

St. Paul's Lutheran School



Parent-Student Handbook

2023-2024

“The LORD is My Rock”
Psalm 18:2

PARENT-STUDENT HANDBOOK
St. Paul's Lutheran School
2023-2024

This handbook, prepared by St. Paul's Council of Ministry for the information of our members and the parents of our students, presents some basic information about the policies and operation of our Lutheran Christian Day School (K-8).

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INTRODUCTION

Affiliation

St. Paul's Lutheran School and Precious Lambs preschool is operated by St. Paul's Lutheran Church, Beverly Hills, Florida, with supervision and direction provided by the church's Council of Ministry.

We are a member of a larger church body called the Wisconsin Evangelical Lutheran Synod. For over 150 years our church body has been providing quality Christian education. We are one of the largest private/Christian school systems in the United States (National Center for Educational Statistics).

We have:

- **368 Early Childhood Ministries**
- **282 Lutheran Elementary Schools**
- **27 Lutheran High Schools**
- **2 Colleges**
- **1 Seminary**

STATEMENT OF FAITH

Our Foundation

Our St. Paul's Lutheran School stands upon the foundation of God's inspired and inerrant Word as revealed in the Holy Bible. The foundation of our faith is Jesus Christ. We believe that all people are sinners and deserve eternal death. (Romans 3:23, Romans 6:23). But, God in His love sent His son Jesus Christ to save us from our sins. John 3:16, "For God so loved the world that he gave his one and only son that whoever believes in him shall not perish but have eternal life." St. Paul's Lutheran School subscribes to the beliefs detailed in the publication "This We Believe" compiled by the Wisconsin Evangelical Lutheran Synod, which can be found on the website www.wels.net. Our mission is to prepare children for this life and eternity by offering a superior academic and spiritual education rooted in the truths of God's inspired and inerrant Word as revealed in the Holy Scriptures; we do so by teaching all subjects in the light of God's Word and equipping students for a life of service to their Savior.

Purpose

The purpose of our school is to offer a superior spiritual and academic education, preparing children for this life here on earth and for the life to come in eternity. We prepare children for life on earth by challenging them to do the best with their God-given abilities. Our academic courses are challenging but encouraging as children and parents see the steady progress of their children's academic abilities. We also strive to prepare children for eternity by teaching God's Word, not only in our religion classes, but also as it permeates throughout our entire educational curriculum.

Mission Statement

Preparing children for this life and eternity by offering a superior academic and spiritual education rooted in the truths of God's Word.

Statement on Family Values

The faculty and staff of St. Paul's Lutheran School agree with and model to students and other staff Christian principles of morality and family life as stated in the Holy Scriptures. Among these are the beliefs that marriage is a divine institution between one man and one woman.

Vision Statement

St. Paul's Lutheran School is known for its superior spiritual and academic education whose students:

- Know and appreciate Christ's love for them and so desire to be faithful disciples for Christ;
- Exemplify that God's Word is the foundation and guide for all life choices and decisions;
- Find their self-worth in Christ and what he has done and continues to do for them;
- Recognize their God-given talents and desire to use them to God's glory;
- Are well-prepared for high school and desire to be life-long learners;
- Have compassion and respect for their fellow man;

- Are respected leaders among their peers; and
- Have an appreciation for God's gift of good health and make God-pleasing decisions that promote a healthy lifestyle.

Goals

We strive to give our students a high-quality education with strong Christian values. The goals of our school are to educate students:

- Spiritually by using God's Word in its truth and purity in teaching, correcting, rebuking, and training.
- Academically by providing solid academic courses that encourage children to strive to do the best with their God-given talents and abilities.
- Emotionally through God's Word by developing Christ-esteem based on what God has done for them.
- Socially by instructing students with rich insights into Christian love, charity, and respect toward their fellow man.
- Physically by providing a physical education class that teaches children good sportsmanship, skill development, leadership, and health.

Faculty

Pastor Mark Gabb	(352) 445-0268
Pastor Tim Rosenow	(920) 860-2216
Mr. Daniel Plath, Principal	(612) 239-8447
Mr. Justin Siegler, Teacher Grade 7-8	(414) 533-9143
Mr. Josiah Jahns, Teacher Grades 5-6	(920) 904-5940
Mrs. Lindsey Klingenschmitt, Teacher Grade 4	(920) 327-9655
Miss Cindy Lendt, Teacher Grade 2-3	(507) 380-1269
Mrs. Beth Plath, Teacher Grade 1	(612) 616-1760
Miss Aimee Marchbanks, Teacher Kindergarten	(352) 262-9338
Mrs. Sharon Welfel, Preschool Director and Teacher	(352) 426-1814
Mrs. Lucy Siegler, Preschool Teacher	(414) 533-9142

Council of Ministry

Phil Geistfeld, Chairman of the Council of Ministry	(352)-613-4529
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Curriculum

Our school program is Bible-based and Christ-centered. The curriculum, therefore, includes daily devotions, weekly chapel services, and religious instruction (Bible study, catechism, and hymnology.) Our entire course of religion instruction is designed to prepare the students for a life of faithful service to our God and our fellow man. The textbooks that we may use complement our curriculum and are usually secular-based but taught from a Christian perspective through Christian trained teachers. Our school offers a full preschool, elementary, and middle school academic program including language arts, social studies, science, mathematics, fine arts, and physical education.

ENROLLMENT POLICY & PROCEDURES

General Policy

The Council of Ministry has final responsibility for all decisions regarding admission of students to St. Paul's.

Non-Discriminatory Policy as to Students

Our God wants all people to be saved and to come to the knowledge of the truth (1 Timothy 2:4). Therefore, St. Paul's Lutheran School of Beverly Hills, Florida admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of St. Paul's Lutheran School. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of our educational policies, admissions policies, scholarship, and loan programs and athletic and other school administered programs.

