opportunity to share your gifts and support our community in a meaningful way.

To kick off the new school year, we welcome all parents to join us for our **PA Welcome Breakfast** on the first full day of school, **Thursday, September 5 at 8:00 a.m.** and for the first **PA meeting on Tuesday, September 17**. We have a variety of events planned to engage parents and students, and we would love your help and participation. Please note that parents may leave their children in the After School Program free of charge by emailing afterschool@stlukeschool.org in advance and indicating that they are volunteering for the PA.

We look forward to welcoming you and for another productive year for the PA!

Aiko Decelles & Jamyn Edis
PA Co-Chairs

VOLUNTEER GUIDELINES

We truly appreciate all the help that our parents give to the school. It is such a testament to the community of St. Luke's. We do ask our parents to follow a few guidelines which will help us ensure a non-disruptive learning environment:

- Please sign yourself in and out with the front office. In this way, the front office knows who is in the building, and you can be found if needed.
- If you are volunteering at school, please try to minimize your work to one designated area.
- We ask that parents who are volunteering not visit their child's classroom or be in other parts of the school building.

PARENTS ASSOCIATION

COMMITTEES

The Green Ox Committee: This committee works to raise awareness of our footprint and creates avenues to affect positive change in the classroom and in our community. By empowering students, engaging their learning, and affecting their mindset and behavior around sustainability, we will celebrate our commitment to sustainable living.

Library Committee: An invaluable and dynamic committee of parent volunteers assists the school librarian throughout the year as needed.

The Humble Ox Committee (formerly the Outreach Committee): This committee works to provide opportunities for families to participate in meaningful community service that enhances our learning and experience both inside and outside of our school walls.

Technology Aware Parents (TAP): This forum allows parents an organized congregation in which to discuss topics of raising children in this digital era.

Getting **Involved** (CONT.)

CLASS REPRESENTATIVES
Service as a class representative is one of the important ways that parents can develop a positive relationship and strengthen communication between parents and the school. Representatives help create a sense of community among parents by communicating the news of the PA, publicizing events, enlisting parental support and involvement, and coordinating the annual class cocktail party.

EVENT HELP
Parents are invited to assist with all aspects of event planning for the following events:

- Family Picnic
- Halloween Dance
- Christmas Fair
- Family Dance

TEACHER APPRECIATION
Our faculty and staff are an invaluable resource to the school, and parents often find creative ways to serve and appreciate them. The school will celebrate the week of April 29 – May 3.

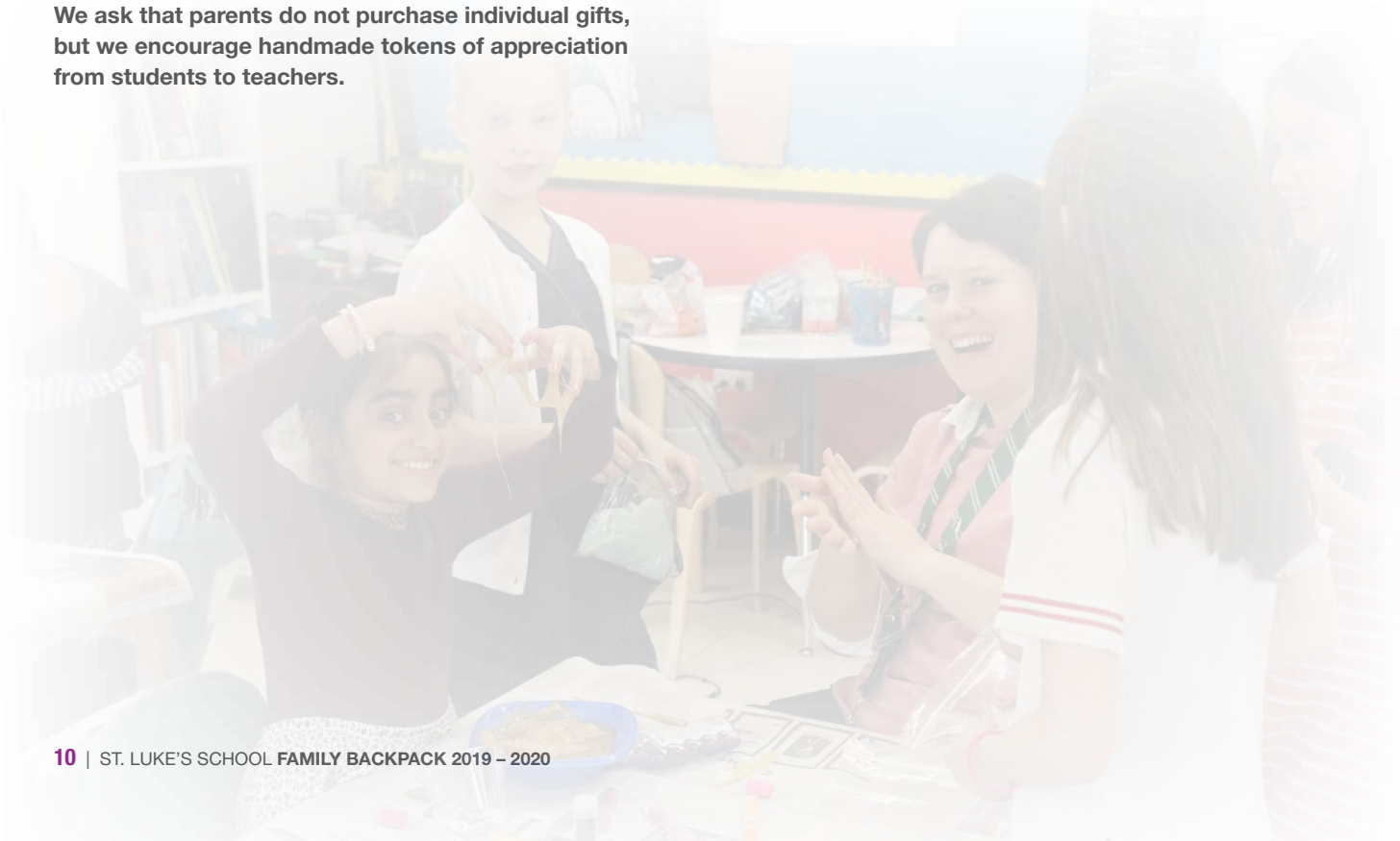
FACULTY AND STAFF YEAR-END APPRECIATION GIFT
At the end of each school year, the PA collects funds and then gives each faculty and staff member a generous gift card. We encourage parents to participate in this collection so that all teachers and staff may be recognized equitably. **We ask that parents do not purchase individual gifts, but we encourage handmade tokens of appreciation from students to teachers.**

