



# ST. LUKE'S SCHOOL

## **Student and Family Handbook 2019 - 2020**

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[www.stlukeschool.org](http://www.stlukeschool.org)

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## **INTRODUCTION**

### **A HISTORY OF ST. LUKE'S SCHOOL**

The Church of Saint Luke in the Fields has a history going back to 1820. It has always maintained an interest in children and in education. However, the current school had its beginnings in the early 1940's when the neighborhood around Saint Luke's Chapel (then a part of Trinity Church) on Hudson Street underwent a profound change. During the Depression years and before, many poor people lived in the area and worked as longshoremen on the nearby docks. A more affluent group moved in during World War II, and high rents forced the poor to move away. As a result, Saint Luke's congregation decreased sharply. Reaching the new neighbors became a priority for the church.

One of the community's pressing needs was a school. In 1944, Mary Kingsbury Simkhovitch, head of Greenwich House and a member of Saint Luke's, met with The Rev. Edward H. Schlueter, Vicar of Saint Luke's Chapel for thirty-four years, about establishing a school at Saint Luke's. Together, they asked the Rector of Trinity Church, The Rev. Frederick Fleming, to present the idea to the Vestry. The Vestry approved the establishment of a school in May 1945. The Rev. Leicester C. Lewis came to Saint Luke's as Vicar and founding Head of the new St. Luke's School. The Rev. Paul C. Weed, Jr. succeeded him.

Marguerite S. Gates became the first Principal in July 1945. School opened on Monday, September 24, 1945, with nineteen children and two teachers in rooms in the old Parish House. Before the end of that first year, registration had reached forty-seven students in three grades and a combined Nursery-Kindergarten. There was after school care for the children of working mothers. The classrooms were in the rear wing of the Parish House at 487 Hudson Street, and the dining room was in the basement, where the Thrift Shop is now located.

Mrs. Katharine Taylor joined the school faculty in September 1946, and became Principal in 1951. In 1980, Mrs. Taylor retired and Ms. Barbara Belknap became the third Principal of the school. In 1990, Mrs. Kathleen G. Johnson was named Interim Principal. From 1991-1995, Ms. Jessie-Lea Hayes was Head of School. In 1995, Ms. Ann Mellow was appointed to succeed Ms. Hayes. In 2007, Bart Baldwin joined as the seventh Head of School.

Trinity Church completed the current building for the school in 1955 and renovated the entire block of buildings into large apartments for the teachers and the chapel staff. In 1976, Saint Luke's became independent of Trinity Church. In 2012, St. Luke's School became independent from Saint Luke's in the Fields. Today, the school serves approximately 325 students from Junior Kindergarten through Grade 8. It still maintains a small student population to foster caring relationships between children and the adults who guide them.

### **STATEMENT OF MISSION**

At St. Luke's, we seek to give our students a sound cognitive foundation for their lives and prepare them for admission to and continuing success in future schools. As an Episcopal Church School, we also seek to do something more.

St. Luke's is a small school, deliberately. Its size enables us to focus on each child as an individual. Its size also allows everyone to know everyone else. It fosters a feeling of family -- a supportive climate of trust and understanding, communicating values and building community. In this environment, children form positive relationships with classmates and teachers, with older children and with younger ones.

St. Luke's is coeducational and heterogeneous. Its students and faculty come from a variety of backgrounds -- racial, ethnic, economic, and religious. We value and actively encourage this mutual enrichment. It is part of the process of helping each child discover his or her own uniqueness and infinite worth as a human being -- and at the same time, that of others.

St. Luke's is a traditional school, in that it has a strong academic curriculum, high standards, clear and consistent boundaries and expectations. Within that structure, we emphasize freedom. We use varied educational approaches and techniques to help stimulate independent thinking -- to free the children to question, challenge, explore, and pursue truth wherever it leads. We encourage them to express their imagination and creative powers, in science and mathematics as well as in words, music, and art. Interdisciplinary teaching allows content from one subject area to reinforce another and open up fresh insights. *Above all, St. Luke's seeks to awaken in children a lifelong love of learning, a sense of joy and wonder at God's universe, and a deep feeling of connection to the natural world. We hope that whatever they go on to do and be, we will have prepared them to be good stewards of the world's resources -- responsible, caring members of one global human community.*

**THE ST. LUKE'S SYMBOL**



The winged ox, the symbol of St. Luke's School, began its history in the Book of Ezekiel, written in the sixth century B.C.E. The ox was one of four faces of living creatures visualized as supporting the throne of God. In the Book of Revelation, written in approximately the second century A.D., the four faces became four living creatures standing around God's throne. These faces included a man, a lion, and an eagle, in addition to the ox. Early on, these creatures became associated with the four evangelists: the ox with Luke, the man with Matthew, the lion with Mark, and the eagle with John.

St. Luke is known as the "Beloved Physician" and the patron saint of artists. When the Church was consecrated in 1822, the congregation chose St. Luke as its patron because the area had long been a refuge from epidemics.

The late Canon Edward N. West of the Diocese of New York, a theologian and liturgist, designed the Church banner from which the school logo was derived.

**ADMINISTRATION TEAM**

<p><b>Bart Baldwin</b> Head of School bbaldwin@stlukeschool.org</p>	<p><b>Karina Otoya-Knapp</b> Lower School kotoyaknapp@stlukeschool.org</p>	<p><b>Lauren Mazzari</b> Head Upper School lmazzari@stlukeschool.org</p>	<p>Head</p>
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<p><b>Jocelyn Bowman</b> Director of Advancement jbowman@stlukeschool.org</p>	<p><b>Birgitta Hanan</b> CFO &amp; COO bhanan@stlukeschool.org</p>	<p><b>Ken Ou</b> Technology Manager kou@stlukeschool.org</p>
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<p><b>Brenda Bramble</b> Administrative Assistant bbramble@stlukeschool.org</p>	<p><b>Victoria Jacobi</b> Assistant Business Manager vjacobi@stlukeschool.org</p>	<p><b>Marilyn Schiller</b> Assistant to the Head of School and Upper School Head mschiller@stlukeschool.org</p>
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<p><b>Richard Camacho</b> Facilities Manager rcamacho@stlukeschool.org</p>	<p><b>Laurie Maher</b> Director of Learning Services lmaher@stlukeschool.org</p>	<p><b>Jessica Soo</b> Assistant Lower School Head and Director of After School Program jsoo@stlukeschool.org</p>
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<p><b>Peggy Chen</b> Director of Administrative Services &amp; HR pchen@stlukeschool.org</p>	<p><b>Ana Morgado</b> Controller amorgado@stlukeschool.org</p>
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<p><b>Susan Harriot</b> Director of Admissions &amp; Enrollment sharriot@stlukeschool.org</p>	<p><b>Clint Rataczak</b> Director of Development crataczak@stlukeschool.org</p>
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## ST. LUKE'S BOARD OF TRUSTEES

St. Luke's School honors its board members and their commitment. The board is composed of persons who are highly qualified to help govern St. Luke's School, by virtue of their religious, legal, financial, professional, or educational expertise, or such other abilities and qualities as the board determines. The primary function of the board is to articulate a vision for the school and move the school toward it, while remaining mission-consistent.

Jennifer Anikst ('20), Vice-Chair, Board Elected at Large  
Sudie Anning ('20), Board Elected at Large  
Bart Baldwin, Jr., Head of School (ex-officio)  
Alewa Cooper ('21) Board Elected at Large  
Catherine Corry ('22), Board Elected at Large  
Richard D'Albert ('20), Treasurer, Board Elected at Large  
Claude Davies ('21), Board Elected at Large  
Aiko Decelles ('21), PA Representative, Co-Chair  
Holly Fogle ('19), Chair, Board Elected at Large  
Tina Johnson Hattan ('21), Board Elected Vestry  
Mark Husser ('21), Board Elected at Large

Ella Georgiades ('20), Board Elected at Large  
Bita Javadizadeh ('20), Vice-Chair, PA Representative Emeritus  
Algeste Marcellus-Williams, ('21) Parent Elected Representative  
Ericka Pitters ('20), Board Elected at Large  
David Recht ('20), Faculty Elected Representative  
Christine Smith ('22), Board Elected at Large  
Paul Smith ('19), Secretary, Board Elected at Large  
Yelin Song ('21), Parent Elected at Large  
The Reverend Caroline Stacey, Rector (ex-officio)  
Courtney Stern ('21), Parent Elected Representative  
Savannah Stevenson ('20), Board Elected Vestry

## COMMUNITY STANDARDS



Here at St. Luke's, we expect all members of the St. Luke's School community to act in ways that are responsible, respectful, caring, and courteous, and to conduct themselves with sensitivity to the needs and feelings of others. These expectations are so important to our community that they are the foundation of the majority of the school awards given to Grade 8 students each spring.

Below are a few simple principles to foster a sense of community and support each child's development as a strong, competent, and grounded learner:

To Students:

- Come to school, on time, each day.
- Complete schoolwork daily.
- Do your best.
- Respect others: their feelings, traditions, property, and ideas.
- Ask questions.
- Stand up for what is right.
- Get involved.
- Find a way to serve others.

To Parents:

- Honor your child’s learning: help your child to arrive on time and minimize absences by adhering to the school calendar of vacations and holidays.
- Let us know when your child is ill or will be absent by 8:30 a.m.
- Celebrate your child's successes, and help him/her to face adversity with courage and resilience.
- Let us know if a school, family, or life event is affecting your child. We will work together.
- Voice little worries, no matter how small, before they become big concerns by speaking to the appropriate faculty or staff member.
- Keep our children safe and our building secure: become familiar with school procedures, alert us of changes in routines, and review school rules with your child.
- Get involved when you can.

**COMING AND GOING**

**SCHOOL HOURS**

***Class Times***

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.
Grades 5 -8	8:15 a.m. – 3:25 p.m.

Friday

JK – Grade 4	8:30 a.m. - 2:35 p.m.
Grades 5 -8	8:15 a.m. – 2:35 p.m.

***Office Hours***

The School offices are open daily from 8:00 a.m. to 5:00 p.m., Monday through Friday.

***After School Program Hours***

The After School Program runs daily from 2:30 to 6:00 p.m. Registration is required for participation.

**PARKING PASSES AND SIGNS**

There are no designated parking areas around the school grounds. Parents may request a parking sign to place in the window/dashboard of their car from the Front Office. This pass only states that a child is a student at the school. The sign does NOT guarantee that the car will not be towed or ticketed. Parents use these signs at their own risk.

## **MORNING ARRIVAL**

The main gate is open from 8:00 - 8:45 a.m. ***Students should arrive no earlier than 8:00.***

The playground is open for use by students, parents and caregivers and supervised by faculty and administration from **8:00 a.m. until the bell rings at 8:20 a.m.** Lower School students should be prepared to play outside prior to 8:20 a.m. and should dress appropriately for the season. **Upper School students should proceed to their homeroom between 8:00 to 8:15 a.m.** On rainy or *extremely* cold days (below 32 degrees), students may enter the building via the front door and proceed to the Dining Room to wait until 8:20 a.m.

Students are expected to check-in with their Homeroom Teacher no later than 8:15 a.m. for Upper School and 8:30 a.m. for Lower School. 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.

Only Upper School students or parents with prior appointments are permitted in the building before to 8:00 a.m.

For the safety of all, bicycles, skates, scooters, and skateboards may not be ridden on school grounds. We ask that these items are parked on the bike rack in front of the main gate. Parents and students are asked to leave all pets at home. Pets other than service animals are not allowed on school grounds and will have to be tied to the fence outside the gate on Hudson Street.

We ask that all strollers be parked to the right of the front entrance in front of the school office. Please place your strollers as far into the space as possible to allow room for others.