Enrollment Procedures for New Families

1. Contact the school office for information on our school and its programs. At this time a perspective meeting and tour may be scheduled. In an effort to keep our classrooms as free from distractions as possible, prospective students and their families may visit classrooms by appointment only.
2. Go to stpaulsp.edu. Click on *St. Paul's Lutheran School*, then click on *Inquiry Form*. Submit that form.
3. Once the information from the *Inquiry Form* has been received, a meeting with the principal must be done before the online registration is completed.
4. Following the meeting with the principal, you will be receiving an email from St. Paul's Lutheran School / PraxiSchool to complete the application process for enrollment. The online registration is done through PraxiSchool and does require a \$125.00 non-refundable application fee.
5. If your students are transferring to our school from another school, you will need to provide the most recent standardized test results and the most recent report card prior to the meeting with the principal.
6. Complete the *Request for Record Review and/or Notification and Request to Release Records* in order for us to receive past report cards, progress reports, standardized test scores, and any IEP (if applicable).
7. Once all these are complete, a notification will be given to you on the acceptance of your child into our program. Accepted enrollment will be determined by the following order: Church Members, Returning Families, Community Families. Please note that there might be extenuating situations that may result in St. Paul's not accepting enrollment of children (see Exceptional Students).
8. After enrollment has been accepted, then health records, proof of age, and immunizations must be submitted to the school office before the child begins school at St. Paul's Lutheran School (see Health Records, Proof of Age and Immunizations)

Financial Policy

The application fee / registration fee (see Enrollment Procedures) is required at the time the application is filed. Tuition is charged to all students. All families receive church assistance to some degree based upon church

membership status. If a parent is confirmed or transferred into our church membership after the start of the school year, tuition assistance will be applied on a prorated basis the month after they transfer or are confirmed. For new confirmed members a full tuition payment will be required through the month in which they are confirmed.

Any family may apply for an approved outside scholarship such as Step Up For Students, Family Empowerment Scholarship & Florida Tax Credit for financial assistance. There are certain restrictions that apply for these scholarships.

Our church members support our school just as they support the other programs of the congregation, namely through their weekly offerings. Therefore, a larger tuition assistance from the congregation is given to those school children whose parent(s) or legal guardian(s), as of the date of enrollment, are members of the congregation. The exception to the rule is our Precious Lambs Preschool where tuition is expected of members and non-members alike.

The tuition may be broken into 1, 2, or 10 installments with the first payment due in August depending on the payment plan chosen with PraxiSchool. For our procedure for collecting the tuition and the fee please see Appendix C. Unless a subsequent payment plan has been approved by the Council of Ministry, if the payment is not made by the end of the month in which it is due, the student will not be allowed to attend further classes until the account is made current.

Health Records, Proof of Age and Immunizations

Students entering St. Paul's Lutheran School for the first time must provide the school with a copy of a current School Entry Health Exam form- DH 3040 (yellow form), signed by a licensed medical professional, the child's birth certificate, and a Department of Health Immunization Form— DH 680 (blue form) showing that all required immunizations have been obtained. Students entering the 7th grade must provide a Department of Health Immunization Form— DH 680, showing that their immunizations have been updated in accordance with Florida state law. **All students entering into Kindergarten, Grade 1, Grade 3, and Grade 6 need a new health examination form (Form DH 3040) submitted to the school before the start of the new school year. These forms must contain checkups on vision (grades K,1,3, and 6) and hearing (grades K,1, and 6) and scoliosis (grade 6).**

Kindergarten Readiness

A Kindergarten readiness profile will be gathered on all Kindergarten – aged students before they enter into our Kindergarten program. Results of the data collected will be discussed with the parents. This process is used to assess students' needs and our abilities to address those needs in our Kindergarten program. All applications are subject to approval by the principal and the Council of Ministry.

It is expected that all children in our programs be toilet-trained and self-sufficient in the bathroom.

Grade Placement

Grade placement of any student enrolled in the school is at the discretion of the Principal in consultation with the faculty. The following is the basis for making the determination:

1. Most recent achievement test scores
2. Previous report cards
3. Attitude toward school work
4. The student's age as of September 1 of that school year being appropriate for the grade the child is entering. (There are NO exceptions.)

Placement into any grade is on a six-week trial basis. If it becomes apparent the child is placed above his or her ability to achieve, the parents will be called for a consultation. No child will be placed into a different grade without a conference with the parents. Title One assistance may be available. If it is determined a child is too far behind his grade placement, an adjustment may be required.

Transferred students with academic difficulties will be screened before the school year begins for proper grade placement. All records from the previous school will be requested and evaluated to assist us in proper grade placement. Experience has shown that those critical early steps in reading are met with a wide variance of expectations among school systems.

Exceptional Students

With regard to academic considerations, if a child has exceptional abilities/inabilities, the principal along with the teacher and Council of Ministry will determine if placement at our school is appropriate. Each situation will be examined thoroughly. If testing is necessary to make a fully informed decision about placement, parents will be required to procure appropriate testing before a decision can be reached.

Students entering St. Paul's Lutheran School who have been identified as having a learning disability must bring a description of what has been done to modify the student's work. This may include any individualized educational plan that has been devised. Based upon this information, the principal along with the Council of Ministry will decide as to whether the current academic resources at our school will provide adequate education for the student.

If your child has any educational, medical, or psychological impairment or restriction, parents are required to submit a letter from a 3rd party source (doctor or educational specialist) verifying the impairment and limitations. The principal along with the Council of Ministry will then determine if our school can best serve the needs of your child.

Because instruction expertise cannot always be obtained within the means of St. Paul's Lutheran School, payment of an additional fee for the supplementary support services that are needed may be required for students to attend.

If a student has been accepted to St. Paul's Lutheran School and it has determined later that the student has a learning disability that was not previously diagnosed, it is in the best interest of the child that the parents cooperate so that testing can be secured, and a proper diagnosis made of the student. This way a proper individualized educational plan can be developed for the student and academic resources can be secured.

