



**2018-19 School Year  
Parent/Student Handbook  
Lower School & Middle School**

# 2018-19 School Year Parent/Student Handbook Lower School & Middle School

## A

### About GSL

Grace-St. Luke's Episcopal School (GSL) is a coed, independent school located in the heart of Midtown's beautiful Central Gardens neighborhood. Since 1947, GSL has been preparing boys and girls age 2-grade 8 to become creative problem solvers, confident lifelong learners, and responsible citizens in their communities and the world. Our mission includes caring for the whole child in a setting that reflects the faith of the Episcopal Church.

### School Prayer

O God, let your heavenly blessing be upon Grace-St. Luke's School, that whatsoever things are true and pure, lovely and of good report, may here flourish and abound. Inspire with love and goodness both those who teach and those who learn. Open our hearts and minds to all truth, and give us grace to serve you faithfully. We ask through Jesus Christ our Lord. Amen.

### Academics

Grace-St. Luke's Episcopal School's (GSL's) educational philosophy centers on the importance of teaching the whole child. We support and celebrate our students' development in art, theatre, music, sports, and service as much as we value their numerous achievements and honors in academics.

### Academic Grading Scale

#### Grade SK

M = Mastered

E = Emerging

D = Developing

I = Introduced, but not yet tested

#### Grades 1-2

E = Work is excellent; highest accomplishment

G - Work is good; exceeds the requirements of the tasks

S = Work is satisfactory; the requirements of the tasks have been met

N = Work is in need of improvement and does not meet minimum requirements

#### Grades 3-4

A+ = 97-100    B+ = 87-89    C+ = 77-79    D = 65-69

A = 93-96    B = 83-86    C = 73-76    F = Below 65

A- = 90-92    B- = 80-82    C- = 70-72

E = Work is excellent; highest accomplishment

G - Work is good; exceeds the requirements of the tasks

S = Work is satisfactory; the requirements of the tasks have been met

N = Work is in need of improvement and does not meet minimum requirements

### Grades 5-8

A+ = 97-100	B+ = 87-89	C+ = 77-79	D = 65-69
A = 93-96	B = 83-86	C = 73-76	F = Below 65
A- = 90-92	B- = 80-82	C- = 70-72	

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **Academic Recognition**

#### Middle School

Students may be awarded one of the following certificates at the end of each term and for the year.

**Beta Roll:** A student who has no grade lower than a *B* in academic subjects and satisfactory conduct in all classes is awarded a Beta Roll certificate.

**Honor Roll:** A student who has *As* and no more than two *Bs* in academic subjects and satisfactory conduct in all classes is awarded an Honor Roll certificate.

**Headmaster's List:** A student who has all *As* in academic subjects and satisfactory conduct in all classes is awarded a Headmaster's List certificate.

### **Academic Reporting Periods**

#### Lower School & Middle School

Students receive grades on report cards at the conclusion of all three terms: fall, winter and spring.

### **Academic Exams**

#### Middle School

5th grade: Cumulative tests will be given at the discretion of the classroom teacher.

6th grade: Students will take cumulative tests in the context of their regular scheduled classes.

7th & 8th grade: Students may take formal exams at each term's end. In addition to an exam, term papers or projects may be required once a year in English, science and history. Exam/term paper grades will count as 20% of the term grade.

### **Additional Support**

#### Lower School & Middle School

Outside tutors are welcomed upon approval by the Division Head and Dean of Students.

#### Middle School

Limited time is available during the school day for a student to meet with any middle school teacher in order to receive extra help in a specific subject area. A first attempt should be made to schedule extra help during the student's and teacher's lunch period. Sessions can also be scheduled with the teacher either before 7:45 a.m. or after 3 p.m.

## **Homework**

### Lower School & Middle School

Homework is an essential part of GSL's academic program. It not only reinforces the use of new skills introduced at school, but also allows a student to pursue a concept creatively and intuitively. The amount of time a student needs to do homework varies from grade to grade and from student to student, but the following chart serves as a guideline for both teachers and students.

<u>Grade</u>	<u>Daily Time Commitment</u>
1-2	10 to 20 minutes
3-4	30 to 40 minutes
5-6	No more than 15-20 minutes per class
7-8	No more than 20-30 minutes per class

A parent should approach a teacher if homework is taking longer than the stated time.

## **Homework Posting**

### Lower School

Students in second, third and fourth grades write homework assignments in their Student Planners on a daily basis. Teachers supplement this information with weekly communication that includes a schedule of events, tests, quizzes, and topics of study. This communication is primarily shared with parents via email. Assignments such as weekly spelling lists are also posted on the Parent Portal.

### Middle School

Homework assignments are posted on the Parent Portal each Friday evening for the following week. Students are responsible for writing assignments in their Student Planners each Monday morning during advisory period.

## **Homework Missed During an Absence**

### Lower School & Middle School

Students will have one day to complete make up homework for each day absent. If a student is absent in excess of five school days, special arrangements for makeup work will be made.

## **Homework Grading Policy**

### Middle School

Short-term assignment (nightly homework)

- 1 day late = 75% credit
- 2 days late = 50% credit
- Assignments cannot be turned in for credit after 2 days

Medium-term assignment (2-4 nights to complete, higher point value than nightly)

- 1 day late = 80% credit
- 2 days late = 60% credit
- Assignments cannot be turned in for credit after 2 days

Long-term assignment (1-2 week project, highest point value)

- A student loses a letter grade for every day an assignment is late
- After 4 days, the highest grade a student can earn is 50%

## **Incomplete Homework or Tests**

An incomplete is given if a student has not been able to complete the assigned work due to an extended illness, family circumstances, etc. An incomplete is not given merely because the student failed to hand in the assigned work on time. At the teacher's discretion, work may be accepted late with penalty for lateness.

However, if a student has had the chance to complete the work and fails to do so, the student will receive no credit for that work.

## **Honor Code / Honor Council**

### Middle School

The Middle School Honor Council's goal is to educate the student on how to live in community based on honor and trust. Implemented during the 1986-87 school year, the Middle School Honor Code affirms that a student will not lie, cheat, or steal. Giving or receiving unauthorized assistance on any schoolwork is a violation of the code. Guided by a faculty advisor, the Honor Council is in place to uphold the principles of the Honor Code. One boy and one girl from each grade are elected by the faculty during the spring of the fifth grade year, and these representatives serve throughout their remaining years in middle school. If a teacher or a student believes there has been an Honor Code violation, s/he will notify the faculty advisor who will proceed accordingly. If a student appears before the Honor Council, parents will be notified. Consequences may include a zero on the test, quiz, or paper in question, letter(s) of apology to those affected, or service to the school community. Multiple appearances before the Honor Council may result in suspension.

## **Promotion and Retention**

### Lower School

The decision to retain a student is carefully considered and is based on the following criteria:

- Documentation from classroom teacher to Division Head regarding ongoing concerns, preferably shared during the fall
- Classroom observations by designated staff such as Division Head, LS Dean of Students, and School Counselor
- Parent conferences, with teacher and support staff present, where specific concerns are discussed, a plan of differentiation is put in place, and the plan is monitored and adjusted as needed
- Determining whether a student is performing at grade level
- Child's self esteem

Additional considerations:

- Retention is shared as a possible outcome at parent conferences, but only after the plan of differentiation fails to achieve the desired results.
- When possible, the decision to retain is made by late January to align with the re-enrollment process. It is also understood that children can make significant progress in a short amount of time, so the decision to retain may be postponed past January.
- Research demonstrates that for retention to be successful, both the school and the parents need to be in support of the decision.