## **TARDINESS**

***JK – Grade 4 students arriving after 8:30 a.m. are late. Grades 5 – 8 students arriving after 8:15 a.m. are late. Students must be in homeroom by 8:15 to be recorded as on time.*** Prompt arrival to school and timely check-in are the responsibility of each student and his/her parent or caregiver.

It is the responsibility of each student, parent, or caregiver to follow late-arrival procedures:

- Sign-in at the Front Office.
- Take a late slip. Only JK - Grade 2 parents may accompany the student to class.
- Proceed to Chapel, homeroom, or the scheduled class in session and present the late slip to the teacher in charge.

Tardiness is included on each Progress Report and becomes part of the student's permanent record. Absences and tardies due to travel for extended vacations are recorded as unexcused. We ask that parents honor their child's education, and the educational experience of others, by not removing children for ease of travel.

## **DISMISSAL FROM SCHOOL**

The main gate opens at 2:30 p.m. for dismissal and closes at 3:45 p.m. Students should be picked up in the following areas:

- Junior Kindergarten - Outside classroom doors at 2:35
- Kindergarten - Outside classroom doors at 3:05
- Grade 1 - Red Doors by the Front Office at 3:05
- Grade 2 - Middle of First Floor at 3:05
- Grade 3 - Dining Rooms Doors at 3:05
- Grade 4 - Front hallway by the Front Office at 3:25
- Upper School students - Statue of Mary (Upper School students are dismissed on their own recognizance. If an Upper School student is being picked up, the parent or caregiver can meet them at the statue.)

Parents and caregivers are asked to wait outside the main gate prior to 2:30 p.m. JK students and 3:00 for all other students.



### **Lower School**

Lower School students must be picked up by a parent or an approved non-custodial adult. Please communicate any change in pick-up procedures to the homeroom teacher and front office ([office@stlukeschool.org](mailto:office@stlukeschool.org)). Students are only dismissed into the care of a non-custodial adult with parental consent and proper identification.

Lower School students requiring supervision after the end of the academic day must be enrolled in the After School Program.

Younger siblings will be supervised at no charge in the After School Program until the older sibling has been dismissed from his/her last academic class (3:05 or 3:25 p.m.). Lower School students who have not been picked up within ten minutes of dismissal will be escorted by their teacher to the Dining Room to join the After School Program. A fee will apply. Please see the After School Program for details.

### **Upper School**

Students in the Upper School are dismissed on their own recognizance. They are required to leave campus immediately unless they are staying after school (See "Staying After School" below for after school rules). Students may not leave campus and then return at a later time for pick-up. Any Upper School student who needs to stay on the school campus after 4:30 p.m. must check into the After School Program. A fee will apply. Please see the After School Program for details.

### **Choristers**

Choristers will be taken to the Dining Room on Wednesdays for a snack and supervision until 3:30 p.m. All choristers report to the choir room of the Church for rehearsal at 3:30 p.m. A special schedule for additional probationer rehearsals (e.g. rehearsals for new choristers) is distributed separately.

Choristers are dismissed to the dining room at 4:30 p.m. Choristers with permission are released on their own recognizance. Choristers who are not picked up at 4:30 p.m. will check into the After School program for supervision. A fee will apply. Please see the After School Program for details.

### **LEAVING SCHOOL EARLY**

A parent or guardian must send an email or other communication to the front office ([office@stlukeschool.org](mailto:office@stlukeschool.org)) in advance stating the time of day when the student must depart, and explain why the student must leave early. They should also indicate whether or not the student will return to school.

Students may be picked up at the Front Office and need to sign out at the Front Office before leaving the building. Proper identification is required to pick up a student.

Absences and tardies due to travel for extended vacations are recorded as unexcused. We ask that parents honor their child's education, and the educational experience of others, by not removing children for ease of travel.

### **STAYING AFTER SCHOOL**

No student may remain in the building or on the playground unattended, and all students are expected to leave campus as soon as their supervised activity ends. The playground is open after school starting at 3:00 p.m. for those students supervised by a parent or caregiver and for students in the After School Program. It is very important that parents and caregivers pay careful attention to their child/children while on the playground. **We ask that cell phones be used on the playground only for emergencies.** The After School Program staff is only responsible for students enrolled in the After School Program.

Study hall is available after school on Mondays through Thursdays until 4:30 p.m. for Lower School students accompanied by a parent or caregiver and Upper School students. All students, caregivers, and parents must sign in for safety purposes. Students are welcome to read or work quietly; talking and group work is not permitted. Study Hall is not available for tutoring unless specifically requested.

The Dining Room is used by the After School Program and is not available for any student or adult that is not part of the After School Program.

### **Upper School Privileges (Grades 5-8)**

Upper School students are dismissed on their own recognizance at the end of each day. Children are welcome to be by the statue of Mary between dismissal and 3:45 p.m. (when the main gate closes), as they meet and decide their after school plans. After 3:45 p.m., Upper School students may do the following:

- Study quietly or do homework in Study Hall from 3:30-4:30 p.m. If the student remains after 4:30 p.m., they must sign into the After School Program and fees will apply.
- Meet and work with a teacher. This must be scheduled and approved by the teacher. Students may not work unsupervised in the school.
- Be on the playground with a caregiver. If a child is with a caregiver, then he/she must be physically with that caregiver.

Any child who is asked more than once to decide where to be or who is found roaming will be signed into After School and parents will be billed.

### **ABSENCES FROM SCHOOL**

**Parents are to notify the Front Office by 8:30 a.m. if a student is to be absent.** Please call the school at 212.924.5960 or email: [office@stlukeschool.org](mailto:office@stlukeschool.org)

**Excused Absences:** The following are automatically considered excused and will be noted as such on student records. Students are required to complete assigned work:

- *Illness:* A student who is absent from academic classes due to illness may not attend or participate in After School Programs, including Junior Varsity and Varsity Sports, Canteen, and co-curricular activities on the day of absence.
- *Religious Observance:* Please notify the Front Office in advance.
- *Grade 8 High School Placement:* Each Grade 8 student is allowed ten excused absences for high school visits. Please inform the Upper School Head in writing or by email one week before scheduled visits.

Absence for any other reason must be submitted to the Lower School Head or Upper School Head in writing and in advance. A determination will be made by the School as to whether the planned absence is excused or unexcused.

**Absence Due to Significant Life Event:** These absences may be excused at the discretion of the School. Examples include the death of a family member, a student's required participation in professional performances or national athletic competitions, or family travel related to out-of-state or out-of-country relocation. Excused absences will be noted as such on student reports. Students are required to secure all assignments prior to leaving and are responsible for completing the assigned work.

**Unexcused Absences:** Any absence not excused by the School is considered an unexcused absence and will be noted as such on student reports. Examples include vacation, business, or personal travel outside of designated school vacations; and social, leisure, spectator, or entertainment events during the school day. Teachers are not required to provide assignments in advance for unexcused absences. **Absences and tardies due to travel for extended vacations are recorded as unexcused. We ask that parents honor their child's education, and the educational experience of others, by not removing children for ease of travel.**

**Attendance Records and Parent Notification:** Attendance records are monitored, maintained, and determined by the Registrar. Attendance records are part of each student's progress report. If a student has an excessive number of tardies or unexcused absences, the parent will receive an email notice from the school.

## **AFTER SCHOOL PROGRAM (ASP)**

The After School Program runs each full school day from 2:30 p.m. - 6:00 p.m. and offers a range of enrichment activities on a trimester basis. Should you have any questions, please contact [Jessica Soo](mailto:Jessica.Soo@stlukeschool.org), Assistant Head of Lower School and Director of After School, email: [afterschool@stlukeschool.org](mailto:afterschool@stlukeschool.org)

### **ASP REGISTRATION**

Program details are emailed to parents prior to the start of each trimester. Parents may register their child via the online registration form. All program details and online registration will be available on the school's website. A completed online registration form must be received for a child to attend classes. Fees for classes will be billed via each family's TADS account.

### **TRIAL WEEK**

The ASP offers a trial week for all students interested in the ASP program. This is a great way for students to try a class. The trial week is the first week of each trimester. If a child remains in the program after the trial week, the parent will be responsible for the class fee and no refunds will be given. If a child decides not to continue after the trial week, the parent **must email the Director of After School ([afterschool@stlukeschool.org](mailto:afterschool@stlukeschool.org))**. The parent will only be charged for the trial week class(es).

### **SIGNING INTO ASP**

**Registered Students:** Students who are registered for a class will be signed-in on their class or general care day in the following way:

- JK - Grade 4: Each Lower School teacher is given a roster indicating after school attendance for students in their class. Students who have an after school class will be signed into the ASP by their teacher. If a child is absent or will miss the class, the teacher will inform the ASP staff.
- Grade 5 - 8: Each Upper School teacher is given a roster indicating after school attendance for students in their class. Students may be in the Study Hall until 4:30 p.m. or the start of their class. Students are responsible for getting to their classes on time.

**Drop-In Students:** Children may join the ASP on an hourly basis. Drop-in charges will apply to students; who are picked up late from regular dismissal or after their ASP dismissal time, Upper School students who remain after school unsupervised, or students who need the general care option after regular dismissal. It is important that we know about drop-ins in advance whenever possible; please email the Front Office and the Director of After School. If the school day has begun, please alert your child's homeroom teacher and the Front Office. Drop-in charges will be billed to each family's TADS account. A fee of \$15 per hour will be charged, up to a maximum of \$45 per child.

Students may drop-into the ASP at no cost for reasons below. Please alert your child's homeroom teacher and the After School Director in advance:

- Siblings waiting for dismissal of an older child until 3:05 or 3:25 p.m. Drop-in fees will apply after the siblings' dismissal time
- Children whose parents are volunteering for the School
- Children whose parents are in a parent/teacher conference or meeting with a teacher or administrator

### **SIGNING OUT OF ASP**

For the safety of each child, we ask for your cooperation in complying with the sign-out policy.

- Children may only be signed out by a parent or another adult on the child's approved pick-up list. If there are any changes to the list (i.e. caregivers), please inform the Director of After School and the Front Office as soon as possible.
- Before a child leaves the premises, he/she needs to be signed out on the sign out sheet. The adult should sign and indicate the time of sign-out.

**Late Pick-up Fee:** ASP ends at 6:00 p.m. If a child is picked-up after 6:00 p.m., a fee of \$1 per minute will be charged to the parent.

## **THE GRACE SAWYER LIBRARY** **STATEMENT OF MISSION**

The Grace Sawyer Library provides children with a welcoming setting that challenges the intellect and invites reflection and recreation. A diverse and wide-ranging selection of resources enhances children's growth and learning, while encouraging discovery of themselves and the world around them. We encourage children to read by providing unique opportunities to make meaningful connections to books and reading. Ultimately, we hope to have every child regard books as an indispensable part of life.

### **LIBRARY SCHEDULE**

During the school day, the library is used throughout the day by teachers and students. Upper School students may visit during lunch and recess. Families and caregivers are invited to visit the library after school for quiet reading and book selection. Children must be accompanied by an adult. No food, drink or cell phone use is permitted in the library.

#### ***Library Hours:***

8:30 to 4:15 p.m. Monday and Thursday 8:30  
to 3:30 p.m. Tuesday and Wednesday 8:30 to  
2:30 p.m. Friday

### **BOOK CIRCULATION AND LOST LIBRARY BOOKS**

**Students and their families should develop a routine for returning their library books each week.** Books may be renewed. Books should be returned to the book-drop located in the library. If a child hasn't returned a book, borrowing privileges are interrupted. Individual overdue notices are given directly to each student and sent home. Students are responsible for returning materials in a timely manner and communicating with the librarian regarding lost or damaged library books.

Families are asked to take an active role in helping to foster responsible and considerate borrowing habits in their children.