St. Paul's Lutheran School reserves the right to remove a student from its rolls if a student's disabilities prove to be beyond its capabilities.

Title 1

Our school is a Title 1 school meaning that students who may have exceptional needs can receive additional help at St. Paul's Lutheran School during the school day through the county public schools. Through required forms from the district, our teachers will assess students based upon need to determine individualized help through Title 1.

Retention of Students

If during the course of the year, a student is identified as having difficulty keeping up with the school work, parents will be consulted, and a plan developed to help the student overcome the difficulty. Testing may be necessary to help accommodate a student's needs and to develop a plan to remedy the student's educational deficiencies. By the third quarter, discussion among the parents, teacher and principal will have taken place in regard to retaining the student for the following academic year. It is our goal that before the end of the 4th quarter, parents, teacher, and principal come to a consensus on what is educationally and socially best for the student. The ultimate decision on retaining a student does lie with the school principal.

Also, keep in mind that if a student fails 1/4 of their total grades for the year, they will not be promoted to the next grade level. Most times this is a result of failing to complete their work (see *Homework*).

In all cases, retention is not a tool of discipline, but rather a tool to assist students in the process of academic growth.

CLASSROOM POLICY AND PROCEDURES

General Timetable, Calendar, and Supervision

The school day begins at 8:00 am and ends at 3:10 pm (2:10 pm on Thursdays). Before School Care (BSC) opens at 7:00 AM in the church building. Classroom doors open up at 7:45 am; please help your child start off each day successfully by having them at school well before 8 am. All students must be picked up by 3:20 pm (2:20 pm on Thursdays) or else they will be entered into the After-Care Program—of which there is a fee.

On arrival to school students are to go immediately to their classroom to prepare for the school day as directed by the teacher. Students are not to play on the playground either before school or after school without adult supervision. In addition, students may not leave the school grounds during school hours without written permission from parents. The specific school calendar for school days, special events, and holidays should be obtained from the school office.

Excused Absences

Children must attend school regularly. The parents or guardians are responsible for their child(ren)'s attendance as Florida Statutes 1003.21 and 1003.24 clearly define. In case of absence, parents will notify the school by phone by 8:30 a.m. This is extremely helpful for the teachers so that they may be completely prepared for the day. If notification is not given the day of, then a written statement must accompany the child the day (s)he returns to school. Please include in the written statement the date, the reason for absence, and your signature as a parent/guardian of your child. Absences for reasons other than illness must be excused in advance through the student's teacher. Excused absences would include the following:

- Illness of the student
- Major illness in the family of the student
- Medical appointments of the student
- Death in the family of the student
- Subpoena or forced absence by any law enforcement agency
- Major disaster
- Head lice, a maximum of two days for each occurrence
- Planned absences approved in advance by the classroom teacher/principal

Excusing an absence with a phone call by 8:30 is done out of common courtesy and consideration for the teachers. In case of a serious illness that requires medical attention please obtain an excuse from the attending physician. If a child contracts a communicable disease, a physician's note stating the child is able to attend school again must be accompanied with the child when returning to school. If a child is sick for three days or more, please secure a doctor's note upon the child's return.

Parents are to keep a sick child at home. Flu, sore throats, fevers, etc. spread quickly among the students and staff. Children may not return to school until 12 hours after the child has last been ill with vomiting and diarrhea. If a child is to be kept in during a recess or is not to participate in a physical education class, a written note signed by the parent is required.

Absences will be documented in the following way: Any students arriving after 8 a.m. will be marked tardy and any students arriving after 9 a.m. will be marked a ½ day absent.

Unexcused Absences

Any absences that do not fit the criteria for excused absences will be recorded as an unexcused absence. If notification is not given to the school in regard to your child's absence whether by phone the day of or by note when the child returns, this also will be recorded as an unexcused absence. All unexcused absences will be recorded on the report card and placed in your child's student record.

Planned Absences

Parents are strongly urged to plan vacation trips during scheduled time off. If time must be taken off, parents are asked to contact the teacher well in advance. Arrangements then can be made for making up work. All homework should be done upon returning to school.

Parents are strongly urged to schedule appointments with doctors and dentists during the after-school hours or on school holidays, if possible. This is especially important during the first hour and a half of the school day because it is during that time that our students receive the most important part of their religious instruction.

Excessive Absences

After 12 days of absences within 85 days (two quarters of the year), a meeting between the parent, the teacher must be scheduled to identify potential remedies.

Excessive absences may lead to a student repeating the same year of education, a form of summer school plan to be completed before the next year, testing to ensure proper grade placement for the next school year, or removal from the rolls of St. Paul's Lutheran School. "Excessive absences" is defined as 15 absences in a 90-day period. This is defined by Florida State Compulsory Attendance Statute (Florida Statute 232). Retention, a summer educational plan, or removal from the rolls will be considered by the Council of Ministry should excused and unexcused absences exceed 20 days during the school year. All excessive absences for those families who are making use of Step Up for Students Scholarships (SUFS), are reported to the SUFS organization through quarterly verification reports.

Tardiness

In consideration for the teachers and fellow students, we expect students to be in their seats and ready to work at the start of the school day (8:00AM). **Any students arriving after 8 a.m. will be marked tardy and parents must stop in the office to sign in your child.** Please excuse all tardies with a written document stating the reason for your child's tardiness. Reasons for excused tardies are the same as for excused absences. Reasons for tardies that do not fit that criteria are considered unexcused tardies.

Excessive tardiness will be dealt with in an evangelical manner and could possibly lead to removal of the student from our rolls. We understand that an occasional tardy may happen as the result of a family emergency, but please keep in mind the importance of teaching promptness to your child. Departures from school, within the last hour, will count as a tardy.