OTHER WAYS TO GET INVOLVED

SPRING BENEFIT
The Spring Benefit is a major fundraising event supporting the school's tuition assistance program and other special projects. A parent committee assists with publicity and invitations, entertainment, auction, set-up, and all elements of this festive event.

JUNIOR KINDERGARTEN AND KINDERGARTEN LUNCH SERVICE
The JK and Kindergarten students have lunch in their classrooms. One parent per lunch is needed to help serve the meal. This includes manning the lunch cart in the classroom, serving the students milk, and helping monitor the classroom during lunch. This is a great way to be involved in your child's class, and the kids love it when their parents are in the classroom. Sign-ups are available at orientation and are coordinated by class representatives.

CLASSROOM SHARING
Our parents are one of the school's greatest resources. We recognize that our parents come from many different backgrounds in terms of culture, ethnicity, jobs, and experiences. If you are interested in sharing or giving a presentation to your child's class, please speak with the classroom teacher. Our teachers are always happy to have parents share their expertise and experiences if the topic fits into their schedule and curriculum.



Diversity & Inclusion
at St. Luke's School

The Diversity & Community Building Committee (D&CB) strengthens our community by fostering a greater appreciation of the benefits and richness of a diverse community. St. Luke's School is rooted in and seeks to build upon an historical tradition of inclusion in which diversity is affirmed and celebrated.

D&CB invites the St. Luke's community – parents, students, and caregivers – to join them in celebrating the plethora of identities – religious, gender, cultural, racial, sexual orientations, and learning styles – that abound at St. Luke's.

PARENT VOLUNTEERS ARE NEEDED TO HELP PLAN THE FOLLOWING EVENTS:

- **Family Picnic – Homemade Flavors, Neighbors, and Stories**
  Saturday, September 21, 1:00-4:00 p.m.
- **National Latinx Heritage Month Assembly**
  Friday, September 27, 8:30 a.m.
- **Diwali Chapel**
  Wednesday, October 30, 8:30 a.m.
- **Lunar New Year Celebration Assembly**
  Friday, January 31, 8:30 a.m.
- **African American History Month Assembly**
  Friday, February 7, 8:30 a.m.
- **Wingèd Ox Poetry Café**
  Friday, February 28, 3:30-5:30 p.m.
- **Family Dance**
  Friday, March 6, 5:30-7:30 p.m.
- **Asian American Heritage Month Assembly**
  Friday, May 1, 8:30 a.m.
- **Caregiver Appreciation Day Celebration**
  TBD

AFFINITY GROUPS

Last year we launched our first affinity groups for parents: Parents of Students of Color (POSOC), Parents of Students with Learning Differences (POSLD), and the LGBTQ Family Alliance (LGBTQ Alliance). We will be building upon this work and launching student affinity groups this fall.

