



ST. LUKE'S

LUTHERAN SCHOOL

Parent/Student Handbook 2015-2016

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WELCOME

Welcome to our school and a year of education, growth and learning for your child. For some of you this means a new grade, new teacher and new assignments, while for others everything is new for the first time! Whatever the case, we are blessed to have you as part of our St. Luke's Lutheran School family.

We are dedicated to creating an atmosphere in which every student will feel valued, successful and motivated to learn in order to reach his/her God-given potential. We see that occurring when parents, teachers and administrators work together in an atmosphere of caring, trust, cooperation and open communication.

This handbook has been prepared to acquaint you with St. Luke's Lutheran School and its philosophy of Christian education. It is our hope that by sharing the purpose, credo and history of St. Luke's Lutheran School, as well as our procedures and policies, you will gain an understanding of our total program.

Your child's total growth is best served by a close working relationship between home and school. An open line of communication is essential to the development of such a relationship. This handbook is one way to help enhance our relationship as partners in the Christian development of your children.

Please take some time to read this handbook with your child and retain it for reference throughout the school year. This handbook represents the spirit of the positive expectations of our school community. May God bless our efforts and lead us to an understanding that we are not alone. We pray that parents and teachers will work together as partners in the Christian growth and development of the children God has placed in our care.

INTRODUCTION

St. Luke's Lutheran School (SLLS) is an expansion of the ministry of St. Luke's Lutheran Church. The purpose of St. Luke's Lutheran School is to provide your child a quality Christian education with emphasis on teaching the Christian faith through traditional academic subjects.

Mission Statement

By God's grace alone, St. Luke's exists to awaken and nurture thriving relationships with God through faith in Jesus Christ.

Values

- Faith that Knows
- Faith that Grows
- Faith that Shows

Philosophy

In response to God's love and His command to share the Gospel of Jesus Christ, St. Luke's Lutheran School, in active partnership with the church and our parents, strives to help each child develop to his/her fullest potential in all aspects of Christian Life.

St. Luke's strives to provide each student an education that:

- Promotes a life rich in prayer, Bible study, worship, witness, and service.
- Presents a curriculum based on sound benchmarks taught by dedicated, experienced teachers, in the Light of God's Word, the Lutheran Confessions, and the Christian faith.
- Celebrates, recognizes, and encourages each student's individuality, uniqueness, self-worth, and God given talents.
- Fosters a cooperative ministry between the school and our parents.

The attainment of these objectives shall be the goal of every aspect of St. Luke's Lutheran School. To such, we pledge our earnest efforts and prayers.

Christian education offers the individual a God-pleasing relationship with his Creator, his family, and the society in which he lives.

St. Luke's strives to present course subjects in the light of God's Word, the Lutheran Confessions and the Christian faith. The qualified and experienced

Christian staff of St. Luke's Lutheran School seeks to serve by providing an education that meets high academic standards in an environment that facilitates wholesome spiritual, physical, social, and emotional growth.

St. Luke's Lutheran School seeks to promote lives rich in prayer, bible study, meditation, worship, witnessing and service. Worship is not confined to daily classroom devotions or chapel services but occurs throughout the school day. Teachers provide Christian models by leading worship in the classroom, by faithfully attending congregational worship and by participating in other aspects of congregational worship life.

Opportunities for evangelism are always present for and through the children who attend St. Luke's Lutheran School. Through their Christian lives, students bear testimony to each other and to their community. As a result, children of unchurched families hear the Good News of Jesus' love and share it with their families and friends.

As members of the body of Christ, students, families and staff support and encourage one another. Each person's uniqueness is recognized and individuals are helped to achieve their full potential at each level of development. The freedom that is theirs through Christ's death and resurrection helps students recognize their individuality and worth. Created by God, purchased by Christ and empowered by the Holy Spirit, each individual can respond to God's love and the challenges of life through personal service to God and man.

HISTORY

St. Luke's Lutheran School was founded in 1947. From its humble beginning in a one-room schoolhouse with 12 students in several grades and one teacher, St. Luke's has grown to over 700 students and a staff of 100 dedicated Christian men and women.

THE LUTHERAN SCHOOL SYSTEM

The elementary schools of The Lutheran Church - Missouri Synod date back to the decade between 1830 and 1840, when several Lutheran congregations were organized in mid-western states and established Christian Day Schools for their children. The first of these schools is older than the public schools in most states.

Lutheran schools are not in competition with the public schools but offer an alternative program of education. The Lutheran schools system is an integral part of the American educational scene.

St. Luke's is one of nearly 2500 Lutheran schools within the Lutheran Church -

Missouri Synod. Approximately 280,000 children are enrolled in these schools, which are staffed by about 18,000 teachers and administrators. Many of these have received their educational training in Lutheran colleges and universities.

St. Luke's is located within the SELC District of the Lutheran Church-Missouri Synod. There are presently over 50 schools and preschools in the geographic FL-GA District. St. Luke's Lutheran School teachers meet together in conference with other Lutheran school teachers of the district. Our staff also joins with teachers of Lutheran schools in our region for professional growth experiences.

ORGANIZATION OF THE SCHOOL

St. Luke's Lutheran School is an educational and outreach ministry of St. Luke's Lutheran Church. The school board reports to the congregation on matters concerning the operation and maintenance of St. Luke's Lutheran School. The board establishes all policies regarding the administration of the school. The administration of the school, in cooperation with the faculty, is responsible for the implementation of all policies established by the school board.

St. Luke's Lutheran School is accredited by the FL-GA District LCMS, through National Lutheran School Accreditation, and through AdvancED (formerly SACS). Our most recent visit by an accreditation team, following a year-long self-evaluation and study, took place in April 2011. As a result of this visit and a subsequent validation process, St. Luke's was awarded Exemplary Accreditation Status through NLSA. During the 2015-2016 school term, St. Luke's will participate in the AdvancEd accreditation process and be visited by the accreditation team in the Spring.

PARENTAL RESPONSIBILITIES

The expectations of parents enrolling their child(ren) in St. Luke's Lutheran School should coincide with the principles of St. Luke's Lutheran School. When home and school form a team, the child receives the best possible education.

Parental behaviors that support the educational objectives of St. Luke's Lutheran School include:

- Regular attendance at worship services and bible classes.
- Offering prayer for the church and its educational ministries.
- Supporting the efforts of the school's teaching staff by encouraging trust and respect for the authority of the teacher.
- Involvement in the Parent Teacher League (PTL).
- Supporting school-sponsored activities and programs.
- Encouraging their children to take responsibility for their actions and efforts.
- Fulfilling their financial commitment to the school.

GENERAL INFORMATION

AC*E

The Academic Enhancement program at St. Luke's Lutheran School provides students with additional support within the curriculum. Students are referred to the program by their classroom teacher. Individual goals are developed for each student. Participation in this program involves an additional fee, determined by the level of service.

ACHIEVEMENT TESTS

The Iowa Tests of Basic Skills (ITBS) are administered to St. Luke's students in grades K-8 in the spring of each year. Parents are encouraged to be sure students have proper rest and nutrition during the week of testing. Every effort will be made to have students make up any part of the testing missed due to absences during the week; however, make-up testing may not always be possible. Test results will be made available to parents, as well as being placed in the permanent student file.

All kindergarten students that attended Voluntary Prekindergarten (VPK) in the previous school year will be screened within the first 30 days of the school year using an instrument aligned with the VPK standards.

ADMISSIONS POLICY

St. Luke's Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, administration policies, scholarship, athletic, or other school-administered programs.

St. Luke's Lutheran School follows the age requirements of the State of Florida for the entrance into school. A child must have reached the proper age for enrollment into school before September 1st.

All new applications will be considered based upon a review of school records and screening of academic achievement. The registration fee is required at the time of application. The registration fee is non-refundable.

All students attending St. Luke's Lutheran School must have a current physical examination form on file at the school office, a complete and updated immunization record on a county form, a copy of their birth certificate and other types of information as required. Your doctor has the forms that are mandated by the State of

Florida.

Students applying for enrollment will be placed into the classroom according to the following criteria: examination of school records from previous year's grade placement, boy/girl ratios, class size, and testing and screening procedures presently in use by our school.