### **LIBRARY VOLUNTEERS**

All are invited to take part in an invaluable and dynamic parent volunteer committee. No experience is necessary and all are welcome. Please contact the Parent Association's Library Committee co-chairs or the librarian if you are interested in becoming involved. Children whose parents are volunteering may drop into the After School Program free of charge during the volunteer time.

### **ATHLETICS: JUNIOR VARSITY AND VARSITY SPORTS**

All interested Upper School students are welcome to participate in athletic clubs at the appropriate grade level. Please note that we are unable to accommodate parents on team buses.

### **ATHLETICS SCHEDULE**

Practices and games are determined by the Athletic Director and available on the athletics calendar through the school's website. Game schedules are subject to change. Please check the school's website for the most up to date schedule.

#### ***Fall: September and October***

Varsity Volleyball (Co-Ed): Grades 7-8

Junior Varsity Volleyball (Co-Ed): Grades 5-6

Varsity Soccer (Co-Ed): Grades 7-8

Junior Varsity Soccer (Co-Ed): Grades 5-6

Cross Country (Co-Ed): Grades 7-8

### ***Winter: November through March***

Junior Varsity Basketball (Girls): Grades 5-6

Junior Varsity Basketball (Boys): Grades 5-6

Varsity Basketball (Girls): Grades 7-8

Varsity Basketball (Boys): Grades 7-8

### ***Spring: April through May***

Varsity Softball (Co-Ed): Grades 6-8 Flag

Football (Co-Ed): Grades 5-8 Running

Club (Co-Ed): Grades 5-8 Thursday Sports

Club (Co-Ed): Grade 3 Friday Sports Club

(Co-Ed): Grade 4

## **GENERAL INFORMATION**

### **BIRTHDAY PARTY POLICY**

#### ***Invitations***

St. Luke's cares deeply that student parties foster a sense of community and inclusion and do not leave one or two students feeling hurt and/or rejected. In light of this, we have developed the following guidelines:

When planning a party, invite either

- a. the entire class; one section
- b. all the boys;
- c. all the girls; or
- d. less than 50% of the boys or the girls (host or hostess included).

Example: In a class of 20 with 10 boys and 10 girls the options are:

- a. 20 children
- b. up to 9 children (total) -- 4 or 5 girls with 4 or 5 boys
- c. 10 girls or 10 boys
- d. up to 4 girls (total) or up to 4 boys (total)

***Invitations may not be distributed on school grounds unless the ENTIRE class is included.*** Also, parties **may not** leave from school unless all classmates are invited. Please check the class list with the Administrative Assistant to be sure you have considered all members of the class.

#### ***Honoring Birthdays at School***

Once each month, the school's chef will prepare a birthday treat (cupcakes, cake, etc.) for the entire school to honor that month's birthdays and half-birthdays (birthdays that occur when school is not in session). Similar treats will be offered to all children, but some will follow recipes accommodating specific allergies or dietary needs. We are therefore asking parents not to send special birthday treats in with their child.

Teachers will honor each child's actual birthday in developmentally appropriate ways as determined at the beginning of the year. The child may receive and wear a special sticker so that they may still be recognized around the school for their special day or be offered another way to be recognized and honored by his or her family, class, and school community. 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.

## **CELL PHONE AND SMARTWATCH POLICY**

Cell phones must remain off and out of sight at all times within the school building. Upper School homeroom teachers will collect student cell phones at the beginning of each day and return them at the end of the school day. Students are only permitted to use cell phones outside the school building near the Statue of Mary, before 8:15 a.m. or after 3:25 p.m.

Upper School students may use cell phones during the day with specific permission from the Upper School Head. The School cannot assume responsibility for any lost cell phones. If a student is found using a cell phone without permission, the phone will be confiscated and held by a school faculty or staff member. ***Students are not permitted to wear or have smartwatches on school grounds. If a student wears or has a smartwatch on school grounds, the watch will be confiscated and held by the front office.***

## **DOGS AT ST. LUKE'S SCHOOL**

Like many of our peer schools, we are fortunate to have a school dog at St. Luke's. He makes appearances throughout the day but primarily stays in the office to reduce distraction and in recognition that some members of our community have pet allergies. The block, led by the Church of St. Luke in the Fields, however, has existing policies that pets are not allowed on grounds. Although we have enjoyed our pet visitors and the Church has been relaxed on the policy to date for the school, we must begin to enforce the "no pets on property" rule (even for pets small enough to be carried) with the exception of Luke and service animals, to be consistent with the policy enforced for all other constituents of the block. We ask that pets be tied up at the fence on Hudson Street (and not in the entry garden) and not brought onto church or school grounds. Of course, exceptions can be made for special events with prior approval.

## **DRESS CODE**

Students should wear clothes that are comfortable, age-appropriate, and clean. Jeans, shorts, t-shirts, and skirts of appropriate modest length are permitted at St. Luke's.

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 removed inside the school buildings. Necklines, hemlines and sleeves should be modest.

There are a few occasions (such as Lessons & Carols, Recognition Chapel, Grandparents Day, and Commencement) when more formal dress is requested. A student's Division Head is the final arbiter of appropriate dress and grooming. Children who wear inappropriate clothing may receive a verbal correction, be asked to change clothes at school, have appropriate clothes sent from home, or in the case of repeated infractions, sent home to change.

### ***Physical Education Attire***

All children are required to wear appropriate footwear (sneakers and tennis shoes) and comfortable clothes to PE classes and to have their hair appropriately fixed so they have a full range of vision. We may request that children remove earrings or other jewelry if it poses a safety risk.

## **GIFT POLICY**

***Gifts to other students:*** Students are asked not to exchange personal gifts at school, including birthday presents for friends, classmates, or partners. Prior to Winter Break, a small holiday gift exchange is organized in each Lower School and Upper School homeroom.

***Gifts to Faculty & Staff:*** Personal gifts to faculty and staff should be limited to child-centered tokens of appreciation. Under no circumstance should faculty be given gifts of cash.

***End of Year Gift:*** Each spring, the Parents Association recognizes and thanks each faculty member on behalf of the parents of St. Luke's School. Every family is invited to make a contribution to the Parents Association for this purpose in lieu of individual gifts.

## **LUNCH**

St. Luke's has designed a community lunch program providing delicious, nutritious, and child-friendly food in an environment that promotes calm socialization and reinforces basic manners and healthy eating habits.

We are partnering with Cater to You, a well-respected food service provider working at many independent schools throughout the city. Chef Zisca Gardner, a celebrated chef with experience in high-end dining, and other independent school kitchens, is joining us as our on-site chef manager. Working with five staff members, she will prepare all food and snacks, assuring healthy food options using locally sourced, organic foods whenever possible.

At St. Luke's we recycle and compost our food in fulfillment of our mission and to honor our students' passion in supporting our environment.

Junior Kindergarten and Kindergarten students will be served lunch in their classrooms. They will be offered a selection of hot and cold entrees as well as fruit, vegetables, and prepared salad choices. We have found that our youngest children make better choices when offered a few enticing options rather than more selections. All other lunches will be served family style in the dining room. Hot options will be on the table when children arrive. Children will sit at tables of up to eight with a teacher at the table or nearby. Younger children will be served food by an older child or a teacher. Older children will serve themselves. All children may also go to an extensive salad bar or sandwich bar to supplement the hot entrée offerings. Students are responsible for bussing and cleaning their tables.

### **PERSONAL POSSESSIONS**

All books, clothing, and equipment should be labeled clearly with the student's name before the school year begins and before being brought to school. The School cannot assume responsibility for lost possessions.

Guidelines:

- Personal toys are appropriate only with teacher permission, and trading cards should be left at home.
- Knives, toy guns or weapons of any kind are not permitted on the premises.
- Scooters, skateboards, bicycles and inline skates for the safety of our students, may not be ridden on the block.
- Students should not bring valuables to school. These include electronic equipment (such as digital music players, handheld video games, etc.) They are expensive and prone to breakage and loss. The School cannot assume responsibility for lost possessions.
- Small stuffed toys often provide comfort and emotional support as children transition toward independence. We encourage our youngest members of the school to bring these from home. Feel free to talk to your child's teacher if you have any questions.

Lost and Found:

All found items will be placed in the Lost and Found. The Lost and Found is located in the front hallway. In an effort to help children find their lost clothing, please **LABEL** all clothing, backpacks, water bottles, etc. The Lost and Found is cleared out at the end of winter break, spring break, and the end of the school year. All unclaimed clothing will be donated to a charity. Please label your child's belongings so they may be returned to you.

### **STUDENT TRANSPORTATION: SCHOOL BUS AND METRO CARDS**

The Department of Education, Office of Pupil Transportation (OPT) provides each student the option of the Yellow School Bus Program OR the Student MetroCard Program. Students may not sign up for both programs. Junior Kindergarten students are not eligible for either program.

Please note that all decisions about Yellow Bus or Metro Card options rest with the OPT. Student eligibility for transportation is determined by grade and distance and is governed by New York State Law and Chancellor's Regulation A-801.

These regulations are explained in detail on the DOE website: <https://www.schools.nyc.gov/school-life/transportation/bus-eligibility>

#### ***The Yellow School Bus Program: Kindergarten to Grade 6***

The Yellow School Bus Program is provided by the Office of Pupil Transportation (OPT) at no cost to Manhattan residents in Grades K - 6 who live a prescribed distance from the school. Each bus is limited to a 5-mile route. The OPT determines bus stops, routes, and pick up and drop off times. St. Luke's students using the afternoon service leave after the eldest student is dismissed and are returned to their designated stop. Please note that most buses including St. Luke's buses service more than one school. There may not be any bus service when public schools are closed. In the event that Yellow Bus service will not be provided, families will be informed.

Students arriving to the school by the Yellow Bus will be met by a faculty member and escorted to the playground or Dining Room. Students leaving the school by the Yellow Bus will be dismissed to the assigned bus driver by Ms. Bramble or her designee. If a child has any changes to the dismissal for the bus must be sent to Ms. Bramble before 2:00 p.m. each day.

### ***Student MetroCard Program: Kindergarten to Grade 8***

The Student MetroCard program is available at no cost to New York City Residents who live a prescribed distance from the school. The type of card given is determined by the OPT based on the student's grade and distance from the school. Please note that Student MetroCards are distinct from MetroCards used by the general public.

Student MetroCards are:

- Only for use by the student who it was issued to and whose name is written on the card.
- Good for travel to and from school and school related activities until 8:30 p.m.
- Only for use on days when the student's school is in session.
- Good for three trips each school day.
- Good for an entire school semester.

MetroCards allow an eligible student to travel to and from school and school-related activities by bus and subway. On most trips, a student can also transfer free between the bus and the subway, between a bus and another bus, or between the subway and a bus.

### **THE GARDENS AND GROUNDS**

The School, Church, and Community share the block together. During the school day, the South Lawn and Church gardens can be accessed via the Hudson or Barrow Street entrances. Please take care not to climb trees, damage the plantings and flowers, and be vigilant in the supervision of young children so that the hard work of our gardeners may be preserved. Our care of our environment acknowledges the privilege of learning on this block and our responsibility to be stewards of our environment.

### **COMMUNICATIONS** **SCHOOL TO FAMILY**

***Friday Newsletter:*** Each Friday afternoon, the school sends out a Friday newsletter from the Head of School to all families. The newsletter contains important information and upcoming event dates and details. All families should read the newsletter in order to be abreast of school news. The newsletter is also available at [www.stlukeschool.org/newsletter](http://www.stlukeschool.org/newsletter).

***Updates and General School Communications:*** The school sends out updates and news to all parents or parents in a specific class/grade through the following email groups:

- *news@stlukeschool.org:* General updates, event details, and school announcements.
- *headofschool@stlukeschool.org:* Important news and updates from the Head of School.
- *pa@stlukeschool.org:* Parent Association updates and announcements.
- *nurse@stlukeschool.org:* Important health updates from the nurse.