Early Pick-Up

In consideration of the teachers and fellow students, we will dismiss all students at 3:10 pm (2:10 pm on Thursdays). Please try to schedule all doctors and dentist's appointments to avoid early pick-ups. Class instruction still takes place at the end of the day. **If you must pick-up early because of such an appointment, please let the teacher and school office know in advance and remember that your child must be signed out at the school office before your child will be dismissed.** (See *Planned Absences*)

Report Cards

The school submits to parent's quarterly reports of each student's spiritual, academic, and social progress. The following report card grading system is used.

A+	100	
A	99-96	EXCELLENT
A-	95-93	
B+	92-91	
B	90-87	GOOD
B-	86-85	
C+	84-83	
C	82-79	AVERAGE
C-	78-77	
D+	76-75	
D	74-72	POOR
D-	71-70	
F	69-0	FAILURE

The following grading system is used for Memory Work, Handwriting, Art, and Physical Education:	
E	Excellent
S+	Very Good
S	Average
S-	Poor
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

Homework

We strongly feel it is vital and important for our students to grow in being independent and responsible in their own education. Because habitual late work not only impedes the learning of that student but also the instruction of other children in the classroom, we will enforce the following policy to help students grow in being self-disciplined and responsible. All student homework is to be done on time. Teachers will make contact with you if your child has missing / late homework. The percentage grade for all late homework will be reduced for each day it is late. A meeting will be scheduled between the teacher and parents for excessive late homework; the goal will be to agree upon a plan to correct the problem. If the problem persists, and the goals are not being met, then a student's enrollment will be terminated.

Late work grade reductions will be according the homework policy of each teacher in his/her classroom.

If your child is ill and misses school, your child will have one day for every sick day absent to make up the missing work. Please inform the teacher ahead of time for any planned absences. The teacher will then get the assignments to your child ahead of time. All homework is due the day the child returns to school.

A certain amount of homework is necessary and is assigned by each teacher. Naturally, there is a greater amount of homework as a child's responsibilities increase in the upper grades. Please notify your teacher if your child has too little or seems to be overwhelmed by homework. As a good rule of thumb, ten minutes of homework per grade level is about average excluding memory work.

Books & Supplies

We supply the students with books and supplies according to the following arrangement:

Students are provided with textbooks for certain subjects. If a book is lost or excessively damaged, the cost of replacement will be assessed to the parent. Parents are requested to encourage the proper care of school property by their child(ren).

Purchase of certain religious books as determined by school policy shall be required. This is laid out in the individual teacher's supply list handed out before the start of the school year. All necessary personal supplies must be purchased. A supply list is sent out in your summer mailing packet.

Field trips & Extracurricular Activities

Teachers take students on field trips to points of interest connected with their school work. Parents are asked to complete a written consent form for all field trips prior to the beginning of their child's enrollment to our school.

Information regarding field trips will be sent out in advance of the field trip through field trip permission slip form that must be returned at least a week before the field trip takes place.

Uniform Policy

In accordance with Christian values, students should dress cleanly and modestly and in a way that reflects respect for Christian education. Student's study habits and the scholastic well-being of the school requires appropriate dress. To help accomplish this, St. Paul's has adopted a school uniform policy. **Please see appendix B for a description of the uniform policy.** It is your responsibility as parents to enforce the school uniform policy with your children since you are the last ones to see your children walk out of your house. Your child's classroom teacher will notify you if your child's attire is not consistent with our uniform policy. In the case of repeated or extreme violations of the uniform code the teacher will contact you to bring a change of clothing that fits the uniform policy for your child.

There will be a 1-2 week grace period for student uniforms at the start of every school year. By September 1, the dress code will be enforced.

Appendix B defines dress guidelines.

CODE OF CONDUCT

As a Christian school and non-profit institution, St. Paul's Lutheran School reserves the right to refuse enrollment or to disenroll students whose personal or family's moral beliefs and practices conflict with St. Paul's understanding of the Word of God. St. Paul's is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand our Scriptural beliefs. Located on that website under "About WELS" is a web page entitled "What We Believe." Doctrinal statements about social issues and worship practices are located on that website. "This We Believe" is another resource located on that website that summarizes well the beliefs of the WELS and of St. Paul's Lutheran School.

No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. Any student actively promoting or living a lifestyle contrary to Scripture may result in disenrollment.

Discipline

Proper discipline in any situation uses God's Law and His Gospel properly. The Law makes the student realize that he or she has violated God's Holy will. When the student realizes his or her sin, the teachers will use the Gospel to assure the student that his or her sins are forgiven by God. This Gospel message also provides the right motivation for students as they strive to refrain from what is wrong and to do what is God-pleasing.

As representatives of God, the Pastor, principal, teachers, other school and church personnel, and volunteers are to be respected and obeyed. Our Lord and the congregation have given them the responsibility and authority to correct and admonish students whenever necessary. All discipline will be under the supervision of the Council of Ministry (COM).

Responsibility for Damages

St. Paul's Lutheran School has been blessed with well-equipped facilities. Desks, chairs, tables, and other equipment have been provided. It is the responsibility of each student to care for our facilities by exercising good stewardship. Students are held responsible for any damages they cause to school property through careless, negligent, or malicious behavior.

Parents are assessed the cost of repair or replacement of the damaged items. If the item can be repaired or cleaned by the labor of the student, we would ask that the student clean or repair such damaged items.

Prohibited Articles

As a general rule, students should bring to school only those things they will need to use in the classroom, such as books, pencils, homework, etc., and their lunch. The following items are forbidden and will be confiscated:

Tobacco, alcohol, illegal or illicit drugs, cell phones, Apple/(smart) watches, video games, weapons, fireworks of any kind

God's Word teaches us that our bodies are temples of the Holy Spirit. As believers in the Lord Jesus Christ, we have the responsibility to care for our bodies physically as well as spiritually. Therefore, students will not be permitted to use or possess tobacco in any form while on school grounds or while in attendance at any school-related event. The use or possession of tobacco, alcohol, or other illegal or illicit drugs may result in expulsion.