Class size (maximum enrollment) is:

- Kindergarten through Grade 5 -- 24 per class.
- Grades 6 through 8 -- 26 per class.

The School Board may make exceptions to this policy if there are extenuating circumstances.

ADMISSIONS PRIORITY

When the number of applicants exceeds the available spaces, the following priorities will apply:

1. Presently enrolled students who re-enroll by the re-enrollment deadline.
2. Siblings of current students who enroll by the enrollment deadline for the following school term.
3. New applicants who are members of St. Luke's Lutheran Church who have enrolled by the enrollment deadline for the following school term.
4. New applicants to St. Luke's Lutheran School.

Applications for re-enrollment must be completed each year and submitted with the registration fee. Before students can be guaranteed re-enrollment for the following school year, **all accounts must be current**. After the re-enrollment deadline, re-enrolling students may not be given priority placement. Applications are accepted at any time for new students.

Available placement is given on a first come basis, subject to fulfilling all of the policies and requirements of the school. All applications are dated and timed when received in the school office; however, St. Luke's Lutheran School reserves the right to make exceptions. All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade. Re-enrollment or application priority does not guarantee acceptance.

ATTENDANCE

Daily Attendance

It is vital to a child's educational development that he/she is present daily, not just to receive, but also to participate and contribute to the learning processes within his/her classroom environment. This aspect of his/her school experience cannot be made up at some future date.

Tardies

Students are to be in class by 8:30 AM. Anyone not in the classroom by the time the bell has rung will be considered tardy. After 8:30 AM the student must sign in at the front desk to receive a pass to be admitted to class. Any student accumulating

more than 70 tardies during the school year will have his/her status for promotion reviewed by the school board. Students are to attend school in a punctual fashion.

Absences

A student not in attendance for any reason is considered absent. Students who miss any part of a school day will be marked tardy for that day. Students who miss

more than two hours will be marked as a half-day absent. Students must be in class for at least two hours to be considered in attendance for that day. It is the responsibility of the parent to call the school by 9:00 AM to report any absence. Upon the student's return to school, a written excuse should be provided.

Any extended period of absences known or planned in advance should be relayed to the homeroom teacher as early as possible. Absences are strongly discouraged for vacations and pleasure trips when school is in session. Any student missing more than 35 days of school during the year will have his/her status for promotion reviewed by the school board.

Any student not well enough to attend all of his or her classes during the school day may not participate in any school-sponsored activities that afternoon or evening.

APPOINTMENTS

Parents should notify teachers in advance of appointments during the school day that will necessitate an early dismissal from the classroom. Parents must sign out students at the school office before he/she can be excused from class. Upon returning to campus from an appointment, parents are required to sign students in at the office before he/she can be admitted to class. Please note that students who miss any part of a school day will be marked as tardy or absent for that day.

BIRTHDAY CELEBRATIONS

If you would like to provide a special birthday snack to share with the class, contact the homeroom teacher to make arrangements in advance. If you chose to have a party off-campus for your child and plan to invite the entire class, invitations may be passed out at school. However, if you chose NOT to invite the whole class, invitations may NOT be distributed at school.

CHANGE OF ADDRESS

Please inform the school in writing of any changes of personal information: name, address, work or home phone number, fax number, cell phone number, or pagers. Emergency numbers and information must be kept up to date.

CHAPEL AND WORSHIP

Since we believe that all parents have the responsibility to bring their children up in the "nurture and admonition of the Lord," we strongly encourage that they regularly attend church services and Sunday school. This attendance is noted on the

child's progress report.

Families without a church home are invited to attend services at St. Luke's Lutheran Church. Worship services are held at 8:00 AM, 9:30 AM and 11:00 AM on Sunday and 7:00 PM on Monday. Sunday school is held at 9:30 and adult bible classes are held at 9:30 and 11:00 AM on Sundays. A variety of bible studies are also offered during the week.

We also invite parents to take part in the Adult Information Class to get acquainted with the teachings of the Lutheran Church. Contact the church office (407-365-3408) for the class dates.

Worship is part of life at St. Luke's Lutheran School. Every day begins and ends with classroom devotions/prayers. Prayers are spoken at mealtime and at other times during the school day. On Friday mornings, students in Grades K-8 gather for a worship service in the church. These chapel services are usually led by a member of the St. Luke's Church ministry team. Parents are invited and encouraged to attend.

As part of our goal to share the Gospel and teach concern for others, a mission project of local, national, or international scope is sponsored each month. Weekly chapel offerings support these projects.

CLASSROOM VISITATION

Many times during the year, the teacher may inform the parents of special activities to which they are invited. No personal reservation needs to be made in these cases. If a parent wishes to observe classroom activities during a regular school day he/she should get prior approval from the school office.

Parents who wish to visit with each other after classes begin or before classes are dismissed are asked to do so outside the school building, so as not to distract or disturb students.

COMPUTER AND INTERNET USE

Computer technology is a gift from God to His people. Students need to understand how to use this gift wisely to glorify God and advance His Kingdom. SLLS acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. The use of student devices during St. Luke's school day is an integral part of a student's education. However, the use of student devices is also a privilege, not a right, and inappropriate use will result in disciplinary action or potentially a cancellation of those privileges. Students will be held responsible for their actions and activity while using technology at St. Luke's Lutheran School.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. The faculty will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time as required. You are expected to abide by the generally accepted rules of network

etiquette.

These include (but are not limited to) the following:

- Be polite. No abusive language or bullying of any kind will be tolerated.

- Students will use only their first name in any posted material and will not reveal your full name, personal address or phone numbers of other students or colleagues.

- Note that electronic mail (e-mail) and instant messaging is not private. Network administrators have access to all mail and copies of all instant messages sent. This includes any off campus use of St. Luke's email and curriculum sites.

- Students will use the network in such a way that you do not disrupt the use of the network by other users.

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

The network and its resources, including access to the internet, are available to the staff and students of St. Luke's Lutheran Church and School. Parents of students wishing to make use of the computer network may do so by first checking with their child's teacher for any possible conflict. Access times will be limited to staff member availability.

The use of both the student's network and Google accounts must be in support of education and research, and consistent with the educational objectives of SLLS. SLLS makes no warranties of any kind, whether expressed or implied, for the service it is providing. SLLS specifically denies any responsibility for the accuracy or quality of information obtained through its services. A student's Google account is monitored any time the account is in use, even if after school hours.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or software.

St. Luke's uses filtering systems to track and monitor all internet use on our network. It is important to understand that no filtering system is perfect. Due to the nature of the internet and changing technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to immediately report any inappropriate site to the teacher.

Any student, who accesses inappropriate material on the internet, receives harassing, threatening, or inappropriate materials on the internet, must immediately report the concern to the teacher who is supervising the activity.

Admission to St. Luke's implies acceptance of this agreement. By attending St. Luke's you acknowledge that you:

- Understand the rules and regulations of the SLLS Acceptable Use Policy.
- Realize that, if the rules are violated, disciplinary action will be taken.

A responsible user may:

- Use the internet to research assigned classroom projects.
- Use the internet to send electronic mail (e-mail) to other users.
- Use the internet to explore other computer systems.

A responsible user:

- May NOT use the internet without the direct personal supervision of the teacher, teacher's aide, or authorized parent volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student.
- May NOT use the internet for any illegal purpose.
- May NOT use impolite or abusive language. Electronic bullying of any kind will not be tolerated.
- May NOT violate the rules of common sense or etiquette.
- May NOT change files that do not belong to the user.
- May NOT send or receive copyrighted material without permission.
- May NOT share his or her password with anyone or log in as any other user.
- May NOT use chat rooms or any instant message software unless given specific authorization.

Student owned technology:

Students are allowed to bring and use a small selection of personal devices for educational use at school. These include only those devices that are used for reading books in accordance with our AR Program. An example of these may be Kindles, Nooks, iPads without private service, Android Tablets, etc. These devices will be monitored by the teacher of any given class. Each teacher has the discretion of the use of the personal device at any time. Students are responsible for the care of their equipment. St. Luke's Lutheran Church & School assumes no liability for the damage or loss of any student devices.