### **TEACHER TO FAMILY**

One of the most critical pieces of a 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 and once a month for Grade 4 students. The newsletter contains updates and important information pertaining to the class and upcoming activities. The Upper School gives parents access to classwork, homework, projects and other details through Google Apps. All Upper School parents are given a school email through Google in order to sign into Google Apps.

### ***Parent Conferences***

Teacher contact is one of the important benefits of an independent school education, and St. Luke's School teachers strive to keep parents informed on an on-going basis of any difficulty a child may be experiencing and what progress there has been to overcome this difficulty. Parents are encouraged to contact the teacher or the Division Head directly with any concerns by sending an email, or a voicemail message, or writing a note. The teacher or Division Head will respond as soon as possible.

Annual parent conferences are held each fall during Parent-Teacher Conference Days. Lower School parents will have an additional conference in the spring. Additional conferences between parents and teachers may be arranged as the need arises. Productive conferences and conversations require both privacy and preparation. If you would like to meet with a teacher, please make an appointment.



## **PARENT TO SCHOOL**

In the course of his or her years at St. Luke's School, every child will experience the ups and downs that are part of growing up. Parents will inevitably have questions about a child's learning, growth, or experience at school; about his or her interactions with classmates; or about programs, curricula, and policies.

In addition, it is natural for members of a small and tight-knit community such as ours to talk together about children and about school life. We must always remember that misinformation can spread easily and that each family's values, style, priorities, and school experience is unique. It is important to allow children to grow and change through childhood, and we must be vigilant not to marginalize or stereotype a particular child, group of children, or class as a whole when a problem or concern arises.

Therefore, we ask that any and all questions, concerns, or observations about your child or about school life be communicated immediately and individually to the teacher, administrator, or staff member in charge. Timely and direct communication allows us to work together to address issues. Only in this way can we serve children well, ensure appropriate confidentiality of information, and sustain open conversations with each family.

Sometimes a phone call will suffice; at other times, a face-to-face conference makes most sense. Please leave a voicemail or email message and the appropriate person will get back to you as soon as possible. Drop-off, pick-up, 'on the fly' hallway conversations and email exchanges do not allow for confidential, focused, and frank dialogue. Teachers and Division Heads are happy to schedule a telephone conference or in-person meeting at a mutually convenient time.

If you would like to meet with a teacher, please make an appointment. Productive conferences and conversations require privacy and preparation. The Front Office and Division Heads are available to respond to an emergency that needs immediate attention.

### **Communication Instructions**

- *Classroom questions:* contact the teacher directly. Unless it is an emergency, please allow 24 hours for teachers to respond.
- *Attendance and Change in Pick-up:* email both the student's teacher and [office@stlukeschool.org](mailto:office@stlukeschool.org).
- *Change of Contact Information:* see the link on the weekly school newsletter or email [office@stlukeschool.org](mailto:office@stlukeschool.org)
- *Health details and questions:* email [nurse@stlukeschool.org](mailto:nurse@stlukeschool.org).
- *Parent Association questions:* email [pa@stlukeschool.org](mailto:pa@stlukeschool.org).
- *Admissions and Enrollment questions:* email [admissions@stlukeschool.org](mailto:admissions@stlukeschool.org).
- *General school questions:* email [office@stlukeschool.org](mailto:office@stlukeschool.org).

## **MESSAGES AND PHONE CALLS**

**To Students:** In order to keep class disruptions to a minimum please confirm the day's plans with your child before the start of the school day as it is extremely difficult to relay messages to students. Students will not be called from class to receive a phone call. Emergency phone messages will be relayed to students through their homeroom teacher.

**To Faculty:** To speak with a teacher telephone the school and you will be directed to the teacher's voicemail. Due to their teaching schedules, the front office will not be able to interrupt classes to forward calls to the teachers. Teachers will return calls at their earliest convenience and within 24 hours during the week or on the next working day over holidays and weekends.. Division Heads are also available to respond to parent phone calls, particularly if it is a pressing matter needing immediate attention.

**Use of Front Office Phones:** Front Office phones must be reserved for school personnel. Students and parents may use the front office phones for emergency purposes.

**Use of Cell Phones (students):** Cell phones must remain off and out of sight at all times within the school building. Students are only permitted to use cell phones outside the school building near the Statue of Mary, before 8:15 a.m. or after 3:25 p.m.

## **SCHOOL DIRECTORY**

A copy of the school directory is provided to all school faculty members, parents, and staff in order to facilitate communication between school and home, students, and families. Copies are available upon request from the Front Office.

The directory is produced for the convenience and use of St. Luke's School families only. All information, including email addresses, should be treated as confidential and may not be shared outside of the St. Luke's School community. Student or family information provided by St. Luke's School and its sponsored organizations (such as the Parents Association) may not be used for commercial, entrepreneurial, or promotional purposes or for disseminating general announcements/communications other than those related to school-related activities and programs. If you have any questions about the use of student or family information, please contact the Front Office.

## **ONLINE TOOLS**

**Website:** The school maintains a website at [www.stlukeschool.org](http://www.stlukeschool.org) that includes school calendars, the lunch menu, program details, admissions details, etc.

**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 more. Visit the App Store and search for St. Luke's School. Available only for iPhone, iPad, and iPod touch.

**Facebook:** Connect to our school using the "St. Luke's School – NYC" Facebook page for photos, reminders about activities, and goings on in the school.

## **EMPLOYEE AND STUDENT COMMUNICATION USING ELECTRONIC DEVICES**

The School recognizes that the use of electronic communications is a popular, and often effective and efficient way to interact with others in the community. However, we must recognize that the informal nature of such communications has the potential to blur appropriate boundaries between employees and students. To minimize this risk, email communications between employees and students should be made using School-issued email accounts. An employee will never email a student using the employee's personal email account. Similarly, a student should never email an employee using the student's personal email account. Should a student email an employee from his or her personal email account, the employee may respond to such email using the employee's School email account and should encourage the student to email him or her in the future using the student's School email account. In addition, all employees and students will review their emails to ensure they are appropriate in content and tone prior to sending.

Communication between employees and students over personal cell phones also has the potential to be interpreted as inappropriate and unprofessional and to lead to misunderstandings. Therefore, employees may not call or text a student over the student's personal cell phone unless: (1) the communication is for an emergency and there is no reasonable alternative available; (2) the text qualifies as a "mass text" which is defined as a text message sent to more than one student, and the message relates to a school-related communication; or (3) a specific situation arises where the employee needs to communicate with the student for a school-related purpose and there is no reasonable alternative available. For example, a coach who has a last minute change in game time or location, or a teacher leading a trip may need to communicate with a student outside of school for a school matter using the student's personal cell phone number. In addition, employees should not give their personal cell phone numbers to students except in cases in which a specific student will need to communicate with the employee outside of school for a school matter and there is no other reasonable alternative available. Students who are given a personal cell phone number of an adult employee should only contact the adult for the school-related purpose for which it was given and should copy their caregivers. Any communication for any other purpose is a violation of this Policy and may result in disciplinary action.

The School requires that all electronic or any other communications between employees and students must be professional, School-related and acceptable in content to any reasonable person, including but not limited to, students, their parents/guardians and administration and in compliance with all other School policies and the Guidelines herein.

The Policy set forth above does not apply to communications between a School employee acting in his or her capacity as parent, guardian, or family member of a current student.

Employees and students who violate this Policy may be subject to disciplinary action. The School reserves the right in its sole and absolute discretion to implement any disciplinary action up to and including termination of an employee's engagement with the School or a student's dismissal from the School in the event of a violation of this Policy.

## **EDUCATIONAL PROGRAM**

### **ACADEMIC HONESTY**

In the older grades where students begin using both original and secondary source material in preparing research-based papers and projects, they are asked to give careful and give consistent credit to any source that is used. As students learn to master the use of direct and indirect quotation, and through the completion of comprehensive bibliographies, and, in some cases, through the use of footnotes, students learn to give proper attribution in cases where an idea or a written passage is not their own.

If a student is intentionally dishonest by submitting work done in whole or in part by another person, or taken from resource material without proper acknowledgment, or if a student gives or receives improper help during a test, a quiz, homework, a report, etc., this is considered a serious breach of academic honesty. In elementary schools, student cheating is often a sign of academic frustration or personal difficulty, and St. Luke's School will make every effort to help individual students. However, instances of plagiarism will be brought to the attention of a student's parents and may have disciplinary consequences ranging from points deducted from grade to in-school suspension.

### **ACCEPTABLE USE POLICY FOR COMPUTER TECHNOLOGY**

All students at St. Luke's School are expected to use computer technology responsibly and respectfully, whether inside or outside of school, and in accordance with the St. Luke's School Acceptable Use Policy. The Acceptable Use Policy is reviewed with students each fall. All parents are asked to sign and return their child's copy.

### **CANTEEN**

Each school year students in Grades 5-8 are invited back to school for two evenings of games and fun social activities. This program, called Canteen, is sponsored by the Parents Association and supervised by faculty. The program includes a light dinner, or snacks depending upon the time, and opportunities for fellowship.

### **CLASSROOM MATERIALS AND TEXTBOOKS**

A list of required supplies to be purchased or provided by Upper School students is emailed to parents and also available on the school website.

The School can loan most textbooks to students. Loaned books are not to be written in. They should be covered and kept in good order. Families may be billed for lost textbooks or those damaged beyond normal wear and tear.

### **COMMUNITY SERVICE**

Community service activities are designed to encourage children's age-appropriate participation and active involvement in service to school, neighborhood, and the wider world of which they are a part. A series of grade-level and school-wide service activities are organized each fall through the Division Heads with the support of the faculty and the Outreach Committee of the Parents Association. Grade-level projects are often incorporated into the curriculum, and the School actively partners with The Church of Saint Luke in the Fields. In addition, students in Grades 7 and 8 are expected to fulfill individual service.

#### ***Grade 7 and 8 Community Service***

Students in Grades 7 and 8 select individual and group service projects to work on throughout the school year.

#### ***Partners***

Students in Grades 3 - 6 serve as older partners for those in Junior Kindergarten - Grade 2. The Partners Program creates an ongoing tie between students as they move through the grades. When second graders move on to Grade 3, they "graduate" to serving as older partners for the new Junior Kindergarten. In addition to serving as helpers and friends to the younger children, the older students will help the younger ones as they work together on specific service projects throughout the year. Grade 7 and 8 students are partners to all younger students, helping with projects and classes as needed.

### **DISCIPLINARY MEASURES**

The guiding principle of our discipline policy is found in our mission statement:

"St. Luke's School fosters a feeling of family -- a supportive climate of trust and understanding, communicating values and building community. In this environment, children form positive relationships with classmates and teachers, with older children and with younger ones."

Our disciplinary measures must both address the child whose behavior does not conform to our expectations and/or rules and support those who may have been offended or aggrieved by the child's actions. It is essential that our practices be clear, consistent, and respectful. Our practices must also be flexible enough to recognize that we teach a wide range of ages and developmental levels and personal enough to address the needs of the individual child.

If a student is having difficulty conforming to the school's essential behavioral and community expectations, an effort will be made to support him or her through a process in which the student's concerns and feelings will be heard, and in which the School's expectations will be made clear. An infraction of the basic community rules of St. Luke's School may be dealt with in several ways. A teacher may talk with a student. The Division Head and/or the Head of School may talk with a student. The deans or administration may confer with a student's parents. These adults may meet in a conference that might include the student. A student or a family might be asked to seek outside help or referral. Disciplinary action could include a limit on participation in the activities and privileges of the school, probation, suspension or expulsion.

