

*Updated August 2022*

\* Policies in the SLES Reopening Plan, Return to Campus Update, and COVID-19 Response Plan override related sections of this handbook



St. Luke's Episcopal School Community Handbook

***School administration reserves the right to amend and/or add policies to this document throughout the school year. In the event that a policy is adopted or changed, families will be appropriately notified before said policy takes effect.***

## TABLE OF CONTENTS

<b>ABOUT US</b>	<b>5</b>
CONTACT INFORMATION	5
PURPOSE OF THIS HANDBOOK	6
MISSION STATEMENT	6
THE ST. LUKE’S WAY	6
NON-DISCRIMINATORY POLICY	6
DIVERSITY AND EQUITY STATEMENT	6
HONOR CODE	7
<b>ACADEMICS</b>	<b>7</b>
REGULAR DAILY SCHEDULE	7
EARLY ARRIVAL	7
MORNING TUTORIAL AND OFFICE HOURS	7
LATE AFTERNOON	7
ATTENDANCE	8
ABSENCE FROM SCHOOL	8
GRADING AND EVALUATION	9
GRADUATION REQUIREMENTS	10
ASSESSMENT POLICY	10
HOMEWORK	10
GRADE REPORTS	13
ACADEMIC INTEGRITY AND WRITING	13
PROCEDURES FOR ADDRESSING SEMESTER FAILURES	13
PROMOTION AND RETENTION	14
STANDARDIZED ASSESSMENT	15
RECORD REQUESTS	15
SERVICE LEARNING	15
LEARNING DIFFERENCES AND DISABILITIES	15
TUTORING	17
<b>COMMUNITY LIFE</b>	<b>17</b>
ADVISORY (MIDDLE LEVEL)	17
ATHLETICS	17
BIRTHDAYS	17
CARPOOL	18
CELL PHONES/SMARTWATCHES	18
CHAPEL SERVICES	18

CO-CURRICULAR ACTIVITIES AND CLUBS	18
DANCES	18
DECLAMATIONS AND CHAPEL TALKS	19
DRESS CODE	19
HIGH SCHOOL PLACEMENT	20
LOCKERS	20
INSPECTION POLICY	20
LOST AND FOUND	21
LUNCH	21
OUTDOOR SCHOOL	21
SCHOOL CLOSING DUE TO INCLEMENT WEATHER	21
SNACKS	21
STUDENT VOICE	22
TECHNOLOGY	22
SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES	24
PHOTOS, IMAGES AND RECORDING	25
PROHIBITION ON RECORDING AND SHARING INFORMATION	26
POLITICAL DISCOURSE ON CAMPUS	26
VISITORS	26
<b>PARENT COMMITMENT</b>	<b>27</b>
ADHERENCE TO SCHOOL RULES	27
CAR SAFETY	27
CHANGE OF CONTACT INFORMATION	27
CHARITABLE GIVING	28
CONFIDENTIALITY	28
CUSTODY STATEMENT	28
GUIDANCE COUNSELORS	29
FINANCIAL OBLIGATIONS	29
FUNDRAISING FOR OTHER ORGANIZATIONS	29
PETS	29
TOILET TRAINING	30
<b>COMMUNICATION IN THE SCHOOL</b>	<b>30</b>
CONFERENCES	30
PARENT/TEACHER/SCHOOL COMMUNICATION	30
RENWEB	30
ROLES OF PARENTS, ADMINISTRATORS, AND THE BOARD	30

TEACHER REQUESTS	30
ROLES OF TEACHERS AND ADVISORS (MIDDLE LEVEL)	30
<b>DISCIPLINE</b>	<b>33</b>
GUIDING PRINCIPLES	33
HARASSMENT/BULLYING	33
CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES	35
STUDENT/ADULT INTERACTION AND COMMUNICATION	35
CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS	36
HAZING	37
WEAPONS	37
THREATS	37
ON AND OFF-CAMPUS BEHAVIOR	38
GENERAL CONDUCT	39
STUDENT CONDUCT	39
INVESTIGATIONS	39
INTELLECTUAL PROPERTY	39
LANGUAGE	40
REPORTING RACISM OR BIAS	40
USE OF SURVEILLANCE EQUIPMENT	40
SERIOUS OFFENSES	41
SMOKING/VAPING/TOBACCO PRODUCTS	41
<b>HEALTH AND WELLNESS</b>	<b>41</b>
CLINIC & MEDICATIONS	41
IMMUNIZATION	43
EFFECTIVE JUNE 1, 2020	43
STATEMENT FROM THE TEXAS ATTORNEY GENERAL	43
ACCIDENTS	43
HEALTH INFORMATION SHARING	44
STUDENT ILLNESS AND COMMUNICABLE DISEASES	44
<b>ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK</b>	<b>46</b>

## ABOUT US

### CONTACT INFORMATION

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## PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and or amend the content of this Handbook at any time during the year.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Head of School.

If you have any questions about the Handbook or any of its policies, please contact the appropriate school personnel.

## MISSION STATEMENT

St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others.

## THE ST. LUKE'S WAY

As members of a Christian community, our conduct is guided by love and respect for God, our school, our neighbors, and ourselves. We demonstrate the St. Luke's Way through behavior that is courteous and cooperative.

## NON-DISCRIMINATORY POLICY

St. Luke's Episcopal School admits students regardless of race, color, national, and ethnic origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## DIVERSITY AND EQUITY STATEMENT

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

employment, or otherwise because of race, color, religion, national origin, disability, gender, sexual orientation, or age in violation of existing state or federal law or regulations.

#### HONOR CODE

As a member of the St. Luke’s Episcopal School community, I will be trustworthy, respectful, and honest. I will not lie, cheat, or steal, nor will I tolerate those who do.

#### ACADEMICS

##### REGULAR DAILY SCHEDULE

7:30 a.m.	Morning carpool opens in the north and south driveway
7:40-7:55	Morning tutorials available for 5th-8th grades
7:50 a.m.	Early Care students dismissed to classrooms
8:00 a.m.	School officially begins
8:05 a.m.	Chapel service for 1st-8th grades
8:30 a.m.	Chapel service for PK3-Kindergarten
12:30 p.m.	PK3-PK4 dismissal (Early Childhood After School Care begins)
3:15 p.m.	End of school day for K-4th. Carpool in north parking lot (After School Care available until 6:00 p.m.)
3:30 p.m.	End of school day for 5th-8th. Carpool in south parking lot (After School Care available until 6:00 p.m.)

\*Special schedules may be used during special events or on early dismissal days.

##### EARLY ARRIVAL

Supervision is provided before school from 7:30 a.m. to 7:50 a.m. on the SLES campus. If students arrive prior to 7:30 a.m., a parent or guardian must remain with them until the building is officially opened and appropriate supervision is in place on campus.

##### MORNING TUTORIAL AND OFFICE HOURS

Each morning, Middle Level students will have the option (not required) to attend a morning tutorial with teachers from 7:40 a.m. - 7:55 a.m. Students may use this time to meet with teachers to solicit additional support, review assignments, ask questions, or complete work. This time is intentionally reserved for students who want to conference with a teacher or desire a quiet place to work in the morning. Morning tutorial will replace after school office hours. However, after school office hours with a teacher are available by appointment only. Students who arrive before 7:50 a.m., but choose not to attend morning tutorials/office hours will be directed to their advisory classrooms. Teachers may request or expect student attendance at these sessions.

##### LATE AFTERNOON

If a parent is picking up their child after carpool has concluded, we ask that the parent park their car in the lot near the Jones Lobby (north parking lot). Upon parent/guardian arrival in the Jones Lobby, office personnel will call tutorial rooms or After School Care to inform students that their ride has arrived.

Students not picked up within 15 minutes from their dismissal time will move to After School Care. Charges will apply.

Students participating in After School Care may engage in one of three activities: work on school assignments, read books quietly, or relax quietly. Expectations for students using this space are as follows:

- All students attending must sign in and out on the provided sign-in sheet.
- Students may not go into any other rooms.
- All trash and recycling must be placed in the appropriate containers.
- Students must check out with the receptionist at the front desk before leaving.

Students who fail to meet these expectations will face disciplinary actions.

