

# St. Paul Lutheran School Student - Parent Handbook

2022-2023



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Batavia, New York

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[stpaulbatavia.org](http://stpaulbatavia.org)

# St. Paul Lutheran School

## 2022-2023

### Academic Year Calendar



July 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

August 22						
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November 22						
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February 23						
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May 23						
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June 23						
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July 23						
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August 23						
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20	21	22	23	24	25	26
27	28	29	30	31		

### Events

- Sept. 2 Teacher Work Day/  
Back to School BBQ
- Sept. 6 1st Day K-6
- Sept. 12 1st Day PreSchool
- Sept. 22 Meet the Teacher/FOLKS
- Oct. 10 Columbus Day
- Nov. 1 Teacher Work Day
- Nov. 11 Veterans' Day
- N. 23-25 Thanksgiving
- Dec. 16 Christmas Program
- Dec. 24- Christmas
- Jan. 2 Break
- Jan. 16 MLK Jr. Day
- Jan. 22 Kids Sing in Church
- Jan. 23- National Lutheran
- Jan. 27 Schools Week
- Feb. 20- Presidents'
- Feb. 24 Week
- Apr. 3- Easter
- Apr. 10 Break
- Apr. 24- Achievement Testing
- Apr. 28 Week
- Apr. 28 Spring Program 6:30
- May 26- Memorial
- May 29 Day
- Jun 15 Last Day - 1/2 Day
- Jun 15 Awards/Graduation 6:30
- Jun 16 Teacher Work Day
- End of Marking Periods-  
11/4, 1/27, 3/31, 6/15
- Parent Conferences-  
11/14-11/18, 2/6-2/10

Calendar Template © 2016 Vertex42.com

# St. Paul Lutheran School

## 2022 – 2023 Calendar

NS = No School

Sept. 1	School Supply Drop off 6-6:30pm /Back to School BBQ 6pm
Sept. 6	1 <sup>st</sup> Day Elementary
Sept. 12	1 <sup>st</sup> Day Preschool
Sept. 22	Meet the Teacher Night/FOLKS Meeting 6:30pm
Oct. 10	Columbus Day (NS)
Oct. 24	Picture Day
Nov. 1	Faculty Work Day (NS)
Nov. 4	End of 1 <sup>st</sup> Quarter (42 days)
Nov. 11	Veteran's Day (NS)
Nov. 14-18	Parent Teacher Conferences After School
Nov. 23-25	Thanksgiving Vacation (NS)
Dec. 6	Make-up Picture Day
Dec. 16	Christmas Program 6:30pm
Dec. 24-Jan. 2	Christmas Vacation (NS)
Jan. 16	MLK Jr. Day (NS)
Jan. 22	Students Sing in Church
Jan. 23-27	National Lutheran Schools Week
Jan. 27	End of 2 <sup>nd</sup> Quarter (49 days)
Feb. 6-10	Parent Teacher Conferences After School (if requested)
Feb. 20-24	Presidents' Day Vacation (NS)
March 31	End of 3 <sup>rd</sup> Quarter (40 days)
April 3-10	Easter Vacation (NS)
April 24-28	Standardized Testing
April 28	Spring Program 6:30pm
May 26-29	Memorial Day Vacation (NS)
June 14	Last Day for Preschool
June 15	Last Day of School (48 days, 178 total, 3 teacher workdays)
	Half day / Noon Graduation and Awards
June 16	Teacher Work Day

Dear Parents of St. Paul Students,

Welcome (or welcome back) to St. Paul Lutheran School. We are so pleased that you have decided to enroll your child in our school, and we are looking forward to another wonderful year of learning. Our teachers are looking forward to a great year and meeting each and every one of you.

**Meet the teachers at SPL:**

Mrs. Deborah Porter, Preschool & Kindergarten

Mrs. Janice Shetler, Grade 1 & 2

Ms. Krysta Austin, Grades 3 & 4

Mrs. Jennifer Dunn, Grades 5 & 6

Mrs. Susan Wakefield, Principal

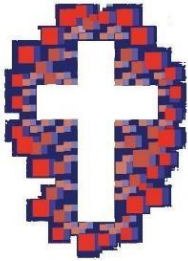
This handbook is designed for easy reference. All entries are in alphabetical order by topic. If you can't find something in the handbook or if you have a question about something not covered by this handbook, please let us know and we'll do our best to answer your question.

We appreciate your partnership in the education of your children. We pray that with the help of God we can help each of them develop to their fullest potential.