In Junior Kindergarten and Kindergarten when children may have more difficulty communicating about emotions and remembering incidents, the classroom teachers and Lower School Head will speak with the child to encourage reflection, healing and repair. The child will be asked to make amends by apologizing for his or her actions. A behavior program may be instituted to help redirect behavior and help the child grow.

In Grade 1 through Grade 4, the following procedure has been put in place: If a teacher feels a child's actions have significantly interfered with that child's or other children's learning, or if the behavior is a significant breach of school standards, a behavior notice will be prepared. The child will write to the best of his/her ability what happened and what actions he/she has taken to correct the situation and to avoid repeat incidents. The child will meet with his or her teacher and may meet with the Lower School Head, School Psychologist, or Faculty Dean as well, and they will review and reflect upon the note together. The teacher, the Lower School Assistant Head, or the Lower School Head will contact the parent or guardian to discuss the situation. The child will be asked to share the report at home and the parent or guardian to sign it and return it to school.

In Grades 5 - 8 a similar level of accountability is in place, although the goal is for the child to take a more active role in reflecting upon, reporting, and repairing the infraction. We may ask that the child report the incident to the parent before an adult contacts them, but parents will be notified by the teacher or Upper School head if we believe an infraction rises to the level of a serious breach of standards or negatively impacts our learning environment.

Finally, a positive and constructive working relationship between the school and home is essential to the school's educational purpose and the well-being of its students. St. Luke's School reserves the right to suspend or terminate the enrollment of any student at any time or to nullify an Enrollment Agreement prior to the beginning of the academic year at its sole discretion. Such suspension or termination may result where:

- a student disregards or does not abide by the rules and regulations of the school;
- the school determines that a student's conduct or performance demonstrates an unwillingness or inability to be productive within the school community;
- a parent, guardian, or other individual closely associated with the student fails to cooperate with the school or disregards or does not abide by the rules and regulations of the school;
- the school determines that the continued attendance of a student in the school is not in the best interest of the student or the school;
- the school determines that the continued involvement of a parent or guardian with the School is not in the best interest of the student or the School;
- the possession or use of weapons is never acceptable;
- the student has unsatisfactory academic performance; or
- other reasons as determined by the sole discretion of the school.

## **STUDENT HARASSMENT/BULLYING POLICY**

St. Luke's School is committed to creating and sustaining a caring and safe learning environment for all students, fostering an atmosphere that promotes kindness and acceptance while embracing differences among individuals. Harassment, hazing, bullying, sexual harassment, or any form of physical, mental, or emotional intimidation will not be tolerated. Students who engage in bullying/harassing behavior may be subject to discipline up to and including possible exclusion/expulsion from School or School activities. Disciplinary incidents involving harassment of any kind will be addressed on an individual basis. Parents and students should be aware that St. Luke's School will take a strong stand in protecting the common good of all students.

Please reference our community standards posted in this handbook and throughout the school.

This policy applies to behavior that occurs at School, at all School-sponsored and affiliated trips and events, and on transportation provided by the School. There are times when it is appropriate and necessary for the School to respond to incidents that occur outside of School and beyond School hours. Therefore, this policy also applies to behavior that occurs outside of School and beyond school hours if such behavior impacts the School community.

This Policy applies to harassment/bullying between students, and between "adults" (faculty, administrators, staff, parents, etc.) and students. No student shall be subjected to harassment/bullying by employees, other students, or other adults.

Examples of harassment/bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Harassment/bullying may take different forms (including visual, verbal or physical conduct) and includes, but is not limited to: epithets, slurs, quips, jokes, gestures or negative stereotyping that relate to any of the categories above as well as unwanted physical contact or demands. St. Luke's School also prohibits cyberbullying, including creating websites, using existing websites, instant messaging, texting, emails, naming specific students and/or teachers, stealing passwords or misrepresenting yourself, using cameras or other forms of technology to engage in harassment or bullying. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute harassment/bullying.

Harassment/bullying includes sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity including sexual abuse; displays of sexually suggestive objects or pictures; obscene gestures or materials, spreading rumors of a sexual nature, leering, making sexual gestures stimulating sex acts, making statements or engaging in conduct that is directed at a student because of his or her sex or gender identity, or sexual contact. This list is not all-inclusive. Sexual harassment can occur between individuals of different genders or individuals of the same gender.

### ***Procedures for Reporting Harassment/Bullying***

The entire St. Luke's School community shares responsibility for keeping the school environment free from harassment and bullying. Students and parents should report incidents to a teacher, the appropriate Division Head, or any member of the Administration. The School will take prompt, reasonable action to prevent, investigate, and remedy harassment/bullying. In addition, the School has designated certain faculty members as "Point Persons" who share responsibility for receiving, responding to and investigating harassment/bullying complaints. The Point Persons include: Head of School, Upper and Lower School Division Heads, School Psychologist, Homeroom teachers, and School Nurse.

Any student who believes that he or she has been or is being harassed/bullied by a student or who has witnessed an incident of harassment/bullying by a fellow student should take the following steps to report the incident:

- Speak to the offender directly, if comfortable doing so, and request that the harassment/bullying stop. Please note that although the School believes that many disagreements among students can be successfully resolved by both parties focusing on the School's core values of mutual respect and mature behavior, there may be harassment/bullying instances where it is best to immediately report the incident to a teacher or Point Person. Students should always feel free to report to the teacher or Point Person instead of speaking to the offender directly. In instances of sexual harassment, students should immediately report the incident to a Point Person.
- If the student is uncomfortable with speaking directly to the person or if the harassment/bullying does not stop, report

the incident to a teacher or Point Person.

- A parent who believes that a student has been or is being harassed/bullied by another student or any parent who has witnessed an incident of harassment/bullying by a student should report the incident to a Point Person. A School employee who believes a student has been or is being harassed/bullied by another student, or who has witnessed an incident of harassment/bullying by a student *must* report the incident to a Point Person.

**Reporting Harassment/Bullying by Employees:** Any student who believes that he or she has been or is being harassed/bullied by an employee or that he or she has witnessed an incident of harassment/bullying by an employee, should immediately report the incident to a Point Person. Any parent who believes that a student has been or is being harassed/bullied by an employee or has witnessed harassment/bullying by an employee should report to a Point Person. Any School employee who believes that a student has been or is being harassed/bullied by another School employee or who witnesses such an incident *must* report to a Point Person.

**Reporting Harassment/Bullying by Others:** Any student who believes that he or she has been or is being harassed/bullied by a school affiliated non-employee (e.g., a parent, visitor to the School, outside contractor, volunteer) at School, at any School-sponsored trip or event, or on transportation provided by the School, should report the incident to a Point Person. Any School employee who believes a student has been or is being harassed/bullied by a non-employee individual the student comes into contact with at School, at any-School sponsored trip or event or transportation provided by the School, or any parent who has witnessed such an incident *must* report it to a Point Person.

### **Investigations**

The School is committed to taking all reasonable measures promptly to prevent and correct harassing/bullying behavior. Upon receipt of any complaint of harassment/bullying, the School will promptly investigate the complaint. The investigation may include interviews of the complainant, the alleged offender, and others. It may also include other methods, such as recommending an outside investigator. School employees and students are under a duty to cooperate with an investigation. The School will try to be as discreet as possible during an investigation and confidentiality will be maintained to the extent possible given the facts and circumstances of the complaint and the need to do a fair and thorough investigation.

The School will not retaliate against anyone who in good faith reports a violation under this policy or who participates in the investigation of a complaint. Any person who engages in such retaliation will be subject to disciplinary action including expulsion or termination.

### **Disciplinary Action for Violating this Policy**

If the School determines that this Policy has been violated, the violator will be subject to appropriate disciplinary action, which may include a verbal or written reprimand, referral to appropriate counseling, suspension, exclusion from participation in after-school or extracurricular events, or expulsion in the case of a student or discharge in the case of a School employee. If an employee, other adult, or student fails to report when they believe a student is being harassed/bullied, when they have witnessed an incident of harassment/bullying covered by this policy, or when they have been told by a student that the student has been or is being bullied, or any employee, other adult, or student who fails to cooperate in an investigation of an allegation pursuant to this Policy, such individual may be subject to discipline.

The School recognizes that false accusations of harassment/bullying can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly and falsely accused another person of harassment/bullying, the complainant will be subject to disciplinary action, up to and including expulsion.

The School will strive to be as transparent as possible during any investigation and about its outcome; however, the School also recognizes its obligation to honor the privacy of those involved, especially minors. The school will consider the interests of all parties involved and to the extent possible seek their permission about disclosure before determining if and how to share the information with the larger public.

## **FIELD TRIPS**

Class trips are considered an integral part of the educational experience. Trips are planned as an extension of classroom activities, enriching the students' learning and their development as citizens of a metropolitan community. The Field trips may involve public transportation. Parents will be notified of individual trips through the class newsletter or via email from the classroom teacher. Field trips are also posted on the school website. There is a Field Trip Permission form as part of the re-enrollment process through TADS, but each individual trip will require a permission slip that can be completed through Magnus. All children must have a signed permission form on file before school begins in September. Expenses for school-sponsored field trips are included in the student activity fee.

## **HOMEWORK**

Homework is designed to review material previously covered, to prepare for the next day's classes, to provide additional enrichment, and to teach students to read, write, and work independently.

Students in Grades 1 - 4 will have homework varying in frequency and length of time, appropriate to the grade level of the student. Grade 4 students normally have 45 minutes to one hour of homework assigned four days a week. Their written homework assignments are given Monday through Thursday, except for reading, which should be done daily.

Students in Grades 5 - 6 will have about an hour and a half of homework nightly, averaging twenty minutes a subject. Students in Grade 7 - 8 should expect between two and two and a half hours (averaging thirty minutes per subject) of homework nightly. These students' homework load in a particular subject will vary more widely than in previous years because of our emphasis on study skills, integrated curriculum, and long-term assignments.

The faculty works closely with students and each other to ensure that the overall homework load remains reasonable and balanced. Homework guidelines and policies are established each year by the school. They are shared at each fall's curriculum meeting and throughout the year as needed. Nonetheless, individual students can sometimes experience periodic difficulties with the load and pace of assignments. Should this occur, talk with your child's teacher right away or speak with the Division Head.

All students who are absent from school are responsible for the prompt completion and submission of missed work. Classwork and homework for Upper School students are available through Google Apps after 4:00 p.m. each day. Parents who have concerns regarding missed work or absences must confer with the Division Head.

### ***Parent Help with Homework***

Many parents are concerned about how best to support their child's work at home. St. Luke's School believes that parent interest in and support of a child's homework is essential. However, we also want a child to develop independent work habits and a sense of his/her own competence and responsibility. It also helps the teachers know the student's progress and to provide additional support to the student when needed. Generally, it is best when parents monitor their child's progress carefully without actually "doing" the child's homework with him/her.

Parent feedback to teachers can be especially helpful. Teachers need to know if a student is having difficulty in an area, and it is appreciated if parents make a notation on assignments where their help was needed. In some subjects, mathematics particularly, parents should be careful to be sure that their approach agrees with that of the School.

Parents who have questions about the degree or nature of their role in homework, or who have questions about an assignment, should feel free to discuss the situation with the teacher involved or with the Division Head by leaving a voicemail or email message requesting a conference.

## **PLAYGROUND**

### ***Before School***

From 8:00 a.m. until 8:20 a.m. in the morning, the playground is open and supervised by faculty and administrators. **Cell phone use is for emergencies only at all times on the playground.**

### ***After School***

The playground is open after school for those students supervised by a parent or caregiver and for students in the After School Program. The supervising adult takes full responsibility for his/her charge(s). The After School Program staff is only responsible for those children enrolled in the After School Program.

### ***Playground Use***

We look forward to our students using the new playground space, and we ask that all supervising adults partner with the school in our commitment to the children's safety, and the preservation of the new space. Please help us to teach your children how to respect the new structures and fixtures and play safely with their classmates on the newly installed equipment. No candy is allowed on the playground for the children's safety.