The students will not have access to a wireless network during school hours on any personal student device. If they wish to read on campus with the appropriate devices described previously, students will be required to download their appropriate reading material off campus and outside of school hours. Because students will not be allowed access to a wireless network, personal laptops, Chromebooks, Apple computers, etc are asked to be used only at home.

The use of cell phones, as well as any device that carries its own internet service will not be allowed without permission.

CONFLICT RESOLUTION

If a conflict should arise, students, teachers, and parents are encouraged to follow the guidelines of Matthew 18:15-18 in order to resolve the conflict in a Christian manner.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen

to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Information regarding conflict should not be shared with uninvolved persons. Doing so tends to create an atmosphere of distrust and is not conducive to solving the problem.

Conflicts should first be addressed with the person directly involved. Only if there is an impasse should the administration become involved.

Conflict Resolution and Student Conduct

The faculty and staff of St. Luke's understand the importance of a safe, secure, caring environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another. Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” Matthew 22:37-39. At the heart of following Jesus command is a commitment by the faculty, staff, and administration of St. Luke’s to model the love that Jesus has shown us and encourage our students and school family to do likewise.

St. Luke’s uses several tools to develop a positive, caring, Christ-like climate within the school. Our school counselor makes proactive behavior presentations to our students. Our faculty and staff receive training in and then model and teach Conscious Discipline and/or the Young Peacemaker programs to our students. These programs help our students understand and practice appropriate ways to interact with each other, and strategies to use when conflict occurs. Students learn proper ways to express their feelings and the right times to involve an adult to help in resolving problems. They are taught that aggressive or violent behavior toward another person is never appropriate and that there are serious consequences for those behaviors. They also learn that avoiding or running away from a conflict can often have negative consequences as well.

Because of the grace shown us in Christ Jesus we emphasize the need to accept responsibility for our actions and forgive one another. Bullying behaviors will be handled initially according to classroom procedures. If further action is necessary, administration will determine appropriate interventions.

COUNSELOR

The goal of the school guidance program is to encourage the emotional, social, educational, and spiritual growth of all students.

Classroom enrichment activities help the students learn more about themselves, and how best to use their God-given talents and abilities to serve God and show Christian love toward others. School-wide programs provide opportunities for students and their families to enhance their personal development. Counseling is available to build positive self-esteem and support the individual growth of students. Confidentiality will be upheld at all times, with the exception of those matters

pertaining to a student's safety.

Testing may be administered as required. Professionals in educational testing and counseling are available in the community for highly specialized testing services. The counselor is available to discuss academic, social, or behavioral concerns with parents. If interested, call to arrange an appointment.

CURRICULUM

The curriculum and course of study for kindergarten through eighth grade at St. Luke's Lutheran School was produced with an understanding of the developmental level of students and in accordance with the school's mission and purpose. It reflects the Florida State Standards, Common Core State Standards, Concordia Curriculum Guides, and Lutheran School guidelines as well as content from national subject area organizations such as the National Council of Teachers of Mathematics, National Council of Teachers of English, National Science Teachers Association, National Council for the Social Studies, National Art Education Association, STEM Education, ISTE, National Educational Technology Standards, etc.

The subject areas at each grade level include:

- **Religion** - Bible study, bible teachings, memory work, worship, missions
- **Language Arts** - Reading, phonics, grammar, spelling, handwriting, creative writing, literature
- **Mathematics** - Basic instruction in arithmetic, geometry, algebra, metrics and related areas
- **Science** - Concepts in biological and physical sciences, health, sex education, safety
- **Social Studies** - Geography, history, citizenship, current events
- **Music** - Classroom singing, music appreciation, music notation, choirs, handbells, band, orchestra
- **Art** - Work in a variety of media and art appreciation
- **Physical Education** - Basic skills, exercises and movements, physical fitness, group games, rhythm, nutrition and recreation
- **Foreign Language** – Spanish: conversational and culture
- **Computer** - Computer literacy, word processing, applications

DAILY SCHEDULE

K - Grade 8 (M,T,Th,F)	8:30 AM - 3:20 PM
K - Grade 8 (W)	8:30 AM - 2:20 PM
Preschool (M-F)	8:30 AM - 1:30 PM
School Office (M,T,Th,F)	8:15 AM - 4:00 PM
School Office (W)	8:15 AM - 2:45 PM

Classrooms/Main Entrance opens at 8:15 AM.
All students K-8 enter through the main entrance.

Extended School Care Hours:

K-8: 7:00-8:15 AM, 2:20/3:20-6:00 PM

Preschool Friends and Fun: 1:30-5:30 PM

Students are to leave the school campus at dismissal. When car line ends, any remaining students will be signed into Extended School Care (ESC). Only students who are under supervision will be permitted on campus.

If a student arrives earlier than 8:00 AM and/or remains after 3:45 PM he/she will automatically be placed into ESC. A fee will be assessed for this supervision at the established rate.

DISCIPLINARY PROCEDURES & RULES

Discipline

We at St. Luke's Lutheran Church and School, with the help of God, strive to balance Law and Gospel, resulting in effective teaching of the Christian faith and life-style and the implementation of an educational program that seeks to develop each student's intellectual, spiritual, physical, social, and emotional potential.

The Law serves to show us our sin and our need to have faith in Jesus as our personal Savior. The Law also functions as a curb to behavior that would lead us into sin and away from the Lord. The Gospel of Jesus Christ, which offers forgiveness, renewal, and regeneration, must also be taught and lived.

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. The teacher will outline the policies at the beginning of the school year. Middle school students should refer to the appropriate handbook section for detailed policies for grades 6-8. Parents may appeal any disciplinary actions first to the classroom teacher, then to the school administrators, and finally to the school board.

Teachers will attempt to resolve minor problems with the student using their classroom systems. If inappropriate behavior persists, the teacher will communicate with parents and/or administration for further assistance.

The level of disciplinary response for any violation will depend on a variety of circumstances. Administrators and the school board reserve the right to suspend or expel any student for a major violation or persistent disregard of the school rules.

Classroom Rules for Grades Preschool – Grade 8

1. Show Christian love and respect to others.
2. Keep hands, feet, and objects to yourself.
3. Follow directions.
4. Use materials and property appropriately.

School Rules

- Students are not permitted on the school campus before or after school without parental supervision.
- Items such as toys and games are not to be brought to school. The teacher will confiscate items that disrupt the class.
- Chewing gum is not permitted.

- Students are expected to follow school rules whenever and wherever they represent St. Luke's Lutheran School (field trips, interscholastic sports, ESC, etc.)
- Unless authorized, the elevator is not for student use.
- Foul, vulgar, threatening, or abusive language and fighting in any form is unacceptable.
- Students may not leave the school grounds during the day without written permission from parents and consent of the classroom teacher and administration.
- Cheating or plagiarism of any kind is unacceptable.
- No class, individual, or organization is to begin any fund-raising activity without permission from the administration.
- Weapons of any kind (knives, guns, etc.) are not permitted on campus.
- Possessing/being under the influence of/using any controlled substance (illegal drugs, alcohol, tobacco, etc.) is unacceptable.
- Should incidents, behavior or conduct outside of school have a direct effect on school life, disciplinary action will be taken by the administration.

DRESS CODE (Grades K - 8)

The following guidelines indicate appropriate dress at St. Luke's. Uniforms are available from the Sir Walter Uniform Company, from Merritt Island, Florida. This company will visit St. Luke's Lutheran School twice during the summer and monthly thereafter. At each visit the representative will offer the full uniform line for you to choose from and your child to try on.

Dress Code Guidelines

- Uniform twill pants in navy or khaki. (must be purchased from uniform company)
- Uniform twill shorts in navy or khaki. (must be purchased from uniform company and not shortened)
- Uniform skirts, jumpers, or skorts. (must be purchased from uniform company and be worn no more than four inches above the knee measured from floor in kneeling position)
- Solid-colored, three-buttoned, collared polo-style shirt. (The uniform company will have monogrammed St. Luke's shirts available for purchase.)
- Short or long sleeved solid colored oxford cloth blouse or shirt.
- Traditional solid colored long-sleeved mock or turtlenecks.