Please contact diversity@stlukeschool.org if you would like to learn more or if you have any questions. We look forward to growing together with you and your family.

Philanthropy at St. Luke's School

Winston Churchill once said, "We make a living by what we get. We make a life by what we give." It is with a spirit of gratitude that we anticipate a year of achieving audacious dreams here at St. Luke's School. Whether through time, talent, or treasure (or preferably a combination of the three) our community is strengthened by participation in our three main giving categories.

ANNUAL FUND

St. Luke's School had a record-breaking year of giving to the Annual Fund in 2018-2019, totaling $832,000, a 35% increase over the prior year – from 91% of our families. You might ask, How is this money used? **Tuition only covers a portion of the cost of an education at any independent school**, and the Annual Fund allows us to provide a first-class program for our students. Your Annual Fund contribution is truly a gift that keeps on giving. It allows us to compensate our beloved teachers competitively among our peer schools – and retain them. In 2018-2019, we expanded the hours of our learning specialists; hired a co-teacher to support our bigger classes in Grades 5 and 6, and added STEM and coding classes. In addition, we expanded the reading books and materials supporting our elementary reading program and completed renovation of a science lab. Our community's generous giving made all of this possible, and we are truly grateful.

GROUNDS FOR OUR FUTURE

This year we launched *Grounds for Our Future*, a fundraising effort which will allow us to plan for our future and redesign our outdoor spaces. As of June 2019, we have raised $2,500,000 in gifts and pledges, half of our total goal of $5,000,000. We have received gifts from 35 families, 11 of whom pledged at the Founding Families level of $100,000 or more. We will continue raising funds this year to bring this full project to life. We will celebrate the completion of our first phase, the new playground, on the first day of school at the PA Welcome Reception on Thursday, September 5. Supporting St. Luke's School with major gifts allows generational improvements that will help to enhance our school's long-term reputation.

SPRING BENEFIT

The House of St. Luke's Masquerade held at The High Line Hotel in May 2019 transported us to a time of intrigue, extravagance, and oh, the masks! St. Luke's School raised over $300,000, of which $120,000 came from the paddle raise, in support of scholarships. We must thank the countless volunteers, the 43 families who underwrote the event, and the 250 people who attended. We look forward to next year's soiree. Every event is one for the memory books!

PARENTS ASSOCIATION

Lastly, in addition to these larger fundraising drives, the St. Luke's Parents Association runs philanthropic events that benefit the school as well as outside organizations. The main events, such as the Christmas Fair, fund the school's tuition-assistance program, a faculty summer grant program, and special projects. In an effort to raise our students' awareness of charitable giving, the PA hosts activities that benefit organizations outside of school, including local, national, and international efforts.

We ask every family to make St. Luke's School a philanthropic priority as we partner together in educating their children.

Communication at St. Luke's School

We believe that communication is key to a successful community at St. Luke's School. While we have the many channels listed below, we want each member of our community to know that our doors are always open, and we welcome your feedback on how we can better serve you.

SCHOOL DIRECTORY

A copy of the school directory is provided to each family and is also available upon request from the front office. The St. Luke's School parent directory is produced for the convenience and use of St. Luke's School families only. The directory and the information contained in it are the property of St. Luke's School, and it should not be distributed or shared in any manner.

SCHOOL TO FAMILY

Each Friday afternoon, the school sends out a newsletter from the Head of School to all families. The newsletter contains important information and upcoming event dates and details. We ask that all families read this communication in its entirety. An archive of past newsletters can be found at www.stlukeschool.org/newsletter.

SCHOOL TO COMMUNITY

The school's publication, *The Wingèd Ox*, celebrates, recognizes, and shares what is happening at St. Luke's School with our broader community. If you would like a grandparent or friend to be added to the distribution list, please contact communications@stlukeschool.org.

TEACHER TO FAMILY

One of the most critical pieces of the student's education is a working relationship between the teacher and parent. Each teacher communicates with parents on an individual basis in a variety of ways. For the Lower School, a class newsletter is emailed or sent home every Friday. We ask that you read these for updates and important information pertaining to the class and upcoming activities.

Teachers are available on a daily basis through email and phone. We encourage parents to use email if possible as it allows for teachers to respond more easily with their instructional schedules. Due to each teacher's instructional schedule, phone calls during the school day will be directed to their voicemails. Please schedule a phone conference or meeting with the teacher for any issues that require a conversation. Remember that during instructional teaching times, teachers are focused on their classes, so you can expect a response within 24 hours or the next school day.