Field trips are considered school days, so these items will not be brought on any field trip days. Other items that are listed on individual teacher's supply lists as to what not to bring need to be followed as well. Students will not be permitted to chew gum in the school facilities. Any other articles that are misused so as to cause property damage or bodily harm will also be confiscated. The possession of weapons may result in expulsion.

Suspension Policy

Students who in the professional opinion of their teacher and the principal exhibit behavior which:

1. Threatens or causes willful injury to themselves or others;
2. Causes willful or malicious physical damage to the school or school property;
3. Causes intentional or unreasonably disruptive or unruly behavior within the classroom or on the school grounds or while representing our school at any school function, exhibits disrespect to their teacher, the principal, or any other person placed in authority over them;
4. Uses profanity, vulgar or sexual language, or obscene gestures in any way;
5. Breaks the prohibited items policy with alcohol, tobacco, or illegal or illicit drugs in any form;
6. Sexually harasses or makes sexual advances on another student, or brings sexually explicit material to school;
7. Steals from school or another student;
8. Willfully cheats on a continual basis;
9. Continues to defy our *Code of Conduct*

may be subject to, but in extreme cases not limited to:

1. Notification of the parents by the teacher and/or principal.
2. A one-day suspension with notification of the parents.
3. A three-day suspension **and** a mandatory conference with the parents if the problem continues.
4. A two-week suspension **or** expulsion from school if the problem continues. This will be per review of the case by the Council of Ministry. Parents my request to be present at this review.

Please note that the above consequences to misbehavior is not necessarily a progressive pattern as the severity of the behavior will warrant the degree of suspension or expulsion from school.

This policy has been adopted to maintain a healthy Christian atmosphere at St. Paul's Lutheran School. It also aims to promote the best possible atmosphere for learning and teaching. Any severe case may directly lead to a longer suspension or expulsion. All cases that are following this policy are considered on behavioral probation and may be terminated as seen fit according to the policy laid down here by the Council of Ministry.

ADDITIONAL PARENT RESPONSIBILITIES

Forms

Parents are required to fill out all applicable forms before the school year begins. Most forms are online through PraxiSchool and are to be filled out when the parents enroll their child(ren). Other forms will be required at the beginning of the school year or periodically throughout the year (such as a field trip form).

Parental Involvement

St. Paul's Lutheran School encourages parental involvement to ensure that the partnership between home and school is maintained. Parents are encouraged to visit, observe and volunteer in the classrooms. Please contact your child's teacher to schedule an opportunity to participate.

Home School Connection

Proverbs 22: 6, "Train a child in the way he should go, and when he is old he will not turn from it." The school is here to assist you in educating your child. The most important training that can happen is spiritual training. It is the parents' primary responsibility to train their child with God's Word (Deut. 6:4), and for us as a school to assist you in training your child with that Word. Along with the assisted spiritual training comes the physical, emotional, social, and academic training. All of these are important, and a vital part of this training is communication. Teachers will keep lines of communication open to assist you with training your child. We ask you to do the same. Please feel free to contact your child's teacher for a consultation at any time during the year.

Home Church Connection

St. Paul's Lutheran Church and School work together to bring the saving message of Jesus Christ to Citrus County. We have a strong desire to share that message with parents of our school children also. One introductory class for all new parents is strongly encouraged so that there is an understanding of what is taught to the students each day. Returning parents are certainly invited and encouraged to attend as well.

Bible Information Classes

Bible Information classes are offered by the pastor several times during the school year. Parents are encouraged to attend these classes to learn more about the saving message the Gospel offers to them and their child(ren). Please speak with the classroom teacher or the pastor for dates and times of upcoming classes.

Parent - Teacher Conferences

Parent - Teacher consultations are scheduled by the teacher shortly after the first and third quarters of the school year to discuss the child's progress. Additional conferences may also be scheduled by agreement of parents and teachers.

Church and Sunday School Attendance

For those parents who are not members of St. Paul's Lutheran Church, we are always glad to have you come and attend our worship services. Our worship services during the school year are held on Sundays (8 & 10:30 a.m.).

For those parents who are members we strongly encourage you to be active in your faith life by demonstrating to your children the importance of hearing and studying God's Word on a regular basis. Jesus says, "Blessed...are those who hear the word of God and obey it" (Luke 11:28). We firmly believe that being actively involved with church and Sunday school strengthens the Christian education that you want your child to receive here at St. Paul's.

Singing for Services

The students will sing periodically in our church services. All children are asked to be present when their class is scheduled to sing. The school singing schedule details out the singing dates during the course of the year.

Transportation

Our school does not provide transportation to or from school. Car pools may be set up by individual groups of parents. If you are in need of transportation for your child, please call the school office and we will attempt to help you coordinate suitable transportation.

Lunches and Snacks

The school does strive to provide a hot lunch program once a week for the students. Scheduled hot lunches will be printed in our weekly newsletter. All incidental billing, such as hot lunch, BSC, and ASC, are done through PraxiSchool. You are responsible for timely payments so as not to incur a late fee. Parents are strongly encouraged to provide a nutritious lunch for their child. Soft drinks and candy are not allowed except for special events or parties, with prior permission. Food brought from home will be stored appropriately until consumed. Parents providing meals or snacks are encouraged to include different food groups for their child. Microwaves will NO LONGER be available to the students.

SCHOOL-HOME PARTNERSHIP

Parent-Student-Teacher Connection

St. Paul's views the parent - teacher partnership as a necessity in educating the child. A positive partnership is one that will enable the child to grow socially, academically, emotionally, and spiritually. A positive partnership forms when parents and teachers frequently communicate with each other.

To promote this partnership, St. Paul's teachers will share a communication plan with parents at all teacher visits. Teachers will strive to make efforts to communicate with parents throughout the year with both positive areas of performance and areas to improve upon. This communication will take place regularly throughout the year through scheduled parent-teacher consultations, face-to-face meetings, texting, emails, and phone calls.