For the safety of all and the protection of nature, students are not permitted to climb on or damage trees, or to dig in the beds.

## **PROGRESS REPORTS**

### ***Lower School***

The Junior Kindergarten - Grade 4 students receive progress reports twice each year in January and June. These reports are emailed to parents.

### ***Upper School***

In Grades 5 - 8, progress reports are emailed at the end of each trimester: December, March, and June. Any Upper School student who has been having unusual difficulty in a class will also receive a Mid-Trimester Report approximately a month before progress reports are received. Mid-Trimester Reports are not part of a student's permanent record. They provide an opportunity for students to improve prior to the formal trimester report.

## **STANDARDIZED TESTS**

Standardized testing is one way to evaluate student progress. St. Luke's School maintains membership in the Educational Records Bureau. ERB's Comprehensive Testing Program 4 (CTP4) is administered in Grades 3 - 8.

No special preparation is required for standardized testing at St. Luke's School. Children are prepared as needed by their classroom teacher, and parents are informed of the testing dates via the school calendar.

Standardized test results are shared with parents in conferences as part of their child's overall status and progress when scores are available. Parents are welcome to arrange an appointment to discuss results and should reach out to [Laurie Maher](mailto:lmaher@stlukeschool.org), Director of Learning Services, email: [lmaher@stlukeschool.org](mailto:lmaher@stlukeschool.org)

## **STUDENT SUPPORT**

The Division Heads are responsible for the overall well-being of each student in the school. Should a student or family be experiencing a change or difficulty, or a special situation exists of which the School should be aware, or with which the family would like assistance, please call the Division Head. The school also has staff members with specialized expertise to support students, parents, and families.

### ***The School Psychologist***

St. Luke's School has a psychologist to consult with teachers, parents, and students. The psychologist is part of the educational team and is called upon, as need arises, to observe in classrooms and to make specific recommendations. Parents are invited to call upon the school psychologist to discuss any issues of concern. Topics often include parenting issues, questions of child development, or a general sharing of information about their child.

### ***The Learning Specialists***

The Learning Specialists serve as resource persons for the teachers and assists with student academic needs. The Learning Specialists provide instructional enrichment in Lower School classrooms, work with the homeroom teacher and Division Heads to assess overall student progress, and develop strategies for student learning and support, including referral for evaluation or for additional professional support services when needed. The Learning Specialists also serve as liaisons between the school and outside educational evaluators or support specialists who are working with current students. Finally, the Learning Specialists are in charge of standardized testing, meet with the faculty to confer about results, and are available to parents to discuss their child's individual testing profile in the context of his/her overall learning and development.



### ***Extra Help from Teachers***

St. Luke's School recognizes that every student has different talents and face various challenges. Periodically, every student needs some extra academic or socioemotional support. Parents are encouraged to communicate any concern about extra help to their child's teacher, and in the Upper School, students are urged to ask directly for assistance as soon as they need it. The parent, Director of Learning Support, and Division Head will confer about appropriate arrangements.

### ***Tutoring***

St. Luke's School recognizes that at times tutoring may be needed for students. St. Luke's School faculty may not provide tutoring to current St. Luke's School students. Tutoring may not take place on school grounds during school hours. Tutoring will only be recommended by the Director of Learning Services in collaboration with the homeroom teacher and Division Heads.

### **SUMMER READING AND SUMMER PROJECTS**

Summer reading and summer projects are an integral part of the St. Luke's School curriculum. They are assigned and distributed by classroom teachers to students entering Grades 2 - 8. To guide summer reading, book lists are compiled in collaboration with the school Librarian and the St. Luke's School faculty. Summer reading and summer projects are discussed with each class and also available on the school's website, under the "Quick Links" menu/Back to School Information/Summer Projects.

### **UPPER SCHOOL STUDENT REPRESENTATIVES**

One of the ways students assume a leadership role at St. Luke's is through representing their class as student representatives. Office is held for a trimester. The Student Representatives discuss policies affecting St. Luke's, make improvement suggestions, share ideas for social opportunities, and provide leadership for the school, e.g. in service- learning projects. Student Representatives meet weekly and often take a leadership role in Convocation.

### **CHAPEL AND ASSEMBLIES**

#### **CHAPEL**

Chapel services at St. Luke's School follow the Episcopal liturgy and recognize the diversity of our school community by addressing the beliefs and holy days of other religions. Students are asked to participate in a quiet and respectful way; some find it a time to renew or develop their own spiritual life while others use it as an opportunity for quiet contemplation. Chapel is led by one of the clergy, the Head of School, or other members of the school community. On Thursdays, there is Holy Eucharist, where communion is offered to baptized students, faculty, and parents who wish to participate. Festive Eucharist takes place approximately six times a year to celebrate various holy days. Parents are welcome to attend all services.

The Chapel schedule is as follows:

- Monday at 8:30 a.m. - Meditation Chapel for Grades 5-8 (bi-monthly, check school calendar)
- Wednesday at 8:30 a.m. – Upper School Chapel for Grades 5-8
- Wednesday at 9:15 a.m. – Lower School Chapel for Grades JK-4
- Thursday at 8:30 a.m. – Community Eucharist for Grades 2-8

#### **CHAPEL ACTIVITIES**

##### ***Acolytes***

Acolytes assist the clergy during Thursday Chapel. Acolytes is optional for students in Grades 3-8. Additional information will be sent home with a student who is interested in becoming an acolyte.

##### ***Choristers***

Students in Grades 4-8 who wish to become members of the St. Luke's Choristers will have an audition with the Church Director of Music. Choristers sing each Thursday at Chapel and at special school events. They also sing each Sunday at the 9:15 a.m. service of the Church of Saint Luke in the Fields and at various church events throughout the year. Choristers are expected to be present each Sunday as outlined in the chorister schedule. The Choristers normally rehearse Wednesday afternoons after school and Thursday mornings before Eucharist.

#### **LOWER SCHOOL MENTIONS**

Lower School students (JK - Grade 4), meet together in the Gymnasium on most Fridays at 8:35 a.m. to build community, share their classroom experiences and discuss current events. Parents are welcome to attend.

#### **UPPER SCHOOL CONVOCATION**

Students in Grades 5-8 may gather on Week one Friday mornings for Convocation in the Auditorium. Convocation celebrates

the work of the students and significant school events, and includes “sharing” and announcements. Upper School students often lead Convocation. Parents are welcome to attend.

### **GRADE 8 AT ST. LUKE’S**

The Grade 8 year at St. Luke's School is one of both privilege and responsibility for graduating students. Grade 8 privileges include the right to use the Dining Room for quiet discussion at 8:00 a.m. before the beginning of the school day. If students keep up with their studies they are offered the opportunity to go off campus for lunch after spring break. Grade 8 students are expected to set a tone of consideration and of scholarship for the entire school. They may assume special school responsibilities such as helping with set up for activities at the Christmas Fair, and preparing and assembling the annual yearbook with guidance from various faculty members.

### **HIGH SCHOOL PLACEMENT**

The high school placement procedure begins in the spring of Grade 7 and continues throughout Grade 8. The Head of Upper School oversees this process.

### ***High Schools Attended by Alumni***

St. Luke’s graduates have enrolled at the following secondary schools:

Avenues: The World School	Kent School
Bard High School Early College - Manhattan	The Kew-Forest School
Bard High School Early College – Queens	Léman Manhattan Preparatory School
Bedford Academy High School	Loyola School
The Berkeley Carroll School	Marymount School
The Brearley School	Middlesex School
The Bronx High School of Science	Millbrook School
Brooklyn Friends School	Miss Porter's School
Brooklyn Technical High School	The Nightingale-Bamford School
The Browning School	Notre Dame School
The Calhoun School	The Packer Collegiate Institute
Collegiate School	Peddie School
Columbia Grammar & Preparatory School	Phillips Exeter Academy
Convent of the Sacred Heart	Poly Prep Country Day School
The Dalton School	Riverdale Country School
Dominican Academy	Rye High School
Dwight School	Saint Ann's School
Eleanor Roosevelt High School	Saint Ignatius Loyola School
Elisabeth Irwin High School (LREI)	Saint Vincent Ferrer High School
Ethical Culture Fieldston School	The Spence School
The Facing History School	St. Joseph High School
Fiorello H. LaGuardia High School	St. Paul’s School
Friends Seminary	Stuyvesant High School
Grace Church School	Trevor Day School
The Hewitt School	Trinity School
Horace Mann School	Trinity-Pawling School
The Hotchkiss School	Wellesley High School
	Xavier High School
	York Preparatory School

### **ALUMNI**

Upon graduation, our Grade 8 students join our distinguished group of alumni. Alumni may continue to connect with the school and other alumni by liking our alumni page on Facebook. Search for “St. Luke’s School Alumni” and look for the Winged Ox logo. Email and mailing address updates should be sent to [alumni@stlukeschool.org](mailto:alumni@stlukeschool.org).

## **RE-ENROLLMENT**

### **ENROLLMENT REQUIREMENTS**

Before any student may attend St. Luke's School, the school must have a signed letter of agreement and deposit, up-to-date tuition payments, and all completed health forms as required by the school.

Re-enrollment contracts are emailed to returning students in late January. A student is formally enrolled at St. Luke's School only upon the receipt and acceptance of a signed enrollment contract and deposit through TADS.

### **FINANCIAL AID**

All financial aid grants are determined annually, based on financial need. Comprehensive information about the financial aid application process and deadlines is available on the St. Luke's School website. Any questions regarding financial aid should be addressed to the Director of Admissions and Enrollment. All financial aid information is held in the strictest confidence.

### **BILLING AND TUITION POLICY**

Tuition, books, fees, and Parents Association dues are payable annually in July; semi-annually, in July and December; or monthly through each family's TADS account. Please note that books, fees, and Parents Association dues will be due with the first tuition payment. All other fees such as lunch and the After School Program may be billed on a monthly basis.

Prompt payment of tuition and fees is essential. Delinquent accounts will be charged a penalty of \$29 for each overdue payment. Students may not attend school on opening day unless accounts are up-to-date. The following year's re-enrollment contract will not be sent until payments for tuition and fees are current.

If you have difficulty paying tuition or fees on time, please contact the CFO/COO immediately.

## **STUDENT HEALTH POLICIES AND PROCEDURES**

### **ACTIVITY RESTRICTION AND RETURN-TO-PLAY POLICY**

When a student sustains a significant injury (including but not limited to sprains, fractures, concussions) they may need to sit out or be restricted from physical activity. For minor illness or injury, parents may request that their child sit out from physical education for one day. The nurse may also provide a pass excusing a student for an injury or illness on that day if warranted. If a condition requires exclusion beyond one day, the student must be assessed by a medical provider and an exclusion note must be provided to the nurse. If a student is excluded from physical education, they will also be excluded from recess and sports.

When returning to school, the student is to report to the Health Office, with the doctor's note, prior to going to the classroom. Students who return to school with casts, stitches, crutches, splints, arm slings, wheelchairs, walkers, canes and/or immobilizers require a written doctor's note that includes:

1. Student may return to school
2. Any restrictions from physical education, recess and sports
3. Confirmation from the physician that the student has been properly instructed in the use of crutches, walker, cane, or wheelchair if applicable

Surgical Procedures or Serious Illness Requiring Hospitalization: Any student who returns to school after a surgical procedure requires a written doctor's note that includes:

1. Student may return to/attend school
2. Any restrictions for physical education, recess and sports
3. Any instructions on medication or wound care if they are required during school hours

Students who have been excused from physical education, sports and recess for more than one day by a medical provider must also have written medical provider clearance to return-to-play. Students will not be permitted to re-enter activity without this written clearance. Emergency room discharge papers do not qualify as a doctor's note unless they clearly state that the child is cleared to return to school, and at what activity level.