The Lower School has two parent-teacher conferences, and the Upper School has one during the school year. Conferences take place in the fall and spring. Parents will have a chance to sign up online for conference times.

St. Luke's also sends out report cards to communicate student progress three times a year for the Upper School and two times a year for the Lower School.

Communication at SLS (CONT.)

ONLINE TOOLS

WEBSITE
The school's website (www.stlukeschool.org) includes school calendars, the lunch menu, After School Program details and registration, admissions, and curriculum, etc. Please feel free to contact communications@stlukeschool.org with website questions or concerns.

ST. LUKE'S APP
There's an app for that! The St. Luke's School app allows easy access to the calendar, faculty directory, lunch menu, and much more. Visit the App Store today, search for St. Luke's School, and look for the Wingèd Ox icon. *Available for iPhone, iPad, and iPod touch.*

FACEBOOK
Connect with our school using the "St. Luke's School – NYC" Facebook page for photos, reminders about activities, and goings on in the school. Alumni, reconnect with our alumni community by liking @stlukesalumnyc on Facebook.

CALENDARS
All school and athletic events are listed on www.stlukeschool.org/calendar. Sort specific calendars using the "eye" icon, sign up for reminders with the "Alerts" button, or subscribe to the iCal feed in order have school events sync to your own calendar.

GOOGLE APPS
All Upper School parents are given a school email through Google in order to sign into Google Apps. Google Apps allows parents to access classwork, homework, projects, and details shared by each Upper School teacher.

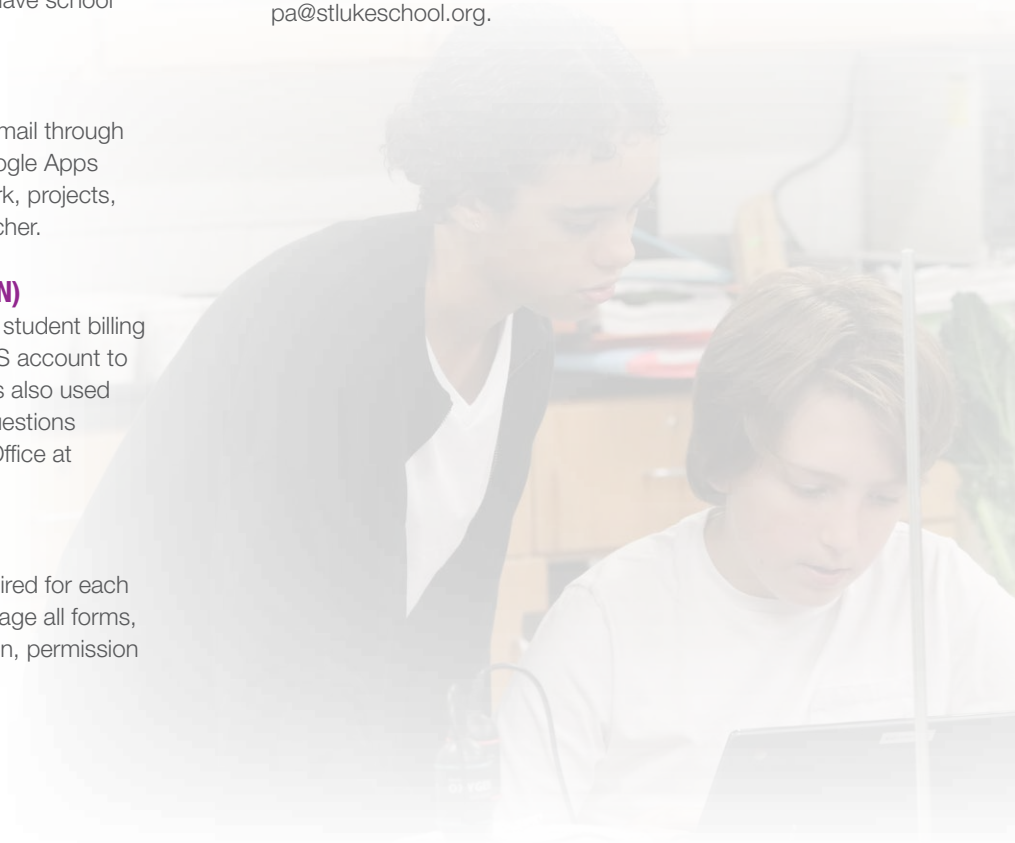
STUDENT BILLING (GENERAL AND TUITION)
The school uses TADS (www.tads.com) for all student billing and tuition payments. Please check your TADS account to ensure that all payments are updated. TADS is also used for re-enrollment each year. If you have any questions about charges, please contact the Business Office at businessoffice@stlukeschool.org.

