

**STUDENT/PARENT HANDBOOK**

**2010-2011**

**ST. LUKE'S EPISCOPAL SCHOOL**

**Nationally Recognized 2005 Blue Ribbon School**

**San Antonio, Texas**

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[www.sles-sa.org](http://www.sles-sa.org)**

**TABLE OF CONTENTS**

|  |          |
|--|----------|
| ADMISSION/ENROLLMENT                                     | 6-9      |
| Notice of Non-discriminatory Policy                      | 6        |
| Teacher Assignment                                       | 7        |
| Enrollment Contract Guidelines                           | 7        |
| Tuition Refund Program                                   | 7        |
| Cancellation of Contract                                 | 7        |
| Reenrollment   | 8        |
| Withdrawal From School                                   | 8        |
| Financial Hold of Records                                | 8        |
| Fees and Tuition Payments                                | 9        |
| After School Care (fees)                                 | 9        |
| Encore (fees)  | 9        |
| Financial Aid  | 9        |
| ATTENDANCE   | 10-16    |
| School Hours   | 10       |
| Morning Drop-Off   | 10       |
| Early Room Care  | 11       |
| Afternoon Pick-Up  | 11       |
| After School Care (program)                              | 11       |
| Attendance Procedures                                    | 11       |
| Texas Compulsory Attendance                              | 12       |
| Excused Absence  | 12       |
| Explained Absence  | 12       |
| Tardies  | 13       |
| Record of Attendance                                     | 13       |
| Illness/Medication Attendance Forms/<br>Procedures       | 13<br>14 |
| Emergency Field Trip/Release/<br>Authorization Form      | 14<br>14 |
| Release of Students                                      | 15       |
| St. Luke's Medical Information Form                      | 15       |
| Immunizations/Vision & Hearing Screening<br>Requirements | 15<br>15 |
| Physical Education Medical Excuses                       | 16       |
| BIRTHDAYS  | 16       |
| Birthday Blessing  | 16       |
| Party Invitations  | 16       |
| CARPOOL  | 16-17    |

|   |       |
|---|-------|
| CHAPEL SERVICES                             | 17    |
| CLASSROOM PARTIES                           | 18    |
| COMMUNICATION WITH PARENTS                  | 18-19 |
| Philosophy                                  | 18    |
| Regularly Scheduled Conferences             | 18    |
| Additional Conferences                      | 18    |
| Concerns About Specific Students/Classrooms | 19    |
| School Website                              | 19    |
| TigerNET                                    | 19    |
| Newsletters from Head of School/Division    |       |
| Heads                                       | 19    |
| Change of Address/Phone Numbers             | 19    |
| CONDUCT/STUDENT DISCIPLINE POLICY           | 20    |
| General Guidelines                          | 20    |
| Bullying                                    | 20    |
| Disciplinary Procedures                     | 20    |
| Disciplinary Consequences                   | 21    |
| DAMAGED/LOST LIBRARY BOOKS                  | 21    |
| DRESS CODE/UNIFORM REQUIREMENTS             | 21-26 |
| General Information                         | 21    |
| Uniform Guide                               | 22    |
| Dress Uniforms                              | 22    |
| PK3-Kindergarten                            | 23    |
| Grades 1-4                                  | 23    |
| Grades 5-8                                  | 25    |
| Optional Cold Weather Wear                  | 26    |
| Additional School Wear                      | 27    |
| Pep Rally/T-shirt Day                       | 26    |
| ELECTRONIC DEVICES                          | 27    |
| Cellular Telephone/Digital Pagers           | 27    |
| Other Electronic Devices                    | 27    |
| EMERGENCY INFORMATION                       | 27-28 |
| Inclement Weather                           | 27    |
| Emergency Relocation                        | 28    |
| Fire Drills                                 | 28    |
| ENCORE AFTER SCHOOL PROGRAM                 | 28    |
| FIELD TRIPS                                 | 28    |
| GRADING SYSTEM                              | 29    |
| PK3-K                                       | 29    |
| Grade One                                   | 29    |
| Grades Two-Eight                            | 29    |

|  |       |
|--|-------|
| Academic Value System                      | 29    |
| Enrichment Classes                         | 30    |
| Promotion/Retention                        | 30    |
| HOMEWORK POLICY                            | 30    |
| INTERNET USE                               | 30-31 |
| General Information                        | 30    |
| Network Etiquette                          | 30    |
| Warranties                                 | 31    |
| Securities                                 | 31    |
| Filters                                    | 32    |
| St. Luke's Episcopal School                |       |
| Responsible Use Policy                     | 32    |
| LOST AND FOUND                             | 32    |
| LUNCH PROGRAM                              | 32    |
| Dining Procedures                          | 32    |
| PARENT INVOLVEMENT                         | 33-34 |
| Expectations For Parents                   | 33    |
| Name Badges                                | 33    |
| Classroom Visits                           | 34    |
| Appropriate Dress                          | 34    |
| Chapel Services                            | 34    |
| Parent Council                             | 34    |
| RECESS/SNACK                               | 35    |
| SPORTS/ATHLETICS                           | 36-38 |
| Responsibilities of the St. Luke's Athlete | 36    |
| Good Sportsmanship                         | 36    |
| Responsibilities of Spectators             | 37    |
| Requirements/Rules for Participation       | 37    |
| in Athletics                               |       |
| Playing Time                               | 37    |
| Student Supervision Before/After Practice  | 38    |
| Away Games Procedures                      | 38    |
| Transportation                             | 38    |
| Inclement Weather                          | 38    |
| Athletic Communications and Schedules      | 38    |
| Communications with Coaches                | 38    |
| Injuries/Medical Emergencies               | 39    |
| STANDARDIZED TESTING                       | 39    |
| STUDENT GRADUATION REQUIREMENTS            | 39    |
| Community Service                          | 39    |
| SLES Carpool Additional Information        | 40-41 |

## STUDENT HANDBOOK

*The purpose of the handbook is to provide clarity in policy and programs so that all parties can best focus their energies on supporting student learning and gaining a sense of community in our School.*

### ADMISSION/REENROLLMENT

St. Luke's Episcopal School is coeducational and provides a challenging academic curriculum enriched by Christian values, athletics, fine arts, and character education for students in grades PK3-8. St. Luke's accepts qualified students who, in the opinion of the School, will experience success in the program and will contribute to the grades for which they are applicants. Elementary and middle school candidates for admission to the School must meet specific admission criteria including, but not limited to, standardized achievement testing, satisfactory transcripts/school records, teacher(s) recommendation(s), classroom observation, and an interview with a member of the Admission Committee. Candidates for the preschool program sit for an informal developmental screening and participate in a classroom setting for observation by the teachers. These procedures enable the school, the family, and the student to determine if matriculation would be educationally appropriate and mutually beneficial. All applications are accompanied by a non-refundable, non-transferable application fee.

If an applicant is qualified to attend SLES, the applicant is placed in a "wait pool". The wait pool is made up of qualified applicants available to fill a specific opening in a specific grade. Wait pools are not prioritized lists. When an opening arises in a particular grade, the Admission Committee determines the placement of an applicant in the appropriate grade level.

While our current families and alumni are very important to us, SLES is not the school for every child. Therefore, siblings, alumni, gender balance, and active parishioners of St. Luke's Episcopal Church will receive preferred consideration when all other factors are considered equal. Admission decisions are based upon the qualifications of the individual student.

### **Notice of Non-discriminatory Policy:**

St. Luke's Episcopal School admits qualified students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admission policies or financial aid programs and athletic and other school-administered programs.

### **Teacher Assignment:**

The appropriate Associate Head of School with the assistance of the previous year's classroom teacher(s) makes teacher assignments. Every effort is made to keep classes balanced. The administration welcomes input in providing the best possible placement for a student, but St. Luke's reserves the right to place students in classes where they can work comfortably, confidently, and independently.

### **Enrollment Contract Guidelines:**

For a student to be enrolled in St. Luke's, a parent or guardian must submit both a signed Enrollment Contract and an enrollment deposit guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason.

### **Tuition Refund Protection:**

St. Luke's offers the Tuition Refund Protection Program (TRPP) that is required if selecting a payment schedule other than one payment. TRPP is optional when paying in full. Please see the Business Manager for more information. The enrollment deposit and tuition may not be transferred to another student.

### **Cancellation of Contract:**

The Enrollment Contract may be cancelled by a parent or a guardian without penalty (except for forfeiture of the enrollment deposit) by giving WRITTEN, SIGNED NOTICE TO THE HEAD OF SCHOOL ON OR BEFORE MAY FIRST AS STATED IN THE ENROLLMENT CONTRACT. Withdrawal after May 1 and before July 1 is subject to a cancellation fee and a sum equal to 50% of the annual tuition for the student's grade to be paid within 30 days of the School's receipt of such written notice as specified in the Enrollment Contract. **After July 1, parents are responsible for full annual Tuition.**

- It is the responsibility of the parent or guardian to ensure that any such letter of withdrawal is received by the Head of School in a timely basis.
- Emails and faxed notices of withdrawal are not considered written notice.
- St. Luke's will not refund the enrollment deposit under any circumstances.
- Signing the Enrollment Contract for the academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of St. Luke's as stated in the School Handbook, including the obligation concerning payment of fees referenced above.

Student accounts must be kept current for students to continue at St. Luke's or to receive report cards and transcripts.