General Guidelines

- On Wildcat Wednesdays, a wildcat t-shirt, available from Skool Style, may be worn with uniform shorts, skirt, pants, or skort.
- All clothing and shoes must be clean and in good condition: not faded, torn or stretched.
- All clothing must be of an appropriate size and fit, without being tight or baggy.
- All shirts/blouses must be tucked in. Waistbands must be visible; belts must be worn. Belts are optional for kindergarten students only.
- If sweaters are worn, they must be worn over, not instead of, dress code shirts. Ribbed sweaters do not have to be tucked in. St. Luke's uniform sweatshirts may be worn over, not instead of, dress code shirts.
- Shirts may not be worn as jackets. Clothing may not be tied around the waist.
- Non-uniform jackets, coats, or sweatshirts should not be worn in the classroom by Middle School students.
- All shorts and slacks must be worn at the natural waistline and be of appropriate length.
- Students are to groom themselves in an appropriate manner. Hair must be neat, kept out of the eyes, a natural color, and not a distracting style. Boys' hair should not be over the collar.
- No hats or bandanas may be worn.
- A pair of gym shoes and white socks are required for PE for students in grades K - 8. Students should bring a separate pair of non-marking gym shoes exclusively for indoor gym periods so as to preserve the gym floor.
- Earrings (smaller than a quarter) may be worn by girls only. No jewelry may be worn in pierced body parts other than the ear.
- Jewelry should not be dangerous or distracting.
- Tattoos are not allowed.
- Only girls in Grades 7 and 8 may wear makeup. It should be worn in moderation.
- No open-toed shoes, backless shoes, or sandals are permitted.
- On occasion, the school will have special non-uniform days. These days will be announced as the school year progresses. Dress on these days must be appropriate and tasteful, and in the spirit of the special event or theme.

A visual check of your child's choice of clothing before he/she leaves home each morning may help to avoid any problems at school. If your child is out of uniform, he/she will be required to call you to bring him/her the required uniform clothes. Your child will remain in the school office until you arrive.

Specific situations not covered in these guidelines will be reviewed on a case-by-case basis by the administration.

DROP-OFF/PICK-UP CAR LINE (Grades K-8)

Maps detailing the drop-off and pick-up procedures will be distributed at the beginning of the school year. **Cell phone use is not permitted in carline.**

If you choose to walk your child to class, please park in a designated area. Try to remember that school begins at 8:30 AM and your child's teacher needs to focus his/her attention on the needs of the entire class. If you need time to conference

with the teacher, please schedule an appointment to do so. Once the 8:30 AM bell rings, vacate the hallways quickly and quietly so as not to disturb the students.

If you choose to pick up your child before car line begins, park in a designated area and wait outside the front entrance. When your child arrives, carefully and cautiously escort your family to the parking area.

If your child is to be picked up by someone other than yourself or the regular driver, please notify the teacher in writing. Phone the school office if an emergency situation arises that will prevent you from picking up your child.

EXTENDED SCHOOL CARE

The Extended School Care (ESC) Program is available for students in grades K-8 enrolled at St. Luke's Lutheran School. The ESC staff provides care from 7 - 8:15 AM & 2:20/3:20 - 6 PM on school days. Students must be registered for Extended School Care.

On designated early dismissal days and non-attendance days, childcare begins at 7:00 AM and is available until 6:00 PM. Please refer to the school calendar and ESC literature for dates of operation and fees. Detentions and pre or post athletic practice usage are part of the ESC program and billed at the regular ESC rate.

The school nurse is not available during ESC time. If ESC is utilized, prior arrangements must be made with the school nurse to meet the student's needs (preventative medications or emergency inhalers, Epi-pens) during this time. It is ultimately the parent's responsibility to initiate this accommodation, and ESC follows the school's policies for medications and medical interventions.

Morning drop off is from 7:00-8:15 AM. In the afternoon, your child may be picked up at the main school building from school dismissal time until 6:00 PM. Students picked up after 6:00 PM will be charged \$1 for every minute after 6:00 PM. If your child's ESC or Friends and Fun account is not kept current, use of the program will be suspended until the balance is paid in full.

F.A.C.T.S. PROGRAM

F.A.C.T.S. (**F**or **A**ll **C**hildren **T**o **S**ucceed) is a multi-disciplinary team of faculty and staff that provides confidential support and resources for teachers and parents. The purpose of the F.A.C.T.S. Team is to build positive self-esteem and encourage academic progress among students.

When a teacher has academic, social, or behavioral concerns about a student in class, he or she may contact the school counselor to arrange for a conference with

the F.A.C.T.S. Team. A written plan of action will be developed for the individual student. This plan may include conferencing with the student's parents, seeking tutorial help by teachers, peers or outside agencies, mutually establishing goals with a time deadline for re-evaluations, increasing extracurricular participation, providing home assistance, and/or recommending diagnostic testing.

FEES AND TUITION

Registration Fee (K-8) or Supplemental Fee (PK) - a fee for students in all grades is due at the time the enrollment application is submitted. This fee is non-refundable.

Special Field Trip Fees – Fourth, fifth, and eighth graders have additional fees to cover the cost of their special class trips. Payments for these trips are due at various points during the school year and must be paid in full to allow attendance. All special field trip fees are non-refundable.

Academic Screening – All students new to St. Luke's who are enrolling in kindergarten through grade 8 will participate in a Readiness/Grade Level Screening at a cost of \$65.

Other Fees – Additional fees are charged for other services, such as AC*E, music, athletics, ESC, and instrument rentals. A current fee schedule is available at the school office.

Tuition Collection Procedure -

- For each student, the financially responsible person will sign a Fee Remittance Agreement, acknowledging and agreeing to abide by the terms outlined in the agreement.
- Unless otherwise indicated, registration fee must be paid in full prior to the first day of school.
- The first tuition payment is due on or before the first day of school and unless otherwise indicated, all other payments are due by the first day of the month.
- Account statements will be posted on RenWeb by the 23rd day of each month. No paper copies will be mailed.
- Payments are considered past due on the 15th day of the month.
- If payment is not received by the 15th day of the month a \$25.00 late fee will be charged to the account. An additional \$25.00 charge will be added on the 25th of the month if the account remains past due. In the event that St. Luke's, at its discretion, waives the late fee, this is not to be deemed a waiver of any other fees.
- In the event an account is 30 days delinquent, the financially responsible party will be notified that the enrolled student will be suspended from class attendance until the account balance is current. Once the account balance is

current, or a documented payment plan including a promissory note, agreed to and signed between the financially responsible parties and the finance department, the enrolled student can return to class. St. Luke's, at its sole discretion, may declare the full annual tuition and associated fees due and payable immediately. In the event St. Luke's, at its discretion, waives the acceleration of the total amount due for any delinquency, this is not to be deemed a waiver of all delinquencies.

- Any payments received will be applied to any outstanding balance due at the discretion of the CFO.
- A \$35.00 return check fee is assessed by St. Luke's when a check is not paid by the bank on which it is drawn. For parents paying on Renweb's *Pay Now* system, Renweb will charge a return check fee.
- A \$30.00 payment plan change fee is assessed when a payment plan is changed after July 1st.
- Tuition is due whether a child is in attendance or not and will be assessed until written notification of termination of enrollment is received.
- Should a student be withdrawn from St. Luke's before the 15th of the month, half a month's tuition will be charged. Should a student be withdrawn after the 15th of the month, a full month's tuition will be charged.
- Should a family become new members of St. Luke's Lutheran Church, the member tuition rate will become applicable on the first of the month following confirmation.
- Final grades, transcripts, or standardized testing will not be issued from the school until all accounts are satisfied. In addition, parental access to RenWeb will be denied until accounts are paid in full.
- St. Luke's Lutheran School reserves the right to turn any delinquent account over to an attorney or collection agency for collection. The financially responsible party, as indicated on the Fee Remittance Agreement, is responsible to pay all reasonable costs of collection, including but not limited to a reasonable attorney's fee plus interest at the rate of 10% per annum on any delinquent accounts.

Opportunities for financial aid are available to enrolled students. Applications and information are available from the school office.

FIELD TRIPS

Field trips are taken by St. Luke's classes to provide educational experiences and learning activities for students outside the structured classroom.