REGISTRATION AND ONLINE FORMS
Student registration and health forms are required for each child. The school uses Magnus Health to manage all forms, including health forms, After School registration, permission slips, etc.

EMERGENCY ALERT SYSTEM
In the event of a weather-related closing, parents will be notified through our emergency robocall system. Our notification system will use the information we have on file to alert you to school-wide information or emergencies such as school closings due to snow.

PARENTS TO SCHOOL
We highly encourage communications between parents and the school. To help with communications, below is a list of emails for your use:

- For classroom questions, please contact the student's teacher directly.
- To report an absence or provide changes to a child's pick-up, please email both office@stlukeschool.org and the student's teacher.
- To provide change of address, emergency contacts, or pick-up information, please email office@stlukeschool.org.
- For general school questions, please email office@stlukeschool.org.
- For health details and questions, please email nurse@stlukeschool.org.
- For Parents Association questions, please email pa@stlukeschool.org.



Arrival & Dismissal

In order to ensure a safe environment for all our students, please review the following procedures and reminders.

SCHOOL HOURS

St. Luke's School will open its doors based on division this year. Doors open to the Upper School at 8:00 a.m., and doors open to the Lower School at 8:20 a.m.

MONDAY - THURSDAY

Junior Kindergarten . . . . . 8:30 a.m. - 2:35 p.m.
Kindergarten, Grade 1, 2 & 3 . . . . . 8:30 a.m. - 3:05 p.m.
Grade 4 . . . . . 8:30 a.m. - 3:25 p.m.
Grade 5, 6, 7 & 8 . . . . . 8:15 a.m. - 3:25 p.m.

FRIDAY

JK – Grade 4 . . . . . 8:30 a.m. - 2:35 p.m.
Grade 5, 6, 7 & 8 . . . . . 8:15 a.m. - 2:35 p.m.

STROLLERS

Strollers are not allowed in the school building during arrival and dismissal. Please park strollers by the main gate or at the windows by the front office.

ID BADGES

All adults in the school community – parents, caregivers, faculty, and staff – will be required to display a school ID badge at all times, including drop-off and pick-up. Anyone without an ID badge will be asked to show a picture ID at the front office in order to receive a visitor pass.

CAREGIVERS

Parents are asked to provide the following information for all adults authorized to pick up their child so that a school ID may be issued: Caregiver's full name / cell phone number / email address / days of responsibility. The school should be notified in the event of additions or deletions and the ID returned or destroyed if possible.

PARKING SIGNS

Parents may request from the front office a parking sign to place in the window/dashboard of the car from the front office, but this pass only states that a child is a student at the school. It does not guarantee that the car will not be towed or ticketed. Parents use these signs at their own risk.

MORNING DROP-OFF REMINDERS

- The main gate opens at 8:00 a.m. and closes at 8:45 a.m. Only students in Grade 5-8 may enter the school building from 8:00 to 8:20 a.m. Any exceptions to this rule must be formally approved.
- All students and parents may wait on the playground from 8:00 to 8:20 a.m., including siblings of Upper School students. In case of rain, the dining room will be open for students and parents between 8:00 and 8:20 a.m.
- Lower School students and parents are allowed to enter the school building at 8:20 a.m. after the bell has been rung. Only students in JK-Grade 2 may be escorted by parents to their classrooms.
- Students are considered late if they arrive in their classroom any time after the specified school hours. If a student is late, he or she must check in with the front office and take a late pass. The late pass informs the teacher that the student has signed in with the front office.
- All parents are asked to leave the school building by 8:30 a.m. If a parent has a scheduled meeting with a staff or faculty member, the parent should sign in with the front office before proceeding to the classroom or office.