Any student who consistently neglects work, exercises poor citizenship, fails to meet academic or attendance standards, disregards school rules, or fails to cooperate (or whose parents fail to cooperate) may be asked to withdraw from St. Luke's.

### **Reenrollment:**

St. Luke's issues a reenrollment contract each spring to current students whose academic and social needs can be met by the School. We recognize this School's academic standards and environment may not be suited to all students' needs or capabilities. This is often evidenced by a student's academic performance, attendance, and discipline. Before issuing a reenrollment contract to a student, the Associate Heads of School and the faculty review the student's academic, attendance, and discipline records, and the family's spirit of cooperation with St. Luke's staff. St. Luke's reserves the right to withhold a student's contract and to revoke the Enrollment Contract at any time during the reenrollment process or during the school year. Further, students' tuition and fee accounts must be current to receive reenrollment contracts.

### **Withdrawal from School:**

St. Luke's Episcopal School has specific withdrawal procedures to ensure that the child's school records are prepared and ready on the day of withdrawal, that all school property is returned, and that all due bills are paid. In addition, these procedures serve to inform the Admission Office and the Associate Heads of School of available class space. Families withdrawing from St. Luke's are asked to complete an exit survey with the Division Heads.

### **Parent-Initiated Withdrawal from School:**

Parents who wish to separate their child from the School are to do so by providing a formal written, signed, letter addressed to the Head of School detailing the reason of withdrawal. When possible a 30 days notice should be given. **Emails and faxed notices of withdrawal are not acceptable.**

### **School-Initiated Withdrawal from School:**

Should St. Luke's initiate the separation of a student from the school, the Business Office will determine the release of records based on the parents'/guardians' financial obligation to the School.

### **Financial Hold of Records:**

Transcripts, report cards, and grades will not be released until all records are clear in the Business Office and all financial obligations to the School have been met.

### **Fees and Tuition Payments:**

Tuition for the current school year and the policies regarding payment are clearly specified in the Schedule of Tuition Payment Plans and in the Enrollment Contract signed by the parent or guardian.

Parents/guardians may select from payment plan options ranging from annual payments (due July 1), semi-annual payments (due July 1 and January 1) or monthly payments (due on the first of the month from July through March).

In order to secure an enrollment position, the contract must be signed and returned with the stated non-refundable, non-transferable enrollment deposit. The payment for the Tuition Refund Protection Program (TRPP) is required for all tuition payment options unless the full year's tuition is paid before July 1, in which case the protection plan is optional.

### **After School Care/Middle School Study Hall:**

After School Care/Middle School Study Hall is available on a monthly or drop-in, space-available basis. Drop-in spaces are limited and, when possible, should be reserved in advance by calling the School Office. Fees are outlined in the After School Payment Plan. Late pick up charges are assessed when students are left 15 minutes or more after the required 5:45 p.m. pick up time.

### **Encore:**

The St. Luke's Encore Program offers a wide variety of exciting, challenging and creative classes, and field trips to meet the needs and imaginations of all students. The Encore Program is separate from the After School Care Program. Each of these programs incurs its own charges and has its own policies. Therefore, if your child gets out of school at 11:45 a.m., has a class through the Encore Program at 3:15 p.m. and goes to the After School Care Program, an After School Care charge will be billed to your account for those hours.

The only exception will be if the student requires 30 minutes or less between the programs. \*Student's returning to After School Care after their Encore class is finished will incur an After School Care charge.

**Tuition, payment plans and fee schedules may be found on our website [www.sles-sa.org](http://www.sles-sa.org).**

### **Financial Aid:**

St. Luke's Episcopal School is committed to making its educational program available to all qualified students.

The School promotes an environment where children and adults of diverse socioeconomic, cultural and ethnic backgrounds are acknowledged and valued. The school recognizes that some families of qualified students cannot pay the full tuition. Through the Financial Aid Program, St. Luke's is able to enroll and reenroll qualified students by providing financial assistance to students in grades kindergarten through eight. The Financial Aid Program of St. Luke's offers funds to qualified, enrolled students whose families demonstrate the need for financial assistance. After such need is determined, the following priority guidelines apply:

- Currently enrolled students
- New students

Requests for financial assistance are coordinated through the school Business Office and must be turned in by the established deadline to be considered. A student must be accepted for the following year to be considered for financial assistance. Actual financial awards are made once a student has enrolled for the

following year. To be considered enrolled; both the signed contract and the non-refundable, non-transferable enrollment deposit must be submitted.

St. Luke's will use FACTS Grant & Aid Assessment program for help in evaluating a family's financial need. A committee determines the amount of the award, based on the FACTS recommendation. Each family is expected to contribute financially to their child's independent school education; St. Luke's does not extend full tuition awards.

**Each award is made for one school year; therefore, families must reapply each year.**

## **ATTENDANCE**

### **School Hours:**

| <b>Times</b> | <b>Grade Levels</b>                        |
|--------------|--|
| 8:00-11:45   | PK3/PK4 (After School Care is available)   |
| 8:00-3:15    | K-4 (After School Care is available)       |
| 8:00-3:30    | 5-8 (After School Study Hall is available) |

### **Morning Drop-Off:**

All students are dropped off on the north side (school side) of the building. Staff members are on duty outside the School Office and in the crossing to assist students.

Students in grades PK3-5 who arrive before 7:50 a.m. will be directed to Early Room Care in Parish Hall. Students in grades 6-8 who arrive before 7:50 a.m. will be directed to the middle school reception area.

**DO NOT** drop students off on the south side (church side) of the building. It endangers our students to be dropped off on the south side of the building where there is no adult supervision. Adult supervision is only available on the north side of the building.

### **Early Room Care:**

Children in grades PK3-5 arriving between 7:30 and 7:50 a.m. are required to go to Early Room Care held in Parish Hall. Do not bring a student to Early Room Care earlier than 7:30 a.m. when a staff member will be on duty to supervise students. Early Room Care is available at no extra charge. Classroom teachers will be at classroom doors to greet students at 7:50 a.m.

Do not bring a student to his/her classroom earlier than 7:50 a.m. unless prior arrangements have been made with the teacher.

### **Afternoon Pick-Up:**

PK3 and PK4 students leaving at 11:45 a.m. will be picked up on the north side (school side) of the building. Staff members are on duty to supervise and assist with pick-up.

Students in grades kindergarten-4 will be picked up on the north side (school side) of the building beginning at 3:15 p.m. Staff members are on duty to supervise and assist with pick-up.

Students in grades 5-8 will be picked up on the north side (school side) of the building beginning at 3:30 p.m. Staff members are on duty to supervise and assist with pick-up until 3:45 p.m.

\* Younger siblings and students who carpool with middle school students may be picked up during the 3:30-3:45 p.m. pick-up time.

**At 3:45 p.m., staff members on duty will escort all students who have not been picked up to After School Care/Middle School Study Hall, and parents will be charged a fee.**

### **After School Care/Middle School Study Hall:**

After School Care/Middle School Study Hall is available five days a week from dismissal until 5:45 p.m. at an additional charge. Parents must enroll a student in After School Care/ Middle School Study Hall. A late fee will be charged to parents of students who are picked up after 5:45 p.m.

### **Attendance Procedures:**

Teachers in PK through 8 will report attendance electronically through PCR by 8:15 a.m.

A student is considered absent from school if he/she misses more than three classes or hours in a given school day,

When a student is ill, the parents are asked to call the School Office at 210-826-0664 and inform the school of the absence by 9:00 a.m. or e-mail [mstillings@sles-sa.org](mailto:mstillings@sles-sa.org) for middle school students and [bwendt@sles-sa.org](mailto:bwendt@sles-sa.org) for elementary and preschool students.

For early dismissals, and late arrivals, parents are required to register the student's dismissal, return, or arrival on the Sign-In/Sign Out sheet in the School Office. Teachers will post assignments on PCR. Parents/students are responsible for picking up books and materials needed for make up work.

### **Texas Compulsory Attendance:**

In accordance with the state compulsory attendance law, St. Luke's considers regular school attendance essential in a child's school achievement. The Texas compulsory school attendance law requires that a student between the ages of six and eighteen is required to attend school each school day for the entire period the program of instruction is provided unless the student is otherwise legally exempted or excused.

### **Excused Absences:**

Excused absences include personal illness/injury, family illness/ injury in the family, and religious holiday. Students or parents are responsible for obtaining assignments from the teacher, and students are responsible for completion of all work missed by the due date assigned by the teacher.

Because teachers are involved in instruction during the school day, assignments may not be available the on the day of the absence.

Students will be allowed to make up assignments on a **1:1 basis; a day for completion of make-up work will be given for each day of absence.** If there are extenuating circumstances that prevent students from completing assignments in the time prescribed by the teacher,

it is the responsibility of the parents to notify the teacher(s) in writing prior to the due date of the assignments.

### **Explained Absences:**

St. Luke's understands that students will miss school occasionally for family business. Each student is allowed up to **three days** of explained absence. Students may not have explained absences during nine weeks exams, semester exams, or standardized testing.

**Parents must submit a written request to the Associate Head of School at least one week in advance of the explained absence.**

The following are responsibilities of the student and parent when a parent requests a foreseeable absence:

- The student/parent is responsible for collecting all assignments and materials for missed work.
- Teachers are to be given at least five days advance notice to prepare materials.
- Upon return to school, the student is expected to have completed all required work and be up to date on any material covered in class.
- It is the responsibility of parents/students to schedule any make-up tests/quizzes.