Parents are encouraged to communicate regularly with their child(ren)'s teacher. Parents may have those opportunities at drop-off or pick-up, phone conversations, or other face-to-face opportunities to discuss or schedule any concerns. Our teachers will refrain from carrying conversations of concern by texting or through forms of social media.

Parents should encourage their children to communicate with their teacher regarding issues that may come up in their classroom. This encourages a child to advocate for himself in the classroom. At the same time, it allows the teacher to deal with situations of which he or she may not be aware. A teacher will not be held "accountable" for situations of which he or she is unaware nor can a teacher listen or see every interaction between students.

We greatly appreciate any parent with any concerns to talk directly to their child's classroom teacher first before approaching anyone else with their concern or posting anything online. Many times parental or teacher concerns can be resolved quickly through a conversation with the teacher. If a resolution cannot be achieved between the teacher and the parent, then the parent or teacher may wish to resolve the issue by involving the principal. We strive to follow this Biblical guideline as found in Matthew 18.

Athletics

At St. Paul's, the students have opportunities to participate in extracurricular activities. Our athletic program gives students different ways to use their God-given talents and compete in athletic competition. Our focus is that the student-athletes have opportunities to grow in teamwork, sportsmanship, and strategy. In order to participate in all athletic competitions, the student must not be failing any classes, maintain excellent attendance, and show love and respect to teachers and fellow students. There is a \$25 dollar athletic fee that will be billed through PraxiSchool.

Cell Phone Usage

Because of the age of technology we live in, many students have access to means of communication with their classmates outside of school grounds. While we encourage friendships beyond the classroom, this communication outside of school, at times, can be harmful or cruel.

On our school grounds, our faculty and staff will take every opportunity to instruct and train young people in the truths of God's Word. However, it is NOT the responsibility of St. Paul's to deal with communication between students or families beyond our school grounds. Matters that arise because of a family's choice in allowing their children the use of cell phones and other communication devices will be addressed at home between parents and children.

To prevent these forms of communication from happening on our school grounds, cell phones, tablets, or other communication devices are not allowed to be brought to school during school hours including Before School Care and After School Care (7 am - 5:30 pm). Students must leave these items at home. If any of these items are brought to school, they will be confiscated and will require a parent to pick up the device from the classroom teacher.

Before School Care (BSC) & After School Care (ASC)

Understanding that some families may need to drop off early or pick up late, we offer before and after care services. Students who need to be dropped off early may arrive any time after 7:00 am and wait with the supervisor until the classroom doors open at 7:45 am. The supervisor will walk the students to their classrooms. Students who are not picked up before 3:20 (2:20 on Thursdays) will be enrolled in ASC. Parents must pick up students from ASC by 5:30 pm.

Emergency School Closings

The school may close due to bad weather; parents will be notified when our school will resume. In any other situation deemed an emergency by the principal, the school will be closed, and the parents will be notified. Parents will be notified through PraxiSchool texts and emails. Information will also be provided on the St. Paul's Facebook page. Parents should call their child's teacher if they desire more information.

Insurance

If an accident should happen, the family's insurance will be the primary insurance covering the accident. Parents are responsible for making that claim on their insurance. St. Paul's Lutheran School does have school accident insurance which is available for students as a secondary insurance. If secondary insurance is needed, parents are responsible for contacting us for that need.

Health Services

A child who becomes ill or receives a minor injury while at school receives first aid. If the child requires additional medical services, parents or guardians are notified immediately. If they cannot be reached, the child is taken to a suitable medical facility.

Medications

Only when truly necessary, doctor prescribed medication will be administered by the office staff with the written consent of the parent or legal guardian. The parent must fill out the Medication Permission Form detailing the purpose for the medication and proper dosage. The Medication Permission Form and the medicine must be brought in the **original container** and given to the main office for distribution to your child at the appropriate time.

The first dosage of any medication should be administered at home (before coming to school) to be sure there is no allergic reaction. By requesting the school to administer the medication of a child, the parent is waiving liability for reaction/condition due to the application of the prescription unless there is intentional negligence on the part of the school or its agent. Students who have a need for asthmatic inhalers in grade 3-8 may carry them provided the parents have returned the "As Needed" Medication Permission Form.

Communicable Diseases

The protocol used by St. Paul's Lutheran School to provide a safe and healthy environment for the students and staff is the section including signs and symptoms of suspected communicable diseases as defined in the Florida Administrative Code Child Care Standards 65C-22.004. (See Below) Should we encounter any of the symptoms in the protocol, the parents will be notified immediately to pick up their child. The parents should then be aware of a potential illness his or her child may be fighting and keep the child at home so as not to infect their classmates. Please understand this procedure is not enforced to inconvenience you, but rather has been put in place for the welfare of the students and staff.

65C-22.004 Health Related Requirements.

(1) Communicable Disease Control.

(a) Children in care shall be observed on a daily basis for signs of communicable disease. Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. A positive Covid test result.
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing;
4. Stiff neck;
5. Diarrhea (more than one abnormally loose stool within a 24-hour period);
6. Temperature of 100 degrees Fahrenheit or higher when in conjunction with any other signs of illness;
7. Pink Eye;
8. Exposed, open skin lesions;
9. Unusually dark urine and/or gray or white stool;
10. Yellowish skin or eyes; or
11. Any other unusual sign or symptom of illness.

(b) A child identified as having head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred.

Complaints and Grievances

At times parents may have concerns or complaints. God's Word gives us guidance in how to handle these situations (Matthew 18 and I Corinthians 13).

1. Speak to the teacher first with whom you have a concern or complaint before speaking with anyone else
2. If an issue has not been resolved, speak with the principal.
3. If you still feel that your issue is not resolved, then speak with the Council of Ministry chairman.
4. All requests to audience with the Council of Ministry to express a complaint or grievance must be submitted in writing to the Council of Ministry Chairman at least one week prior to the next scheduled meeting of the council. The written request should include the nature of the complaint or grievance along with specific times and dates when the previous steps were taken with the individuals who could not adequately resolve the problem.