In order for a student to attend a field trip, the Acknowledgement and Permission

Form must be signed by the parent at the start of the school term. A student may not participate in a field trip until the permission form is signed by the parent and returned and the emergency card is complete and on file. Notification will be sent home to parents prior to any field trips.

Additional help is often needed to supervise students. We welcome parent participation in class field trips as chaperones, but all parents cannot attend all field trips. Please contact your child's teacher for details. All parents must complete a Volunteer Personnel Form prior to serving as a chaperone. Siblings should not be brought on field trips as this can distract the volunteer and may detract from the class experience.

ALL students are expected to participate. Field trips are considered part of our curriculum and a regular activity of the school day. It must be stressed, however, that only those students who have demonstrated good conduct during their classes will be permitted to attend. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student at the parent/guardian's expense.

GRADING SCALE

The scale listed below is used for kindergarten to evaluate a child's development.

- M – Mastery
- S – Satisfactory
- W – Working on skill
- N – Needs help with skill

The evaluation scale below is used for all students in first through eighth grade.

- | | |
|--------------|----|
| 92-100 | A |
| 90-91 | A- |
| 88-89 | B+ |
| 82-87 | B |
| 80-81 | B- |
| 78-79 | C+ |
| 72-77 | C |
| 70-71 | C- |
| 68-69 | D+ |
| 62-67 | D |
| 60-61 | D- |
| 59 and below | F |

Some classes or subjects utilize the following grading code:

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement

Report cards are issued quarterly. Mid-term reports are issued at the midpoint of

each quarter. Effort and conduct are also evaluated on progress reports. Parent-teacher conferences are scheduled for the 1st quarter and 3rd quarter. All parents are expected to participate in the parent-teacher conferences.

HEALTH SERVICES

Parents are encouraged to keep their children at home if they are sick or running a fever. A child must be free of fever for 24 hours to return to class. Please report the illness to the school office by 9:00 AM.

Parents should notify the school nurse of students who have communicable conditions (i.e., strep throat, pink eye, lice, chickenpox, etc.). Student confidentiality will be maintained. Permission of the family physician and the school nurse is required for the student to return to class. A clearance form must be obtained from the Health Clinic for re-admittance to the classroom. St. Luke's has a Communicable Disease Policy and reserves the right to require a certificate of examination.

Each student is to have an emergency card on file at the school office. These cards must be completed annually, and should be updated if there are any changes during the course of the year.

A parent is contacted as soon as possible when there is a serious illness or injury. If a parent cannot be reached, other parties listed on the emergency card will be contacted. If none can be reached, and only if additional treatment is needed, the necessary emergency/first aid care will be obtained for the health and well being of the student. This will be done by complying with the directions/permission authorized by the parents/legal guardian on the child's emergency card. For further information, see the emergency card.

Students who become ill during the school day should be picked up within one hour of notification. If the parent is unable to pick up the child, then other parties listed on the emergency card will be contacted.

Students with broken or fractured bones/temporary disabilities are required to present to the school nurse a physicians signed letter of clearance for participation in PE, recess and after-school sports. No student will be able to participate in any school-related physical activities without this clearance on file. Students who are excused from PE will also be excused from recess and other school related physical activities.

If a student requires medication during school hours, an Over-the-Counter Medication Authorization Form or a Prescribed Medication Authorization Form must be on file with the school nurse. Both forms require a physician's signature for all medications and/or over-the-counter preparations (i.e., Tylenol, cough drops, Chap Stick, medicated creams, sprays, etc.).

The parent must deliver all medications to the school nurse for verification and inventory. Per school policy, students are not permitted to carry any medication

during school hours (i.e., Tylenol, cough drops, Chap Stick, medicated creams, sprays, etc.).

Students who require daily administration of medication must provide an extra medication container with a pharmacy label for field trips.

At the end of each school year, parents are expected to retrieve all medications by the last day of school. The school nurse will dispose of medications that have not been picked up.

Students requiring medications during Extended School Care hours must pre-arrange with the school nurse for the dispensing of such by the ESC staff. The school nurse is available each day from 8:30 AM until the end of the school day.

The school nurse is authorized to provide assistance for illnesses or injuries that occur during school hours only. For illnesses or injuries that occur before or after school hours, please contact your family physician.

HOMEWORK

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students to budget their time wisely. It is not our goal to have students spend the majority of their after-school time working on homework. However, the time that individual students take to complete the same task can vary drastically. This variance can be caused by a host of reasons, including individual skill levels, work speed, enthusiasm, proper use of classroom work time, extra-curricular activities, and behavior. If your child often struggles with a heavy homework load, please talk to your child's teacher.

Students are expected to complete assigned work as directed and in the spirit in which it was assigned, and to return homework by the designated time. Assignments not submitted by the designated time may not be given full credit. Students should submit homework assignments that reflect careful attention to detail and quality, and ensure that homework assignments are appropriate for a Christian school environment.

If a student is absent, please call the school office by 9:00 AM to request make-up work for the student to do at home. Assignments may be picked up at the school office after 3:00 PM. If a student is absent for one day, they will be given one extra day to complete the assignments that were due. If a student is absent for more than one day, the teacher and student will establish a reasonable deadline. Makeup work for planned absences should be requested at least one week in advance.

Parents can help their children by providing:

- Good supervision of all learning activities at home
- A quiet place for study

- Encouragement and assistance when needed

Teachers and parents working together can achieve an effective homework program that challenges each student to his or her full potential.

INCLEMENT WEATHER

In case of damage to the school, hurricanes, or other emergency, the cancellation of school announcement will be sent to the email addresses and phone numbers provided by the family for this purpose on Renweb. We will also notify local TV and radio stations, although we cannot guarantee they will broadcast our announcement. If school is closed, ESC and all other school events will also be cancelled.

If there is a severe storm at dismissal time, an announcement will be made from the school office to follow the inclement weather procedure. All students will remain in their classrooms until they are called or an “all clear” is given. Children will be permitted to leave the classroom before the “all clear” only if accompanied by a parent. The safety of our children and staff is a priority.

INSPECTION

St. Luke’s reserves the right to inspect and conduct a search of a student, his or her locker, backpack, book bag, or any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or random basis, or as deemed necessary. Further, the school has the right to seize and permanently retain any property obtained by an inspection or search.

INTERNATIONAL STUDENTS

International students attending St. Luke’s are held to the same positive expectations and behaviors of our school community and the policy and procedures outlined in this handbook.

INTRAMURAL SPORTS PROGRAM

Throughout the school term various programs are offered to students to improve their athletic skills. In addition, an intramural program is available for some grade levels as an after-school activity. Teams will be formed for sports such as volleyball, basketball, and soccer. Students will have the opportunity to learn, practice, and master skills in each sport.

LOST AND FOUND

Anything students bring to school including lunch box, backpack, articles of

clothing, etc., should bear the child's name. Lost and Found articles are kept for a period of time. Unless identified or claimed, the items are periodically donated to local charities.

LUNCH

Students have the option of bringing their own lunch to school or purchasing a lunch. Parents are to pack all necessary eating utensils. Bowls, glasses, microwave heating, refrigeration, etc., are not available for student use.

Daily lunch entrees or sandwiches are available in the lunchroom but must be ordered through our RenWeb system. Please refer to the summer mailing for RenWeb lunch program ordering instructions, payments, menus, and pricing.

Juices, water, and milk may also be purchased. An ice cream dessert is offered one time during the week. Preschool parents should refer to the specific information provided for their lunch program.

All lunch purchases will be billed on the family's monthly statement. St. Luke's uses the finger touch accounting system for lunch billing. Refer to the summer mailing for further details. Lunch order privileges may be suspended if your lunch account becomes delinquent. If a child forgets his/her lunch, a sandwich and drink will be provided and his/her lunch account will be charged.

Due to class size and availability of seating, the following procedure is used:

1. If parents would like to eat lunch with their child on his/her birthday or during VIP week, arrangements need to be made with the teacher at least 24 hours in advance. Please do not arrive unannounced.
2. Depending on space constraints, you may be asked to share a table with other students, adults, or use the picnic table area outside.
3. If you want to drop off a special lunch, leave it at the school office. Please limit this practice to special occasions.