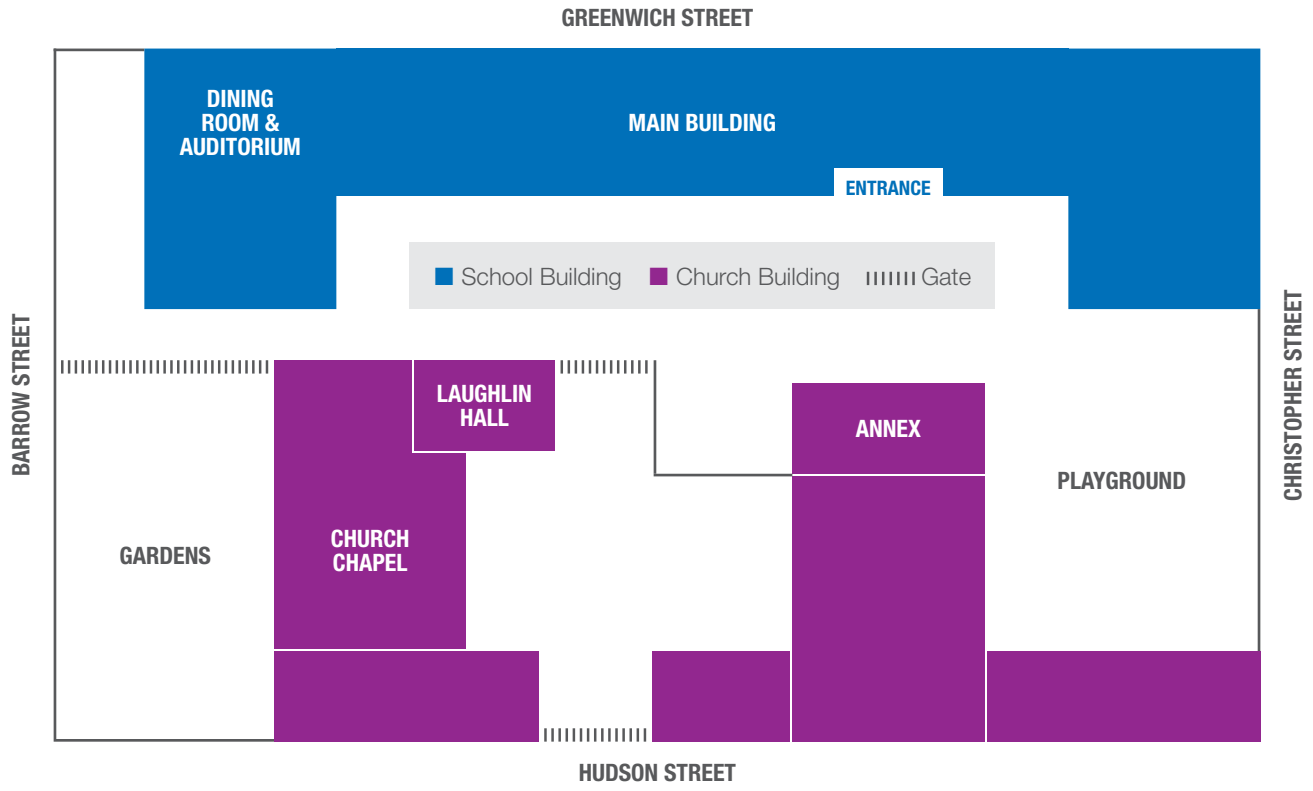
AFTERNOON PICK-UP REMINDERS

Upper School students are dismissed on their own recognizance. If an Upper School student is being picked up, he or she may be picked up by the statue of Mary.

CELL PHONE POLICY

We ask that cell phone use be limited while on school grounds. If a parent or caregiver is supervising a student on the playground, we ask that cell phones be turned off and only used for emergencies.

School Map & Locations



LOCATIONS

LOWER SCHOOL

JK . . . . . First Floor, 107
KAT . . . . . First Floor, 105
KSB . . . . . First Floor, 106
1M . . . . . Second Floor, 202
1P . . . . . Second Floor, 205
2LB . . . . . Second Floor, 210
2R . . . . . Second Floor, 209
3P . . . . . Second Floor, 207
3W . . . . . Second Floor, 208
4AE . . . . . Third Floor, 303
4RE . . . . . Third Floor, 307

UPPER SCHOOL HOMEROOMS

5G, Mr. Granger . . . . . Third Floor, 310
5M, Mr. Mason . . . . . Third Floor, 309
6HW, Ms. Hernandez-Webster . . . . . Fourth Floor, 403
6R, Ms. Runft . . . . . Fourth Floor, 406
7M, Ms. Milks . . . . . Third Floor, 300
7T, Ms. Tully . . . . . Third Floor, 301
8M, Ms. Muro . . . . . Fourth Floor, 400
8T, Mr. Travaglione . . . . . Fourth Floor, 401