### **Tardies:**

The School understands that parents can sometimes be late due to circumstances beyond their control. However, it is most important for the student that his/her learning is not impaired by a pattern of tardiness. Starting time at St. Luke's Episcopal School is 8:00 a.m. Students are tardy if not seated in class by 8:00 a.m. Upon the occasion of the third tardy, parents will receive a letter from the appropriate Division Head of School. If a student has nine tardies in a semester, parents will be required to attend a conference with the appropriate Associate Head of School. Excessive tardies will result in disciplinary action up to and including non-renewal of contract.

We ask parents to remember that a pattern of tardies can be very upsetting for their child. Tardies will be recorded on student report cards and cumulative records.

### **Record of Attendance:**

A record of attendance will be kept for each student. Total number of days absent and tardy will be recorded on student report cards and cumulative records. If a student is absent or tardy more than nine days in a semester, a conference with the Associate Head of School is required. At that time, it will be determined if the student will be placed on attendance probation.

### **Illness/Medication/Required Attendance Forms/Procedures**

When a child becomes ill during the school day, every effort is made to provide for the child's immediate needs until the parents are notified.

PARENTS WILL BE CALLED TO PICK UP THEIR CHILD FROM THE SCHOOL OFFICE IF HE/SHE HAS A TEMPERATURE OF 100 DEGREES OR ABOVE OR IS TOO ILL TO BE AT SCHOOL. To protect the health of all students, please do not send sick children to school. Any child with a temperature of 100 degrees or above is considered too ill to be in school.

**Children must be free of fever for at least 24 hours and/or clearly free of communicable disease before returning to class.**

**IMPORTANT:** Parents are to notify the School Office as soon as possible if their child is diagnosed with any communicable childhood disease such as strep throat, chicken pox, hepatitis, lice, pink eye, etc. Written notices will be sent home to parents informing them of any communicable diseases reported in the classroom(s) of their child (ren).

The teachers and assistants may not administer prescription or non-prescription medication, including Tylenol or Tylenol substitutes, to any student. St. Luke's does not have a nurse on staff; therefore, all medication is administered by the School Office staff in accordance with doctors' and/or parents' **written** instructions. *Students may not, under Texas Department of Health regulations, self-administer medication of any kind.* Office personnel who distribute medication receive basic First Aid, CPR, and AED training.

**Medication brought to school MUST BE in the original container from the pharmacy or physician, labeled with the child's name, a date, directions, and the physician's name.**

No medications will be given in contradiction to age or dosage recommended by the manufacturer/physician without written doctor's orders. **All medication is registered using the Medication Permission Form available online.**

St. Luke's complies with the standards set forth by the Texas Department of Health concerning the dispensing of medications. St. Luke's does not assume liability in connection with the dispensing of medication to students.

*The only non-prescription pain medication kept on hand in the School Office is acetaminophen. Should* it become necessary, the School Office staff will administer Tylenol or other acetaminophen product after obtaining parental consent.

Parents may sign a blanket permission for the School to administer Tylenol to their child on an "as-needed" basis. Parents opting to sign a blanket permission form should furnish their choice of Tylenol labeled with the child's name.

Medications to be applied topically (such as Neosporin, Caladryl, hydrogen peroxide, Bactine, Aloe Vera, etc.) will be administered at the school's discretion, without parental authorization unless the School is advised not to do so by a parent.

### **Emergency Field Trip/Release/Authorization Form:**

The Texas Department of Family and Protective Services-Minimum Standards Rule 746.605 require that all students have a current, complete, signed form. The form must include the following:

- Child's name/birth date
- Child's home address/phone number(s)

- Date of child's admission
- Name/address of parents
- Telephone number(s) and addresses where parents can be reached while child is in school
- Name/address/phone number(s) of persons other than parents to whom the child may be released
- Permission for transportation/attendance on field trips
- Name/address/phone number(s) of child's physician or emergency care facility
- Authorization to obtain emergency medical treatment/transportation for emergency medical treatment
- Statement of child's special problems/special care needs including allergies
- Permission for school-age child to ride a bus, walk to or from school, or be released into the care of a sibling younger than eighteen years of age.

**If a parent/guardian cannot be reached, the signed emergency form authorizes the school to act for the parent/guardian in case of a medical emergency.**

#### **Release of Students:**

St. Luke's, in accordance with The Texas Department of Family and Protective Services-Minimum Standards rules 74.501 and 746.605, will **only** release students to the person(s) listed on the *Emergency Field Trip/Release/Authorization Form*. A picture ID may be requested.

#### **St. Luke's Medical Information Form:**

Students are required to have an up-to-date *Medical Information Card*, including dates of immunizations as well as medical documentation of any special health problems on file.

**The *Medical Information Card* is to be turned in to the School Office before the first day of school and updated as required.**

Forms are available online prior to the beginning of school. Forms may be updated via TigerNET at [www.sles-sa.org](http://www.sles-sa.org).

**Additional medical forms may be required by participation in athletics.**

#### **Immunizations/Vision & Hearing Screening Requirements:**

Each child admitted to a child-care center must meet applicable immunization requirements specified by the *Texas Department of (State Health Services) Immunization Requirements in Texas Elementary Schools and Institutions of Higher Education*. This requirement applies to all children in care from birth through seventeen years of age.

Except as otherwise provided, all children enrolled in St. Luke's Episcopal School, must receive all required immunizations by the first day of class.

It is the responsibility of parents to see that all required immunizations have been given to the student(s) and documented on the *St. Luke's Medical Information* form.

A schedule of required immunizations for school admission is available at [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).

The Texas Department of Health requires hearing and vision screening for all four-year olds, five-year olds, first/third/fifth/seventh-graders, and all newly enrolled second/fourth/sixth/eighth-graders. (It is the responsibility of parents to see that all required hearing and vision screening has been done and documented on the *St. Luke's Medical Information Form* on or before the first day of class.) St. Luke's is not authorized to allow students to be admitted/attend/continue school without documentation of required screening.

### **Physical Education Medical Excuses:**

If it is necessary that a student be excused from physical education activities, he/she is required to bring a written excuse from the parent or attending physician. If the student is to be excused from physical education classes for an extended period, a written excuse from a physician is required.

## **BIRTHDAYS**

### **Birthday Blessing:**

Students at St. Luke's, staff members, and parents are invited to come forward during Chapel for birthday blessings. Summer birthdays are acknowledged at the end of the school year. Parents are invited to Chapel to witness their child receiving the blessing.

### **Party Invitations:**

A list of addresses and phone numbers of the students in your child's class are available online in the school directory in PDF form. The only time invitations may be sent home via backpack express is when everyone in a child's class is to receive an invitation. **St. Luke's prefers that invitations be send from home and not brought to school for distribution.**

## **CARPOOL**

Morning carpool (drop off) begins at 7:45 a.m. Preschool carpool (pick up) begins at 11:45 a.m. Afternoon carpool (pick up) begins at 3:15 p.m. for elementary students and 3:30 p.m. for middle school students. Children who have not been picked up by 3:45 p.m. will be escorted to After School Care by employees on duty.

In order to make carpool as safe and efficient as possible, the following procedures are to be followed:

- **All students are to be released and picked up on the north (school side) of the campus.**
- At morning carpool, all students should be ready to exit the car upon arrival at the unloading area.
- Children enter and exit on the curb side of the car.
- At afternoon carpool, if students to be picked up are not present, carpool drivers will continue to the end of carpool and park or re-enter the carpool line.

- At afternoon carpool, a staff member will walk any students not picked up by 3:45 p.m. to After School Care/Middle School Study Hall.
- Cars may not be left unattended in carpool lanes.
- Cell phones are not to be used during carpool times.
- Students may not walk between carpool lines without an adult escort.
- St. Luke's employees may not place a child in a car without proper legal child restraints.
- A child is never left unattended in an automobile.

Employees have been instructed to refrain from putting a child into a car and to contact an administrator if the suitability or condition of the driver is in question. Employees have been instructed not put young children in the front seat of an automobile with airbags.

It is imperative that parents notify the School Office if they have arranged for another person to pick their child up from carpool. If the employees on duty do not recognize the person picking up the child (even if the child does) identification will be required. When in doubt, the employees on carpool duty are instructed to check with the School Office before releasing a child. *See attached for additional Carpool information.*

## CHAPEL SERVICE

Daily chapel is an important feature of the St. Luke's educational experience. Children in the PK3-kindergarten classes worship at 8:40 a.m. in the Chapel of the Christ Child. All other students worship in the church at 8:10 a.m. These services are lead by the parish clergy, members of the parish staff, the Head of School, the Associate Heads of School, and others.

Parents are welcome to attend daily chapel or any other service at any time. The Holy Eucharist is celebrated several times each semester, beginning with the Opening Eucharist on (or near) the Feast of St. Michael and All Angels.

All Baptized Christians are invited to receive Holy Communion; all are invited to come forward to the altar when the community is receiving. Persons not wishing to receive Holy Communion may cross their arms and receive a blessing.

Daily chapel sets the tone of our entire scholastic community, and the Calendar of the Christian Year is how we measure the times and seasons.

We recognize the religious diversity in our school and are glad for it. The purpose of all religious life and activities in the School is to richly nourish and inform each student rather than proselytize.

## CLASSROOM PARTIES

The students at St. Luke's enjoy the celebration of holidays with classroom parties. Room Parents supply refreshments, which are to be simple and uncomplicated. Parties are held at the end of the school day for students in K-8. This means beginning no earlier than 2:30 p.m. Parties for students in PK3/PK4 will be scheduled by classroom teachers.