#### ATTENDANCE

Regular attendance at school is essential to the progress of our students. In an effort to ensure your child's fullest academic progress--and in keeping with the state of Texas' school attendance policy--student absences may not exceed 10 days per semester. Exceeding this limit may result in a loss of credit, probationary reenrollment, ineligibility for re-enrollment, or ineligibility to participate in extra curricular activities. In the event that a student misses 10 days of school, parents will be contacted to arrange a conference.

The timely arrival of students in the morning is similarly important. Students not present by 8:00 a.m. will be counted tardy.

#### ABSENCE FROM SCHOOL

In the event of an unplanned absence, we ask that parents notify the school no later than 8:00 a.m. Parents may call the office at 210-826-0664 or send an email to Linda Barron at [lbarron@sles-sa.org](mailto:lbarron@sles-sa.org).

St. Luke's students are expected to be at school for all scheduled school days. Please check the [school calendar](#) on our website when scheduling vacations or other events that may cause your child to be absent.

Students who are absent for a full day (or for more than 2.5 hours on any given day) may not be eligible to participate in co-curricular or extracurricular school events. This includes sports, clubs, dances, and other community activities.

St. Luke's does not differentiate between "excused" and "unexcused" absences or tardies. If a child's attendance or punctuality becomes a cause for concern (see above section), school administration will contact the parents to schedule a meeting.

#### **Anticipated Absences**

Parents who know that their child(ren) will miss school because of family trips, athletic events and/or religious holidays should notify teachers in advance. St. Luke's does not provide advance instructional materials to students who will be absent. Faculty will provide appropriate support to students who miss school, but they are not responsible for gaps in learning that may occur during elective extended absences.

#### **Makeup Work**

Students are required to make up all schoolwork missed due to an absence. As a general guideline, students will have the same number of days to complete the makeup work as the number of school days missed, plus one day. For example, a student who misses a Monday and Tuesday will have Wednesday, Thursday, and Friday to complete the missed work and will be expected to turn in all assignments by the start of class on Monday morning of the following week. Absences during projects or longer-term assignments may not extend due dates or assessment timing.

Parents or students should email teachers directly to request makeup work. Teachers will email related notes and handouts, or provide instructions for gathering required material if requests are made in a timely



manner. Teachers will also be available during normal school and after school hours to work with students who may have missed school.

## GRADING AND EVALUATION

### Early Childhood

PK3 & PK4 students will be assessed at the end of the first and second semester using the following system:

Homeroom Codes:

- B Beginning skills or knowledge
- U Unsatisfactory proficiency in skills or knowledge
- D Developing proficiency in skills or knowledge
- S Secure in proficiency in skills or knowledge
- NI Skills not introduced during this assessment period

Citizenship, Enrichment (P.E., Bible, Spanish) & Visual Performing Arts (Art, Music) Codes:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Kindergarten students will be assessed each nine weeks using the following system:

Homeroom Codes:

- B Beginning skills or knowledge
- U Unsatisfactory proficiency in skills or knowledge
- D Developing proficiency in skills or knowledge
- S Secure in proficiency in skills or knowledge
- NI Skills not introduced during this assessment period

Citizenship, Enrichment (P.E., Bible, Spanish) & Visual Performing Arts (Art, Music) Codes:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

### Elementary Level

First through fourth grades will be assessed each nine weeks using the following system:

Academic / Core classes

- A 90-100 (Performing Above Expectations)
- B 80-89 (Meeting Expectations)
- C 70-79 (Meeting Expectations with Support)
- F 69 and below (Performing Below Expectations)

Citizenship, Enrichment (P.E., Bible, Spanish) & Visual Performing Arts (Art, Music, Theatre) Codes:

- E Excellent/ Exemplar / Exceeding Expectations
- S Satisfactory/ Successful / Meeting Expectations
- P Progressing / Meeting Expectations with Minimal Support
- N Needs Improvement / Meeting Expectations with Consistent Support

U Not Meeting Expectations / Unsatisfactory

## Middle Level

Fifth through eighth grade students will be assessed each nine weeks with a numeric grade for each core subject:

A	90-100
B	80-89
C	70-79
F	69 and below

Citizenship, P.E., Bible, Electives, Study Skills & Visual Performing Arts (Art, Music, Theatre) Codes:

E	Excellent/Exemplary
S	Satisfactory/Successful
P	Progressing
N	Needs Improvement
U	Unsatisfactory

Middle level student GPA calculations are based on 5<sup>th</sup>-8<sup>th</sup> grade semester averages in math, science, English, and history as well as foreign language averages in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. PE and elective grades are shown on report cards but are not used in this calculation.

## GRADUATION REQUIREMENTS

To graduate from St. Luke's Episcopal School, a student must complete all prescribed courses prior to the start of 5<sup>th</sup> grade, and must meet the following requirements by the end of their 8<sup>th</sup> grade year:

- Four years of English, mathematics, science, and history
- Four years of physical education
- Two complete years of Latin and Spanish
- Service to St. Luke's and other local causes and communities as programmed and required by the school

## ASSESSMENT POLICY

All core academic classes (math, science, English, history, and foreign language) will provide students with ample opportunity to display progress through major assignments in each marking period. Teachers will provide students appropriate notice when scheduling a test. No student will be asked to complete more than two major assessments (tests, major essays, projects) on a given day. Quizzes and honors option assignments are not included in this rule.

## HOMEWORK

Homework is an opportunity for students to develop personal responsibility and autonomy and to reinforce skills being developed in the classroom. Our homework expectations align with the recommendations from the National Education Association, National Parent-Teacher Association, and other best practices:

- 1<sup>st</sup> grade: 10 minutes
- 2<sup>nd</sup> grade: 20 minutes

- 3<sup>rd</sup> grade: 30 minutes
- 4<sup>th</sup> grade: 40-50 minutes
- 5<sup>th</sup> grade: 40-50 minutes
- 6<sup>th</sup> grade: 60-70 minutes
- 7<sup>th</sup> grade: 60-80 minutes
- 8<sup>th</sup> grade: 60-90 minutes

These numbers are general benchmarks; some students will require more time, and others less than this targeted amount. Parents should keep teachers informed of any observations/concerns regarding their child(ren)'s homework completion.

In addition to assigned homework, students are expected to read every night. St. Luke's faculty will assist in selecting books and/or other reading materials for their students.

Students should expect to have practice work in most or all subject areas on a regular basis. Student homework assignments are designed to advance student learning and are not used as an opportunity to assess mastery.

Homework for preparation includes studying for tests, reading in advance of a class, researching for projects or papers, or practicing for events like declamation or chapel talks. Teachers do take this kind of work into account, but it is difficult to determine how much time an individual student should spend on preparation work. The answer to the question, "How much should my child study?" is a function of how well your child knows the material in advance of a study session and how efficient he/she is at reading, writing, and/or working on the computer. Teachers are aware that our students lead busy lives, but how an individual student (along with his or her family) allocates time to study is a matter of both ability and preference. For example, some students study for a test over a three to five day period of time (a practice we highly recommend) while other students do the majority of their studying the evening before an assessment (not recommended).

Homework entailing reading and/or other media consumption comprises the final type of homework. For reading assignments that will be discussed in class, our teachers consider the material and factor estimated reading times into homework load.

### **Elementary Level Homework**

Homework at the elementary level is an opportunity for practice and reinforcement of previously introduced concepts. Regular homework helps students develop positive study skills and competent time management practices. Moreover, this is a pivotal time for parents to set expectations for their child(ren) about the study environment in which homework is completed. Parents of elementary students should know what is going on with their child(ren)'s homework and should communicate with teachers about challenges encountered during homework completion.

### **Middle Level Homework**

Homework for middle level students becomes more substantive and is designed to help students progress towards topic mastery. Teachers may request a student's presence during tutorial if the teacher identifies knowledge gaps that could make homework completion overly challenging. Early in the middle level years (5<sup>th</sup> and 6<sup>th</sup> grades), parents should know what is going on in their students' homework and should encourage students to seek out teacher assistance when needed. In 7<sup>th</sup> and 8<sup>th</sup> grades, we prepare learners for the increased independence required for high school, therefore, middle level parents of these grades should be less involved in helping their students with homework.