Sincerely,

Susan Wakefield

Mrs. Susan Wakefield Principal  
stpaulbataviaprincipal@gmail.com



*The mission of St. Paul Lutheran School is to enable the families of the community to know Jesus as their Savior by providing a Christian educational environment which fosters academic excellence.*

## **ACCREDITATION**

St. Paul Lutheran School is an accredited elementary school in New York State. The course of study meets or exceeds that of the state and is designed to prepare our students for the local public middle school. Many of our elementary teachers have been certified by the state.

We respect the public school system for the work they do. St. Paul Lutheran School does not exist in opposition to the public school system, but for the purpose of supplying Christian education, which the public school by its very nature, is unable to provide.

## **ADMISSIONS POLICY**

St. Paul Lutheran School admits students of either sex, any race, color, national or ethnic origin or religion to all the rights, privileges, programs and activities of the school. Children may enroll in the school subject to the following stipulations. The child must be three years old before December 1 of the current calendar year and must be toilet trained to be eligible for the three-year-old preschool class. The child must be four years old before December 1 of the current calendar year to be eligible for the four-year-old class. The child must be five years old before December 1 of the current calendar year to be eligible for Kindergarten. Admission to a higher grade will be made based on recommendation of the previous teacher or by testing.

## **ALLERGY ISSUES**

Occasionally we have students who have severe peanut, tree nut, and milk allergies attending our school. In order to keep these children safe and healthy, we are asking that parents be very careful in selecting the treats and snacks that are sent for birthdays and parties.

We strongly encourage children to be sensitive to their friends' allergy situations and to refrain from bringing any peanut or peanut oil containing foods into the classrooms.

If necessary, a special table will be set aside in the lunchroom that will be designated as the peanut and milk free table. Students with lunches that meet these criteria will be allowed to sit there with their friends.

All students are asked to wash their hands upon entering the lunchroom in the morning, before snack, after lunch, after using the restroom, and upon returning to the classroom after lunch and recess.

The safety and health of all of our students is the primary concern of our St. Paul School family. We appreciate your help in keeping all of our children safe and healthy.

## **ATTENDANCE**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement.

Acceptable excuses for absence include the following:

1. Illness: **When a student is ill, please call the school office between 7:45 and 8:15 to inform the school of the absence. If we do not hear from you and your child is not in class, you will receive a call from us.**
2. Sickness or death in the family
3. Required to be in court
4. Attendance at health clinics

Upon the student's return to school the teacher will determine what, if any, work needs to be made up.

**Within three days of returning to school the student must bring a note indicating the reason for the absence that is signed by the parent or guardian.**

**If a written excuse is not received within the three days, the absence is recorded as unexcused.** Premade notes for this purpose are in your back-to-school packet. Students who miss 25 days of school and whose parents have not met periodically with the principal are in danger of retention.

Regular attendance determines participation in special occasion days or events.

Children who need to be excused early from school need to bring a note listing time to be dismissed and reason for dismissal. The child must then be picked up by the parent at the office.

In the event that you decide to take a family vacation, please understand that the teachers are not expected to make long-range assignments for the convenience of the student vacationing. Teachers are willing to do their best to help, but parents should not expect an undue amount of teacher time to be devoted to preparing your child to miss school for a vacation.

## **BOOKS AND SUPPLIES**

### **Preschool students need to bring:**

- An extra pair of sneakers to leave at school
- A change of clothing in a Zip-loc bag that can be left at school (just in case)
- 1 box of tissues
- 2 containers of antibacterial wipes
- 2 packages of Baby Wipes
- 4 packages (8 colors only) Crayola Crayons
- Extra Mask to keep at school
- 4 Large glue sticks
- 1 roll paper towels
- 1 plastic pocket portfolio

### **Kindergarten students need to supply the following:**

- 24 pencils (regular #2)
- 4 boxes of Crayola crayons (8 colors only)
- 6 large glue sticks
- 2 pocket portfolios (plastic)
- An extra pair of sneakers to leave at school
- 1 box of tissues
- 2 containers of antibacterial wipes
- 2 packages of Baby Wipes
- 1 roll of paper towels
- 1 large eraser (pink)
- Extra Mask to keep at school
- A change of clothing in a Ziploc bag with name on it (just in case)

### **Students in grade 1 need to supply the following:**

- 24 pencils
- 4 boxes of crayons (8 colors only)
- Scissors
- 4 large glue sticks
- 6 pocket portfolios (plastic)
- A shirt for painting with Name on it
- 3 containers antibacterial wipes
- 2 large erasers (green or pink)
- 1 small PLASTIC box to hold pencils and crayons
- 4 one-subject notebooks

### **Students in grade 2 need to supply the following:**

- 24 pencils
- 4 boxes of crayons (8 colors only)

- Scissors
- 4 large glue sticks
- 4 pocket portfolios (plastic)
- A shirt for painting with Name on it
- 3 containers antibacterial wipes
- 2 large erasers (green or pink)
- 1 small PLASTIC box to hold pencils and crayons
- 2 packages filler paper
- 12-inch ruler
- 4 one-subject notebooks