### Middle School

Any student failing two or more major subject areas (English, math, science, social studies, foreign language) in the final year average will not be promoted to the next grade level or—in the case of eighth grade—will not receive a diploma. In place of a diploma, a certificate of attendance will be awarded. Summer school is presently not offered at Grace-St. Luke's, nor would a two-to-three week summer school course sufficiently fulfill a year's coursework.

## **Summer Assignments**

### Lower School & Middle School

Summer assignments are published on the Parent Portal at the end of the school year. An email is sent to families once the assignments are available. All assignments should be completed and turned in on the first day of school of the following school year.

## **Testing**

### Lower School & Middle School

#### *Assessments*

As a guideline, we strive to administer assessments to students in a manner that is fair and equitable. Teachers and parents alike should use the test calendar on the Parent Portal to track various assignments and due dates. In general, the school will limit assessments to two tests and one quiz on a given day for a student.

#### *Standardized Testing*

The school administers Educational Records Bureau's Comprehensive Testing Program IV (ERB) standardized tests to students in grades three through eight in the fall each year. They are given to ascertain students' progress from year to year and to help the school evaluate and improve its program. Parents will receive test results the last week in January.

## **ACE: After School Care & Enrichment**

### Lower School & Middle School

ACE is the After School Care & Enrichment program at GSL. Detailed information can be found on GSL's website at <https://www.gslschool.org/choose-gsl/ace-after-care--enrichment/>. The following services are offered through the ACE department.

### **ACE: After School**

ACE: After School provides extended care for students in a familiar, loving, community-oriented setting from 3-6 p.m. on full days and 12-5:30 p.m. on half days. An afternoon snack is provided each day as well as time to learn and play. Emphasis is placed on the whole child with planned activities encompassing arts and crafts, study time, sports activities, games and manipulatives, and service projects.

### **ACE: Enrichment**

At GSL, we understand how busy life can be. We also know that parents want to provide their children with a variety of options for after school activities, giving them time to relax and unwind while learning more about arts, exercise, and other hobbies. That is why we strive to provide the best enrichment opportunities for students of all ages.

### **ACE @ Play**

Available to all GSL students, ACE @ Play provides students with a fun and safe environment on select days when students are off school.

## **Accreditation & Affiliations**

GSL is a member of the Memphis Association of Independent Schools (MAIS) and is accredited by the Southern Association of Independent Schools (SAIS). GSL is also affiliated with these organizations for independent and Episcopal schools: ERB, INDEX, ISM, NAES, NAIS, TAIS, and TAES.

## **Advisory Program**

### Middle School

The middle school period is often a time of ongoing change for students. The beginning of the adolescent years can be full of questions and concerns for each young person. The structure of the academic day is also different from that in Lower School. Students need guidance and direction from family and school. At GSL, the primary support people for Middle School students are the advisors and the school counselor.

Each teacher serves as an advisor to a small number of students and meets with them at the beginning of each day. The advisor is responsible for having knowledge about each student's performance and participation in all areas of school life, from academic work to athletic play and from social conduct to disciplinary concerns. Emotional and other adolescent issues can be addressed fully by the school counselor. Parents are asked to contact the advisor with any questions or concerns regarding their child's school life. Twice-yearly conferences will be held with the advisor. In addition, advisors will maintain regular communication with parents, including a written summary comment at the end of each term.

## **Annual Awards**

### Middle School

#### **The Middle School Academic Athlete Award**

Given to the seventh and eighth grade athlete with the highest grade point average and who has played in at least two major sports.

#### **Alumni Ambassador Award**

Given by the Alumni Association to the member of the graduating class who has best demonstrated the characteristics necessary to serve as a future alumni leader - a surpassing love for the school and friendship and connectedness with all his/her classmates.

#### **The Barbara Steele Patterson Writing Award**

Given to that Middle School student who most consistently demonstrates excellence in English expression, creativity, mechanical skills, and originality as fostered through the Grace-St. Luke's writing curriculum.

#### **The Middle School Bishop's Award**

Given to that Middle School student who has demonstrated by his/her service to others his/her understanding of the call to love one's neighbor as one's self and to respect the dignity of every human being.

#### **Middle School Faculty Award**

Given to that Middle School student who has shown the most unselfish service, effective support, and outstanding qualities of citizenship.

#### **The Middle School Headmaster's Award**

Given to that member of the graduating class who best exemplifies the philosophy of Grace-St. Luke's with his/her Christian attitude, responsible conduct, high academic standards, and sense of achievement throughout his/her tenure in the Middle School as determined by the Middle School faculty.

#### **The Norman S. Woodmansee Award**

Given to those members of the graduating class who have shown their talent in athletics and who have given of their hearts, time, and energy into achieving all they can athletically at Grace-St. Luke's.

#### **The Paula Rainey Langschmidt Scholarship**

Given to that seventh grade student who demonstrates all-around excellence in scholarship, sports, school activities, sportsmanship, conduct and character.

#### **Salutatorian**

Given to that member of the graduating class who has maintained the second highest scholastic average (at least a half point higher) throughout grades seven and eight.

### **Sportsmanship Award**

Given to that Middle School student who best represents the philosophy of the Grace-St. Luke's athletic program through his/her positive attitude, loyalty, and dedication to the sports program sponsored by Grace-St. Luke's Episcopal School.

### **The Middle School Thespian Award**

Given to the member of the graduating class whose participation in dramatic productions has displayed excellence in character and professionalism combined with a positive and supportive attitude.

### **The Thomas A. Beazley Citizenship Award**

Given to that seventh grade student who is of good character, well rounded, and is fully engaged in community life.

### **Valedictorian**

Given to the member of the graduating class who has maintained the highest scholastic average (at least a half point higher) throughout grades seven and eight.

### Lower School

#### **The Lower School Bishop's Award**

Given to that Lower School student who has demonstrated by his/her service to others his/her understanding of the call to love one's neighbor as one's self and to respect the dignity of every human being.

#### **The Lower School Headmaster's Award**

Given to that Lower School student who best exemplifies the philosophy of Grace-St. Luke's with his/her Christian attitude, responsible conduct, high academic standards, and sense of achievement throughout his/her tenure in the Lower School as determined by the Lower School faculty.

## **Attendance**

### Lower School & Middle School

Regular attendance and punctuality is expected of every student. Parents are expected to make every effort to schedule doctor or dental appointments and other necessary activities after school hours. Family trips are to be scheduled during regular school holidays.

### **School Hours**

Monday, Tuesday, Thursday, Friday

8 a.m. - 3:10 p.m.

Wednesday

8 a.m. - 2:25 p.m.

NOTE: Half day dismissal is at noon.

### **Arrival**

Students may arrive as early as 7 a.m. Lower School students who arrive prior to 7:45 a.m. must go to the Lower School Multipurpose Room. Middle School students must go to the Lower School Multipurpose Room until 7:30 a.m. at which time they may report to Lassandrello Hall.

### **Late Arrival**

All students who arrive later than 8 a.m. must enter through the school office in the administrative building at 246 S. Belvedere Blvd. A parent/guardian or other approved adult must accompany the child and sign him/her in before the child is admitted to class.

## **Dismissal**

Lower School students who will be picked up in carpool will be escorted to the Lower School circle drive by their teachers. Students who are walkers or who are being picked up by an adult on foot are dismissed from the Lower School Multipurpose Room.

Students may not walk to parked cars unless accompanied by an adult. Lower School children riding in a Middle School carpool will be escorted to the Lemaster Middle School pickup area.

In the Middle School pickup area, faculty and staff will be present to maintain the flow of traffic. Parents may not stop at the building entrance to wait for their child. This will help keep vehicles off of Union and will help the car line move quickly and efficiently.

Any changes to a student's pick-up arrangements for the day should be shared via email with the student's teacher/advisor as well as the front desk at [frontdesk@gslschool.org](mailto:frontdesk@gslschool.org).