## COMMUNICATION WITH PARENTS

### Philosophy:

St. Luke's Episcopal School believes that parents are invaluable members of the school/home communication team and are involved in their child's school experience in ways that support this relationship through participation in parent/teacher conferences, Parent Council membership, volunteer opportunities, parent/administrator meetings, parent networking opportunities, and School publications.

### Regularly Scheduled Conferences:

Teachers will conduct two mandatory school conferences during the school year. The dates for school conferences can be accessed via the All Events and Community Calendars at [www.sles-sa.org](http://www.sles-sa.org).

### Additional Conferences:

Parents may request conferences through the School Office or by directly contacting the teachers through:

- Written note
- Voice mail- Call 210-832-9224 and enter mailbox number
- Email

**Teachers are asked to return messages within twenty-four hours.** Preferred method of contact for each teacher is listed on the inside back cover of the directory. Teachers request conferences as needed. Teachers are instructed to interact with students as the school day begins and ends. Please refrain from engaging the teacher in conferencing during these times. Unannounced, drop-in conferences are discouraged.

### Concerns about Specific Students/Classrooms:

Teamwork and the willingness to communicate are the building blocks of a good school/home relationship. St. Luke's Episcopal School is committed to effective communication between home and school. It is in this spirit of teamwork that parents are asked to **first contact the teacher in charge with concerns regarding individual students and classrooms**. If this direct communication does not resolve the issue(s), the parents are then asked to contact the appropriate Associate Head of School. As a final step, the parents are asked to contact the Head of School.

### School Website:

The address for the St. Luke's Episcopal School website is [www.sles-sa.org](http://www.sles-sa.org). The purpose of the School website is to inform students and parents of events, activities, and calendar changes.

**TigerNet** serves as a resource and communication tool for the School's parents. This portal keeps parents up to date on their student grades, assignments, schedules, and report cards. Parents can view academic or school calendars, print online Parent-Student Directory, and submit and update directory,

emergency, and health information for students. Parents may also access customized calendars, news, and class pages.

The student portal serves as a resource and communication tool for the School's students. It is tool for the School to keep students up-to-date on their grades, assignments, schedules and report cards. Students can view academic or School calendars and print the online Parent-Student Directory. Student may also access customized calendars, news, and class pages.

### **Weekly Letter from the Head of School/Division Heads**

Each Wednesday, the Division Heads will post a weekly newsletter of information entitled, Tiger Talk.

### **Change of Address/Phone Numbers:**

It is the **responsibility of parents** to update any changes to the address and/or phone numbers for students. Changes will be made via TigerNET.

**It is imperative that student records current so that parents can be reached promptly in the event of an emergency.**

## **CONDUCT/STUDENT DISCIPLINE POLICY**

All students live by the *St. Luke's Way*. It is an expectation at St. Luke's Episcopal School that all members of the St. Luke's community-students, parents, and staff, demonstrate behavior that is courteous, respectful, and is exemplary of Christian charity toward others at all times.

- All persons are expected to take responsibility for their choices and actions.
- Students are respectful of other students, faculty, administration, substitute faculty, and visitors.
- Students are good stewards of the buildings and campus keeping it clean and in good condition.
- Students are punctual to all classes, arriving on time with all appropriate materials and assignments.
- Students follow the proper line of communication which is: Student ⇌ teacher ⇌ Associate Head of School ⇌ Head of School.
- Students and their parents will be responsible for repair/replacement costs of any property, equipment, materials damaged/destroyed by students.
- Students observe all school rules and dress codes when representing St. Luke's Episcopal School in the larger community.

### **Bullying:**

Rumor-spreading, bossiness, exclusion, isolation, shunning, name-calling, alliance-building, harassment, and secret-telling are considered bullying behaviors. **Such behaviors will not be tolerated at St. Luke's.** Bullying behaviors will be subject to the appropriate disciplinary action up to and including expulsion from school.

## **Disciplinary Procedures:**

Faculty/staff members will meet with the student(s) to discuss the inappropriate behavior and consequences.

A discipline form is submitted to the Associate Head of School, and the parent(s) will be informed. A copy of the discipline form will be placed in the student's cumulative record.

## **Disciplinary Consequences:**

Disciplinary consequences that are appropriate to the conduct infraction will be administered by the Associate Head of School or the Head of School.

**Warning**-A verbal or written reminder of behavior expectations

**Detention**-This is a period of reflection held during the school day or before or after school. Students will be allowed one day to make travel arrangements. Excessive detentions or failure to serve detention may result in suspension and/or nonrenewal of contract.

**Suspension**-Suspension involves separation of the student from the classroom or school setting for a designated period of time. A formal letter explaining the behavior that resulted in suspension will be sent to the parents and placed in the student's cumulative record. The highest grade a student will receive on make-up work during suspension is 75% of the score. All work is due the day the student returns to school/class. Before the student will be readmitted to class, the student and parents are required to meet with the Associate Head of School.

**Expulsion**-The Head of School has the sole authority to expel a student from school. Expulsion is the permanent separation from school for the remainder of a school year and non-renewal of contract. **Expulsion does not relieve parents of their financial obligation to the School.**

## **DAMAGED/LOST LIBRARY BOOK POLICY**

It is the student's responsibility to report and if necessary, replace a library book that is lost or damaged while in his/her care. If a book rips, please do not repair it at home; return the book with a note to the school librarian. Repair will be made using special book tapes and glue designed to resist heat and discoloration. If the book is damaged beyond repair, parents will be billed for the replacement cost.

## **DRESS CODE/UNIFORM REQUIREMENTS**

When students accept admission into St. Luke's Episcopal School, **they agree to wear the proper uniform(s)** and to conform to the standards of proper grooming each day. Students are responsible for wearing daily and dress uniforms as required. Faculty members are required to enforce the dress code each day at all times.

General dress code requirements include:

- All clothing is neat, clean, of appropriate size, and in good repair.
- Shirts are to be fully tucked-in.
- Only St. Luke's fleece jackets/sweaters are worn inside the building.
- All clothing labeled with student's full name.
- Commercial logos/external labels are not permitted on any item of clothing.
- Jewelry items allowed for boys are an unadorned watch, a religious necklace, one bracelet, and one ring. Earrings are not permitted.
- Jewelry items allowed for girls are an unadorned watch, a religious necklace, one bracelet, one ring, earrings no longer than one inch from the middle of the earlobe.
- Students wear only solid white t-shirts or turtlenecks under clothing and only natural or white undergarments beneath white blouses.
- Scouts may wear the Scout uniform on Scout meeting days.
- Body art is not permitted.
- The style worn must not hamper learning or create a distraction. Boys' hair cut above the collar. Girls hair without adornments not part of the standard uniform. Girls may wear only blue, red, or white headbands.
- Boys and girls must have hair cut so that it is out of the eyes, clean, combed, and of natural color.
- ✂ Girls may wear only clear or light pink nail polish
- Girls in PK3-K are asked to wear navy blue shorts or bloomers under their blue dresses.

### **Uniform Guide:**

All uniforms are purchased from Parker located at 2108 NW Military Hwy. -San Antonio, TX 78213. The telephone number for Parker is 210-530-0087 or 1-800-754-9494. The fax number is 210-530-0091. Store hours are Monday-Friday 10 a.m.-6 p.m. and Saturday from 10 a.m.-3 p.m. Shoes are purchased at School Shoes Unlimited located at 2019 Vance Jackson-San Antonio, TX 78213. The telephone number for School Shoes Unlimited is 210-734-9003. Store hours are Tuesday-Friday 10 a.m.-6 p.m. and Saturday 10 a.m.-5 p.m.

### **Dress Uniforms:**

Dress uniforms are worn in grades 1-8 on Wednesdays, at Eucharist services, on designated field trips, at designated school performances, and at all Graduation and Closing Ceremonies. **Dress uniforms are not worn until after Episcopal School Sunday.** Students may wear dress uniforms on non-dress uniform days, but the **uniform must be worn in its entirety.**

### **Grades PK3, PK4, Kindergarten**

**Dress Uniform**-none

### **Boys Daily Uniform**

Pleated twill pants-navy with a navy woven belt

\*May wear pull up pants as an option

Pleated twill shorts-navy

Embroidered polo-style red knit shirt with SLES emblem on left side

St. Luke's printed red t-shirt (May be purchased in School Office)

Crew socks-white

White or black tennis-style shoes with matching shoe laces or Velcro for kindergarten and below

### **Girls Daily Uniform**

Pleated culottes-navy

Pleated twill pants-navy

Pleated twill shorts-navy

Embroidered middy blouse-white w/navy trim and SLES emblem

St. Luke's printed red t-shirt (May be purchased in School Office)

Sailor tie-navy

Embroidered middy dress-navy with SLES emblem

Anklet socks-white may be plain white or white with SLES plaid trim

Black/white; navy/white saddle shoes or saddle-type tennis shoes or all white tennis-style tennis shoes with matching laces of Velcro for kindergarten and below

### **Grades 1-4**

#### **Boys Dress Uniform**

Oxford short/long sleeve dress shirt-white

Pleated twill pants-navy

Braided leather belt-black

Oxford shirt-long/short sleeve-white

Embroidered tie with SLES emblem

Crew socks-black

Black tennis-style low-cut tie shoes

## **Boys Daily Uniform**

Pleated twill pants-navy

Pleated twill shorts-navy

Braided leather belt-black or navy

Embroidered polo-style knit shirt-red-with SLES emblem on left side

Crew socks-white

All white or all black low-cut tennis-style shoes with matching laces

## **Girls Dress Uniform**

Embroidered pleated jumper-navy

\*Navy blue modest gym shorts underneath the jumper may be worn by choice. The jumper may be removed for P.E. and put on again after P.E.