### **Homework Responsibilities of Parents**

Homework provides opportunities for practice and preparation. Timely and successful completion of this work is a part of each student's evaluation process. Thus, parents should not "re-teach" material to their child(ren). The best thing that a parent can do when a child experiences a pattern of difficulty with his/her homework is to communicate with the teacher.

Parents should help their children structure their homework environment and time allocation responsibly, but St. Luke's does not recommend that parents provide much assistance with the work itself. Encountering some struggle with homework is normal and is an important aspect of the learning process. Students benefit from persisting through more challenging topics as they work toward mastery. St. Luke's strongly recommends that homework be completed in a space with minimal visual or auditory distraction so that the child can focus on the work in front of him or her.

As partners in the education of our students, we welcome feedback from parents about their children's homework experience. If parents have any questions or concerns about homework, they should first communicate directly with the teacher.

### **Homework Responsibilities of Students**

Students are ultimately responsible for the completion of homework assignments. We understand that circumstances occasionally prevent homework completion and simply ask that students (or parents of our younger learners) send a note or email to the teacher when these situations arise. If a teacher begins to notice a pattern of failure to complete homework, he or she will communicate with the student and parent about these concerns.

### **Homework Responsibilities of Teachers**

St. Luke's teachers are responsible for estimating the length of time that a given homework assignment should take. There will be days when the homework load is higher than the benchmark, and there will be days when the load is lower. This fluctuation is to be expected and teachers will make efforts to keep the variation within reasonable limits.

Teachers are also responsible for clearly communicating homework assignments and due dates. This will look different in a 2<sup>nd</sup> grade classroom than in a middle level classroom. Regardless, parents and students have the ability to reference homework assignments on a daily basis via ParentsWeb. Mistakes or miscommunications on the part of the teacher will not result in penalties for students.

Teachers are responsible for noting patterns of unsatisfactory homework completion. If such a situation arises, a teacher will reach out to the parent and/or advisor to assist the student in making adjustments to his or her homework practices.

### **Late Homework**

#### *Middle Level*

The middle levels have grade-specific policies for late homework. Homework is considered late if it is incomplete or not turned in at the time designated by the teacher.

- 5<sup>th</sup> grade:
  - Maximum credit for late work is 70%.
  - Work not submitted within 48 hours of the assigned time will be counted as a zero.
- 6<sup>th</sup> grade:
  - Maximum credit for late work is 60%.
  - Work not submitted within 24 hours of the assigned time will be counted as a zero.
- 7<sup>th</sup> and 8<sup>th</sup> grades:

- o Maximum credit for late work is 50%.
- o Work not submitted within 24 hours of the assigned time will be counted as a zero.

Types of work that count as homework and count toward homework time benchmarks:

- Homework for practice and/or preparation
- Reading homework in preparation for a class activity

Types of work that might be completed at home but *do not* count toward homework time benchmarks:

- Research
- Long-term reading assignments
- Work toward completion of projects or papers

## GRADE REPORTS

Course gradebooks are available to parents and students via RenWeb on our website. Grades are updated in the timeliest manner possible. Report cards are available at the end of each quarter through the ParentsWeb portal. Official school grade records only display semester and year long averages.

## ACADEMIC INTEGRITY AND WRITING

All writing submitted by a student must be original. While students may use outside resources and appropriately paraphrase or quote the work of published authors, proper credit must be given. Failure to do so is a violation of the St. Luke's Honor Code. In an effort to help students fully understand plagiarism, the following statement is discussed at the start of the year and is revisited periodically.

*This assignment contains only my own words and ideas. When I have paraphrased someone else's words or ideas, I have used completely original wording and correctly cited my source. When I have used someone else's exact words, I have used quotation marks properly and have correctly cited my source. I understand that any evidence of plagiarism will result in a "0."*

## PROCEDURES FOR ADDRESSING SEMESTER FAILURES

This section outlines the responsibilities of a middle level student who has received one or more failing grades (<70%) in a core academic class for the fall and/or spring semester. The procedures that follow are not intended to be punishments. Rather, the goal of this policy is to ensure that all students entering a new course will have mastered the requisite knowledge and skills to advance successfully.

### **Students with One Failing Grade**

A student receiving a failing grade in the fall semester will be required to:

- Attend office hours at least once a week with the teacher of the failed course and provide proof of attendance
- Receive a weekly report (via RenWeb) which would inform of grade status
  - o This digital document must be shared with the student's advisor and parent(s) on a weekly basis.
- Pass the second semester of the course and attain a final average  $\geq 70\%$

If a student fails to meet one or more of these requirements, or if the student fails a course in the spring semester, he or she will be required to complete summer work for that class. This summer work will be determined by the teacher of the course and:

- Will be disseminated by the school in early summer
- Will culminate in early August with an assessment in which the student will have the opportunity to demonstrate that he or she has gained an acceptable level of mastery.
  - A grade of 70% or above will be accepted as evidence of mastery

Failure of a student to meet the above requirements may result in the creation of an academic contract, academic and/or co-curricular probation, the student being unable to matriculate to the next grade level. If a student fails any semester of a course eligible for high school credit, (Integrated Physics Chemistry, Algebra 1, Spanish or Latin), the student may not receive a high school credit.

### **Students with Two or More Failing Grades**

A student receiving two or more failing grades in the fall semester will be placed on academic and co-curricular probation. This is not intended as a punishment but rather to ensure that the student's primary focus is on academics. A student on probation will:

- Attend office hours at least once a week with each of the teachers of the failed courses and provide proof of attendance
- Receive a weekly report (via RenWeb) which would inform of grade status
  - This digital document must be shared with the student's advisor and parent(s) on a weekly basis.
- Potentially be suspended from all co-curricular activities through the midpoint of the 3<sup>rd</sup> academic quarter.
  - Athletic and extracurricular privileges may be earned back if the student has less than two failing grades at this point in time and if the student's teachers vouch for the student's improved performance in the failed classes.
- The student must pass the second semester of the failed courses, and his/her final average in each of the classes must be  $\geq 70\%$ .

If the student fails to meet one or more of the requirements above, or if the student fails two courses in the spring semester, he or she will be required to complete summer work for those classes. This summer work will be detailed by the teachers of the courses and:

- Will be disseminated by the school in early summer
- Will culminate in early August with an assessment in which the student will have the opportunity to demonstrate that he or she has gained an acceptable level of proficiency.
  - A grade of 70% or better will be accepted as evidence of proficiency.

Failure of a student to meet one or more of the above requirements may result in the student being unable to matriculate to the next grade at St. Luke's.

## **PROMOTION AND RETENTION**

### **Early Childhood Level**

Every child goes through stages of development in a unique and individual time frame. A variety of factors impact school readiness. Our early childhood students are promoted to the next level when they exhibit the emotional, social, physical and intellectual development that will allow success in the next grade level. If there are concerns about the promotion of a student, parents, teachers, other support personnel, and the Director of Lower School will meet to discuss the child's best interest.

## **Elementary Level**

Students are promoted to the next grade level when they demonstrate curriculum mastery as well as satisfactory social and emotional progress. Classroom teachers, other support personnel, and the Director of Lower School will meet with parents of any student who does not meet the above standards to discuss the best interest of the child. Options such as retention, academic probation, counseling, or referral to another school may be considered.

## **Middle Level**

Similar to Elementary Level, students are promoted to the next grade level when they demonstrate curriculum mastery and satisfactory social and emotional progress. Moreover, middle-level students must earn a passing final grade in each core subject to be promoted to the next grade level. Students who fail a course may still be promoted via the path outlined in the “Procedures for Addressing Semester Failures” section. Classroom teachers, other support personnel, Interim Director of Middle School will meet with the parents of any student who does not meet the above standards to discuss the best interest of the child. Options such as retention, academic probation, counseling, or referral to another school may be considered. All final decisions about student promotion and retention will be made by the school administration.

## STANDARDIZED ASSESSMENT

The Comprehensive Testing Program (CTP) assessment from ERB will be administered to students in second through seventh grade. Eighth-grade students are required to take the ISEE. The purposes of administering these tests are to track student performance over time and compare individual performance internally and nationally. By administering the CTP annually, we will be better equipped to support students' educational growth at St. Luke's. The objective of obtaining the assessment data is to gain a valuable understanding of curriculum instruction and programming, and student performance.