## **Early Dismissal**

All students who need to leave school prior to dismissal must be signed out through the school office. A parent/guardian or other approved adult must come to the office to sign the student out before s/he is permitted to leave. If the student returns to school the same day, s/he must be signed in through the office.

## **Absences**

When a student is absent, a parent should email the teacher or call the school between 8-8:30 a.m. and explain the reason for the absence.

A student who is absent from school may not participate in any extracurricular activities, including sporting events, that same afternoon or evening and may not attend any evening function sponsored by the school.

If a student has missed school due to a communicable disease (chicken pox, mumps, mononucleosis, etc.), a doctor's release must be sent to the front office before the student may be readmitted to school.

## **Extended Absence**

Every effort should be made to schedule family trips during normal school holidays since making up missed work places an undue hardship upon the student. If a student will miss three or more days of school due to a family trip or another prearranged event, the absence must be shared in writing with the Division Head at least two weeks prior to the extended absence. This will then be reviewed and considered for approval by the Division Head. If a student misses more than a total of 15 days of school, a conference with the parents will be requested. Excessive absences by any student will be cause for review by the Head of School and Division Head before promotion to the next grade.

## **Athletics**

### Lower School

Grace-St. Luke's Church offers sports to students in grades four and below. Registration information is communicated via the school's weekly eNews and is available on the church website: [gracestlukes.org](http://gracestlukes.org).

### Middle School

GSL offers a robust athletic program for middle school students. Registration information is communicated via eNews or directly to families by the athletic department. Students must be registered before the stated deadline to ensure a place on the team. Any student not meeting the deadline will be on a waitlist and added as space is available. If there are not enough players for a particular team, the school reserves the right to place the students on another GSL school sports team. GSL currently offers the following sports:

Fall Sports: Cheerleading, Cross Country, Football, Golf, Girls Soccer, Volleyball  
Winter Sports: Basketball, Cheerleading, Swimming  
Spring Sports: Baseball, Boys Soccer, Softball, Tennis, Track

NOTE: All athletes must maintain a C average in order to participate in these activities.

As a member of the Parochial Athletic Association (PAA) and the Shelby 7 & 8 Athletic leagues, we abide by the following guidelines for our coaches, student athletes and spectators:

*Coaches, players and spectators are expected to abide by an official's decision. No coach, player or spectator is to use profane language or gestures; exhibit objectionable behavior (i.e. throwing equipment or any other forceful action); verbally abuse an official for any real or imagined unjust decision or judgment; verbally abuse a player, opposing coach, or spectator; or physically touch, push, shove, strike or threaten to strike a player, official, coach or spectator. Abuse of these guidelines may result in suspension from games or a season if the offense is repeated.*

## **B**

### **Birthday Party Invitations**

Invitations for a party outside of school should be distributed by mail and not at school. If invitations are distributed at school, one must be given to all students in the class to avoid hurt feelings.

## **Bullying**

See Harassment Policy

## **C**

### **Carpool**

#### Lower School Morning Drop-Off

- Drop-off takes place at the circle drive off Peabody (east of Belvedere, west of Lemaster).
- Turn right onto the circle drive from the east on Peabody.
- A fourth grade safety patrol volunteer will greet drivers and help students out of the cars.
- To exit, continue out of the circle drive and turn right onto Belvedere.

#### Lower School Afternoon Pick-Up

- Pick-up takes place at the circle drive off Peabody (east of Belvedere, west of Lemaster).
- Turn right onto the circle drive from the east on Peabody.
- Five orange cones will be visible. A faculty member will direct drivers to the available cones.
- To exit, continue out of the circle drive and turn right onto Belvedere.

#### IMPORTANT TO NOTE

- Please do NOT block Miss Lee's driveway or Lemaster while in the car line.
- Please be aware of students crossing the street at all times.
- Safety First: Please do not use your cell phone while in car line. Effective January 1, 2018, it is against the law for drivers in Tennessee to use hand-held devices when driving through an active school zone. Drivers may use hands-free devices. This law also prohibits the use of cellphones in school zones for all drivers under the age of 18.
- It is not advised to turn left off Peabody onto the circle drive, as it creates a risk for accidents and disrupts the car line flow.

### Middle School Morning Drop-Off

- Drop-off takes place on Lemaster, between Union and Peabody.
- Pull up to the Middle School entrance on the west side of Lemaster, where the awning reads “Middle School and School Gym.”
- Once a student is dropped off, drive forward to Peabody and turn right.
- Carefully merge to the outer lane on Peabody to avoid the Lower School car line.

### Middle School Afternoon Pick-Up

- Pick-up takes place on Lemaster, between Union and Peabody. (Tip: Consider arriving at 3:15 p.m. to avoid a long wait in car line.)
- Drive down Lemaster to the Trezevant Hall entrance where a sign on the pole reads “Carpool Line Starts Here.”
- Once a student is picked up, drive forward to Peabody and turn right. Carefully merge to the outer lane on Peabody to avoid the Lower School car line.

### IMPORTANT TO NOTE

- Drivers may not turn left onto Linden or Peabody during car line. This will help prevent delays to the Lower School car line.
- Please be aware of students crossing the street at all times.
- Safety First: Please do not use your cell phone while in car line. Effective January 1, 2018, it is against the law for drivers in Tennessee to use hand-held devices when driving through an active school zone. Drivers may use hands-free devices. This law also prohibits the use of cellphones in school zones for all drivers under the age of 18.
- Please do NOT stop in the crosswalk. (Some students will cross the street at the Lemaster crosswalk with the help of security officers and teachers on duty.)

## **Cell Phone Policy**

*In addition to cell phones, this policy includes tech devices used by students, such as a smart watch, as well as other devices not specifically listed by name.*

### Lower School

Students are strongly discouraged from bringing a cell phone to school. If a student does bring a cell phone to school, it must be checked in with the student’s teacher before 8 a.m. All cell phones are returned to students at dismissal.

### Middle School

Students are not allowed to use, carry or access a cell phone during school hours. If a student brings a cell phone to school, it must be checked in with the student’s advisor before 8 a.m. All cell phones are returned to students at dismissal.

## **Chapel**

### Lower School & Middle School

Grace-St. Luke’s Church is a very special place set apart for the worship of God. All persons entering the church should do so quietly and without conversation. Lower School students may volunteer to read in Chapel. Fourth and seventh grade students are invited to serve as acolytes.

Student behavior expectations in Chapel include:

- Refrain from conversation throughout the worship service
- Actively participate in the chapel services while maintaining individual religious convictions
- Food, drinks, chewing gum, and similar items may not be brought into the church

- When the church is used for purposes other than chapel services, the same conduct and courtesies are expected

## Code of Conduct

### Behavior Expectations

#### Lower School & Middle School

GSL is closely affiliated with Grace-St. Luke's Church. The school is also a part of this larger community in which we all live and work. As such, the school expects student behavior to reflect the principles and ideals of the Christian faith, as well as the standards of good citizenship.

Not every rule or standard expected of students is included in this handbook. Many of the specific rules will be shared with the students as they prepare to play on the playground or to ride the bus for a field trip.

1. Students are, at all times and in all places, expected to conduct themselves in courteous, considerate, cooperative, generous, and helpful ways.
2. All members of the GSL community are expected to demonstrate empathy, self-control, and integrity by treating others with respect.
3. Every member of the community is expected to exhibit honor and integrity in all situations and under all circumstances.
4. All members of the GSL community are to embrace diversity, respecting differences while celebrating the many wonderful things we share in common.
5. Community members are expected to respect school property, helping to keep our campus clean and in good repair.
6. Members of the GSL community are expected to demonstrate self-control and integrity as they respect the property of others.
7. At all times and in all places, both in person and online, language is expected to be civil, courteous, and appropriate, reflecting self-control and empathy.
8. Within the halls and classrooms, there is to be no rowdiness or rough play, loud talking, or running.
9. The following areas are off limits to students unless a teacher is present.
  - A. At the church: office, kitchen, hallways, stairwells, Trezevant Hall
  - B. At the school: McClure Hall, gymnasiums, stairwells, teachers' lounges, conference rooms, resource room, administration building, library, cafeteria, elevator, school corridors after school hours.
10. Public displays of affection are not appropriate during school time or on school field trips.