Butterfly blouse-short sleeve-plaid \*White broadcloth blouse with rounded collar may continue to be worn

Cable knee socks-navy or flat knee socks-navy

Black/white; navy/white saddle shoes or saddle-type tennis shoes

## **Girls Daily Uniform**

\*Embroidered middie dress grades 1 through 3 only

Pleated culottes-navy

Pleated twill pants-navy

Pleated shorts-navy

Embroidered middie blouse w/navy trim and SLES emblem

Anklet socks-white or flat knee socks-white

Black/white; navy/white saddle shoes or saddle-type tennis shoes or all white tennis-style shoes with matching lace

## **Grades 5-8**

### **Boys Dress Uniform**

Pleated twill pants-khaki

Braided leather belt-black

Oxford short sleeve or long sleeve dress shirt-blue

Embroidered tie with SLES emblem

Crew socks-black

Black leather oxfords, black penny loafers,

\* For grade 5 only-all black tennis-style tie shoes with matching laces

### **Boys Daily Uniform**

Pleated twill pants-khaki

Braided leather belt-black

Embroidered polo with SLES emblem

\*navy for grades 5-7

\*white for grade 8

Crew socks-black

Black leather oxfords, black penny loafers

\* For grade 5 only-all black tennis-style tie shoes with matching laces

### **Girls Dress Uniform**

5-box pleated skirt-navy

Embroidered over blouse-\*white grades 5-7

\* blue grade 8

1-piece tie-

\*plain for grades 5-7

\* embroidered for grade 8

Cable knee socks-navy

Flat knee socks-navy

Navy/white; black/white saddle shoes, or saddle-type keds

### **Girls Daily Uniform**

Pleated twill pants-navy

5box-pleated skirt-navy

Embroidered over blouse-\*white for grades 5-7

\*blue for grade 8

1-piece tie

\* plain for grades 5-7

\*embroidered for grade 8

Pleated twill pants

Crew socks-white or flat knee socks-white

Navy/white; black/white saddle shoes, or saddle-type keds

## **Optional Cold Weather Wear**

### **PK3-Grade 4**

Embroidered cardigan sweater-navy with SLES emblem

\*boys/girls

Embroidered micro fleece jacket-navy with SLES emblem

\*boys/girls

Printed sweatshirts-red with SLES emblem

\*boys/girls

## **Additional School Wear**

### **K-4 grades only**

Red t-shirts with SLES emblem

### **Grades 5-8**

Embroidered pullover sweater-navy with SLES emblem

\*boys only

Embroidered cardigan sweater-red with SLES emblem

\*girls only

Embroidered micro fleece jacket-navy/red with SLES emblem

\*boys/girls

Printed sweatshirts-red with SLES emblem

\*boys/girls

## **Pep Rally/T-shirt Day**

Students may wear a St. Luke's t-shirt, a school team t-shirt or jersey (a t-shirt must be worn under sleeveless jerseys) or regular school uniform on pep rally days. When wearing t-shirts or jerseys, students may wear jeans and tennis shoes or uniform bottoms and uniform shoes.

## **ELECTRONIC DEVICES**

### **Cellular Telephones**

Students are not permitted to use cellular phones and digital pagers during school hours including carpool and After School Care/Middle School Study Hall. Cellular phones and pagers, if brought to school, must be turned off and kept in lockers, backpacks, or purses.

Cellular phones and digital pagers used during school hours will be confiscated and returned to parents.

**St. Luke's Episcopal School is not responsible for loss or damage to personal cellular phones and digital pagers.**

## **Other Electronic Devices:**

Students are not permitted to bring ipods, CD or DVD players, electronic games, and other similar electronic devices to school. Electronic devices brought to school will be confiscated and returned to parents.

**St. Luke's Episcopal School is not responsible for loss or damage to personal electronic devices.**

## **EMERGENCY INFORMATION**

### **Inclement Weather:**

Should weather conditions make it necessary for the School to close; such closings or delays in starting time will be announced on local radio and/or television stations. If Alamo Heights, San Antonio Independent, or Northeast School Districts are closed due to weather conditions, St. Luke's will close, also. Please use your judgment to determine your safety and the safety of your child when deciding whether or not to drive to the school in severe weather.

During inclement weather or when floodgates are closed for any reason, you can access St. Luke's by taking Broadway to Corona Avenue. Corona ends at St. Luke's Lane.

### **Emergency Relocation:**

Should it become necessary to evacuate the building due to a chemical leak, building disaster, or difficulty in the local area, students will be evacuated to Alamo Heights Presbyterian Church at 6201 Broadway, San Antonio, Texas 78209.

In case of such evacuation, we ask that parents meet us at Alamo Heights Presbyterian Church and that they sign their children out upon receiving them from the school group. Class sign out sheets will be given to each teacher.

**Please do not come back to St. Luke's!**

### **Fire Drills:**

St. Luke's practices evacuation and emergency drills monthly. The first drill of the year is announced so that teachers can review procedures. Thereafter, drills will be unannounced. Exit diagrams are posted outside of each classroom.

## **ENCORE/AFTER SCHOOL ENRICHMENT PROGRAM**

St. Luke's offers additional after school enrichment activities through the Encore program. A wide variety of challenging and creative classes and field trip experiences are designed to appeal to the interests and abilities of students at all grade levels. Information on Encore classes will be posted and registration forms may be downloaded on the School website, [www.sles-sa.org](http://www.sles-sa.org),

The Encore program is separate from the After School Care/Middle School Study Hall programs. There is a fee for each Encore class and an additional charge for After School Care/Middle School Study Hall.

\*Students who require forty-five minutes or less between the end of school and an Encore class will not be charged for After School Care/Middle School Study Hall.

All parents are required to sign their children out at the front desk. In every effort to keep your children safe, we may request picture identification.

## **FIELD TRIPS**

The purpose of field trips at St. Luke's is to enrich and enhance the core school curriculum. The teachers are asked to complete a field trip request form stating the rationale for the field trip along with pre and post field trip activities. Parents are informed in writing in advance of the trip.

The School Office keeps a copy of the field trip request form indicating destination, and departure and return times. Copies of emergency information forms for each student, a first aid kit, and any required student medications are taken on each field trip. Transportation is by St. Luke's school bus or chartered bus. Dress uniforms are required on all field trips unless otherwise stated in the field trip communication notice sent to parents.

**Field trip information will be available from individual teachers via TigerNET.**

**Parents give permission for their child to participate in field trips by signing the Field Trip Authorization line on the St. Luke's Emergency Field Trip/Release Authorization found on line at [www.sles-sa.org](http://www.sles-sa.org).**

## **GRADING SYSTEM**

### **PK3-K:**

**B**=Beginning skills or knowledge

**D**=Developing proficiency in skills or knowledge

**S**=Secure in proficiency of skills or knowledge

**NI**=Not Introduced-Skill or knowledge has not yet been introduced.

### **Grade 1:**

Students in grade 1 and enrichment classes in grades 1-4 are assessed each nine weeks using the following scale:

**E**=Excellent progress/achievement

**S**=Satisfactory progress/achievement

**N**=Needs improvement in progress/achievement

**U**=Unsatisfactory progress/achievement

### **Grades 2-8 and Middle School Elective Classes:**

Students in grades 2-8 are assessed each nine weeks using numeric grades.

### **Academic Value System:**

An explanation of marks is given on the report card for each grade level in grades 2-8. The system is as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = below 70

On occasion, student performance may be reported using standards that are based on above grade level or below grade level criteria.

### **Enrichment classes use the following system for grades 1-8:**

**E**=Excellent progress/achievement

**S**=Satisfactory progress/achievement

**N**=Needs improvement in progress/achievement

**U**=Unsatisfactory progress/achievement

### **Promotion/Retention:**

The curriculum at St. Luke's Episcopal School is designed to meet the needs of academically average to above average students. Students are promoted to the next grade level when they demonstrate satisfactory grade level achievement in the designated curriculum and the social growth that will enable them to be successful in the next grade level. Students who fail to meet these criteria may be retained or may be counseled into another school. **When promotion is at question, the School will contact the parents as soon as it is noted that the student is in jeopardy.**

In addition to the requirements outlined above, students in grade 6 must also have a passing grade in the required Computer Literacy class.

## **HOMEWORK POLICY**

Homework is an important part of students' successful achievement in school. At St. Luke's, homework is assigned for reinforcement, remediation, and enrichment. Homework is only assigned on material that has been previously introduced in class. Class work not completed during the school day may also be assigned for homework. It is important that students do their own work. Parents can be of assistance by providing a time and place for students to work, furnishing any needed transportation for supplies and materials, and offering support and assistance only when needed. Teachers provide specific guidelines as to length of time and types of assignments required at different grade levels.

Time for homework may range from twenty minutes for students in grade one to ninety minutes for students in grade 8. These time designations do not include required daily reading and practice of basic facts.

## INTERNET USE

At St. Luke's Episcopal School, the internet is used to support and expand the core curriculum by providing access to academic resources and the opportunity for networking and collaboration. Use of the School's internet service is consistent with the educational objectives of St. Luke's Episcopal School and must comply with the rules of that organization.