## RECORD REQUESTS

St. Luke's receives all requests for school records. This includes transcript requests, confidential school reports and teacher recommendations. \*All teacher recommendations are confidential and will be sent directly from St. Luke's to the requested school. Please call the school with any questions or email Linda Barron at [lbarron@sles-sa.org](mailto:lbarron@sles-sa.org). Transcripts will not be released unless financial obligations with the school have been met.

## SERVICE LEARNING

Service learning is a school commitment aimed at integrating community service and personal reflection. An essential part of the mission of St. Luke's is “service to others.” Our students should leave St. Luke's with the knowledge and practical experience to be constructive agents of change in their communities.

St. Luke's offers all students, PK3-8th Grade, ample opportunity for service. Throughout the year, students engage in meaningful work that will benefit our local, national and international communities.

As our program grows, we will endeavor to connect service projects to specific curricular goals being pursued in our classrooms and vice versa. Making the adjustment to this augmented and programmatic approach to service has led us away from “service hours” requirements and towards a program where student service to the community will be scheduled by the school and will become more significant each year.

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not pose a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:** Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.



**Release and Waiver:** Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

#### TUTORING

On occasion, St. Luke's faculty members provide supplemental tutoring for our students. St. Luke's does not allow faculty members to be paid by families for tutoring services to students currently in their classes or the grade below. St. Luke's teachers may tutor students who are not currently enrolled in their classes.

#### COMMUNITY LIFE

##### ADVISORY (MIDDLE LEVEL)

St. Luke's advisory program is designed to ensure that every student has one special adult who knows him or her very well. Advisors are personal and academic mentors, role models, and advocates for their advisees. Additionally, advisors are the first point of contact for parents. The advisor's role is to advocate for and oversee the holistic experience of each student to ensure that he/she achieves maximal growth. Advisors are responsible for mentoring students, individually and as a group, and maintaining an open line of communication with our families.

##### ATHLETICS

St. Luke's Episcopal School (SLES) athletics are open to all students in grades 5th through 8th and foster the development of young athletes while recognizing the student's primary obligations to academics and citizenship in the community.

SLES is committed to creating a culture in which athletes, coaches, parents and fans work together to achieve our mission. We strive to provide a balanced program while teaching discipline, respect, and sportsmanship. All athletes are challenged to represent St. Luke's principles of scholarship, leadership, and citizenship.

At the beginning of the school year, parents will be given a copy of the Athletic Handbook to read and sign. The handbook can also be found on the school's webpage.

##### BIRTHDAYS

St. Luke's joyfully celebrates our students' birthdays, and we welcome families to celebrate with us at certain times of the school day. St. Luke's has established the following set of guidelines to ensure that these occasions are celebrated in a responsible, safe, and fair manner:

- Students are invited forward during chapel for birthday blessings. Summer birthdays can be acknowledged at the beginning or end of the school year.
- Parents may provide a small snack or dessert during lunch or recess for the student's entire class. You may provide a small treat or dessert for the class.
- Birthday banners may not be displayed.
- Balloon bouquets, flower bouquets, and singing telegrams should not be sent to students at school.
- Party invitations for birthdays may be sent home from school only when all students in the class receive an invitation. Otherwise, they should be distributed directly by the family outside of school.

- Locker decorations for birthdays are permitted. Decorations may not interfere with the functionality of the locker. All decorations must be removed by the end of the week.

## CARPOOL

### **Morning**

Carpools for all early childhood (EC) and elementary level (EL) students will be held on the northside of campus and carpools for middle level (ML) students will be on the southside of campus. However, if a family has children on multiple levels, please use the carpool drop-off location for the youngest child.

Students may arrive as early as 7:30 a.m. and report to their designated morning destination. All students will be released to their classroom at 7:50 a.m. Students who arrive after 8:00 a.m. should enter at the Jones Lobby and check-in at the front office as they are considered tardy.

### **Afternoon**

PK-4th grade students should be picked up at 3:15 p.m. in the north driveway. ML Students should be picked up at 3:30 p.m. in the south driveway unless they have a PK-4 sibling. However, middle school students attending after-school tutorials/office hours (by appointment only) or participating in athletics will be picked up in the north driveway. Middle school students participating in athletics will be dismissed at a time determined by the coaching staff.

## CELL PHONES/SMARTWATCHES

Student cell phone use is prohibited during school hours (7:30 a.m. to 3:30 p.m.) unless a faculty or staff member gives a student explicit permission. Smartwatches are not allowed at school unless they are disconnected from phones and do not receive cellular service or wifi. If smartwatches are seen being used at school, they will be taken and held by the student's teacher/advisor for the remainder of the day. Advisors and classroom teachers will create an area where students can place phones and smartwatches before school each morning. The Head of School will hold any cell phone seen or heard during school hours.

From 3:30 to 6:00 p.m., cellphones/smartwatches must be on silent and used to contact parents regarding transportation. Students should be present and attentive to their peers and homework during this time rather than using their phones. Should students need to make a phone call during the day, they may only do so from the front lobby phone with permission from the front desk personnel.

## CHAPEL SERVICES

First through eighth-grade chapel services are conducted every morning at 8:05 a.m. Wednesday's chapel service is a 35-minute Eucharist open to the entire St. Luke's Church and School community. Our PK3-K service is held Mondays-Thursdays, beginning at 8:30 a.m., in Little Chapel. Friday's service includes all students, PK3-8th grade. Family members are always welcome to join us for chapel services, but we encourage students to continue to sit with their classmates.

Students are expected to behave respectfully and attentively during chapel and assemblies. Backpacks and other personal items, including food and beverages, are not permitted in the sanctuary during chapel service.

## CO-CURRICULAR ACTIVITIES AND CLUBS

Co-curricular activities at St. Luke's provide enrichment opportunities in areas of interest that may not be fully explored during the school day. Classes are offered to appeal to a wide range of interests and ages.

For our older students, student organizations such as the Student Voice and National Junior Honor Society will continue to be club options, along with various interest electives and/or clubs sponsored by faculty members. Clubs and electives may have different guidelines for absences and participation; please contact the sponsoring faculty for more information.

#### DANCES

St. Luke's may host up to two middle-level dances per year. These events are open to 6th, 7th, and 8th-grade students from St. Luke's and other area independent middle schools. St. Luke's administrators work closely with Student Voice and Parent Council to organize these events. The following dress code will be enforced: no bare midriffs, bare backs, bare shoulders, revealing necklines, or spaghetti straps. Additionally, no overly short apparel and nothing less than mid-thigh length.

#### DECLAMATIONS AND CHAPEL TALKS

Declamation is a unique feature of the St. Luke's experience. Declamation provides practice in public speaking and a lifelong appreciation of poetry and literary craft. Through their participation, students learn the elements of successful recitation: sufficient volume, voice inflection, proper speed and pauses, and good eye contact. Every student in the 1st-8th grades will offer at least one public declamation for their parents and/or peers over the course of this year. Community members are invited to support our declaimers.

Eighth-grade students also write and prepare one original chapel talk to deliver before graduation. This talk is both a summative demonstration of the public speaking skills each student has acquired at St. Luke's and a personal reflection on the most meaningful aspect of the student's educational experience. Students submit their speeches to their advisor at least one week before the assigned presentation date. The chapel talk advisor helps edit and revise the talk before the student addresses the larger community.

#### DRESS CODE

##### **Overview**

Students are responsible for wearing daily and dress uniforms as outlined in the Flynn O'Hara Uniform website and school uniform guide on sles-sa.org. The following general guidelines apply to all levels from 7:30 a.m.- 4:00 p.m.:

- Clothing should be in good repair (no holes), clean, and appropriately sized.
- The overall hemline of skirts must fall no higher than a two-inch measure of the front and back of the knee, measuring from the top of the kneecap.
- Students may wear solid white t-shirts or turtlenecks under clothing. Solid white or natural-colored undergarments should be worn under white blouses.
- Boys' shirts must be tucked in.
- SLES's fleece jackets/sweaters are permitted inside the school building. Non-SLES outerwear items are not permitted to be worn inside the building during the school day.
- Commercial logos/external labels are not permitted on any item of clothing.
- Scouts may wear the Scout uniform on Scout meeting days.
- Appropriate jewelry items include watches, necklaces, and/or rings. For safety reasons, dangling earrings are not permitted. Facial and body piercings are not permitted.