### Discipline Procedures

#### Lower School

Classroom teachers handle most disruptive behavior that occurs in the classroom according to their discipline system. Use of time-out or a reduction in privileges is usually effective in handling most situations. Parents are notified if a situation warrants parental support. The Head of Lower School or Head of School will become involved if the behavior persists or is serious in nature.

#### Middle School

Discipline procedures in the Middle School are designed to optimize learning in the classroom and to foster a respectful school community. Disruptive behavior by students in the Middle School will be handled as follows:

1. Teachers will handle disruptive behavior according to their classroom disciplinary system. Each teacher clearly communicates his or her system at the beginning of school to both students and their parents.

2. If the student does not respond to the teacher's classroom expectations and the behavior persists, teachers will log it in an online discipline tracking system maintained by the Middle School Dean of Students. Students entered into the online system can expect a conversation with the Dean and/or Head of Middle School. Depending on the nature of the behavior, consequences may include a Conduct Notice, a Conduct Referral, notification of parents, and/or early morning or club detention.
3. Students with multiple discipline offenses may be required to meet with their parents and the Student Support Team (Head of Middle School, Middle School Dean of Students, School Counselor) to review the student's situation, growth, and progress. A response to the individual student's circumstances will be devised, along with a plan for monitoring, at an appropriate interval, the expected improvement in the student's behavior.
4. Failure to demonstrate behavioral improvement and disruptive behavior that continues after these steps will result in a probable in-school or out-of-school suspension. Continued disruption will necessitate a discussion concerning the student's continued attendance at GSL.

## **Serious Discipline Offenses**

### Lower School & Middle School

The following are unacceptable at GSL and are grounds for serious disciplinary action, including possible suspension or dismissal:

1. Disrespect to any adult member of the GSL or Grace-St. Luke's Church community.
2. Any form of racism, ethnic hatred, sexual harassment, homophobic insults, cursing, or other extreme disrespect to another student or adult.
3. All physical abuse, fighting, verbal abuse, or the reckless endangerment of another member of the community.
4. The use of alcohol or any illegal chemical substance or the abuse of any drug, whether at school or at a school function on or off campus; the possession of any illegal drugs, tobacco, alcohol or any drug paraphernalia.
5. A violation or repeated violations of the Honor Code within the Middle School.
6. Serious vandalism to school property or to the property of others.
7. The possession of any weapon, firearm, or any object designed to inflict bodily harm.

## **Suspension and Dismissal**

### Lower School & Middle School

GSL reserves the right to prohibit a student from attending a class trip as a consequence for extreme behavior. In addition, GSL reserves the right to suspend or to dismiss any student who has demonstrated by his/her conduct or attitude an unwillingness to live constructively, respectfully, and considerately according to the norms of the GSL community.

A student who is alleged to have placed him/herself in the circumstances of facing possible suspension or dismissal is entitled to due process within the school disciplinary system. This due process assures the following procedure:

The student is entitled to know specifically the violation of which s/he is accused.

The student is entitled to present his/her own response to the school Administration.

Parents, principal caregivers, or legal guardians of the student will be notified and have the right to be present as the student offers his/her response.

The Head of School will make the final decision regarding suspension or dismissal.

Suspensions may be in-school or out-of-school. An in-school suspension means the student is assigned a room at the school in which to spend the day completing academic assignments. The student so assigned

may not participate in any school events or activities, including athletics, on the day(s) of this in-school suspension. An out-of-school suspension requires a parent/guardian to be in charge of the student or make arrangements for the student's care. Students suspended away from school may not participate in any school events or activities, including athletics. Decisions about make-up assignments, quizzes, and tests will be made on an individual, case-by-case basis.

Suspensions are given to demonstrate the seriousness of the offense and to provide the student and family with the opportunity to consider the presence of the student at GSL. Suspensions and dismissals are recorded on the student's permanent record. The school, in the case of a dismissal, will work with the family to suggest educational alternatives.

## **Threats to Self or Others**

### Lower School & Middle School

GSL is an educational community. The most significant accomplishments for us are teaching and learning. Students, parents, and teachers are expected to work together toward this end. It is expected that members of the school community conduct themselves in such ways as to enable this to occur in the best ways possible.

Threats to do bodily harm to oneself or others will be taken very seriously at GSL. Any student who expresses such a threat will be removed from classes and seen immediately by either the School Counselor or Head of School. Consequences up to and including expulsion may be considered. Upon determination of risk by the School Counselor and Head of School, the student will be suspended from school pending an evaluation by an outside psychologist to be chosen by the school. The evaluation will be done at the parents' expense. The student may return to school upon written notification that the student is not a risk to him/herself or others by the consulting psychologist and at the discretion of the Head of School.

## **Communication**

### Lower School & Middle School

#### **Parent/Teacher Communication**

Open communication between parents and faculty/staff is vital for a positive school experience. In addition to regularly scheduled parent-teacher conferences, GSL encourages its families and teachers to openly share information regarding a student's progress at all times of the year.

#### **Request Meeting**

Parents are not permitted to drop by their child's classroom during the day or just prior to the opening of class or dismissal. These seemingly minor interruptions can add up to a substantial reduction in teaching time. A parent interested in meeting with a particular teacher should email that teacher directly to schedule a meeting.

#### **Share Concerns**

A parent with a concern should first contact the student's teacher. If the issue cannot be resolved, a parent should then contact the Division Head. Should the issue remain, a parent should contact the Head of School as a last resort.

#### **School Communication**

### Lower School & Middle School

Every Monday (or the first school day of the week), the school sends eNews, a weekly electronic newsletter. Additional emails are sent to families sparingly, but families are encouraged to regularly monitor their email inboxes for important messages from the school.

## D

### Drug and Alcohol Policy

GSL is committed to providing a learning environment for each student where safety, clear thinking, and productivity is prominent. Substance abuse—whether manifested as the abuse or misuse of prescription or illegal drugs or alcohol—is not consistent with the maintenance of this environment and will not be tolerated.

## E

### Emergency Protocol

#### Lower School & Middle School

All students must have current information listed on their profiles in the Parent Portal, with emergency contacts and phone numbers included.

Tornado, fire, and earthquake drills are held on a regular basis. In the event of an actual emergency, students should be picked up as soon as possible. Students may not leave until they are signed out and will be released only to their parents or authorized emergency contacts. Students will not be permitted to leave campus on their own, even if they live within walking distance of GSL.

### Enrichment

See ACE: After School Care & Enrichment

## F

### Field Trips or Other School Outings

#### Lower School & Middle School

- All students must have a permission slip signed by at least one parent/guardian to go on a field trip; without this permission, the student will not be permitted to go on the trip.
- Students must conduct themselves according to the normal expectations of the school while on a field trip, and remember that they represent GSL on these outings.
- Parents may be occasionally asked to attend a field trip or volunteer to serve as a driver and chaperone. Volunteer drivers must have current insurance, which will be used in the unlikely event that an accident occurs. Driver information forms must be completed by all volunteer drivers.
- When parents volunteer their time to assist with field trips or other in-school functions, they should respect the circumstances and refrain from conversation which may be more appropriate for a teacher/parent conference.
- Classroom field trips and end-of-year class trips are curriculum requirements for students in grades 5 - 8. Families that opt out of the end-of-the-year trip may still be financially responsible for the cost of the trip for their child.