Chapel Service & Mission Offerings

Parents and friends are always welcome to attend our weekly chapel service on Fridays at 8:30 a.m. A weekly offering envelope will be sent home with the children for those who could cheerfully enjoy taking part in the offering to spread God's Word.

Weekly Newsletter

A weekly newsletter by each will be sent home each school week. A principal's newsletter will also be sent out on a weekly basis through Praxi.

Home and School Cooperation

Before the school year begins, teachers will be scheduling a teacher visit in August to familiarize you with their classroom management, discipline procedures, and classroom routines, along with any other school related news. Special concerns or needs should be discussed at that time with the teacher.

Thank You!

We are so pleased to have your family as a part of our St. Paul's family! This handbook is just one of many opportunities for communication between the school system and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact our administration and faculty whenever you have questions, comments, or concerns. We're here for you! May God bless us all this school year!

**St. Paul's Lutheran School
Appendix**

APPENDIX A:	Tuition Schedule
APPENDIX B:	Procedure Regarding Collection of Tuition
APPENDIX C:	Dress Code
APPENDIX D:	Anti-bullying Policy

Appendix A

TUITION

The Council of Ministry of St. Paul's Lutheran Church and School have established the following tuition, discounts, and family pay for the school year.

Registration Fee - (Nonrefundable)

Each child enrolled (PreK-8) \$125.00

Elementary Tuition Grades K - 5:

\$8,000

	CHURCH MEMBER		NON – MEMBER	
	Scholarship scholarship	No	Scholarship scholarship	No
TUITION	\$8,000	\$8,000	\$8,000	\$8,000
Outside Scholarship, if applicable ¹	varies	N/A	varies	N/A
Church Assistance ^{2, 3}	varies	\$6,300	varies	Varies
Family Pay (dependent upon percentage awarded on scholarship)	\$0 - \$850	\$1,700	\$675 - \$2875	\$5,000- 7,000

Middle School Tuition Grades 6-8:

\$8,000

	CHURCH MEMBER		NON – MEMBER	
	Scholarship scholarship	No	Scholarship scholarship	No
TUITION	\$8,000	\$8,000	\$8,000	\$8,000
Outside Scholarship, if applicable ¹	varies	N/A	varies	N/A
Church Assistance ^{2, 3}	varies	\$6,300	varies	Varies
Family Pay (dependent upon percentage awarded on scholarship)	\$0 - \$850	\$1,700	\$675 - \$2875	\$5,000- 7,000

¹Approved outside scholarships would include Step Up for Students (SUFS), Family Empowerment Scholarship and the Family Tax Credit Scholarship. SUFS elementary (K-5) and SUFS middle school scholarship amounts are slightly different with elementary students receiving a little more funding. Scholarships are prorated depending on date of enrollment into the school. There are certain restrictions that apply for approval of these scholarships.

²Awarded scholarship amounts will be applied to tuition costs but will not exceed the total tuition. For scholarship amounts not covering the total tuition costs, the difference is covered through church assistance, additional children discount, and family pay. Church assistance amounts vary depending upon the percentage of the scholarship received.

³Member families with more than one child may receive an additional \$100 in church tuition assistance for the additional children. Nonmember families with more than one child may receive up to an additional \$2000 in church tuition assistance dependent upon outside scholarships. Outside scholarships are taken into consideration first before any other discounts are given.

PRESCHOOL:

Tuition

Two half days (Tues-Thurs)	\$1,340.00
Three half days (M-W-F)	\$1,850.00
Five Half Days	\$2,580.00

Additionally, certain religious books and personal supplies must be purchased by the student. A list of this material will be provided prior to the final enrollment date.

REGISTRATION FEES ARE DUE AT THE TIME OF ENROLLMENT.

All payments are set up through our tuition management services through PraxiSchool.

Appendix B

Procedure Regarding Collection of Tuition

PraxiSchool is managing all tuition payments. Registration forms for school will be sent out in January through PRAXISCHOOL. All families are expected to register with PRAXISCHOOL. There are no enrollment fees for those making a one time or two-time payment to pay their full tuition. All tuition payments will be paid through PRAXISCHOOL.

If tuition payment is not made according to the plan chosen by you, PRAXISCHOOL will assess a late fee to your account. You are responsible for all late fees.

If payment is not received by PRAXISCHOOL and you fall behind two consecutive months, your child's enrollment could be discontinued.

Appendix C

School Uniform Policy

“Do you know that your body is a temple of the Holy Spirit who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.”
I Corinthians 6:19-20.

Shirts and Dresses: Students must wear school issued polo shirts or dresses for all school days except for Fridays (see below). Shirts are to be tucked in at all times for grades 4 – 8.

Outside Coats: Depending on the weather, students may need a coat or light jacket for recess. These coats/jackets are to be removed when the students return to the classroom unless the coat/jacket has the official St. Paul’s logo.

Students are NOT allowed to have hoodies of any kind on the school campus.

Pants, Shorts, Skirts, and Skorts: Students’ pants, shorts, skirts, or skorts may be either khaki, navy-blue, or black. Cargo type shorts are not permitted. They must be hemmed with no frayed edges or holes in the material. Uniform shorts, skirts, and skorts should be of conservative length using the fingertip length-hem guideline. Girls must wear shorts/leggings under their uniform dresses and skirts. Leggings should be khaki, navy-blue, or black in color.

Belts: Plain colored brown, black, or navy belts must be worn at all times with uniforms (except uniform dresses) for all students in grades 4-8.

Shoes: Shoes need to cover the entire foot (sneakers, tennis shoes, etc).

Fridays: On all Fridays, students are allowed to wear a St. Paul’s Blazer spiritwear shirt or St. Paul’s red shirt. They need not tuck them in, and no belts are required on this day. Pants, shorts, and shoe requirements remain the same.