- Hairstyles must not hamper vision or create a distraction. Hair must be kept clean, combed, out of the eyes, and of natural color.
- Students may wear reasonable and appropriate shades of nail polish.

Dress uniforms are worn by 1st through 8th-grade students on days beginning with community eucharist and on other special days. PK3-Kindergarten students do not wear a dress uniform. School uniforms must be purchased at Flynn O'Hara Uniforms (2108 Northwest Military, 210-247-4180) or from the St. Luke's Uniform Exchange; shoes are available at School Shoes Unlimited (2019 Vance Jackson, 210-734-9003). Click [HERE](#) for approved uniform guidelines.

### **First Friday Free Dress Day**

On the first Friday of the month, students may participate in a community free dress day. Students may wear jeans (not shorts) and a St. Luke's t-shirt or a regular school uniform on such days. Jeans should be blue jeans or black and be made of denim. Jeans made of other materials (leggings, "jeggings", etc.) and colors are not permitted.

### **Dress Code Violations**

Students are expected to adhere to the dress code. Consequences for dress code violations may proceed as follows:

1. Verbal warning and student reminder
2. Verbal warning and parent communication from school
3. Parent notification and loss of T-shirt and jeans day privilege
4. Middle school students in violation will eat lunch in isolation.

If repeated violations occur, school faculty or staff will contact parents for a conference.

### **HIGH SCHOOL PLACEMENT**

St. Luke's is dedicated to helping our graduates in their decision-making process for high school. Throughout the student's time in the middle level, advisors, teachers, and administrators make notes on the student to help find the best educational setting for their high school experience. During the 8th grade year, the school begins a focused partnership on helping the families choose the best high school for the student. SLES graduates are prepared for success in independent, magnet, public, and boarding school settings and we value the opportunity to partner with families to find the best fit for their students.

### **LOCKERS**

Middle-level students at St. Luke's are issued lockers for books, binders, and personal items. Lockers are to be kept neat, organized, and closed. The school reserves the right to check/inspect lockers at any time. Gym bags or sports equipment must be stored in gym lockers.

### **INSPECTION POLICY**

The parents authorize the School to inspect and conduct a search of any place or item on the School campus or at a school-related event, including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize

the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

#### LOST AND FOUND

Misplaced items are placed in the Lost and Found, located behind the front desk at the school entrance.

Parents should label all clothing, water bottles, etc., with the student's first and last names. If found items are labeled, they will be returned to the owner. Unlabeled and unclaimed articles are donated to the Uniform Exchange or given to charity at monthly intervals during the school year.

#### LUNCH

Student lunches are included in the tuition fee. Lunch menus are available on the school website. Parents are invited to join children for lunch on their birthdays for a \$8.00 fee. Lunch tickets may be purchased at the school reception desk in the Jones Lobby.

The following are the guidelines for birthday lunch visits. Parents may have lunch with their students on their child's birthday. Parents may bring in outside food for their children only. If your child's birthday has passed or is during the summer, please coordinate with your child's teacher to select a date.

PK3 and PK4 students are served lunch from the school cafeteria in their rooms. Students are served family style. Lunch fees are included in the annual tuition fee.

*Students may bring lunches from home, but the delivery of food from restaurants is not permitted.*

#### **Dining Procedures**

Courtesy and good table manners are expected. Teachers review lunchroom procedures with students at the beginning of the school year. Students are not permitted to bring soda, caffeinated, or sugar-rich drinks on campus (excluding sporting events, dances, or other after-school events).

#### OUTDOOR SCHOOL

Outdoor School is an additional learning opportunity for 5th-8th grade students. Classes spend time off-site fellowship with their peers while learning about nature, themselves, and God. Students participate in activities designed to teach problem-solving skills and build cohesion. Details about this event are shared with families in the weeks following the event.

#### SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Should weather conditions make it necessary for the School to close or to have a delayed start time, such closing or delays in starting time will be announced via email and Parent Alert text notifications. Information about delayed starts and school closings will also be posted on the School's website by 6:00 a.m. on the day of the closure or delayed start and posted on the School's Facebook, Instagram, and other social media accounts.

If events should occur during the school day which would cause the School to be closed early (sudden snowstorm, power failure, etc.), every effort will be made to contact parents either at home or at work through Parent Alert, phone, or email communication.

## SNACKS

Snack schedules and procedures vary by grade level. The school provides snacks for PK3 – Kindergarten students. For special snacks, birthdays, and/or other special occasions, please consult with your classroom teacher regarding potential food allergies and COVID policies.

## STUDENT VOICE

Student Voice is a leadership organization comprised of student representatives from the 5<sup>th</sup> – 8<sup>th</sup> grades. Student Voice officers are elected by 4th, 5th, 6th, and 7th-grade students in May, and grade-level representatives' elections are held in August. All students are invited to run for office. Student Voice representatives are expected to exhibit our espoused values of scholarship, citizenship, and leadership.

## TECHNOLOGY

### **Computer and Internet Usage - Terms and Conditions**

1. **Responsible Use** - The purpose of using technology in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of school computers and internet service must be consistent with the educational objectives of St. Luke's Episcopal School and must comply with the organization's rules. Transmission of any material violating school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial or political activities or any use unrelated to St. Luke's Episcopal School is prohibited.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use may result in suspension or cancellation of those privileges. The system administrators will deem what is inappropriate use. Also, the system administrators may restrict Internet usage of a specific user at any time as required. Completion of the work missed due to cancellation of Internet privileges by the school is the sole responsibility of the student. Late work is not excused when due to the cancellation of Internet privileges. Student access to the internet on school computers is turned off from 12:00 a.m.- 6:00 a.m.
3. **Damages/Liability**- Users will be responsible for compensating the school for any losses, costs or damages incurred due to negligence or mistreatment of school computing equipment, including the cost of investigating such action. The school assumes no responsibility for any unauthorized charges or costs incurred by users while using school computers, devices, or the school network.
4. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette including but not limited to behavior guided by the St. Luke's Way. These include but are not limited to the following:
  - A. Be polite. Never write abusive messages to others.
  - B. Use of appropriate language is required at all times.
  - C. Do not give out private information, personal addresses and phone numbers, or school address and phone number.
  - D. 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.
  - E. The use of the network in a way that disrupts other users is prohibited.

- F. All communication and information accessible via the network should be assumed to be private property.
  - G. Chat rooms are prohibited except in classroom-approved settings.
  - H. School Emails are not to be used to open any off campus communications, subscriptions, or social media outlets.
5. Warranties - St. Luke's makes no warranties of any kind, whether expressed or implied, for the service provided. St. Luke's will not be responsible for any damages suffered. This includes but is not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, 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.
  6. 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. Users will not demonstrate the problem to other users. Under no conditions should users provide passwords to another person or attempt to log on to the Internet as another person.
  7. Vandalism - Any malicious attempt to harm or destroy the school's software or hardware, the data of another user, the Internet, or any agency connected to the Internet is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.
  8. Personal software - No software may be installed on any school computer without express permission of the school administration. Under no circumstances should a student copy software belonging to the school.
  9. Personal electronic devices - Use of personal Chromebooks, laptops, Ipads and other electronic devices are not allowed for use on campus.
  10. 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 ability, monitor students' use of the Internet in school and will take all reasonable measures to prevent access to inappropriate material on the Internet and World Wide Web.
  11. Public Disclosures - Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff immediately. Chat rooms and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized.
  12. School's Right To Inspect - The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

13. Email - Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Neither e-mail nor text messaging may be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted. School Emails are not to be used to open any off campus communications, subscriptions, or social media outlets.

Any person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

14. Viruses - Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.
15. Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.
16. Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, sends or receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to Monika Oranday so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Younger students and parents should be aware of this policy even though they do not take St. Luke's computers to their homes. Regardless of student age, violations of this policy may lead to serious consequences, including loss of use privileges.

#### SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do



reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities would be considered a violation of the School's policy code.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

**Your Identity Online:** You are responsible for any of your online activity, including but not limited to activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School resources or assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

**School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

#### PHOTOS, IMAGES AND RECORDING

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent agrees to allow Student to be interviewed by the media on campus or at School-related events. Parent also consents to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during distance learning, we are relying on

parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

There may be times when teachers are having one to one video conferencing or digital communications with students and the school is relying on parents to monitor these from their end as they are in the best position to do so. Please let the appropriate administrator know if you have any concerns about any interaction.

Further parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

#### PROHIBITION ON RECORDING AND SHARING INFORMATION

The School prohibits screenshots, photos, audio/video recordings, and distribution of any virtual or in-person educational experiences. This is in order to protect privacy, prevent cyberbullying and reduce the distribution of content from educational experiences. In virtual settings, parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education. Parents and students must be mindful of anything in the background during virtual programs and activities and the School is not responsible for any content shared during those sessions.

#### POLITICAL DISCOURSE ON CAMPUS

The School maintains a policy regarding Political Discourse on Campus to ensure an appropriate and welcoming environment for members of its community.

The School recognizes the value of engaging in politics and political discussions.

However, in an effort to maintain a supportive environment for everyone, members of the School community should avoid discussing politics on campus. Prohibited conduct includes:

- Usage of School time or assets, including but not limited to the School's Information Technology, to perform political activities;
- Speaking on behalf of the School when supporting a political candidate or cause;
- Usage of your affiliation with the School, the School's name, the School's logo, or the School's letterhead to support political candidates or causes;
- Distribution of political literature in the workplace while on campus;
- Engaging in political conduct, discussions, or activities that violate the School's Policy Against Unlawful Harassment, Discrimination, and Retaliation or related policies; and
- Harassing, discriminating against or retaliating against another person based upon their political beliefs or affiliation.

Should you have any questions regarding this Policy, please do not hesitate to contact the Head of School.

#### VISITORS

Parents and friends of the school are welcome to visit St. Luke's. As part of our security plan, all visitors must enter the Jones Lobby entrance, check in at our front desk, and obtain a visitor's badge from the

school office. The visitor's badge must be worn at all times while on campus. If the visitor is not recognized by school personnel, the school will call the family to verify. The school also reserves the right to make copies of any visitor's driver's license. *\*Please refer to current COVID protocols.*

## **PARENT COMMITMENT**

### **ADHERENCE TO SCHOOL RULES**

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

### **CAR SAFETY**

Your child(ren)'s safety is our top priority. Texas state law prohibits the use of "all handheld devices in school zones," and we strongly encourage all individuals picking up children to remain off of both handheld and Bluetooth electronic equipment in our carpool area.

We request that parents stay in their cars at the carpool line. Faculty on duty will help the children out of their car seats.

All students must wear proper safety equipment (seat belts, booster seats, and car seats) while in a moving vehicle.

## CHANGE OF CONTACT INFORMATION

It is imperative for St. Luke's to have your family's most current contact information on file. If you have a change in telephone number, home address, or email address, please email Linda Barron (lbarron@sles-sa.org) with current information as promptly as possible.

## CHARITABLE GIVING

As with all independent schools, tuition does not cover the full cost of a St. Luke's education. The school relies on charitable contributions from current parents, grandparents, faculty and staff, alumni, alumni parents, foundations and organizations to bridge the financial gap and to keep tuition within the reach of as many families as possible. St. Luke's is a 501(c)(3) not-for-profit organization, and donations to the school are tax-deductible to the full extent of the law. The Director of Development administers a program to raise needed funds to deliver a cutting-edge education to each student.

Our development program raises funds through a combination of unrestricted donations, special events, and funds restricted to specific programs. The most important and first priority for each family's philanthropic dollars is The St. Luke's Fund. This perpetual fund is the major source of annual unrestricted giving and provides the greatest impact on the education of all children in the school.

One special event, Kaleidoscope, raises funds that are important to St. Luke's. Kaleidoscope is a fundraiser and friend-raiser that supports the general operating budget.

The St. Luke's Permanent Endowment Fund (PEF) is managed by a separate entity. The John E. Newman Memorial Endowment for Education supports professional development for teachers, staff, trustees, and even volunteers as they work and volunteer in support of the school. In addition, bequests from the Estates of Dorothy "Fritzi" Abbot and Maxine S. Thom support literacy, financial aid and general operating expenses. The PEF also manages The John R. Foster Service Scholarship Fund. Donations can be restricted to the PEF.

All gifts positively impact the school's ability to deliver the highest standard of education to St. Luke's scholars, citizens, and leaders and are deeply appreciated.

## CONFIDENTIALITY

Family business is often personal and the school allows students and families to work through personal, disciplinary, or financial issues with the expectation of privacy. School administration will make efforts not to disclose personal, disciplinary, or financial information about our families to individuals in the school, to third parties, or to other families. We appreciate parental cooperation in being similarly discreet if/when situations arise.

## CUSTODY STATEMENT

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to the dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a

child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

#### GUIDANCE COUNSELORS

The Guidance Department is staffed by a professionally trained counselor. The counselor provides guidance lessons to the class including communication, interpersonal relationships, and motivation to achieve. The counselor is also available to help students and parents with personal or social concerns that may arise from time to time and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office. The School does not provide students or parents with therapeutic intervention but instead refers individuals to outside medical providers.

Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of child abuse laws.

The guidance counselor is required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, the student is encouraged to report such information to the Guidance Counselor.

The School may require an evaluation and/or ongoing therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary. The School may further require a medical assessment confirming a student's ability to return to School at its discretion.

#### FINANCIAL OBLIGATIONS

Parents are expected to pay all tuition, fees, and charges in a timely manner. The school will withhold report cards and/or transcripts until all financial obligations have been met and all library books have been returned. Students may re-enroll only when all financial obligations are met.

#### FUNDRAISING FOR OTHER ORGANIZATIONS

Requests from parents or students to conduct third-party fundraising operations must be cleared through the Head of School.

#### PETS

Pets are not permitted on St. Luke's campus. Some of our community members have fears and/or allergies to certain animals, and we are committed to being a place where all in our community feel safe. Pets are allowed to accompany families to and from school if they remain in a personal vehicle, but no pet should

be walking on or off a leash near or inside campus buildings. Exceptions to this policy include service animals and Blessing of the Pets.

#### TOILET TRAINING

All students (starting in PK3) are expected to be toilet trained prior to the start of school. A child is considered toilet-trained when he or she uses the toilet independently, without being reminded to do so at regular intervals. If a student shows signs of not being toilet trained, parents may be asked to complete the toilet training process at home before returning to school.

### **Communication in the School**

#### CONFERENCES

Conferences are held in the fall and spring for all levels. Parents will receive notice about conferences and instructions on how to select a conference period two to three weeks prior to conference day. At a minimum, conferences are held between the homeroom teacher/advisor and a student's parents. Adults will have the prerogative to have a private discussion at the end of a conference, but we encourage appropriate student participation and input from an early age. Middle-level students are required to attend their conferences.

#### PARENT/TEACHER/SCHOOL COMMUNICATION

Communication between teachers and families is essential to the maintenance of our partnership, and St. Luke's teachers and advisors will communicate with families on a regular basis. When a parent contacts a school employee during the school week, the parent can generally expect to receive a reply within 24 hours. St. Luke's administration respectfully asks that parents refrain from contacting faculty members via text message or calls to their personal phones. All communications between the parents and any person at the school must be professional, cooperative, and appropriate.

#### RENWEB

RenWeb serves as a resource and communication tool for the school's parents. This portal, accessible via a link in the upper right corner of the school website, keeps parents up-to-date on their children's grades, assignments, schedules, and report cards. Through the website and ParentsWeb, families can also view academic and school calendars. Also during the summer parents may request to submit or update directory, emergency, or health information for students.

The StudentWeb portal serves as a resource and communication tool for St. Luke's students. It is a valuable tool for the school to keep students up-to-date on their grades, assignments, schedules and report cards.

#### ROLES OF PARENTS, ADMINISTRATORS, AND THE BOARD

The partnership between the school and parents functions best when the distinct roles of the Board, administrators, and parents are clearly articulated and maintained. A parent's role is to support the school by bringing children to school "ready to learn" (well-rested, nourished, and on-time), upholding school policies, volunteering, and participating in philanthropy. The role of the Administrative Team is the day-to-day management of the school, including decisions about curriculum and personnel. The Board's role is to preserve the school's mission, to set its strategic direction, to oversee finances, and to hire and evaluate the Head of School.