### Foreign Language

#### Lower School

Lower School students attend Spanish class twice a week.

#### Middle School

Every Middle School student will be required to take two years of a foreign language (Spanish or Latin). Exceptions to this will be dealt with on an individual basis following documented evidence of a learning issue that significantly impedes the learning of a foreign language.

## Formative Five

In 2017, GSL adopted *The Formative Five* as its social-emotional curriculum to be used school-wide. *The Formative Five* refers to the five success skills that Dr. Thomas R. Hoerr, the author and a veteran school leader, believes are the most critical success skills needed in life.

### The Formative Five

Empathy:	Learning to see the world through others' perspectives
Self-control:	Cultivating the abilities to focus and delay self gratification
Integrity:	Recognizing right from wrong and practicing ethical behavior
Embracing diversity:	Recognizing and appreciating human differences
Grit:	Persevering in the face of challenge

## Fundraising Policy

Members of the GSL community (students, faculty, staff, administrators, parents, etc.) are asked not to exploit any relationship with a donor, prospect, volunteer, or employee for the benefit of the member's or members' outside interests or organizations. They may not distribute materials to solicit money, advertise, or promote any outside organization.

No event or activity may include door-to-door fundraising by students in which students would be selling items or soliciting contributions or orders unless they know them as neighbors, relatives, teachers or friends. No solicitation for contributions, pledges or orders on behalf of another organization outside of GSL, with the exception of Grace-St. Luke's Episcopal Church, may be conducted in the name of the school or on the campus.

The Parents' Association and all other school-related groups must obtain prior approval for any new fundraising event or activity from the Development Department. Money raised from these efforts must be used for priority items and projects in keeping with the Board of Trustees' funding priorities and with the school's strategic plan. Approved, ongoing fundraising events include the Annual Fund (Annual Giving Campaign), the Anchor Auction, wrapping paper sales (Fall fundraiser), Trivia Night, Booster Club concessions, student council concessions, GSL spirit wear sales, and the Eighth Grade Italian Dinner.

## H

### Harassment Policy

#### Lower School & Middle School

Any form of harassment, including repeated teasing, bullying, hazing, and sexual harassment is unacceptable and absolutely prohibited. GSL Administration will take prompt disciplinary action, which may include suspension or expulsion, whenever they become aware of an issue of harassment. All students are expected to refrain from any behavior or conduct which could be interpreted as harassment toward any other student or member of the GSL community, whether such communication occurs face-to-face, over the phone, or via the internet.

Any student who feels that s/he has been the victim of harassment (or his/her parent or guardian) should notify the Division Head who will investigate the complaint immediately. If cause is found, the disciplinary process will be initiated, and appropriate action taken. GSL complies with the "Handbook for Policies, Procedures, and Forms for Prevention of Sexual Misconduct and Child Abuse" of the Diocese of West Tennessee. Copies of this document are available for examination in the school office.

## **Health & Wellness**

### Lower School & Middle School

GSL is required by the State of Tennessee to have on file a health certificate for every student enrolled. No student will participate in any school activity until this certificate is on file. Special medical, mental, psychological, social, or emotional needs of students must be made known to GSL. If a student becomes ill while in school and is unable to continue with class, GSL will notify parents. A student must be free of all symptoms of contagious illness at least 24 hours before returning to school.

In the case of medical emergency at school, the parents will be notified immediately. Should a student be injured during the school day and the parents are unavailable, the student will be taken to the nearest medical facility or the one indicated by parents in the student's file.

## **Lice Policy**

In an effort to combat the nuisance of lice, GSL will take the following steps when lice and/or nits are suspected and/or identified in a student's hair.

1. A faculty/staff member will examine the student's head and immediately notify the parent of the presence of lice and/or nits (eggs). GSL has the final authority in the diagnosis of lice and/or nits on GSL's behalf.
2. A parent must immediately pick up the student from school. GSL recommends that a parent contact the student's pediatrician, a health center, or a pharmacist for treatment instructions.
3. The student may return to school the next day if treatment has occurred, and no nits are present when a check is performed by a faculty/staff member.
4. The school reserves the right to check the heads of any students potentially exposed to lice. If two or more cases are identified in a grade, the entire grade will be checked.

## **I**

## **ISEE**

The Independent School Entrance Exam (ISEE) is a standard assessment of skills used for applicants, ranking his or her reasoning and achievement skills among students in the same grade. It enables students to take a single, fair and reliable test for entrance into top-performing independent schools. The test is comprised of four scored, multiple-choice sections followed by an unscored, hand-written essay. Two of the multiple-choice sections assess verbal reasoning and reading skills, while the other two measure proficiency in math reasoning and knowledge of specific concepts.

GSL offers the ISEE in October for currently-enrolled eighth graders. This allows students to take the test in a familiar setting. GSL teachers administer the test. For more information, please contact GSL's Director of Enrollment.

## **L**

## **Library**

The Anchor Library is centrally located on campus at 250 Lemaster in the Anchor Center building. It offers more than 23,000 books and resources along with a wide variety of reading materials, including electronic and traditional resources for students age two and up and for teacher use.

Librarians hold weekly classes for students in Miss Lee's through fourth grade. All Lower and Middle School students have weekly checkout times and use the library as a resource for research, assignments, and personal reading.

Students may take Accelerated Reading (AR) Quizzes and do diagnostic testing using the Renaissance Learning resources in the library. Parents can create a free family library account to check out books. We especially recommend this for Miss Lee's parents because it provides immediate access to the library's large preschool picture book and nonfiction collections. Items may be checked out for two weeks.

### **Library Hours**

7:45 a.m. - 3:30 p.m.	Monday-Tuesday
7:45 a.m. - 2:30 p.m.	Wednesday (early dismissal day)
7:45 a.m. - 3:30 p.m.	Thursday
7:45 a.m. - 3:15 p.m.	Friday

A fine of 10 cents for each school day will be charged for each overdue book. After two written notices to students for overdue books, notices are emailed to the parents. A student may not check out additional books or materials if s/he has a fine or has an overdue book. If a student loses a book, s/he must pay the book's full price for replacement. If the book is found after the replacement value has been paid, the student is welcome to return the book to the library, but the library cannot issue refunds at that point.

The librarian will assess charges for any damaged books depending on the extent of mending required to make it serviceable. All books must be returned and fines paid before a student will be allowed to receive his/her report card. Students who abuse library privileges may be restricted from use of the facility and its resources.

### **Lockers**

Student lockers are the property of GSL and are therefore accessible to Administration at any time. Should students opt to use locks to secure their property within lockers, the administration must be given the combination or a second key.

### **Lost & Found**

When an item is found on campus, it is placed in one of three Lost & Found locations:

- At the Preschool, items are placed in a box located under the table outside of Ms. Burnett's office.
- In the Anchor Center, items are placed in the room next to the Middle School Art Room on the second floor.
- In Lower School, items are placed in cubbies located under the stairs, just outside the Multipurpose Room.

Throughout the school year, unclaimed Lost & Found items will be placed on tables in the Anchor Center lobby for a week at a time. This will always be communicated via eNews. If a student is missing an item, s/he should look for it in the three Lost & Found locations or on the Lost & Found tables when they are set out in the Anchor Center lobby.

### **Lunch**

Piccadilly Food Service is GSL's lunch provider. Lunch is served on full days of school to students who signed up in grades 1-8. More details about the Piccadilly lunch program can be viewed on GSL's website.

Children may bring their own lunches to school as well. The school cafeteria has limited microwave ovens available for independent use. Students should limit the number of items to be heated to ensure that microwave ovens are available to everyone during the lunch period.