MEDIA CENTER

St. Luke's Lutheran School provides a library/media center for its students and faculty. Students visit the library weekly to provide time for book selection, review of library skills, and/or story time. No overdue fines will be assessed for late books; however, the borrower must return the late book or pay for a replacement before another book can be checked out. All library books must be returned or replaced by the last day of school.

MISCONDUCT BY SCHOOL PERSONNEL

The following behavior by a classroom teacher, paraprofessional, substitute teacher, staff, volunteer, librarian, school counselor, specialist, and administrators may be indicative of misconduct that should be reported:

- being alone with a student in dark or closed room or secluded area

- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- using forceful or unnecessary physical contact with a student
- administering discipline not compliant with school policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student
- mocking or belittling a student
- chronically embarrassing a student
- displaying prejudice or bigotry against a student
- suspicion of being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations
- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

How to Report Misconduct

- Report allegations or suspicion of misconduct by an instructional personnel member to the school administration.
- Report allegations or suspicion of misconduct by the school administrator to the Senior Pastor or School Board Chairperson.
- Document the activities or details of the event
- Secure evidence (if applicable)
- If someone tells you about misconduct, be a LEADER:
Listen, evaluate, act immediately, document, encourage, report

MUSIC EDUCATION

In addition to weekly music classes, St. Luke's offers a number of opportunities for students to be involved in music. Class choirs and instrumental performance groups frequently participate in chapel and worship services. Depending on grade level, classes participate in leading a worship service or in a full musical production. Attendance at these events is expected.

PARENT-TEACHER LEAGUE (PTL)

Parents of St. Luke's Lutheran School students are automatically PTL members. The PTL officers are elected by the membership. Meetings and activities are planned throughout the school year for the purpose of strengthening school and family unity.

Enrichment programs for parents and students, fund raising activities, volunteers for the "Helping Hands" program, enrichment programs, etc., are part of this

organization's efforts to enhance the educational program at St. Luke's Lutheran School.

The PTL Executive Board is comprised of four elected officers. Together with various standing committees and the superintendent, the PTL activities and programs are planned. Your thoughts, interest, and opinions are welcomed.

PETS

Students and parents are not permitted to bring pets onto school property and are not allowed in the classroom.

PETITIONS AND POSTERS

All petitions, publications, or posters circulated through the classroom or school must first be approved by the administration.

PHONES

The telephones in the school office are for business and staff use only. Students may use classroom or office phones only when permission is granted and accompanied by a faculty or staff member. Calls should only be made in cases of emergency, illness, or school-related business.

If a parent must contact a child during the school day, call the school office (407-365-3228) and the message will be relayed to the child.

Cell phones may be brought to school, but must be kept off during the time they are at school, and must be kept in the student's locker or backpack. Any phones that are seen or heard during the school day will be confiscated and released to the child's parent/guardian only.

PORTRAITS

Various types of photographs are taken at school during the year and are made available for purchase at the parent's option. Individual pupil pictures are taken at the beginning of the first quarter and will appear in the yearbook distributed at the end of the school year. Also, a class (group) picture is taken. See the Acknowledgment and Permission Form for details concerning the use of photographs and videos other than in the yearbook.

PROMOTION

Teacher input, classroom performance, the attainment of necessary skills, maturity level and performance on achievement and developmental tests will be used in determining the promotion of students. Retention of a student will be discussed with the parents, teachers, and administration. The school will ultimately make a final decision based on these factors.

A student in sixth through eighth grade is also expected to maintain a minimum

grade point average of 2.0 (to include all subjects). The school administration may recommend summer school or private tutoring as an alternative to the retention of the student at their current grade.

In all cases where retention is a possibility, the best interest of the student must be the prime consideration.

RENWEB

St. Luke's uses the RenWeb system of communication between the home and the school. You will need to use this system to access your tuition account information, student grades and assignments, lunch orders, etc. A RenWeb instruction handbook will be included in the summer mailing packet to help you

with this process.

SAFETY AND SECURITY

St. Luke's Lutheran School is committed to maintaining a safe and secure campus. Cooperation of all of the drivers and visitors to our campus is necessary.

Drivers are asked to:

- Drive slowly and be alert
- NOT use cellular phones in carline
- Enter and exit only at designated points
- Park in marked parking areas only
- Watch for pedestrians using cross walks

Visitors are asked to:

- Enter and exit at the main school entrance
- Sign in and out at the school office
- Wear a visitor badge
- Refrain from opening doors to admit visitors not signed in
- Move around the campus in a quiet, orderly manner
- Cross traffic areas together and use the cross walks as marked

Please do not be offended if you are asked to show identification when asking to see your son or daughter. This is a safety measure intended to protect your children. Anyone seen on campus during school hours without a visitor badge will be directed to obtain one or asked to leave campus.

STUDENT SEXUAL HARASSMENT REPORTING PROCEDURE

Students are expected to treat each other in a Christ-like manner, with dignity and respect. Harassment is defined as unwelcome, harmful behavior towards another person that is physically, emotionally, or academically injurious.

Any student who believes he or she has been subjected to sexual harassment by a member of St. Luke's Lutheran School staff or by another student may verbally report it to any adult with whom he or she feels comfortable.

The adult receiving the verbal report shall immediately have the student complete

an Incident Report Form within five days and forward it to the administration.

STUDENT VISITORS

School administration must approve any student visitors.

SUPPLIES

Many school supplies needed for classroom activities will be provided by the school. Other supplies are to be brought to school by the student. An annual supply list will be included with the July summer mailing.

TEACHER/PARENT COMMUNICATION

Good communication is necessary to build a strong partnership between the home and school. E-mail, telephone calls, written notes, and face-to-face meetings will help to ensure that the parent and teacher work together for the good of the child. Please avoid talking with your child's teacher during times they are supervising students (immediately before or after school), and always be sure that communication is done in an appropriate manner.

TEXTBOOKS

The school provides all textbooks, books and workbooks. It is expected that all students in grades 3-8 purchase their own ESV bible from the school office.

Damage to textbooks due to neglect or abuse - beyond reasonable wear - will result in the assessment of fines.

Textbooks are reviewed and replaced or updated on a regular basis.

TRANSPORTATION

Parents are fully responsible for the transportation of their children to and from school. St. Luke's will arrange transportation for field trips, athletic events away from our school campus, and other school sponsored events. For these activities, the signed Acknowledgment and Permission Form must be on file in the school office prior to the event.

VOLUNTEERS

Volunteers are involved in many aspects of our school program. Parents serve in such capacities as homeroom coordinators, event planners and helpers, and classroom helpers. We encourage involvement with the school whenever possible. When volunteers are serving our students, if you have a young, non-enrolled child, please make arrangement for child care elsewhere. Volunteers must register at the school office. A visitor's badge will be issued to all volunteers. For further details and steps to follow to become a volunteer, see the Volunteer Handbook.

WITHDRAWAL OF STUDENTS

If it becomes necessary for a student to withdraw or transfer from St. Luke's, please notify the school office in writing as soon as possible. If a student is withdrawn on or before the fifteenth of the month, half of that month's tuition is charged. Students withdrawn after the fifteenth of the month are charged for the full month. Students withdrawn before the start of school are evaluated on a case by case basis. Student records will be sent upon written request from the school to which the student is transferring. No records will be released until all forms are completed and financial matters are resolved.

MIDDLE SCHOOL SUPPLEMENT GRADES 6-8

ADVANCED PLACEMENT CLASSES

For students exhibiting readiness skills in the areas of Math and Spanish, advanced classes of Algebra I and Spanish I will be offered for high school credit. Upon successful completion of all class requirements, high school credits will be awarded and transferred with the student. The teacher and administration make recommendations for class placement.

CLASS PREPARATION POLICY

Our goal at St. Luke's Lutheran School is to provide students with an atmosphere in which optimum learning can take place. This requires student cooperation concerning preparation for class. Students are expected to come to every class prepared and on time. Such preparation should be completed prior to the ringing of the tardy bell. Such preparation might include any of the following:

- Having all assignments completed and at hand.
- Having all necessary books/workbooks/notebooks at hand.
- Having all required equipment/accessories at hand. This includes paper, pen/pencil, ruler, etc.