Appearance: Students should appear clean at all times. Light makeup is appropriate for 7th – 8th grade students. Hats, sweatbands and sunglasses are not to be worn inside the school or church. Streaked hair color and mohawks are not permissible.

Physical Education:

Note: On Picture Day (see calendar) students may dress up and choose not to wear their school uniforms for their pictures.

Consequences: Should a student come to school dressed in violation of the school dress code, the following consequences will be followed:

- 1. The student will be verbally warned. An email will be sent to the parent/guardian informing them of the violation.*
- 2. If the student comes to school a second time with dress code violations, the parent will be contacted immediately. If the parent can drop off the appropriate clothing, they will be asked to do so. However, if they are not able to drop off clothes,*

Appendix D

Anti-bullying Policy

St. Paul's Lutheran School is in full compliance and agreement with Florida State Statute 1006.147 on Bullying and Harassment. St. Paul's also agrees with the definition of Bullying and Harassment included in the statute and listed below.

"Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

(b) "Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

(d) “Within the scope of a public K-12 educational institution” means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(e) Definitions in s. 815.03 and the definition in s. 784.048(1)(d) relating to stalking are applicable to this section.

(f) The definitions of “bullying” and “harassment” include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Anti-Bullying Policy

We believe that children have the right to play and learn in a supportive, caring and safe environment. When behavioral expectations are consistent, and when reasonable boundaries are put in place by caring and supportive teachers and staff, the occurrence of bullying can be minimized.

Bullying affects everyone, not just the bullies and the victims. No one should have to accept this type of behavior. Only when all issues of bullying are addressed will a child best be able to benefit from the opportunities that preschool offers.

As children grow and mature, they learn a great deal about how to get along with others. When children do not understand how to get along with others, they may use aggression to solve problems, rather than more effective ways of conflict resolution. While all bullying is aggression, not all aggression is bullying.

We acknowledge that children’s biological and cognitive development at any age needs to be nurtured and supported and we, at St. Paul’s, and you as parents, will work to do that for your children.

DEFINITION OF BULLYING:

Bullying is the willful, conscious, and persistent desire to cause emotional, verbal and/or physical hurt to another. This hurt may be caused by actual or anticipated actions which put the victim under stress. These actions are accompanied by an awareness of the impact of the behavior of the child who is the victim.

The characteristics of bullying suggest that the child who is bullying has reached a state of cognitive development where they are able to plan to cause distress in another. But it is sometimes hard for children to distinguish bullying from hurtful and/or immature and inconsiderate behavior.

Bullying can take many forms, for example:

- *Emotional*: being unfriendly or unkind, excluding from activities or play
- *Physical*: non-accidental hitting, pushing, punching, pinching, kicking, hiding, taking or defacing belongings or any use of violence
- *Verbal*: name-calling, teasing
- *Cyberbullying*: this takes place when a child/parent uses social media to attack a student, parent, teacher, or staff member

ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED:

Please note that an instance of bullying may fall into more than one 'category' listed above. If a child bullies another child or children:

- We will support children by following the six steps of conflict resolution as follows, stopping the child who is being hurtful, and comforting the child who has been hurt:
 1. Approach calmly, stopping any harmful actions
 2. Acknowledge all children's feelings
 3. Gather information from all parties
 4. Restate the problem
 5. Ask for ideas and solutions and choose one together
 6. Be prepared to give follow-up support.
- We equip children with appropriate ways to stand up for themselves during times of conflict.
- We make sure that children who bully receive praise when they display acceptable behavior.
- We do not label children who bully.
- When children bully, we discuss what has happened with their parents and work out a plan with them for handling the child's behavior.
- When children have been bullied, we share what has happened with their parents, explaining that the child who bullied is being helped to adopt more acceptable ways of behaving.

PROACTIVE PREVENTION OF BULLYING:

- Nurture and support children's social-emotional growth through regular, meaningful interaction before school, after school, weekends, and throughout the summer
- Model kindness, empathy, and respect to all people. As adults, all children watch and model our behavior. If you act like a bully to other people, children will pick up on that behavior.
- Encourage and equip all children with problem solving skills
- Equip children to use their voice and share their feelings in order to become confident communicators. Practice good communication skills with your child through meaningful discussions.

SCRIPTURE VERSES SUPPORTING KINDNESS, COMPASSION, EMPATHY, FRIENDSHIP AND FORGIVENESS

Ephesians 4:32 - "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

Mark 12:30, 31 - "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these."

1 John 4:19 - "We love because he (Jesus) first loved us."

Romans 12:18 - "If it is possible, as far as it depends on you, live at peace with everyone."

Proverbs 17:17 - "A friend loves at all times."

What to do if you suspect your child is being bullied?

- The first conversation must be with your child.
- Write down details (dates, times, words spoken, etc.) about the situation so that when you speak to the teacher or principal you have accurate information.
- If problems are occurring regularly with the same student or students, speak with the classroom teacher. Share with him/her the details and information you have written down.
- Allow the teacher time to help work situations out between the students. Often times, it might just be a misunderstanding and the teacher can help to solve the problem.
- Should the situation not be worked out in the classroom, a meeting with the principal and teacher should be arranged.
- A meeting with both sets of parents may also be arranged so that students and parents can discuss the concerns as each side sees it with the teacher and principal present.
- Other teachers/staff members will also be alerted to the potential bullying situation so that they can assist in monitoring the situation.
- Each situation is different, therefore, consequences may include loss of privileges, in school suspension, off campus suspension, and finally in the most extreme cases, expulsion.
- St. Paul's cannot monitor cyberbullying through social media that occurs off campus. If it is determined that cyberbullying occurs through use of St. Paul's Chromebooks or while on St. Paul's property, action will be taken to stop the behavior.
- St. Paul's administration and teachers will consistently work with parents and students to eliminate all forms of bullying.

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