All food and drinks are restricted to the cafeteria (with the exception of kindergarten classes) during lunch time or under special arrangements such as class parties. Caffeinated beverages and candy are not permitted at lunch or during snack time.

## **M**

### **Medication Authorization Form**

If a student requires medication to be administered during school hours, a completed Authorization to Administer Medication form must be on file with GSL's front office. If a student does not have this form on file, GSL will not administer any medication to that student.

Students are not permitted to carry medication on GSL's campus. Authorized members of GSL's staff must administer all medication to students. Families are encouraged to complete the Authorization to Administer Medication form for every student, regardless of how often a student may need medication during school hours. The form is located on GSL's website, and hard copies are available in the front office.

## **P**

### **PALS**

PALS (Parents are Learning Series) is GSL's parent community outreach program. The goal of PALS is to provide families with information on a wide range of academic and social topics via seminars, workshops, book reviews and more. PALS presentations scheduled throughout the school year will be communicated via the weekly eNews.

### **Parents' Association (P.A.)**

GSL's strong parent community is one of the school's greatest assets, and every parent is a member of the Parents' Association. Our parents are committed to the vision of a successful school, engaged in working to support GSL's mission, and supportive of the school's leadership. Parents provide support to the school by volunteering as room parents, library helpers, and field trip drivers. In addition, the Parents' Association sponsors a variety of fun events and fundraisers throughout the year. With the funds raised annually, the P.A. is able to purchase program and facility enhancements and fulfill faculty wish lists. The P.A. Board also keeps parents informed about upcoming events.

### **Parent-Teacher Conferences**

#### Lower School & Middle School

Two parent-teacher conferences are scheduled each school year. On these days, there is no school for students, allowing teachers to focus on meeting with parents throughout the school day. Prior to each conference, teachers will send parents a link to sign-up for specific meeting times. In addition to these conferences, parents are encouraged to maintain open lines of communication with teachers throughout the school year.

### **Parking Stickers**

Parking stickers are issued to all GSL families and faculty each year as part of the school's ongoing focus on campus security. The parking sticker should be placed on the lower corner of a vehicle's passenger-side windshield.

## **Pets at School**

We discourage the bringing of dogs and other pets to school at dismissal or during school hours. Dismissal is a busy time with a large number of people exiting a small space with moving vehicles. If you do choose to bring your dog or other pet when picking your child up at dismissal, we request that you wait for your child in a location that does not interfere with the flow of traffic, such as off campus on a side walk nearby.

## **R**

### **Rediker Parent Portal**

The Rediker Parent Portal is the school's student information system. The Parent Portal provides families easy access to most of their child(ren)'s school-related information. The Parent Portal can be accessed at <https://www.plusportals.com/GSLSchool>.

## **Re-enrollment**

### Lower School & Middle School

Re-enrollment decisions are usually made each December or January by the Administration. A decision to re-enroll a student and to subsequently forward a re-enrollment agreement to the parents is based upon a student's academic record, effort, attitude and behavior over the previous year and upon the willingness of the parents to accept their responsibility in the partnership of education. On occasion, re-enrollment agreements are held until a time (usually in April or May) when an appropriate decision about placement can be made. GSL reserves the right not to offer a re-enrollment agreement for a student if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of GSL's faculty.

## **S**

### **Safety & Security**

GSL maintains a safe and secure campus. The campus is secured at all times with code-access-only locked doors and security personnel. All guests to the school are required to sign in at the front office located at 246 S. Belvedere Blvd. Upon signing in, guests will receive a visitor lanyard which must be worn for the duration of the guest's time on campus. Before leaving campus, guests are required to return the visitor lanyard and sign-out in the front office. (NOTE: Guests to Miss Lee's should sign in with the front desk at the Preschool.)

Tornado, fire, and earthquake drills are held on a regular basis. For more information, please see the Emergency Protocol section of this Handbook.

## **School Closing Policy**

### Closing School

In the event of inclement weather, GSL administrators will monitor local forecasts and current weather conditions to decide if there is a need to close school. This decision is made independent of the church and all area municipal and independent schools. Should severe weather occur overnight or in the early morning hours prior to the start of the school day, a decision will be made by 6 a.m.

If the decision to close school is made, families will be notified as follows:

- An email will be sent to families no later than 6:15 a.m.
- A text message will be sent to families no later than 6:15 a.m. (NOTE: Only parents/guardians who elected to receive text messages from GSL during enrollment will receive this text.)
- The home page of GSL's website will indicate that school is closed for the day.

- Local news channels will broadcast the information. (Local affiliates of ABC, CBS, NBC and FOX)
- The news will be published on GSL's Facebook and Twitter pages no later than 6:15 a.m.

If GSL does not close school for the day, a communication will NOT be sent. Faculty and students will be expected to be in attendance.\*

### Delaying / Closing Early

GSL will never modify school hours with a delayed start to the day or by closing school early.

### After School Activities

When school is closed, all school-sponsored after school activities will be canceled. If school is not closed, but severe weather is expected later that day, families will be notified of after school event cancellations.

*\*GSL's top priority is to ensure the safety of our students, families and faculty. Our students come to us from various communities in the Mid-South. Students who live outside of the midtown area may experience severe weather, preventing them from arriving safely at GSL. These students will receive an excused absence from school.*

## **Student Organizations & Activities**

### **Middle School Student Council**

The Student Council's purpose is to represent the student body by providing sound leadership and guidance. The duties of the student government body vary as each year brings new officers and new ideas. Positions are held by students in fifth, sixth, seventh and eighth grade.

### **Middle School Honor Council**

The Honor Council promotes the ideals of honor and integrity by enforcing rules and regulations to be followed by all middle school students. Members include students in fifth, sixth, seventh and eighth grade and are appointed by the Middle School faculty.

### **Yearbook Staff**

Any student in fifth, sixth, seventh and eighth grade may apply for membership on the yearbook staff at the discretion of the advisor.

### **Grace-St. Luke's (Luker's Troupers) Junior Thespian Society**

The Thespian Society is an honor society dedicated to promoting and supporting educational theater and honoring the students for their hard work and involvement in theater. Students in sixth, seventh and eighth grade are eligible for induction into the Junior Thespian Society, which is a part of the International Thespian Society. Students must participate in at least three school productions and earn 10 Thespian points to be considered for membership. Thespian points can be earned by participating in school productions (acting or doing tech work), theater workshops & conferences, student productions, etc. In high school, former middle school Thespians automatically earn five points towards their required points for high school Thespian Society membership based on their membership in middle school.

### **GSL Honor Society**

Students in grades seven and eight who have attended Grace-St. Luke's for at least one year are eligible for induction into the GSL Honor Society. The GSL Honor Society is modeled after the National Junior Honor Society. A faculty committee selects the membership based on the following criteria: Scholarship (95 cumulative average for seventh grade students; 90 cumulative average for eighth grade students), leadership, service, citizenship, and character. Once inducted, students must maintain these high standards or be subject to suspension or dismissal from the Society.

## Student Records

GSL maintains student records according to guidelines set forth by the state of Tennessee. Questions regarding student records, including obtaining a copy, should be directed to GSL's Director of Enrollment.

## SummerFest

SummerFest, GSL's summer camp, offers fun and exciting summer programs to students four years old through eighth grade. Half- and full-day programs are available for eight weeks in the summer, beginning with the first week of June. (SummerFest is closed the week of July 4 in the summer.) Registration begins in February. SummerFest is open to all GSL and non-GSL students. Visit <http://www.gslschool.org/choose-gsl/summerfest/> for more information.