## TEACHER REQUESTS

St. Luke's administration is responsible for the finalizing of class lists. The primary goal of this process is to create well-balanced groups and consider the relative strengths and needs of the individual students in each class. Therefore, St. Luke's does not accept requests for teachers. If you have specific information regarding your child(ren) that will help us understand his/her strengths and/or needs, we take this information into account when placing your child(ren) for the following year.

## ROLES OF TEACHERS AND ADVISORS (MIDDLE LEVEL)

Faculty and staff at SLES serve as teachers or advisors, or in a dual capacity. St. Luke's students see many teachers throughout the course of a given week. This makes the lead teacher/advisor-advisee relationship very important. The roles of teacher and advisor are related, but they are marked by different responsibilities with regard to student relationships. In his/her role as a teacher, a faculty member at SLES is primarily charged with the delivery of a portion of our academic program. In this capacity, teachers are expected to model the St. Luke's Way and promote collegial interactions among the student body, but teachers are not always ideally positioned to form deep personal bonds with their 40-80 students. In the middle level, we understand that this is a significant change from an elementary model where a student will primarily work with one homeroom teacher; this reality is one of the main reasons for having a lead teacher model and advisory program.

We strongly believe that every student at SLES should have one special adult in the school who knows him or her extremely well, and our advisory program is designed to guarantee that every student has a consistent adult advocate and confidante. In his or her role as a lead teacher/ advisor, a staff member at St. Luke's makes a commitment to keep a "finger on the pulse" of each advisee. The primary responsibilities of an advisor are to know what is happening in the lives of his/her smaller group of students, to serve as an advocate for each of his/her advisees, and to serve as the primary source of communication between the school and the family in matters related to the overall experience of the student.

Ultimately, the goal of the advisory program is to provide all students with the support they need to reach their full personal and academic potential.

### **Advisor/Lead Teacher Communication**

The primary role of an advisor or lead teacher at SLES is to provide every student with a stable adult figure who knows him or her well and who takes an active interest in his or her life. For this reason, most incoming and outgoing advisory/lead teacher communications deal with "big picture" personal and academic issues related to his/her specific students.

### **Parent Communication**

St. Luke's parents are encouraged to seek out their lead teacher/advisor as a first point of contact with the school. When possible, we strongly encourage parents to empower their child(ren) to play an active role in this communication.

If you have a question, compliment, or concern about any of the following topics, you should communicate directly with a specific classroom teacher:

- Positive feedback about you or your child(ren)'s experience with a class and/or teacher
- A specific assignment or assessment (including the posting of assignments)
- A specific set of classroom expectations
- Grade(s) in a specific class
- Thoughts about how your child is performing and/or behaving in a specific class

- Tips and advice for success in a specific class
- Clarification on disciplinary action taken in a specific class

If you have a question, compliment, or concern about any of these topics, you should communicate directly with your child's advisor or lead teacher:

- Positive feedback about you or your child's experience with advisory
- Feedback on your child(ren)'s general disposition, social connectedness, and/or overall academic performance
- Information about events in your child(ren)'s life outside of the school that may have an impact on his/her attitude, behavior, and/or general disposition
- A desire to have a meeting with multiple classroom teachers
- Feedback about your child(ren)'s overall experience at SLES

For questions, compliments, or concerns about any of these topics, you should communicate directly with the Head of School:

- Positive experiences you are having with a specific teacher and/or advisor
- Serious discipline and/or honor scenarios
- Unresolved communications/interactions with classroom teachers or advisors
- Level-specific programming
- Scheduling, lockers, curriculum, etc.
- Grade-specific events
- Dances, parties, etc.
- Service learning activities and/or opportunities
- Confidential topics or issues related to your child(ren)'s physical, mental, and/or emotional well-being
- Complimentary or constructive thoughts about level-specific programming or functions

### **Student Communication**

If students have questions, compliments, or concerns about any of the following topics, they should communicate directly with the teacher of the class:

- A specific incident that occurred in a class
- Expectations, due dates, or clarification on course assignments
- Studying practices or strategies for a specific class
- A grade on a test, project, paper, or any other piece of work submitted for grading
- A classmate who is distracting or bothering him/her in a specific class
- Questions or concerns about a group assignment

If students have questions, compliments, or concerns about any of the following topics, they should communicate their thoughts directly to their advisor or lead teacher:

- Questions or advice about schedules, including elective course selection
- Feeling sad or discouraged or need to talk to someone about thoughts and feelings
- Having a great day and want someone to give you a high-five
- Frustration that performance is not meeting personal expectations and/or effort level
- Advice about how to talk to a teacher/adult
  - This can include asking advisors to facilitate conversations with other adults
- Advice about how to resolve conflicts with peers
- Questions about school rules



If students have questions, compliments, or concerns about any of the following topics, they should communicate their thoughts directly to the Head of School:

- Highly confidential matters
- Service learning activities and/or opportunities
- Evidence of a classmate violating the Honor Code
- Special events

## **DISCIPLINE**

### **GUIDING PRINCIPLES**

St. Luke's offers students a high quality education in a safe, healthy and supportive environment where students are asked to make responsible, moral choices. To accomplish this, *we insist that our students respect the dignity, rights, beliefs and property of all members of the St. Luke's community.*

The school expects the full cooperation of parents/guardians in all aspects of the student's educational life at St. Luke's.

Students will be apprised of the behavioral expectations required to function successfully in their classrooms. To this end, students, teachers, and administrators work together to create and sustain specific expectations. Expectations and consequences will be posted in each room so students can refer to them when necessary.

The majority of disciplinary action takes place in the classroom. When a student's behavior is disruptive to the class, the teacher will address the situation with immediacy and with the appropriate level of response. Consequences will be developmentally appropriate and include minor consequences like the loss of privileges, or more serious consequences like in-school suspension or dismissal from the school. In certain situations, the school administration may require professional counseling for a student to remain eligible for re-enrollment.

### **Responsibilities of Students**

As members of the St. Luke's community, students are expected to live by the St. Luke's Way. Student responsibilities for achieving a positive and productive learning environment at school and at school-related activities include:

1. Displaying respect for themselves and others
2. Following school rules
3. Respecting the school and church facility
4. Attending all classes daily and on time
5. Being prepared for each class with appropriate materials and assignments
6. Being properly attired

### **Responsibilities of Teachers**

Teachers are also expected to model the St. Luke's Way. Specific responsibilities of teachers for achieving a positive and productive learning environment at school or at school-related activities include:

1. Actively supporting the philosophy and mission statement of the school
2. Setting the stage for good student discipline by being in regular attendance and punctual
3. Maintaining an orderly classroom atmosphere conducive to learning
4. Establishing rapport and an effective working relationship with parents, students and other staff members

## 5. Using discipline techniques recognized in the below sections

### HARASSMENT/BULLYING

The School is dedicated to fostering an environment that promotes kindness and acceptance and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communication method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communication can be direct or indirect, such as

through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to appropriate school personnel. We also expect that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good-faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

#### CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

The School also may contact and/or cooperate with law enforcement personnel or other government agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to documents, records, information, and recordings, such as virtual classes, and surveillance video. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

#### STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student’s parents become aware of any adult’s communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips, performing arts, or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking or allowing students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, drugs or other mind-altering substances; or
- Vaping, smoking, or drinking with students

#### CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because we are concerned for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from school.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting, the Texas Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll-free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Texas Attorney General's website.

#### HAZING

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact one of the deans or any administrator and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the appropriate school personnel. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good-faith report of hazing activity.

#### WEAPONS

Firearms, guns, explosives, knives, tasers, and other weapons ("Guns") are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Similarly, look-alike or toy Guns are also prohibited on campus. Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion

of the campus by exhibiting, using, or threatening to exhibit or use a real, look-alike, or toy firearm, gun, explosive, knife, taser or other weapons. Campus security officers may be allowed to be armed on campus.