## **ANAPHYLAXIS POLICY**

Parents of children with diagnosed allergies must inform the nurse of these allergies upon admission or diagnosis. Students who have a diagnosis of anaphylaxis or risk for anaphylaxis must annually provide the school with an Allergy Action Plan and provide the school nurse with a set of two (2) epinephrine auto injectors (EAI) to be used in their patient-specific plan. These EAI will be stored securely in either the classroom or nurse's office, or carried at all times by the student (depending on their specific plan). In the case of a field trip off-site, both EAI will travel with the student and be returned to their storage location upon return.

Teachers or school coverage employees of students with anaphylactic allergies will be trained by the nurse in that student's specific plan and EAI use annually, and the nurse will maintain documentation of such training.

EAI for non-student-specific use will be prescribed by the school Health Director and will be maintained in each school building by the registered nurse. The school nurse will check each EAI monthly and record inspections in a log to ensure they are replaced prior to expiration.

## **ASTHMA POLICY**

Students who have a prescribed inhaler for a diagnosis of asthma must inform the school upon admission or diagnosis, and must annually provide the school with an Asthma Action Plan and provide an inhaler for storage in the nurse's office or, if designated as self-carry, self-administer, must keep on their person.

The nurse's office will maintain a "stock" albuterol inhaler to ensure medication is available if a student's own prescribed albuterol runs out or expires before the parent/guardian can provide a replacement, or if a self-carry student misplaces or forgets their medication. If a child requires the use of as-needed albuterol during the school day, the parent/guardian will be informed by the nurse prior to the end of the school day.

## **CONCUSSION/HEAD INJURY POLICY**

When a student sustains any head injury, a parent/guardian will be notified, either by phone or in writing, before the end of the day. Students will be assessed using the standardized CDC Concussion Signs and Symptoms Checklist. If the student has positive screening or the nurse suspects a concussion, the nurse will ask for the child to be evaluated by a medical provider. If a nurse requests a concussion evaluation, the parent must provide either a clearance or accommodation note to the nurse on the next school day that the child is in attendance. If a concussion occurs outside of school, the parent must report it to the nurse and provide an accommodation note and subsequent clearance note. No student will be permitted to return to play after a concussion without medical provider clearance (see also Return-to-Play Policy).

## **EMERGENCY (EMS) POLICY**

If a student or staff member sustains a life-threatening event or loss of consciousness, 9-1-1 will be called to transport that person to an Emergency Department via EMS. Any person who assesses a situation to be life threatening may call for Emergency Medical Services (EMS) to respond. Nurses are first-responders and will respond to any emergency occurring when they are on site. If EMS is called by someone other than the nurse, the nurse should also be called to help stabilize the affected person until EMS arrives. Staff members who are CPR and First-Aid Certified may also respond to emergencies.

If a child must be sent in an ambulance, an adult staff-member will accompany the child and stay with the child until they can be met by a parent/guardian.

While the decision to contact EMS is often based on sound clinical judgement out of concern for airway or medical support, there are certain circumstances in which EMS must always be used for transport of a child:

- Anaphylaxis or use of epinephrine
- Respiratory distress
- Choking requiring abdominal thrusts (even if resolved)
- Orthopedic injury with obvious deformity
- Seizure in undiagnosed student or seizure of qualifying length in a student with a seizure action plan
- Loss of consciousness, if persistent (does not regain consciousness quickly)
- Loss of consciousness, even if regained, if occurred during sports/physical activity
- Occurred after/as a result of a head injury
- Any residual symptoms or complaints after regained

## **IMMUNIZATION REQUIREMENTS AND ANNUAL PHYSICALS**

St. Luke's requires updated immunizations and physical health form. We request that the St. Luke's Annual Physical Examination form be used, as it also provides medical consent for treatment with Over-the-Counter (OTC) medications. The medical provider completing the exam must be located within New York State or within 50 miles of the state border.

In accordance with New York State Public Health Law, all students attending any school in New York City must be immunized against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis B, and meningococcal meningitis. Further, all students in the JK class must be immunized against pneumococcal infection (PCV13) and haemophilus influenzae type B (Hib). Children who will not turn 5 years prior to December 31 of that year must also receive an annual influenza vaccine by that date (administered between September and December of the current school year).

The number of doses of vaccine required differs based on vaccine, age and grade. Immunizations must be given according to the New York City Immunization requirement schedule. Alternative schedules are not accepted. Students who are not up-to-date with the required vaccines are excludable from school.

Blood tests (titers) showing immunity to certain pathogens can be accepted in place of vaccination. Titers are permissible for measles, mumps, rubella, varicella, hepatitis B and polio (all 3 serotypes). Titers for polio that show immunity to types 1 and 3 only cannot be accepted. Titers are not permissible for tetanus, diphtheria or pertussis. Provider documentation of varicella disease also satisfies the requirement for varicella.

Exemptions to immunizations are only available for medical contraindications. A request for an exemption does not guarantee acceptance. The Department of Health will be consulted to verify necessity. To request a medical exemption, a family must submit a New York State form signed by a physician, detailing the contraindication to vaccination. This form must be completed annually for as long as the contraindication is present. For more information or to request the exemption form, please contact the School Nurse.

If a case of a vaccine-preventable disease is diagnosed within the school community, the nurse will be in contact with the Department of Health. The School is required to follow the exclusion guidance of the Department of Health with regard to the specific exposure. Unvaccinated or under-vaccinated students will be excluded from attendance based on Department of Health guidance.

In order to participate in all activities, including P.E. and recess, all students are required to have completed:

- the online registration form which gathers emergency contact and approved pick-up information
- the parent consent form
- updated immunizations
- the physician form

## **INFECTIOUS DISEASE POLICY**

Classroom teachers instruct all students in proper hand hygiene and infection control, but coughs, colds and infections will occur throughout the school year. The nurse will provide families with any necessary infectious disease notifications by email throughout the year.

Parents must report any infectious disease diagnoses to the school nurse immediately. Please notify the Nurse (nurse@stlukeschool.org) and Front Office (office@stlukeschool.org) in the case of any infectious condition or contagious illness as soon as possible.

A student must be kept home for the following symptoms or illnesses:

- A fever of 100.4 ° F or higher: A child must be fever-free for 24 hours (without fever-reducing medicine) and have no other symptoms before he/she may return to school.
- Influenza ("Flu"): Children who have tested positive for Flu or who have symptoms of the Flu (fever, chills, cough, sore throat, headache, fatigue or muscle aches), must be kept at home until fever free without medication and feeling well for 24 hours.
- Vomiting or diarrhea: 2 or more times in the past 24 hours, OR a single episode in the presence of other symptoms (fever, no urine output in 8 hours, recent head injury, green/bloody color discharge).

- Strep Throat: The student must be treated with antibiotics and fever-free for 24 hours before returning to school. Students who were diagnosed with a strep infection on secondary culture, have been fever-free and feeling well, and have been in school attendance pending results may return to school after 12 hours on antibiotics.
- Conjunctivitis: Must stay home if there is active eye drainage or discomfort that would limit the student's ability to participate in the school program.
- Rash: Infectious rashes must be treated for 24 hours and be covered in order to attend school. If your child has a new or unidentified rash, we ask that they are evaluated by their healthcare provider prior to sending them to school.

Students may attend school under the following conditions:

- Colds, coughs: Symptoms of a common cold include stuffy nose, sneezing, sore throat and a cough without a fever. Colds do not require staying home from school unless symptoms are severe and prevent your child from keeping up with school demands. Please use discretion in sending your child to school when they are experiencing upper respiratory symptoms.
- Conjunctivitis: Students may attend school as long as there is no active eye drainage. Health providers may or may not treat with antibiotic medication depending on causation, as the condition usually resolves on its own within 5-6 days.

## **LICE POLICY**

### ***School-Wide Screenings***

St. Luke's has school-wide screenings after the Summer, Winter, and Spring Breaks. The lice checks are performed by a professional lice detection service. If a student is absent on the day of screening, the students should see the nurse for a preliminary check the morning they return to school. Lice technicians will return approximately one week after each school-wide screening to check students who were absent on the day of the screening and to re-check students who have received treatment. Additional select screenings *may* be scheduled if multiple cases are reported in a class.

Students who are found to have live lice or nits:

Lice screeners will provide the school nurse with the student result envelopes. The school nurse will contact parents by phone or email. An email will also be sent out to the grade informing parents that a case of lice or nits have been discovered. We ask that parents be diligent in checking their child for lice or nits and inform the Front Office and Nurse immediately if any lice or nits are discovered.

*Grade 1-8 Students:* Students in Grades 1-8 will return to class and may remain in class for the remainder of the day.

*JK and Kindergarten Students:* Students in JK and Kindergarten will need to be picked up as soon as is feasible. The student will not return to his or her class unless a parent or caregiver is unable to pick up the student. The student will wait with the nurse or in the library until he or she can be picked up. If the student cannot be picked up, the student will return to class after the child's hair has been tied up.

### ***Treatment Requirements and Returning to School***

Students with findings of lice or nits at screening may not return to school until they have been treated by a professional or with a treatment kit at home. If the student was treated at a facility, he or she must bring a note the following day from the service that treated them. If a student is treated at home with a kit, the treatment should include at least one shampoo treatment and comb out of nits. The student must provide a note from parents stating that they were treated at home. Lice shampoo must be repeated after 10-14 days, and comb-outs should continue to be done every 2 days for 2 weeks.

## **MEDICATION POLICY**

Administration of medications and treatments to students must be managed and supervised by the school nurse. The nurses operate under the guidance of the *New York State Guidelines for Medication Management in Schools*. All medications, over-the-counter as well as prescription medication, must be delivered to the nurse upon arrival in the building. No medications may be delivered to or accepted by teachers. Students are not permitted to carry medications on them with the exception of medications required for life-threatening illness (see below).

Delegation of the responsibility of medication administration to faculty or administration is only permissible for Epinephrine, Glucagon and Naloxone. Students must be designated as “supervised” or “independent” in their medication in order to be able to have access on school trips or absence of the nurse. Faculty/staff may assist “supervised” students in taking their own medication with the proper documentation on file. Parent authorization and proper documentation will continue to be maintained in these situations.