To achieve this, the following policy has been developed:

- If absent one day, the student will be given one extra day to complete the assignments that were due. If absent more than one day, the teacher and student will establish a reasonable deadline.
- For any incomplete class assignment, the student will be given an "undone" slip. This is a reminder to the student that the assignment is due at the start of class the following day. These forms require a parent signature. If the assignment is not completed and handed in to the teacher or the signed form is not returned, the student automatically stays for a one hour after-school study hall that day.
- If assignments are turned in late, the grade for that assignment will be reduced.

DISCIPLINE CODE

At St. Luke's Lutheran School we expect our students, with the help of the Holy Spirit, to conduct themselves as redeemed children of God. Accordingly, we expect our students to adhere to all school policies, practices, and rules as set forth and explained in the Student Handbook. These policies are in effect whenever students are attending school sponsored activities and/or under the supervision of a St. Luke's Lutheran School faculty/staff member.

For the following infractions, students will be assigned a lunch detention for their next lunch period:

- Not returning a required parent signature
- Tardy for class
- Not prepared for class
- Dress code violation
- Textbook not covered
- Gum or candy

Yellow Slips are issued for the following infractions. They carry specific point values, and carry consequences as outlined after the list of infractions. All yellow slips must be signed by the student's parent or guardian, and must be returned to the student's homeroom teacher before the start of the next school day.

Two Points

- Disruptive behavior
- Failure to return a signed yellow slip before the beginning of the next school day
- Bringing inappropriate items into the classroom
- Other behaviors as deemed appropriate by the teacher

Three Points, and an after-school detention on the next school day

- Extremely disruptive behavior
- Disrespectful behavior
- Use of inappropriate language
- Public displays of affection
- Other behaviors as deemed appropriate by the teacher

The following consequences will be in effect based on the accrual of yellow slip points for each semester grading period:

12 points	Student detention, parents are contacted
15 points	Student detention, student and parents meet with school staff to create a Behavior Improvement Plan.
18 points	Saturday School from 9-Noon for either academic or work activities. A \$25 fee is due on that day to the person supervising.
21 points	One day in-school suspension, student is ineligible for extra-curricular activities until the end of the semester, student and parents meet with school administrator and/or school board representative.
24 points	Two day in-school suspension
27 points	Indefinite out-of-school suspension pending school board ruling on expulsion

Demerits are issued for more severe actions. They carry a value of five points, as well as other automatic consequences depending on the number of demerits the student has received. The following items warrant a demerit:

- Unaccounted-for time (students are not where they are supposed to be at a designated time)
- Fighting (anyone involved in a fight will receive a demerit)
- Vulgar language
- Cheating
- Forgery
- Defacement of school property

Demerits also carry specific consequences, over and above any consequences for the accumulation of yellow slips. Accumulation of demerits is over the course of the entire school year.

First Demerit	Call to parents to notify of demerit and arrange for student to serve two after-school detentions.
Second Demerit	Saturday School from 9-Noon for either academic or work activities. A \$25 fee is due on that day to the person supervising.
Third Demerit	One day in-school suspension.
Fourth Demerit	Indefinite out-of-school suspension pending school board ruling on expulsion.

Any written or verbal threat of physical violence by a student towards another student, faculty member or staff member will not be tolerated. Immediate action by the administration will be taken in the form of a demerit, suspension or expulsion.

Should an activity or event that happens outside the school adversely affect school life, action will be taken by the administration.

The above policies are designed for most discipline situations. The administration and school board reserve the right to take other actions as they deem necessary. Parents may appeal any disciplinary actions first to the school administrators, and finally to the school board.

DRESS - PHYSICAL EDUCATION

Students are required to wear P.E. uniforms when participating in physical education. Part of their grade is dependent upon it. Uniforms may be purchased from the school uniform company.

P.E. uniforms are not to be worn in the classroom. Time will be given to change before and after P.E. class.

Students are not required to wear P.E. uniforms for after school sports activities. Dress for activities, however, is expected to be in good taste and non-offensive.

ELIGIBILITY -- EXTRA-CURRICULAR ACTIVITIES

If a student receives an F or two or more D's on his/her midterm report or quarterly report card, he/she will become ineligible to participate in extra-curricular activities for a period of two calendar weeks, beginning the Monday after the grade is released (or the first day back to school if grades are released during a vacation period). If, at the end of that two week period, the student has raised his/her grade to the required level, he/she may rejoin the team, group, or activity at that time with the permission of the administration, the athletic director (for athletic teams), and the coach or group sponsor. If the required level is not met, the student may not participate until the next report card or mid-term report.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of activities at St. Luke's Lutheran School. Extra-curricular activities are those activities sponsored by St. Luke's Lutheran School before or after normal school hours. Activities and programs include:

- Student Council
- Safety Patrol
- Clubs
- Musical Ensembles

St. Luke's has an organized athletic program and offers students in grades 5 through 8 an opportunity to participate in one or more of the following sports:

- Volleyball (girls)
- Soccer (boys & girls)
- Golf (boys & girls)
- Basketball (boys & girls)
- Cheerleading (girls)
- Flag football (boys)

Other athletic programs may be offered as changes are made within our leagues, or as other opportunities become available.

In the event a St. Luke's team wins a state competition and has met the stated criteria, the school board will determine participation at the national level in a timely manner. (Criteria will be in the Athletic Handbook.)

HONOR ROLL

Students in grades 6-8 are eligible for placement on the Honor Roll. The following formula is based on the GPA (Grade Point Average) of the student:

Principal's Honor Roll	4.0
Honor Roll	3.99 – 3.5
Merit Roll	3.49 – 3.0

All academic classes will be included in the calculation of the GPA. The following breakdown will be used in GPA calculations:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	

MUSIC

A program of choir, band and handbell instruction is offered at St. Luke's Lutheran School. A full explanation of the programs will be sent home at the beginning of the school year.

Opportunity to participate in small ensemble groups is available to qualified students.

PRESCHOOL SUPPLEMENT

HOURS

The preschool core hours are from 8:30 AM to 1:30 PM. The preschool office is located at Slavia Square, and the office hours are from 8:30 AM to 4:00 PM. If you would like to meet with the Principal, please schedule an appointment by calling 407-365-3228 Ext. 3510.

Before School Program - Friends & Fun

This program begins at 7:30 AM. No morning snack will be provided during the time of 7:30 AM – 8:00 AM. We ask that no breakfast items are brought in during this time.

After School Program - Friends & Fun

Friends & Fun begins at 1:30 PM and continues until 5:30 PM. A snack will be provided. A late fee of \$1.00 for every minute will be assessed if a child is picked up after 5:30 PM.

Both Before School and After School (Friends & Fun) Programs are optional extensions of our school day.

ARRIVAL AND DISMISSAL PROCEDURES

Sign In and Out

For your child's safety, it is important for you to sign your child in at the classroom daily. Ask your teacher where your sign-in sheet is located. If your child attends Friends & Fun, please sign your child out at the preschool front desk.

If you would like to pick your child up at any time other than regular dismissal, come to the preschool office no later than 12:45 PM, unless prior arrangements have been made due to appointments.

Arrival

Classroom doors open at 8:15 AM. Before that time teachers are in devotions and preparing for the day. Please give them this time.

The school day begins at 8:30 AM. In the morning all parents should park their vehicles in the appropriate parking areas and escort their child to his/her classroom where their teacher will greet them. The teachers need to devote their attention to the children, if you need to speak to a teacher, please schedule a conference time or leave a number where the teacher can call you at an appropriate time.

Dismissal

- 1, 2, 3, 4, and 5 year olds begin carline at 1:30 PM. There will not be any walk-up pick up.

Please follow the carline procedures as outlined in the July newsletter.

For your safety and the safety of others, please:

- Drive slowly and be alert
- DO NOT use cellular phones

- Enter and exit only at designated points
 - Park in marked parking areas only
 - Cross traffic areas together and use the cross walks as marked
- Parents are expected to be prompt in picking up their child. A child who is not picked up by the close of carline on a school day will automatically be placed in Friends & Fun and charged accordingly.

Release Policy

At any time during the day, a child will only be released to persons listed on their emergency cards, Alternate Release/Carpool Form or persons with written permission. Please send a note when anyone other than parents or people listed on the above forms will be picking up your child. If there is a last minute change in plans, a call to the preschool office should be made. For the safety of your child, please know that proof of identification may be requested.