SPECIALISTS

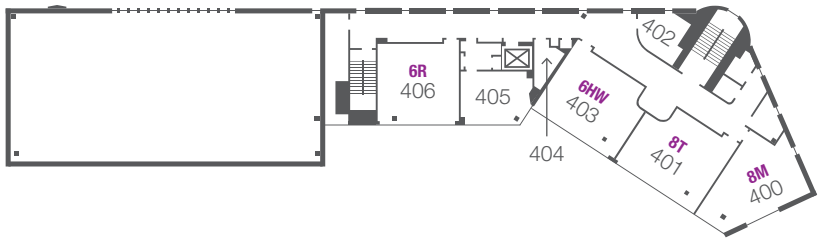
Mr. Bowers . . . . . Third Floor, 309
Mr. Deepak . . . . . Lower Level, LL04
Ms. Dove . . . . . Lower Level, LL09
Ms. Greif . . . . . First Floor, 103
Ms. Huang . . . . . Gym, 308
Ms. Irwin . . . . . First Floor, 111
Ms. Laurence . . . . . Third Floor, 306
Ms. Maher . . . . . Third Floor, 306
Dr. Marcus . . . . . Second Floor, 204
Mr. Mason . . . . . First Floor, 100
Ms. Milks . . . . . Third Floor, 300
Mr. Nahass . . . . . Lower Level, LL09
Ms. Nocera . . . . . Third Floor, 306
Ms. Runft . . . . . Lower Level, LL08
Ms. Stewart-Eisman . . . Second Floor, 200
Ms. Thomas . . . . . Lower Level, LL06
Ms. Tocko . . . . . Gym, 308
Ms. Tompkins . . . . . First Floor, 100
Ms. Tully . . . . . Third Floor, 301
Mr. Wood . . . . . Gym, 308
Ms. Zelechow . . . . . Lower Level, LL02

ADMINISTRATIVE STAFF

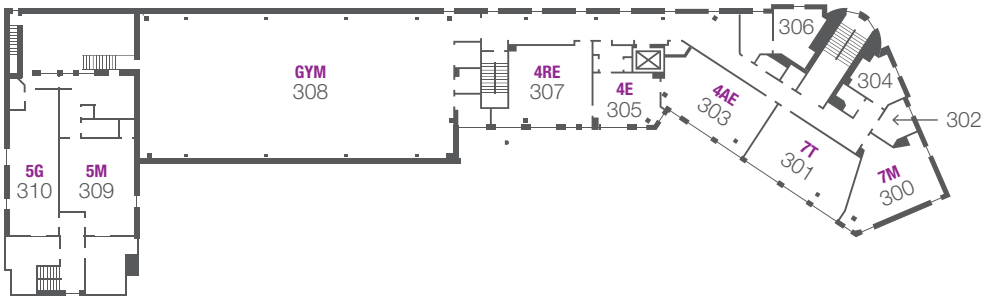
Head of School . . . . . Fourth Floor, 403
Lower School Head . . . . . First Floor, 103
Upper School Head . . . . Fourth Floor, 402
Front Office . . . . . First Floor, 103
Admissions . . . . . Third Floor, 304
Advancement . . . . . First Floor, 103
After School Program . . . . First Floor, 103
Business Office . . . . . First Floor, 101
Curricular Innovation . . . . Third Floor, 309
Development . . . . . First Floor, 102
Diversity . . . . . Third Floor, 302
Nurse . . . . . First Floor, 104
School Administration . . Fourth Floor, 404
Student Leadership . . . . Fourth Floor, 406
Student Life . . . . . Gym, 308
Technology Support . . . Second Floor, 203

School Map & Locations (CONT.)