The following guidelines must be followed in order to dispense medications or treatments:

1. **Medical Provider Consent:** New York State Law requires that the St. Luke’s School obtain the signed consent of a physician or other licensed health care provider in order to administer all medication, including nonprescription/over-the-counter medication. The medical provider must be located within New York State or within 50 miles of the state border. The school cannot administer any medication without this signed consent and written parental permission/counter signature.
2. **Prescription Medication:** ALL prescription medications must be given to the nurse to dispense in the original prescription container with the student’s name, name of medication, dosage and dosage schedule, duration of treatment, and the physician/healthcare provider’s name and phone number on the label. The medication must be accompanied by a Medical Provider’s Order Form (available on the website or in the Front Office) or a note from the provider. Written parental consent must accompany the medication.
3. **Over-the-Counter (OTC) Medication:** The Nurse’s office has a supply of OTC medications listed on the health form that can be dispensed as needed with the signed consent of the physician/healthcare provider and parent. Consent forms for treatment with OTC medications are included in the St. Luke’s School annual medical forms. If you wish to have your child receive an OTC medication that we do not have in the office, a doctor’s authorization must be provided when the medication is brought to the Nurse upon arrival to school. Students may not be sent to school with OTC medications to be taken independently.
4. **Scheduled Medication:** Any daily medication that can be administered at home, should be administered at home. Generally, medication that is scheduled twice or three times daily can be administered at home (prior to school, after school and prior to bed). If a daily scheduled medication must be given at school, speak with the nurse to arrange a schedule and ensure the proper paperwork is completed.
5. **OTC Medication and Parent Notification:** If your child requires an authorized over-the-counter medication during the school day, parents will be contacted before it is administered. This is to assure the child has not already received the medication at home, and to discuss any other issues related to the child’s care.
6. **Self-Medication:** Self-medication is permissible ONLY if the child has a life-threatening condition such as asthma, anaphylactic allergies or diabetes or if the student has been designated as independent by their medical provider. The parent and physician must sign a self-medication form that must be reviewed with the School Nurse. Back-up medication must be provided to the Nurse, to be used in the event of an emergency. Students are never permitted to self-administer controlled substances.
7. **Epi-Pens:** If your child requires the use of an Epi-Pen, TWO pens must be provided to the Nurse to ensure proper coverage in the event of anaphylaxis.
8. **Emergency Seizure Medications:** Medications ordered for emergent seizure response are controlled substances and can only be administered by a nurse. These medications must be stored with the nurse, and the nurse will be called to administer prescribed medication in the event of a seizure. If your child has a seizure condition with an order for midazolam or diazepam, either a parent, non-school employed parent-designee, or nurse must accompany them on school trips and be present for all school-sponsored activities. Please contact the nurse upon admission or diagnosis to develop an individualized coverage plan for your child.
9. **Non-FDA Approved Medications:** In accordance to New York State recommendations, the nurse will not administer non-FDA medications or supplements. Medications (prescribed or non-prescribed) such as, but not limited to, holistic or naturopathic medications, essential oils, CBD oil or herbal therapy will not be administered and are not permitted for students to self-administer during the school day or on overnight trips.
10. **Unused Medications:** Parents will be contacted at the end of the school year to pick up any medications provided to the Nurse. Medications must be signed out of the office and will not be sent home with students. Medications not retrieved by the last day of school will be disposed of.
11. **Keep Us Informed:** To help us stay up to date on your child’s health issues as the school year progresses, notify us of any changes in your child’s health or medication schedule as they occur. This information is essential to have on hand in the event of an emergency.

## **PEANUT AND TREE NUT POLICY**

St. Luke's School is a nut-sensitive school; therefore, nuts and peanut products are prohibited in the school. Please remember that this applies to food prepared by the school and all snacks and foods brought into the building. 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-nut 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.

## **SAFETY AND SECURITY**

It is critical that safety and security guidelines are followed by all members of the community.

## **ENTRY TO THE BUILDING AND VISITING THE SCHOOL**

During the school day and after school, students, parents, visitors, and deliveries ring for entry at the Main Gate and enter the building via the front door.

Please treat the school grounds as you would your own home:

- Be aware if others seek to enter with you when you open the gate or as you leave.
- If you do not personally know the person(s), it is sensible, and not rude, to close the gate behind you when you arrive or leave. Let the person arriving ring for entry.

With the exception of arrival or drop off, and dismissal, parents need to sign-in at the Front Office and sign-out upon departure. The person with whom you have an appointment will be called to meet you or you will be directed to where your group or committee is working.

All visitors to the School must stop at the Front Office and obtain a visitor's pass. The Administrative Assistant will notify the person being visited. Visitors will be met in the front hall.

When visiting the school for the many performances given by the students, visitors are asked to sign in on a special sheet with their name legible as a safety measure for not only school safety but fire emergencies as well.

***In no event should students answer or open exterior doors.*** Students should inform an adult if they see anyone asking for entry. All non-staff adults, including parents, will be directed to the main entrance.

Parents are asked not to visit their child's classroom or other parts of the school building (e.g. Dining Room, refrigerators, kitchen, gym, or Faculty Lounge) during the school day except by appointment. If you need to bring something to school for your child, please leave it at the Front Office. If you need to pick-up your child early, please email the Front Office in the morning so that the office staff will have the teacher send your child to meet you.

## **GATES**

The two school gates provide a safe and secure environment for all members of the school community. When the gates are closed, it is important to adhere to the following procedures:

### ***Main Gate***

- When the Main Gate is closed, ring the bell for entry. Please state the reason for your entry to the School.
- Be sure to close the gate behind you after entering and leaving the School premises.
- Unless you personally know an individual, do not allow others to enter the gates when they are closed. Please ask them to ring for entry.

### ***Garden Gate***

The gate to the South Lawn remains closed during school hours and is for the use of faculty and maintenance personnel. There is no re-entry to the School grounds.



## **ID BADGES**

At all times, 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 security guard or the front office personnel upon entry and wear it while in the building or on school grounds, including the playground. This includes arrival or drop-off, and dismissal as well as times when parents and caregivers may be attending performances or supervising children. Anyone without his or her required St. Luke's School ID will be required to report to the front office to be issued a visitor pass and may be asked to show a picture ID. 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. The school should be notified in the event of additions or deletions and the ID returned or destroyed if possible.

- Caregiver' Full Name:
- Caregiver's Cell phone number:
- Caregiver's email address:
- Caregiver's days of responsibility:

## **INQUIRIES ABOUT STUDENTS, FACULTY, AND STAFF**

It is the School's policy not to provide any information about our students, faculty, or staff. All inquiries from unfamiliar sources concerning individuals or information about the School are directed to the Head of the School, the Director of Admissions, or the CFO/COO.

School directories, phone lists, and other documents with personal information about students, faculty, and parents are for internal use by members of the St. Luke's School community and are not to be shared with non-school personnel, companies or organizations.

## **STUDENT RECORDS**

Student progress reports and in-house standardized testing results are available to all teaching staff, to parents, or legal guardians. Upon parental request, records are made available to other agencies (camps and schools) having an interest in the student. It is school policy not to mail transcripts if accounts are in arrears.

All school personnel with access to students' records are careful to respect the confidentiality of those records. Parents may review their child's academic record in conjunction with the appropriate administrator who is familiar with the individual child, and who will assist the parent in understanding and interpreting the records. To schedule such a conference, please call the Division Head.

## **EMERGENCY PROCEDURES**

At St. Luke's School, three whistle blasts is the universal signal for students to stop, listen, and promptly follow the directions of the teacher or other adult in charge.

The school will hold Fire Drills, Shelter in Place Drills, and Lock Down DR and several fire drills each year. Parents will be notified once the Shelter in Place and Lock Down drill have been executed. In the case that an actual drill is called, parents will be notified once an "all clear" has been given.

## **EVACUATION**

In the event of a planned evacuation, all students, staff, and faculty members will walk to one of the following locations. Every attempt will be made to leave the evacuation location posted on the main door, on the website, and on the voicemail system. Parents will be individually notified by telephone as soon as is reasonably possible once the safety of the children is secured.

### ***Evacuation Locations***

- *Evacuating the Building:* Village Community School (West 10<sup>th</sup> Street between Washington and Greenwich Streets)
- *Evacuating the Block:* Elisabeth Irwin High School (40 Charlton Street between 6<sup>th</sup> Avenue and Varick Street)
- *Evacuating the Neighborhood:* General Theological Seminary (175 Ninth Avenue @ 20<sup>th</sup> Street)

## **FIRE DRILLS**

As required by law, Fire Drills are called periodically without warning, at any time of the day. Absolutely no talking is allowed, and students, under faculty supervision, must walk promptly to their assigned areas on Hudson Street, lining up by class.

Fire equipment must never be touched by any student except to sound the alarm in case of an actual emergency. It is each student's responsibility to follow silently the directions of the nearest adult and to get out of the building. Classroom doors should be closed and, if time allows, windows. At the beginning of the year, homeroom teachers will review fire drill procedures with their class.

All visitors to the School are required to comply with fire drill procedures by exiting quickly and quietly to the nearest exterior door and walking to 487 Hudson Street.

## **SHELTER IN PLACE**

When the school has been notified of a possible exterior threat such as a chemical spill and/or a violent act in the neighborhood, a shelter in place will be called. When the school calls a shelter in place drill students return to their classrooms. The teachers and staff secure all classrooms and exterior doors. Instruction continues in the shelter in place environment.

## **LOCKDOWN**

A lockdown is called when the threat is more immediate. Students and staff take shelter in the nearest classroom. All classrooms and exterior doors are secured, and students and staff move away from any exposed area.

## **SNOW DAYS AND EMERGENCY CLOSINGS**

St. Luke's School follows the New York City Board of Education for changes to school closings and openings due to inclement weather or civil emergencies. If the DOE closes NYC schools, then St. Luke's will close. However, St. Luke's School may close even if the DOE does not close NYC schools.

## **EMERGENCY ALERT SYSTEM**

In the event of a weather-related closing or school emergency, parents will be notified through our emergency robocall system. Our notification system will use the information we have on file to alert parents to school-wide information or emergencies such as school closings due to weather. Parents will receive emails, texts, and a voice mail. A notice will also be posted on the school website if appropriate.

## **ANNUAL FUND**

Each year, parents, alumni, and friends of the school are invited to make a voluntary tax-deductible contribution to the Annual Fund, to be paid during the course of that school year. These charitable contributions support the operating budget of the school and help provide an enriched educational experience for all St. Luke's School students. The Annual Fund is a vital way we bridge the gap between tuition and the real cost of a St. Luke's education. If you would like to make a gift or volunteer, please contact the Director of Development. Contributions to St. Luke's School are tax-deductible in accordance with federal and other laws.

## **PARENTS ASSOCIATION**

St. Luke's has a proud tradition of parent involvement, and the Parents Association (PA) offers a wide range of volunteer activities, which allow parents to match their interests and availability. Volunteering is rewarding in that it enhances our children's educational experience and provides opportunities to get to know other St. Luke's families, faculty, and staff. We encourage all parents to select one or more volunteer positions. For more information, please contact [pa@stlukeschool.org](mailto:pa@stlukeschool.org).

The Parents Association, the Diversity and Community Building Committee, and the School sponsor parent education events and forums. These are opportunities to learn more about parenting, childhood development, school programs and curricula, policies, and planning. We encourage parental involvement and attendance at these events. By sharing information with one another in a spirit of trust and goodwill, we can best serve the wonderful children who call St. Luke's their home each school day.

## **CLASS REPRESENTATIVES**

Each grade or section has two PA class representatives. Service as a class representative is one of the important ways that parents can develop and strengthen a positive relationship and open 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.

## **PA COMMITTEES**

- The Green Ox is a parent and faculty committee supporting our school's mission to be responsible global citizens and good stewards of the world's resources.
- The Library Committee works with the librarian and in the school library in support of this dynamic program.
- The Humble Ox is a parent committee dedicated to extending our mission of service to the larger community.
- Technology Aware Parents (TAP) meet regularly to discuss how to support each other and our children as we navigate an increasingly complex technological world.

## **PA EVENTS**

Parents are invited to assist with all aspects of event planning events such as the Halloween Dance, Christmas Fair, etc.

## **DIVERSITY AND COMMUNITY BUILDING COMMITTEE**

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 a 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. Some of our celebrations include:

- Welcome Social
- Family Picnic
- Latinx Heritage Month
- Diwali
- Hanukkah
- St. Lucia Celebration
- No Name Calling week
- MLK celebrations
- African American Heritage Month
- Lunar New Year
- Winged Ox Poetry Café
- International Women's Day
- Family Dance
- Asian American Heritage Month
- Caregiver Appreciation Day

## ***Affinity Groups***

Affinity groups provide a safe environment in which people who share a specific identity can come together for building community, empowerment, and positive self-awareness. St. Luke's School currently hosts the following affinity groups for parents; we are open to creating more. Feel free to contact us.

- Parents of Students of Color (POSC)
- Parents of Students with Learning Differences
- LGBTQ families and allies

## **VOLUNTEER GUIDELINES**

We rely on and 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 for an event, setting up, or decorating a bulletin board, please try to minimize your work to the specific area.
- We ask that parents who are volunteering to not visit their child's classroom or to be in other parts of the school building.