The system administrators will deem what is appropriate use. Also, the system administrators may restrict internet usage to a specific user at any time. Transmission or deliberate access to any material in violation of school policy or any U.S or state regulation is strictly prohibited.

This includes, but is not limited to:

- Copyrighted material
- Threatening or obscene material
- Material protected by trade secrets
- Transmission of material for political/commercial activities

The use of the internet is a privilege and not a right; inappropriate use will result in disciplinary action and/or cancellation of those privileges.

**Network Etiquette**-Users are expected to abide by the generally accepted rules of network etiquette including:

- Be polite
- Refrain from abusive messages to others
- Use of appropriate language is required at all times
- Do not give out private information, personal or school address/phone numbers

Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

All communication and information accessible via the network should be assumed to be private property.

**Warranties**-St. Luke's makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Luke's will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence and error or omissions of the user. Use of any information obtained via the internet is at the user's own risk.

**Securities**- Security on any computer system is a high priority, especially when the system involves many users. Users are encouraged to identify security problems on the network and report them to the system administrator. Under no conditions should users provide passwords to another person or attempt to log on to the internet as another person.

**Filters**-Filtering software is in use on all computers with access to the internet. Although this software blocks or filters access to visual depictions or language that is obscene, pornographic or otherwise inappropriate, it is understood that there may be times when such material is not "caught". St. Luke's faculty and staff will, to the best of their abilities, monitor students' use of the internet in school and will take reasonable measure to prevent access to inappropriate material on the internet and the World Wide Web.

**St. Luke's Episcopal School Responsible Use Policy**-Students and parents are asked to accept the terms and conditions for responsible use of the internet and to acknowledge that they will abide by these terms and conditions by signing *St. Luke's Episcopal School Responsible Use Policy*. The signed forms are kept in the School Office.

## LOST AND FOUND

Misplaced items of clothing are placed in the Lost and Found. Labeled clothing is returned to the owner. **Please label all clothing of students with first and last names.** Unclaimed articles are donated to the Uniform Exchange or given to charity at various times during the School year.

## LUNCH PROGRAM

Student lunches are included in tuition payment. Lunch menus are available on the school website. Parents of preschool students who will be staying for lunch order student lunches weekly. Parents of students in K-8 are invited to join their children for lunch. Parents purchase lunch tickets in the School office for a fee of \$5.00. Students may bring lunches from home.

Bringing food from outside is highly discouraged. However, if parents elect to bring outside food in re request that food be nutritious. No junk food. Food is to be brought to the lunchroom and not to the School Offices. School personnel will not deliver lunches to students.

### Dining Procedures:

Courtesy and good table manners are expected of all students eating in the lunchroom at the School. Teachers will review lunchroom manners and procedures with students at the beginning of the school year and at regular intervals. It is an expectation that all employees will assist in supporting and reinforcing the School lunchroom policies. While using or School lunchroom please enforce the following:

- Students, teachers and staff will eat lunch together
- Students and staff say grace together at the beginning of lunch.
- No adult or student may "cut" in line
- All diners are respectful and cooperative
- Students keep noise at an acceptable inside level and observe table manners
- Students/faculty clean their places, table, and discard trash before being dismissed

## PARENT INVOLVEMENT

At St. Luke's Episcopal School our objective is to develop a relationship with parents that will allow us to work together to promote the achievement of students. The School considers parents an integral part of the success of St. Luke's students.

### Expectations for Parents:

When parents accept admission to St. Luke's, they agree to accept and support the vision, mission, and policies of the school. Parents are expected to model the St. Luke's Way in all behaviors. Because the School believes that a positive relationship between home and school is essential to the well-being and success of students, St. Luke's expects the following:

- Parents will adhere to/support school rules/school decisions
- Parents will refrain from acting in a manner that interferes with the rights of others
- Parents will treat others with respect/courtesy
- Parents will model/follow all school safety rules
- Parents will follow positive problem-solving steps in resolving school concerns
- Parents will follow the appropriate line of contact when voicing school concerns as follows:

**Teacher ⇨ Associate Head of School ⇨ Head of School**

### Name Badges:

Parents are part of the school family and are always welcome at St. Luke's. As part of our security plan, all visitors must secure a visitor's badge from the School Office to wear when on campus. Luke's when they are on campus. **All visitors to St. Luke's must be identified by the red visitor badge.**

### Classroom Visits:

Parents wishing to visit a classroom, schedule visits through the Associate Heads of School. Classroom visits are limited to forty-five minutes. Please do not drop in unexpectedly as this may pose disruption in student learning.

Teachers have been asked to give first priority to the instruction of students, and therefore will be unavailable to conference during visits. Classroom visits are not scheduled during the first and last two weeks of school and the day before/after holidays.

### Appropriate Dress:

Parents are asked to dress appropriately when in Chapel, classrooms, and at school functions. St. Luke's enforces a dress code for students and faculty and requests that our parents to be appropriate role models.

## Chapel Services:

Parents and family members of St. Luke's students are especially invited to Chapel services. The School considers community worship an integral part of the Christian culture of St. Luke's.

When attending chapel, visitors are asked to adhere to these courtesies:

- Do not bring food or drinks into the church
- Refrain from private conversations during the service
- Wear clothing appropriate to the occasion (**no shorts please**)
- Turn off cell phones and digital pagers

## Parent Council:

By virtue of your child's enrollment at St. Luke's, every parent is a member of the SLES Parent Council. Membership is open to parent's or guardians. The purpose of the Parent Council is:

- To promote the best interest of St. Luke's Episcopal School and its pupils;
- To organize/coordinate functions/activities to benefit the school;
- To raise money through planned activities for expenditures to benefit St. Luke's, its pupils and faculty including, but not limited to purchases of equipment and improvements for its buildings and grounds.

The SLES Parent Council is lead by an Executive Committee, which meets once every month. General Parent Council Membership meetings are held twice per semester. Attendance and participation at the general meetings is highly encouraged and greatly welcomed. The Parent Council offers a number of within the Parent Council community.

A sampling of these opportunities includes:

- Class/Communications Captains
- Admission Ambassadors & New Parent Liaisons
- Teacher/Enrichment/Faculty Appreciation Activities
- Book Fair
- Middle School Activities
- Auction Party
- Original Art Works
- Trade Fair
- Field Day

## ■ Auction Party

\*For more information or to volunteer, please visit the Parent Council area on the SLES website.

## RECESS/SNACK

### Recess:

Physical activity is part of the regular school day. This unstructured time provides an opportunity for physical, emotional, and social growth. Physical activity and breaks are necessary in helping children achieve focused attention and greater self-control in the classroom. Recess will be held outside on the School playground weather permitting. Recess will be held inside during inclement weather or when temperatures are not at safe levels. Recess times for each grade level are scheduled to prevent overcrowding and to afford optimal conditions for all. PK 3 and PK4 students must play on the upper playground unless no other students are on the lower playground. **If a student is unable to participate in recess, a note from parents or a physician is required. If students are unable to participate in physical education classes they will not participate in recess. Teachers must supervise students while on the playground by regularly walking through and monitoring the playground area during playtime.** Recess is part of the regular school day.

### Snack:

Snack schedules and procedures vary by grade level.

Snacks are furnished to students in grades PK3-Kindergarten. Students in grades 1-8 bring their own snacks. We ask that parents send only healthy, nutritious snacks in individual containers. Do not send beverages other than water.

## SPORTS/ATHLETICS

### Responsibilities of the St. Luke's Athlete:

Being an athlete at St. Luke's is a privilege that carries with it many responsibilities. The School expects student athletes to:

- Conduct themselves appropriately at all times
- Treat teammates and coaches with respect
- Strive for the highest moral and spiritual values
- Take pride in individual and team efforts/achievements
- Reflect a positive image at all times

### Good Sportsmanship:

Athletes at St. Luke's are representing themselves, their families, and the School. St. Luke's will not tolerate behavior that is any manner disrespectful toward other players, officials, coaches, or spectators.

St. Luke's athletes will conduct themselves in a spirit of good sportsmanship by displaying the following behavior at all times:

- Refrain from the use of profane, derogatory, or disrespectful language
- Refrain from displays of anger
- Demonstrate support and respect for officials at all times

### **Responsibilities of the Spectators:**

St. Luke's Episcopal School expects all adults in the St. Luke's community to act as role models for the students. St. Luke's will not tolerate disrespectful behavior toward players, officials, coaches, or spectators.

St. Luke's will not permit any type of behavior from spectators that distracts from the proper conduct of the game or causes any disadvantage to a player or team. Unacceptable spectator behavior displayed during a game and/or practice will result in removal from the event.

### **Requirements/Rules for Participation in Athletics:**

Student athletes at St. Luke's are expected to comply with the following requirements and rules:

- Supply the results of a current physical examination
- Refrain from wearing jewelry to games and athletic contests
- Take possession of a team uniform from the school when the roster of athletes has been finalized
- Demonstrate good stewardship of all equipment
- Assume financial responsibility for damaged or lost uniforms or equipment
- Be present/on time for practices/competitions
- Inform coaches well in advance of a practice or competition if he/she will be late or absent
- Refrain from use of coaches' offices, telephones, and equipment storage facilities unless given prior permission for use by coaches
- Understand that practices are mandatory for participation in contests

### **Playing Time:**

In competitive athletics, we know that giving each athlete playing time and remaining competitive as a team is often difficult. Playing time is based on performance and the "Three A's of St. Luke's Athletics":

- **A**ttendance at all practices and games
- **A**ttitude that is positive and coachable

- All-out-effort with hustle and ability to execute

Exceptions to the “Three A’s” include;

- Transition of skills from practices to real games
- Attending every practice does not guarantee playing time. Players must also demonstrate a good work ethic in practice and competition.
- Certain sports may use player rotation requiring a limited number of students.