## THREATS

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students and parents are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and look-alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of the School's policies regarding weapons and threats will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report any comment, posting, text, or another form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or another individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

## SOCIAL GUIDELINES AND EXPECTATIONS

### ON AND OFF-CAMPUS BEHAVIOR

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

#### GENERAL CONDUCT

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, as participants or spectators, are required to show goodwill, sportsmanship, and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

#### STUDENT CONDUCT

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name-calling and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships.

In addition, the health and well-being of all students are of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for themselves and others. For example, Internet activity, criminal activity, sexual activity, vaping, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from school.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please promptly report such information to the School's administration.

#### INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student or to require the student to withdraw from school.

#### INTELLECTUAL PROPERTY

By enrolling the student in St. Luke's Episcopal School, the parent, and student acknowledge that during the student's attendance at SLES, all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group SLES activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of St. Luke's Episcopal School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

#### LANGUAGE

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events.

#### REPORTING RACISM OR BIAS

The School does not tolerate racism or bias based on race, color, national origin or ethnicity whether it occurs on or off campus/at the School. Examples of racist comments and conduct include, but are not limited to:

- notes, cartoons, graffiti containing racially offensive language or pictures
- name calling, jokes or rumors involving race, color, national origin or ethnicity
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin or ethnicity
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin or ethnicity
- written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin or ethnicity
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin or ethnicity.

This policy applies to students, parents, employees, and visitors. Anyone who is the victim of this type of conduct or who becomes aware of it must report it to the School's HR Manager.

**You will not be penalized in any way for making a good-faith report of improper conduct.** If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact the School's HR Manager. Please do not assume that the School is aware of the improper conduct.

#### USE OF SURVEILLANCE EQUIPMENT

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation,



parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and may be monitored. These video recordings are the property of the School.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, expulsion.

### **Detention**

Students serving detentions will be required to spend a specified period separated from their peers and will be monitored by a teacher. They will participate in an activity or discussion to reflect and react to their behaviors and consequences.

### **In-School Suspension (ISS)**

ISS is assigned to students who persistently disregard classroom rules or other violations of school policies. Students who are serving an ISS will not be allowed to attend co-curricular events, including athletic practices and games. Students are responsible for bringing schoolwork or reading to ISS. Students will NOT be allowed to access their lockers during the day. Eating, except at lunchtime, which is served in ISS, sleeping and talking are not permitted. Cell phones are not allowed.

### **SERIOUS OFFENSES**

The Head of School has the discretion to dismiss students for serious issues and misconduct in the Head of School's discretion. The following are examples of actions that will result in immediate referral to the Director of Lower School and Head of School and may be cause for separation from the school. If he or she deems it necessary, the Head of School reserves the right to assign a consequence other than dismissal that may not be listed in the sections above.

- Assault on a fellow student or a member of the faculty/staff
- Possession of a firearm or weapon
- Distribution of and/or possession of drugs or alcohol
- Being under the influence of drugs or alcohol

### **SMOKING/VAPING/TOBACCO PRODUCTS**

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

### **HEALTH AND WELLNESS**

#### **CLINIC & MEDICATIONS**

##### **Clinic**

The St. Luke's Clinic is committed to using evidence-based best practices to promote student health and academic success. The clinic provides basic medical care, including first aid, medication administration and care coordination in chronic disease case management. These roles are executed by our school nurse and other designated staff to create a healthy and safe school environment, while collaboratively communicating with parents, teachers, and staff. Additionally, the clinic will be responsible for planning and executing preventive health and wellness lessons to complement classroom instruction.

***Parents will be notified in all cases of serious injury or illness. Parents will be asked to pick up their child as quickly as possible if the child is ill and unable to remain at school.***

Prior to the beginning of School, a physical examination must be completed for each 5th-8th grade student. This physical examination is good for one calendar year.

The school nurse is available to students daily. If a student is not feeling well or is injured, the student should inform the classroom teacher and ask to be excused to go to the nurse's office. Students will be released from school for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency card.

Students who are absent from School for the following reasons require a physician's statement confirming the student's ability to return to School and any necessary limitations or restrictions:

- Communicable disease
- Absence due to an extended illness or surgery

Students who may not participate in sports or gym classes following an injury, extended illness, or surgery must provide a written excuse from a healthcare provider.

## **Fever**

Students with a supposed fever will have their temperature checked in the school clinic. If their measured temperature is elevated, we will wait 15 minutes and check again. Any student presenting with a temperature 100 degrees fahrenheit or higher must be picked up from school as quickly as possible.

***To aid in preventing the spread of sickness in the school, any student sent or kept home due to fever cannot return to school until he or she has been fever-free for 24 hours without the use of fever-reducing medications.***

## **Medications**

Medications (prescription or over-the-counter) must be stored with and administered by the school. All medications will be kept in the school clinic or with school chaperones during field trips (including Outdoor School). Children are not permitted to carry their own medications for self-administration while under school supervision.

- All medication is to be brought to and kept in the clinic.
- All prescription medications must be provided by the parent in original containers and must be accompanied by a signed medication form. Medication will be administered only in accordance with label directions and if a medication form is on file in the school clinic.
- Any change in prescription dosage requires documentation from the student's physician, and the parent must update the school's medication form in the secure Magnus Health Portal in RenWeb.
- The St. Luke's Clinic will be able to administer over-the-counter medications, provided by the school. If you would like to grant permission for your child to receive these medications, please

select the applicable medications and electronically sign the form through our secure Magnus Health Portal in RenWeb.

#### IMMUNIZATION

The School requires that all students be compliant with the Texas Minimum State Vaccine Requirements. Returning students who do not have a current exemption on file and all newly admitted students must be up to date on vaccines and submit immunization records prior to the first day of school. Please submit the student's immunization form through our secure Magnus Health Portal in RenWeb/FACTS, outlining the month, day and year of each vaccine administered by the physician.

The school's policy follows the requirements set forth by the Texas State Board of Health. The 2018-19 Texas Minimum State Vaccine Requirements for Students in Grades K-12 and for Students in Pre-Kindergarten Facilities can be found on the Department of State Health Services (DHS) Immunization website at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com). Thank you for your dedication to keeping SLES students healthy and well.

EFFECTIVE JUNE 1, 2020

Every student enrolled in St. Luke's Episcopal School shall be immunized against vaccine-preventable diseases in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

Attendance at St. Luke's Episcopal School is contingent on students being current on all required immunizations. Prior to the first day of school, all students must present valid written evidence from their treating physician (M.D. or D.O.), reflecting that all required immunizations have been received.

Students requesting a medical exemption from the immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Requests for medical exemptions will be considered and granted on a case-by-case basis. Students who have not received any vaccines will not be considered for medical exemption. The affidavit for health reasons is only valid for one year at a time. The school does not accept exemptions for conscientious objections or religious exemptions.

Please contact the Health Office at 210.826.0664 if you have any questions.

#### STATEMENT FROM THE TEXAS ATTORNEY GENERAL

"Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Private Schools. A private school that does not accept state funds is not required to accept for enrollment a child who has received an exemption for the immunizations required by the Texas Health and Safety Code.(Atty. Gen. OP GA – 0420)."

The School may require certain vaccinations, including vaccination for COVID-19, as a condition of on-campus instruction and/or participation in School activities. The School will follow any legally required exceptions to its vaccination requirements.

If an outbreak or suspected outbreak of any vaccine-preventable disease occurs, any student who for whatever reason is not immunized may be excluded from school and all school-related activities.

## ACCIDENTS

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury. Additionally, the school may have a student accident policy under which the family needs to make a claim within a certain period of time.

## HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

## STUDENT ILLNESS AND COMMUNICABLE DISEASES

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply the guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages, masks or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam, and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chickenpox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot, and mouth disease,

mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The school nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child is sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The School will follow state law in determining when the Department of Health is notified due to a student being sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled may be required when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

Please refer to the school's current COVID-19 policy for information about COVID-19 exposures, quarantine, and isolation requirements.

# ACKNOWLEDGMENT AND RECEIPT OF COMMUNITY HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the goodwill and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook and agree to comply with these terms. We understand and agree that if this Acknowledgement is signed electronically, a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as a wet ink signature.

_____	_____	_____
Student	Age	Date

_____	_____	_____
Parent or Guardian	Relationship	Date

_____	_____	_____
Parent or Guardian	Relationship	Date