## T

### Technology Acceptable Use Policy

#### Lower School

The following guidelines have been established for Grace-St. Luke's to help ensure proper and ethical use of computers and technology at our school:

1. Student use of technology must be in accordance with the school's expectation for overall student behavior, which is outlined in this handbook.
2. Students will properly use and care for the equipment. It is unacceptable to intentionally damage the hardware or software or disrupt the functioning of the network. This includes intentionally uploading or creating viruses. Students are to notify the teacher immediately if a security problem is identified.
3. Students will observe copyright laws. This includes guidelines for use of shareware and freeware. Unless specifically allowed by the licensing agreement, school software may not be copied by students. Students may not bring software from home to use on school machines. Any software must be reviewed by the tech administrators for educational value before being installed on any computer.
4. While on the GSL campus, students are responsible for their actions in using school technology. This includes responsibility for information viewed, received and sent when using the computers or Internet service. At school, students will not use electronic mail (email) facilities (either sending, receiving or reading mail) or participate in "chat rooms" and other social networking and newsgroup facilities, unless they are specifically directed by and under the direct supervision of a faculty member.
5. The use of the Internet is restricted to school-related projects. It may not be used for personal, commercial, illegal, political, racist, inflammatory, or obscene purposes. Inappropriate language may not be used when using the school technology.
6. Students will respect the personal data of others. Students will respect the desktop and network security of our equipment. Passwords should not be shared. Students have access to their files only, unless they have been given specific permission by another student to access that person's work. Teacher files are off limits to students unless specifically designed for students.
7. Inappropriate use of electronic information can be a violation of local, state, and federal laws. Violations can lead to prosecution.
8. Students are expected to abide by generally accepted rules of network etiquette that include using appropriate language, being polite, and practicing network safety. Students may not reveal their home phone numbers or addresses or those of other students or teachers to other users online.
9. Any communication by a student (through personal websites, social networking sites, etc.) to or about any member of the school community is treated as though sent from the school and is thereby subject to school discipline policy.

10. Students are asked not to utilize social networking to communicate with faculty and staff at GSL until they have graduated from the school. Students should not send friend requests to teachers until they have graduated from the eighth grade. Students should not become fans of the Grace-St. Luke's Alumni Facebook page until they have graduated from the eighth grade at GSL.
11. The use of technology is a privilege not a right. Violation of the above policies will be dealt with by the technology administrators and/or the Honor Council, Division Heads, and Headmaster. The consequences of a student's violation of these policies could range from termination of the student's technology privileges to suspension or expulsion from Grace-St. Luke's School.

### Middle School

The following policy is shared with students and parents at the start of each school year. Students and parents are required to read and sign the policy indicating their understanding of the policy and commitment to adhere to the policy as written.

#### **For the Student - Acceptable Use:**

Acceptable use means that as a student at GSL, you will promise to use the computer and those special learning tools and programs, such as the Internet, with respect. Acceptable use means you will promise to abide by the school rules as outlined here and as will be taught to you by your teachers and in your own classroom or school. You must understand that these electronic teaching and learning tools are designed to support your education. If rules are broken, a student may lose his/her privilege in using the computer and the Internet. Please pay special attention to the following:

1. **Be Polite and Show Respect:** When using the computer to gather information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You must not vandalize or abuse the equipment. Show respect for property, others and self. The computer and electronic resources belong to the school.
2. **Be Honest and Obey the Rules:** Do not use the computer in a way that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the Internet for appropriate educational purposes only.
3. **Keep Personal Things Private:** It is advised that students not tell or show others any personal or family information over the Internet, such as home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Do not log on or use another person's account. Keep personal and electronic information private.
4. **Email:** Seventh and eighth grade students will receive a *gslschool.org* email address. The purpose of these addresses is to facilitate teacher-student communication.
  - Email during class is prohibited unless authorized by faculty or administration.
  - Students should always use appropriate language in their email.
  - Email services provided by the school are to be used only for the exchange of appropriate information.
  - No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response.
  - Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
  - Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.

- Email etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
  - Only the school email accounts are to be used for school communication.
  - School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
  - The school reserves the right to search and read email as deemed necessary.
  - Only school–related attachments may be sent on the school email system.
5. **Student videos:** From time to time, students may create videos on their own time. Grace-St. Luke's reserves the right to address any issues that may arise from the creation of these videos, including disciplinary action if the content or tone of the videos is deemed to be of a questionable nature or reflects poorly on the school. For example, if a student creates a personal video on school grounds or while wearing a GSL logo item, it may be grounds for concern and possible disciplinary action.
6. **My Promise to Follow the Rules:** My teacher has reviewed the Grace-St. Luke's Acceptable Use Policy (AUP) with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer and the Internet. I also know I should not give out personal information about myself, or my family over the Internet. I understand that the computer, the Internet and other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

#### **For the Parent or Legal Guardian:**

As the parent or legal guardian, I have read the Grace-St. Luke's Acceptable Use Policy. I understand that the use of the electronic information resources is for educational purposes. I recognize the school has initiated reasonable safeguards to filter and monitor questionable materials. I understand that while the school has taken steps to restrict student access to these materials, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined. I hereby give permission to Grace-St. Luke's Episcopal School to permit my child to have access to the networks and the Internet at school.

## **Textbooks**

Students in first through eighth grade are required to purchase textbooks for each school year. The textbook list will be shared with families the third week of June before the new school year. Books may be purchased through Burke's Book Store either online or at the store located at 936 S. Cooper St. Books must be ordered by August 1. Books ordered through Burke's will be delivered to the student's classroom before the first day of school.

## **Tobacco Policy**

Grace-St. Luke's is a smoke-free campus. Tobacco products and vaping devices are not permitted to be used anywhere on campus.

## **Tuition**

GSL uses FACTS Management Company to manage tuition payments. The current tuition rates, along with more information about FACTS, can be found online at <http://www.gslschool.org/choose-gsl/admissions/tuition/>.

# U

## Uniform and Dress Code Policy

### Girls: Grades 1-4

- Lands' End polo shirts in white, red or black with GSL logo
- Lands' End plaid skort (**required for dress uniform**)
- Lands' End khaki skort, shorts or khaki pants; belt of your choosing with shorts & pants
- Lands' End polo dress
- Lands' End zip-up sweater
- White button front blouse or white Oxford shirt (short or long sleeved, no logo, may be purchased anywhere) (**required for dress uniform**)
- GSL Spirit Wear fleece and sweatshirts

### Girls: Grades 5-8

- Lands' End polo shirts in white, red or black with GSL logo
- Lands' End khaki pants with belt of your choosing
- Lands' End pleated plaid or khaki skirt\* (**required for dress uniform**)
- Lands' End girls' tie (**required for dress uniform**)
- White button front blouse or white Oxford shirt (short or long sleeved, no logo, may be purchased anywhere) (**required for dress uniform**)
- Navy blue blazer (any brand) (**required for dress uniform**)
- GSL Spirit Wear fleece and sweatshirts

*\*Skirts should be no more than 2 inches above the knee*

### Boys: Grades 1-4

- Lands' End polo shirts in white, red, or black with GSL logo
- Lands' End khaki shorts or pants (NOT cargo style) with belt of your choosing
- White Oxford shirt (short or long sleeved, no brand logo, may be purchased anywhere) (**required for dress uniform**)
- Tie of your choosing (**required for dress uniform**)
- GSL Spirit Wear fleece and sweatshirts

## Boys: Grades 5-8

- Lands' End polo shirts in white, red or black with GSL logo
- Lands' End khaki pants (NOT cargo style) with belt of your choosing
- White Oxford shirt (short or long sleeved, no brand logo, may be purchased anywhere) **(required for dress uniform)**
- Tie of your choosing **(required for dress uniform)**
- Navy blue blazer (any brand) **(required for dress uniform)**
- GSL Spirit Wear fleece and sweatshirts

**Lands' End:** 800-963-4816, [www.landsend.com](http://www.landsend.com) (School Code – 900096512)

## Other Important Dress Code Notes

### *Footwear*

Footwear must be clean and in good condition. For safety reasons, students in grades 1-4 are not permitted to wear backless shoes. Platform or high-heeled shoes greater than two inches are prohibited for all students. In grades 5-8, flip-flops and tennis shoes are not allowed on dress uniform days.