**All playing time decisions required to keep the teams competitive are at the discretion of the coach.**

### **Student Supervision Before/After Practice:**

Athletic practice times are from 3:30-5:00 p.m. and from 5:00-6:30 p.m. Middle School Study Hall is available free of charge to athletes whose practice begins at 5:00 p.m. They must report to Middle School Study Hall by 3:40 p.m. and will be released for practice at 4:50 p.m. If athletes participating in the 3:30-5:00 p.m. practices are not picked up by 5:15, they will be escorted to After School Care/Middle School Study Hall for which an after school care charge will be incurred.

### **Away Game Procedures:**

Athletes will be transported by the coaches to the away games. For games played away from campus, athletes will take their backpacks, jerseys, and water bottles to the games. When athletes are delivered back to St. Luke’s after games, parents will pick the students up in the south (church side) parking lot. **It is imperative that parents be on time for pick up.**

### **Transportation:**

The Athletic Director arranges for bus transportation to all games played off campus. St. Luke’s coaches who hold commercial driver’s licenses will transport students on St. Luke’s school buses. If parents wish to take students home from games in their private automobiles, they must inform the coaches before the games. Students **will not** be allowed to remain at an off campus location to wait for pick up by a parent.

### **Inclement Weather:**

In the event of inclement weather, athletic practices/competitions may be cancelled. Whenever possible, decisions to cancel athletic competitions are made by 1:00 p.m. on the day of the game and parents are notified.

### **Athletic Communications and Schedules:**

Athletic information, schedules, and results of competitions are posted on the St. Luke’s website. The Athletic Calendar serves as the primary vehicle of communication between the athletic staff and parents. The Athletic Calendar will reflect the most current information regarding practices, game schedules, etc. If your child is participating in athletics check the Athletic Calendar for continually updated information.

### **Communication with Coaches:**

Coaches are instructed to return phone calls, emails, and other messages within twenty-four hours. Parents are asked to contact the coaches of the teams directly, rather than the Athletic Director with daily messages such as absences, early pick-up times, etc.

### **Injuries/Medical Emergencies:**

In the event of an injury, parents will be called to take their student to a medical facility. If the parents cannot be reached, the coach will contact other authorized persons on the health form or will have the student transported to the nearest emergency facility. *See attached Athletic Handbook for additional information.*

## **STANDARDIZED TESTING**

Standardized tests are given to students in grades K-8. The purpose for administering the tests is to offer another barometer for measuring individual aptitude and achievement of students. Through an understanding of what the tests are attempting to measure and what an individual score reflects, parents and teachers can better support student achievement. The Stanford 10 Achievement Test and Otis-Lennon School Ability (OLSAT) tests will be given to students in grades 1-8. Students in grades K will take the Stanford Early School Achievement Test (SESAT) only.

All tests will be administered in the spring of the school year, and results will be mailed. The scores on standardized tests become a part of each student's cumulative record. Parents are encouraged to set an appointment with the Associate Head of School to discuss test scores.

## **STUDENT GRADUATION REQUIREMENTS**

A student graduating from Chris Jones Middle School of St. Luke's Episcopal School will have met the following requirements:

- Four years of English, mathematics, science, social studies, and six semesters of physical education
- Three years of Latin or Spanish
- One semester of technology application
- Choice of electives in art, music, technology, foreign language, or mathematics

### **Community Service**

As part of St. Luke's commitment to a well-rounded education, students at the Chris Jones Middle School of St. Luke's Episcopal School are required to perform a minimum of 50 hours of community service work by their eighth grade graduation. The purpose of this requirement is to develop a sense of responsibility and outreach to the community. The community service hours of graduates should meet the needs of the School, Church, and the greater community.

## SLES CARPOOL

### GUIDING PRINCIPLES

- The safety of our community is of utmost importance.
- Being a good neighbor to nearby residents is demonstrating “The St. Luke’s Way”.
- The north parking lot (retaining wall side) is striped into three separate “holding lanes” (referred to as the "three-lane entrance") to facilitate a smooth carpool process as cars are entering into the main carpool lane.
- Any inconvenience on the part of a parent/caregiver caused by parking in the south lot (Olmos Basin side) to escort a child is far outweighed by potential injury or accident to any member of the community.

### MORNING (7:00-8:00 am)

- Because students arrive at such varying times in the morning, the three-lane entrance into the main carpool lane on the north side (retaining wall side) is not necessary. A one-lane entrance is sufficient.
- If you wish to park and escort your child into the building, park in the south parking lot (Olmos Basin side). Do not park in the north parking lot near the three-lane entrance lanes nor the main carpool lane. It is dangerous for you and your children to be crossing the main carpool line to enter the building.
- Never drop your child on the south side of the building (Olmos Basin side). That area is NOT attended and you are putting your child in danger by doing so.

### MID-DAY (11:45 am)

- Because the number of students being picked up is small, the three-lane entrance into the main carpool lane on the north side (retaining wall side) is not necessary. A one-lane entrance is sufficient.
- If you wish to park and escort your child from the building, park in the south parking lot (Olmos Basin side). Do not park in the north parking lot near the main carpool lane.

## AFTERNOON (3:15 pm)

- Please place name placard visibly on dashboard or visor.
- Cars enter the north parking lot and, if space allows, enter the **main** carpool lane.
- Once the main carpool lane is full, cars enter one (1) of the three (3) separate, striped entrance lanes.
- As the main carpool line begins moving forward, the 1<sup>st</sup> car in entrance Lane 1 enters the carpool lane. Then the 1<sup>st</sup> car in entrance Lane 2 enters, and then the 1<sup>st</sup> car in entrance Lane 3 enters. After the car in entrance Lane 3 enters, the process starts over with the next car in entrance Lane 1. Enter the main carpool lane in order.
- If you wish to park and escort your child from the building, park in the south parking lot (Olmos Basin side) and walk up to carpool via the church building (either inside through the sanctuary narthex or outside around the Columbarium on the east side of the sanctuary). DO NOT PARK ON ST. LUKE'S LANE.
  - o The cars parked along St. Luke's Lane create dangerous congestion for the carpool process and pose a tremendous threat to the safety of the pedestrians walking to and from their cars in this area. There is NOT enough room on St. Luke's lane for cars to park on both sides of the street AND accommodate cars exiting the carpool line.
  - o We must be good neighbors by not creating unnecessary congestion.

## OTHER

- Never park in the main carpool lane at any time of day. There may not be traffic when you arrive, but it's guaranteed that if you park in the narrowest part of the lane, three cars will promptly show up and get stuck behind you.
- Communicate these guidelines with anyone picking up your child (ex. grandparents, babysitters, etc.)



**ST. LUKE'S**  
**EPISCOPAL SCHOOL**  
SCHOLARSHIP. CITIZENSHIP. LEADERSHIP.

# ATHLETIC HANDBOOK

## 2010-2011

# Athletic Program Profile

Mascot – Tigers and Lady Tigers

Colors – Red, White and Navy

League – ISAL – Independent Schools Athletic League,

Grades 5-8th

STFC – South Texas Football Conference,

Grades 6-8th

Sports - Cross-Country, Soccer, Football, Volleyball,

Basketball, Track, Softball, Baseball, Golf,

Tennis



# **Athletic Program**

## **Purpose**

The St. Luke's Athletic Department exists to help fulfill the mission of the school: St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others.

## **Philosophy**

St. Luke's athletics helps to fulfill the mission of the school by teaching the St. Luke's Way of competing and the Christian way of life as expressed through character, commitment and community.

St. Luke's Athletic Department acknowledges the following order of priorities in our school:

1. God
2. Family
3. Academics
4. Athletics

## **Goals**

The goal of the athletic program is to support students in their physical and social development. Students will learn the fundamentals of their chosen sports, as well as the importance of commitment, perseverance, sportsmanship and teamwork.

It is our desire that our athletic community – coaches, players and parents – participate in such a way that honors God and conveys a positive witness to those around us. We will be modest in victory and gracious in defeat. Winning on the scoreboard should be one of our goals, but losing can many times present beneficial learning opportunities.

## Team Level Philosophy

In 5<sup>th</sup> and 6<sup>th</sup> grade we encourage participation and experimentation to establish a love for the game. The fundamentals of the game will be strongly emphasized. Try-outs are for the purpose of team placement based on skill and ability. **Cuts are highly discouraged but permissible if based on facility or resource issues. Coaches will do their best to provide equal playing time.** 5<sup>th</sup> and 6<sup>th</sup> grade athletics will work to develop skills and techniques as well as introduce the concept and critical need of “teamwork”. And finally, athletics at this stage provides first time excitement or wearing St. Luke’s school colors in sports.

In 7<sup>th</sup> 8<sup>th</sup> grade we strive to further a love for the game, and to continue to develop fundamental skills that help the athlete begin to understand and execute a more advanced level of strategies and schemes. At this level of play we become more competitive and manage our rosters as such to give our team the best opportunity to win. Try-outs are for the purpose of team placement based on skill and ability. Playing time is at the discretion of the coach.

Creation and size of teams is determined by many factors including but not limited to the number of participants interested in a sport, facility availability, safety and coaching resources. Whatever we do we want to do it well. Decisions will be made on a season-by-season, team-by-team basis if we cannot provide a healthy experience for all parties involved.