ASSESSMENTS

St. Luke’s preschool students are constantly being assessed through continuous observation. More formal assessments are conducted in the fall and spring just prior to parent/teacher conferences. Mandated by the state, formal VPK assessments occur 3 times throughout the school year in the 4/5 year-old classrooms. Please be aware that your child will participate in the state mandated FLKRS assessment, if your child attends our Transitional class. Our school counselor may also be asked to observe a child in a classroom setting.

ATTENDANCE

Daily Attendance

It is vital to a child’s educational development that he/she is present daily to participate and contribute to the learning processes within his/her classroom environment. This aspect of his/her school experience cannot be made up at some future date.

Tardies

Students are to be in class by 8:30 AM. After 8:30 AM parents must come to the front desk in Slavia Square to receive a pass. This rule is necessary to limit disruptions in the classroom. **TEN tardies** may result in a letter or a meeting with the Principal for counseling.

Absences

A student not in attendance for any reason is considered absent. It is the responsibility of the parents to call the preschool front desk at 407-365-3228 Ext: 3510 by 8:45AM to report any absence. Upon the student’s return to school, a written excuse should be provided.

Any extended period of absences known or planned in advance should be relayed to the teacher as early as possible. Absences are strongly discouraged for vacations and pleasure trips when school is in session. Any student not well enough to attend

the school day may not participate in any school-sponsored activities that afternoon or evening.

Four-year-olds participating in the Voluntary Prekindergarten Program through the State of Florida must also adhere to state regulations regarding absences.

BIRTHDAYS

Birthdays are very special events and have the potential to be overwhelming. We invite you to send in a special treat on your child's birthday that is prepackaged, but please do not send in any party favors, presents, balloons or entertainment.

Birthday parties play an important role in a child's life. If you chose to have a party off-campus for your child and plan to invite the entire class, invitations may be passed out at school. However, if you chose NOT to invite the whole class, invitations may NOT be distributed at school.

BITING

Young children sometimes bite because they are frustrated, angry or excited. The following steps will be taken when a child has bitten:

- The teacher will discuss the situation with the child and let him/her know that biting hurts.
- An incident report will be written and a phone call will be made to the parents.
- If a child bites several times in one day, we may call you to pick up your child for the day.
- After several occurrences, the Principal will request a meeting with the parents for counseling or possible dismissal.

The following steps will be taken when a child has been bitten:

- The teacher will assess the child and wash the area with soap and water
- An incident report will be written and a phone call will be made to the parents.
- If the skin has been broken, a recommendation will be made to see the pediatrician.

BOTTLES/PACIFIERS

For health reasons bottles and pacifiers are not allowed in the preschool. Both tend to find their way into the wrong child's mouth and other children may be in the process of being weaned and do not need a reminder or the temptation.

CHAPEL

Students attend chapel once a week on Tuesday or Wednesday mornings. Parents are welcome to attend and sit in the back pews, however all students will

sit with their class. Chapel services are led by pastoral, administrative, preschool and K-8 staff and students.

CLOTHING

Please send your child to school dressed in comfortable play clothes. Although the teacher encourages the children to wear smocks they will not insist on their use if it presents a barrier to either the participation or enjoyment of the activity.

Clothing with complicated snaps, laces and buckles do not allow the child to master the basic life skill of dressing and undermines your child's attempt for autonomy.

We require shoes that have backs and no heels. **No open toed shoes are allowed (sandals, flip-flops, Crocs, etc.).**

We ask that you send an extra set of clothing (labeled) in a Ziploc bag in case of accidents.

CONFIDENTIALITY

There are times when a concern prompts parents to ask about a child other than their own. We have a confidentiality policy that governs our staff concerning the sharing of such information with you.

CURRICULUM

All classes work on mastering age-appropriate skills during the school year using Creative Curriculum, One In Christ (Christian Focus), Handwriting Without Tears, and the Outdoor Classroom.

Your child's schedule is posted in his/her classroom. All schedules include individual, small, and large group activities that will meet the specific needs of the child and class. Playground time, the Outdoor Classroom (weather permitting), and Choice Time are incorporated into each day. One, two, three, four and five-year-olds will participate in a weekly chapel. 5 day and 4 day four and five-year-olds will also attend weekly gym, Spanish, art, and music classes.

DISCIPLINE

At St. Luke's we provide a safe and positive atmosphere where children can develop and learn to lead God-pleasing lives.

Based on current brain research, child development information and developmentally appropriate practices, the goal of the program is to provide a comprehensive social and emotional classroom management that empowers both teachers and students. Conscious Discipline provides just that; it offers a community based model. The school family is the core of the program. If you would like more information on Conscious Discipline you may visit

www.consciousdiscipline.com.

If consistent negative behavior occurs, the teacher may request a conference with the parents. If the situation has not been resolved, a meeting with the Principal or the Counselor for appropriate counsel will take place.

DIAPERS/POTTY TRAINING

It is not developmentally appropriate to expect that all two and three-year-olds be potty trained. We do however ask that you bring diapers and wipes for your child. Older three-year-olds must be in pull-ups and four-year-olds need to be potty trained. Exceptions will be made for medical reasons only.

FIELD TRIPS

One, two, three, four and five-year-olds participate at in-school field trips.

HOME VISITS/OPEN HOUSE

Before the first day of school, a home visit with your child's teacher and an open house are scheduled. Home visits are the start of the important home-school connection.

RECORD KEEPING

The following student information is required and will be kept on file:

1. Current physical examination form
2. Current immunization form
3. School registration form
4. Emergency card
5. Copy of birth certificate
6. Signed receipt of Parent Handbook

VPK students only:

7. Signed VPK Attendance Policy
8. VPK eligibility certificate

SCHOOL CALENDAR

Generally, classes are scheduled in accordance with the St. Luke's Lutheran School K-8 program. Whenever the calendar lists dismissal for the kindergarten to eighth grade at 1:00 pm, the preschool will dismiss at our usual time of 1:30 PM. If dismissal for K-8 program is at 11:30 am, the Preschool will also dismiss at 11:30 AM.

SERVICES

We understand the difficulty in finding experienced and trustworthy childcare, yet our staff is not permitted to transport any child to and from school or perform outside babysitting services for your family while school is in session.

SICK POLICY

If your child is sick or you suspect illness, keep him/her at home. Please report an illness to the preschool office at 407-365-3228 Ext: 3510. Your child will be sent home if he/she has persistent diarrhea, vomiting, pink eye, head lice and/or

fever. If your child is sent home with a fever he/she may not return to school until they are fever free for 24 hours.

SNACKS

Each child will supply their own individual snack on a daily basis during the 8:30am-1:30pm school day. Please make certain that you place your child's healthy snack in a zip lock bag labeled "snack" and your child's name. For your child's health and safety please provide an ice pack if the item requires refrigeration. We are unable to heat food items.

TOYS AND TRANSITIONAL ITEMS

We cannot be responsible for toys brought into the classrooms. We ask that you encourage your child to leave his/her toys at home or in the car. It is very disappointing when a toy is broken or lost.

We recognize the importance of transitional objects (blankets, bears, etc.) in the 1's and 2's classrooms. While these objects may be needed in order to make the transition from home to school, we ask that they stay in the cubbies throughout the day. Once the child is comfortable in the classroom, we encourage that these items stay at home or in the car.

VISITORS AND VOLUNTEERS

Our school has an open door policy to parents and legal guardians. However, all visitors must sign-in at the front desk in Slavia Square and obtain a visitor badge.

There are many opportunities for parent involvement such as, room parents, special events, and other individual classroom needs. All volunteers must have on file a Volunteer Personnel Form. These forms need to be completed and returned at least one week prior to the event date.

Parents who wish to visit their child's classroom on non-special event days are asked to find alternate childcare for siblings as not to distract or disturb other students. If you are volunteering on special event days, siblings are welcome as long as you are able to complete your volunteer tasks.

The School Board of St. Luke's Lutheran School has read and reviewed the 2015-2016 Parent /Student Handbook and approves its contents.

Furthermore, the School Board is prepared to enforce the policies and procedures outlined in 2015-2016 Parent /Student Handbook.