### *Cold Weather Note*

Students can wear any jacket, coat, and hat they want for outside wear, but these items may not be worn in the classroom. Only Spirit Wear fleece, GSL sweatshirts, or Lands' End uniform sweaters may be worn inside the classroom. All items should be labeled with the student's name.

### *Dress Uniform Days*

GSL occasionally designates dress uniform days, requiring all students in grades 1-8 to wear the dress uniform as outlined above. Once students move to Middle School, we encourage them to take on a higher level of responsibility; therefore, students in grades 5-8 who do not wear the complete dress uniform on a designated day will be required to wear it the following school day.

### *Dress-Down Days*

GSL occasionally designates dress-down days when students can be out of uniform. On these days, students may wear shorts or nice blue jeans. T-shirts must be free of objectionable words or images, and must not be a typical undershirt. Girls' choice of clothing should not be too revealing or tight (i.e., no spaghetti straps, short shorts, short tops that reveal waistlines, or exercise shorts that are too tight). Footwear for students should not be too casual (i.e., no slippers or flimsy beach-style flip-flops). Pajama pants and other sleepwear are not permitted. (Common dress-down days include Red & White Spirit Day, Halloween orange/black, Christmas red/green, Dr. Seuss Wacky Tacky Day, Grizzlies and/or Tigers days.) Spirit Week dress down days vary each year.

### *General Comments about the Dress Code*

GSL expects students to demonstrate pride in their appearance and in their school by refraining from any dress, hair fashion, accessories, or general appearance that is not in accordance with the spirit of Grace-St. Luke's School. Teachers will confer with students whose dress does not conform to the dress code.

### *Uniform Swap*

The Uniform Swap is a service provided by the P.A. for GSL families with rising first through eighth graders.

Each May, GSL families have the opportunity to exchange outgrown, gently worn, and clean uniform pieces for replacement pieces. First time uniforms and/or supplemental and additional uniform items may also be purchased during the Uniform Swap. All items offered at the Uniform Swap are previously owned and are typically offered at a 50 percent savings from the new item price. GSL no longer accepts Parker Uniforms for the Swap.

## V

### Visitors

Approved visitors (such as parents) may visit a student's classroom by first scheduling an appointment through the front office. All visitors to the school are required to sign in at the front office located at 246 S. Belvedere Blvd. Upon signing in, visitors will receive a lanyard which must be worn for the duration of the visitor's time on campus. Before leaving campus, visitors are required to return the lanyard and sign-out in the front office. (NOTE: Visitors to Miss Lee's should sign in with the front desk at the Preschool.)

See **Communications, Request Meeting** for details on how to request a meeting with a teacher.

## W

### Weapons on Campus

#### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public. It provides for clear understanding of intent, expectations, and parameters for students and non-students alike. It also provides for strict rules of enforcement and consequences for weapons violation in cooperation with law enforcement authorities and according to state and federal laws.

#### II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school building or on a School Location except as provided in this policy. Grace-St. Luke's Episcopal School ("School") will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. This policy applies to the School building and grounds even when students or school personnel are not present.

#### III. DEFINITIONS

##### A. "Weapon"

1. A "weapon" means any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

4. Questions regarding whether or not an item is considered a weapon, should be directed to the Head of School.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the School, locations of school activities or trips, School buses or School vehicles, School-contracted vehicles, the area of entrance or departure from School premises or events, and all locations where School-related functions are conducted.

C. "Non-student" Any person who is not enrolled as a student including, but not limited to: teachers, other staff, parents, visitors, students of other schools and any person on or in a School Location.

D. "Possession" means having a weapon on one's person or in an area subject to one's control in a School Location.

E. "Law Enforcement Officer" means:

- i. a person who is a full-time employee of the state in a position authorized by the laws of this state to carry a firearm and to make arrests for violations of some or all of the laws of this state;
- ii. a full-time police officer who has been certified by the peace officer standards and training commission
- iii. a commissioned reserve deputy sheriff as authorized in writing by the sheriff;
- iv. a commissioned reserve or auxiliary police officer as authorized in writing by the chief of police;
- v. a sheriff who has been certified by the peace officer standards and training commission;
- vi. a deputy sheriff employed by a county as a court officer or corrections officer as authorized in writing by the sheriff;
- vii. an inmate relations coordinator, correctional officer, employed by the department of correction, or a vested correctional officer, warden, deputy warden, associate warden, correctional administrator, assistant or deputy commissioner, or commissioner employed by the department of corrections who has successfully completed firearms training in accordance with department of correction standards as provided by Tennessee statute; or
- viii. a duly elected and sworn constable in a county where constables retain law enforcement powers and duties.

#### **IV. EXCEPTIONS**

A. A student who finds a weapon on the way to school or in a School Location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Head of School's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Head of School's office, a student shall not be considered to possess a weapon if he or she immediately turns control of the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. Any person receiving a weapon during the process of administering this procedure will be exempt from a violation of the procedure.

B. It shall not be a violation of this policy for a non-student (or student where specified) to possess a firearm on school property when they meet the conditions of one of the following categories:

1. Military personnel, or students or non-students participating in military training, who are on duty performing official duties;
2. State, county, or city Law Enforcement Officers when in the discharge of their official duties;
3. Students who are members of the reserve officers training corps or students enrolled in a course of instruction or members of a club or team, and who are required to carry arms or weapons in the discharge of their official class or team duties; and
4. Private police or security guards who are discharging the officer's official duties.

#### C. Off-Duty Law Enforcement Officers

An off-duty law enforcement officer who carries a firearm onto school property during regular school hours must immediately inform the Head of School (or, if the Head of School is unavailable, an appropriate administrative staff person in the Head of School's office) of his or her presence.

#### D. Instructional Equipment/Tools

While the School does not allow the possession, use or distribution of weapons by students or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### E. Firearms in School Parking Lots

The School does not prohibit a non-student adult possessing a valid handgun carry permit to transport and store a firearm or firearm ammunition in the permit holder's vehicle while in a parking area on school property.

### **V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The School does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. A suspension, either in school or out of school as determined by the Head of School.
2. The School reserves the right to expel or not renew a student's contract if they are in violation of this policy.

#### B. Administrative Discretion

While the School does not allow the possession, use or distribution of weapons by students, the Head of School may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS**

#### A. Non-students

1. Non-students in violation of this policy may be asked to secure their weapon elsewhere, leave campus, or be banned from campus as deemed appropriate by the Head of School.
2. When a non-student violates the weapons policy, law enforcement may be notified, as appropriate.

**Legal References:**

*Tenn. Code Ann. § 39-17-1309*

*Tenn. Code Ann. § 39-17-1313*

*Tenn. Code Ann. § 39-17-1350*

*Tenn. Code Ann. § 39-17-1351*

*Tenn. Office of Attorney General Opinion No. 10-111*

*Tenn. Office of Attorney General Opinion No. 13-15*

*Tenn. Office of Attorney General Opinion No. 14-8*

*Tenn. Office of Attorney General Opinion No. 15-67*

*Tenn. Office of Attorney General Opinion No. 16-29*

## **Y**

### **Yearbook**

Every student receives a yearbook. The yearbooks are distributed at the start of the following school year. The cost of the yearbook is included in tuition as a keepsake of the prior school year.

*Updated 12-19-18. GSL reserves the right to change the content within this handbook at any time without prior notice.*