## General Policies

### Sportsmanship

During home contests, we serve as hosts to the visiting team, its students and spectators. They are our guests, and they should be treated accordingly. At away contests, we are expected to act as invited guests. We will treat the home school’s personnel and facilities with care and respect.

Sportsmanship is the responsibility of parents, coaches, students and spectators. Everyone who participates in, represents or supports the St. Luke’s athletic program should treat opponents, officials and spectators with respect, recognizing that their actions reflect on the school.

Remember, players play the game; coaches coach the game...no official has ever “lost” a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect and we will accept absolutely and without quarrel the final decision of any official.

Any member of the St. Luke’s community who is a participant or spectator at an event, who uses profanity, engages in inappropriate behaviors such as fighting or similar conduct will be dismissed from the event and is subject to disciplinary action by the school.

## **Scheduling**

The athletic department does its best to schedule games and practices well in advance of the season. Because we cannot control league changes or changes made by an opponent when we travel to their home court/field, changes to schedules will inevitably occur.

Practice and game schedules are posted on the website under the athletic calendar. You can also access the ISAL website to view scores and schedules as well. That website address is [www.isalsports.com](http://www.isalsports.com). The website for our football league is [www.southtexasfc.com](http://www.southtexasfc.com).

In the event of inclement weather, practices or competitions may be canceled. Whenever possible, decisions to cancel will be made by 1:00 p.m. on the relevant day and will be posted on the website. Parents will be notified via phone and or email.

## **Away Game Transportation**

The athletic director arranges for bus transportation to all games played off campus. St. Luke’s coaches who hold commercial driver’s licenses will transport students on St Luke’s school buses. If parents wish to take students home from games, they should inform the coaches before the game that they will be picking up their child. Students will not be allowed to remain at an off-campus location to wait for pick up by a parent.

Students will change into their game uniforms at school before boarding the bus. They should take their backpacks with them. When athletes return to St. Luke’s on the bus, parents may pick up their students in the south parking lot. Students will be allowed to call their parents upon their arrival to the school. A cell phone will be available.

## **Requirements for Participation**

Each St. Luke's student-athlete desiring to participate in athletics must have the following completed and signed documents on file in the athletic office before the first day of participation in any given sport:

- \*Acknowledgement of Athletic Handbook
- \*Physical Examination
- \*Individual Sport Release/payment form, along with payment

All of the aforementioned documents can be found in hard copy in the athletics office.

## **Student-Athletes**

### **Academic Requirements**

A 5<sup>th</sup>-8<sup>th</sup> grade student whose grades are not passing will not be allowed to participate until their grades have been brought up to passing. The teachers and coaches will be communicating weekly.

### **Participation**

Student-athletes must attend at least 3 consecutive academic periods the day of a practice or game in order to play. The only exception to this rule is if the absence is caused due to a school event (field trip, school visit). Parents and students need to recognize that absences from practices will hinder skill development and physical conditioning as well as jeopardize team unity.

When a family event causes the student to be absent from a practice or game, the situation should be communicated to the coach at the earliest possible moment, preferably at the

beginning of the season and not the same day of the conflict (this does not include family emergencies which are beyond ones control).

### **Time Commitments**

Fifth and Sixth grade - three day a week commitment with two practices and one game or two games and one practice. Team related events held on a Sunday would be held to a minimum. Length of practice will be at coach's discretion. No teams will have mandatory practices over school holidays.

Seventh and Eighth grade – four day a week commitment with two practices and two games or three practices and one game. Team related events held on a Sunday would be held to a minimum. Length of practice will be at coach's discretion. No teams will have mandatory practices over school holidays.

### **Athletic Uniform**

Student-athletes are issued team uniforms and are expected to take great care of the uniforms. If a student-athlete is missing a uniform or uniform-piece the day of a game, another uniform will not be issued. If a uniform is lost and cannot be found, another uniform will be issued out (if available) once the lost uniform has been paid for in full. The replacement cost of each uniform piece (top, or bottom) is \$75.00. The total replacement for a top and bottom would be \$150.00

All uniforms must be turned in at the end of the season.

### **Parents**

Without a doubt, parents are the most influential models for young athletes. From a parent's conduct to the place sports play in the family order of life, priorities, parents make the biggest impact on a young person's athletic experience. The athletic department needs parents to come alongside all sport's teams to serve in one or more of a variety of volunteer positions throughout the year. Team moms/dads, admissions, concessions and chaperones are just a few of the opportunities that provide much needed help and good community time between parents. Serving the athletic department also sets a good example for our student-athlete.

## **Presence at games and practices**

The coach's classroom is the court or field, usually with undefined walls, making it easy for parents to naturally move close to the action. Parents should be interested, supportive observers from a distance. The coach needs room to be able to instruct and the player to perform without distraction from the stands. Distraction only yields poor results. Cheer them on, yes! Coach or yell at them, no!

Practices and tryouts, which are considered valuable instructional and evaluation time, are closed to all non-team or program personnel, unless previously approved by the Head Coach.

## **Perspective – Why Kids Play the Game**

Most young people participate in sports for the following reasons: to have fun, to develop that natural desire to play, to make new friends or be with their friends, to be part of a team, and to compete. "To win" or "to be a champion" is often not at the top of the list. Athletes must hear from parents and coaches that it is the process of competing that counts. Too much emphasis on winning and losing puts the value of sports out of context.

## **Coach as a Leader**

Each coach is prayerfully and thoughtfully considered, recruited, interviewed and hired and therefore has the authority over our children in each given sport. Parents and student-athletes must trust that coaches try to make the best decisions for the team as well as the individuals that make up the team. Coaches are with the team on a daily basis in practice and in competition, evaluating character and performance, and therefore will make judgment decisions based on what they feel is in the best interest of the team. Playing time, players' positions, and strategy should be left to the discretion of the coach. Parents should help their child understand that being a team member means accepting the coach's decisions even when he or she does not agree with them.

## **Coaches**

Successful athletic programs start with quality coaches. We believe coaches are one of the most significant components to the athletic program and therefore see to hire Christian role models who are committed to fulfilling the mission of the school, desire to disciple our student-athletes and serve their families, who are knowledgeable in their sport.

School athletics are an integral part of each student's overall education and development and coaches shall assist each student toward developing his or her full potential. Mentoring, development, care and safety of our athletes are the most important responsibilities of our coaches.

### **Time Commitments**

Coaches are expected to attend all scheduled events (practices and games). Coaches should arrive to practices and games early enough to set up equipment and the facility, and to greet their team. Coaches should not leave the facility of a game or event until all student-athletes have left the premises, or have made prior arrangements with parents.

Off-Season practices are not mandatory practices. A student should not be asked by a coach to come to an off-season practice if that student-athlete is participating in another sport. Off-Season practices should be held to a minimum.

### **Communication**

Coaches must communicate with student-athletes and parents on a regular basis. Coaches must communicate to parents at the start of the season the expected commitment to the team and the anticipated practice and game schedule.

All practices and games will be placed on the school website Athletic Calendar.

## Sports Offerings

The following sports are offered at St. Luke's Episcopal School. Coaches, season dates and start and stop dates are also included.

**Volleyball** - A team coach, Robin Davenport

B team coach, Jenna Uzzell

Grades – 5<sup>th</sup> – 8<sup>th</sup> Girls

Season – August 18, 2010 – October 31, 2010

**Cross-Country** - Coach, Scott Dow

Grades – 5<sup>th</sup> – 8<sup>th</sup> Boys/Girls

Season – August 24, 2010 – October 23, 2010

**Soccer** – Coach Steve Muniz

Grades – 5<sup>th</sup> – 8<sup>th</sup> Boys/girls

Season – August 18, 2010 – October 31, 2010

**Six-Man Football** – Coach, Steve Bradley

Grades – 6<sup>th</sup> – 8<sup>th</sup> Boys

Season – August 16, 2010 – October 30, 2010

**Basketball** – A team boys/girls coach, Art Rangel

B team girl's coach –

Season - November 1, 2010 – January 29, 2011

**6<sup>th</sup> grade league basketball** – boys coach, Art Rangel

Girl's coach,

Season – November 13, 2010 – February 5, 2010

**Track** – Coaches - Scott Dow, Steve Muniz

Grades – 5<sup>th</sup> – 8<sup>th</sup> Boys/Girls

Season – February 14, 2011 – April 26, 2011

**Softball** – Coach, Al Zgardowski

Grades – 5<sup>th</sup> – 8<sup>th</sup>

Season – February 14, 2011 – April 30, 2011

**Baseball** – Coach, Gonzalo Gonzales

Grades – 5<sup>th</sup> – 8<sup>th</sup>

Season – February 14, 2011 – April 30, 2011

**Golf** – Coach

Grades – 5<sup>th</sup> – 8<sup>th</sup> Boys/Girls

Season – February 21, 2011 – April 30, 2011

**Tennis** – Coach, John Newman

Grades – 5<sup>th</sup>-8<sup>th</sup> Boys/Girls

Season – February 14, 2011 – April 30, 2011

2010-2011

PARENT & STUDENT ACKNOWLEDEMENT

I have received, read and understand the Athletic Handbook for the 2010-2011 school year and I agree to abide by its rules and regulations.

Please PRINT:

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Grade

Please SIGN:

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

If you have more than one student participating in athletics, please pick up an extra form. These are available in the athletic office.