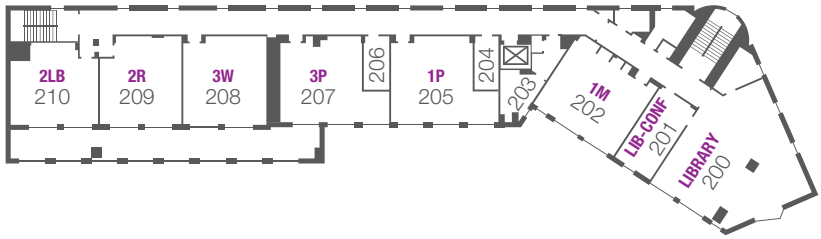
FOURTH FLOOR



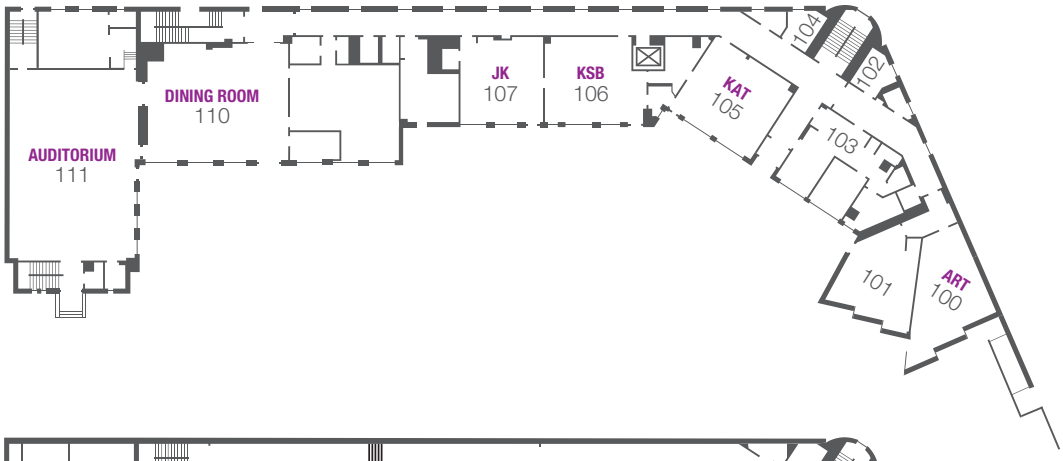
THIRD FLOOR



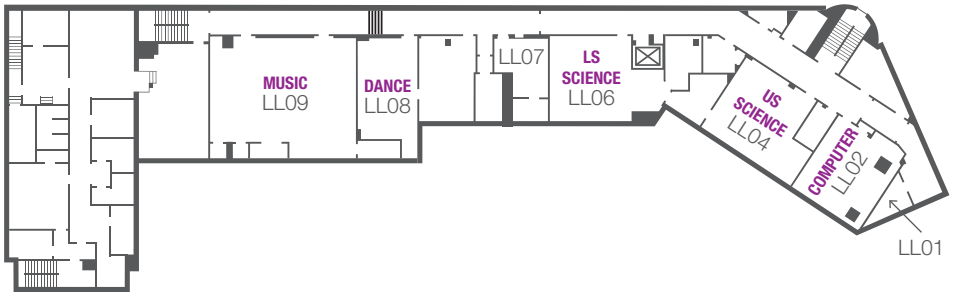
SECOND FLOOR



FIRST FLOOR



LOWER LEVEL



Grounds for Our Future Update

St. Luke's School has continued to dream big thanks to the vision of our school leadership and the generosity of our community. In 2018-2019 we launched *Grounds for Our Future*, a fundraising effort which will allow us to plan for our future and redesign our outdoor spaces, led by Co-Chairs Catherine Corry and Sudie Anning. As we mentioned on our philanthropy page in this backpack, we have reached our June 2019 target of $2,500,000 in gifts and pledges, half of our total goal of $5,000,000. We have received gifts from 35 families, 11 of whom pledged at the Founding Families level of $100,000 or more. We will continue raising funds next year to bring this full project to life.

The school has worked closely with our landscape architect MNLA, faculty, parents, and students to design a modernized ground-level playground with engaging multi-sensory play spaces for all ages. We will celebrate its opening at our **PA Welcome Reception on Thursday, September 5**. We also will commemorate this special day by welcoming parents to join their children during recess on the first day of school.

WHAT HAPPENS NEXT?

We are moving full steam ahead with the planning and fundraising for Phases 2 and 3 of *Grounds for Our Future*. The amphitheater and courtyard entry are unique gems which are currently under-utilized. Our teachers and partners at the Church eagerly anticipate the day when we can use the amphitheater as an outdoor classroom, chapel, or performance space. Our rising Grade 7 students are especially excited to envision rain gardens and ways in which we can create environmentally friendly spaces which promote learning and celebrate the beauty of nature in our midst. We need social seating on our grounds, but we wish to maintain the lush environment which we love, so we will design spaces that welcome quiet, introspective moments and joyful interactions between friends. The hope is to deliver this phase in September 2020 if funds can be raised by January 2020.

The rooftop playfield, Phase 3 of *Grounds for Our Future*, is an essential part of the school's strategic vision moving forward. Maximizing the generous space above our new gym, the caged playfield will allow our Athletics program to thrive, expanding club and team sports, as well as offerings for the After School Program. On the north side of the building, we will create an additional learning area with seating nooks and places for our Upper School students to spend time together. Taking full advantage of the New York City landscape, there will be extraordinary views of the Hudson and areas to study the surrounding architecture of the village. Last, but not least, teachers will have access to planters which they can use throughout the year to reinforce their lessons in the classrooms.

HOW IS THIS MADE POSSIBLE?

To make Phases 2 and 3 possible, with the delivery of the state-of-the-art rooftop in September 2021, St. Luke's School must raise an additional $2,500,000 in the 2019-2020 school year. Together we can do this! Please contact Co-Chairs Catherine Corry or Sudie Anning, or Director of Advancement Jocelyn Bowman at 212.924.5960 or groundsforourfuture@stlukeschool.org to participate in *Grounds for Our Future*. We look forward to realizing these dreams together!

SAVE THE DATE

PA WELCOME BREAKFAST

Thursday, September 5, 8:00-9:30 a.m.