**Students in grades 3 and 4 need to supply:**

- 18 pencils
- A box of 24 Crayons
- Scissors
- 4 glue sticks
- 3 pocket portfolios
- 3 one subject spiral notebooks
- 4 erasable pens (blue or black ink)
- NIV Bible
- 2 packages filler paper
- A pencil box for the storage of supplies
- 2 large erasers
- 1 box of tissues
- 3 containers of antibacterial cleaning wipes
- 2 dry erase markers
- A washcloth or eraser for dry erase board
- A 12-inch ruler

**Students in grades 5 and 6 need to supply:**

- 24 pencils
- 12 colored pencils
- 1 large glue stick
- 4 dry erase markers
- 1 cloth or dry eraser
- 3 packages of wide lined paper
- 2 one-inch binders
- 6 pocket folders
- 3 one-subject spiral notebooks
- NIV Bible
- 2 large pink erasers
- 2 boxes of tissues
- 2 containers of antibacterial cleaning wipes



Please write your child's name on all supplies with a permanent marker. Throughout the year as supplies become used up, lost, or broken the teacher will notify the parents that replacements are needed.

Textbooks and workbooks are numbered and assigned to students. Students in grades 2,3,4,5, and 6 will receive an assignment notebook. Individual students are responsible for the care of the texts issued to them. **Lost or damaged workbooks, textbooks or library books will have to be replaced at the original cost and parents will be billed.**

## **BUS CONDUCT CODE**

Students riding on buses to and from school will abide by the following rules and regulations.

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver
6. No tobacco, drugs or alcohol on the bus.
7. Do not be destructive.
8. Stay in the seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. The bus driver is responsible for the supervision and control of the students on the bus and is to be afforded the same respect as any other adult in authority.
12. **Serious violations of these rules that result in a report being filed by the driver will result in the following consequences. First offense: Call to parent and verbal warning to the child. Second offense: Bus riding privileges may be suspended for a period to be determined by the principal.**

## **BUSING EXCEPTIONS**

If your child rides the bus to and from school, regardless of district, please consult that district's school calendar for the dates when their school is in session. Contact the transportation director of your home district for availability of busing when their calendar differs from St. Paul's.

## **CALENDAR**

The school year calendar will mirror as closely as possible the calendar of the Batavia City School District. There are some days when we will be in session, and they will not and there will be some days when they will be in session, and we will not.

## **CHRISTMAS PROGRAM**

Each year the students will prepare and present a religious Christmas program. This year it will be presented on **FRIDAY, December 16 at 6:30 p.m.**

## **CLASS SIZES**

Class sizes will have a limit of 20 students per class if no distance requirements are set by New York State.

## **CURRICULUM**

Courses of study for all subjects taught in the school are written, approved by the school board, include objectives recommended by the state of New York and the Lutheran Church-Missouri Synod, and are reviewed regularly. Parents may request to review instructional materials or courses of study used by the students or teachers. The principal or teachers will be happy to answer any questions about the curriculum.

## **DRESS CODE**

In order to show respect for our God and our school community, promote school identity and unity, and to help eliminate socio-economic distinctions, the school board has developed the following Uniform Guidelines for students in Kindergarten and the elementary grades. Preschool students are not required to wear uniforms.

### **BOYS**

- Navy blue dress pants
- St. Paul Lutheran School Logo Shirt
- Navy or white socks
- Sneakers or dress shoes
- Navy blue dress shorts may be worn during September, October, May and June

### **GIRLS**

- Navy blue skirts or jumpers no shorter than 3 inches above the knee OR
- Navy blue dress pants
- St. Paul Lutheran School Logo Shirt
- Red, white, or navy-blue tights or socks
- Sneakers or dress shoes
- Navy blue dress shorts or capris may be worn during September, October, May and June.

### **ALL**

- Hair must be worn well-groomed and clean.
- No shaved heads or unnatural colors or styles.
- Girls' hair ornaments should be in good taste.
- Hats, caps, or hoods are not to be worn in the school building.
- Pants must be of the proper size and worn at the waist. All pants must be hemmed and off the floor. Pants should not contain rips or holes.
- No excessive jewelry, dangling earrings or make-up.
- No Crocs, flip-flops, sandals, or open toe shoes

School tee shirts (printed each year for NLSW) and jeans may only be worn on Fridays and only by students who have earned that privilege by good behavior and good study habits. Parents will be notified if their child is NOT allowed to wear these more casual uniforms on Fridays. Watch for a notice in your child's Thursday folder.

The enforcement of these guidelines is at the discretion of the staff. The school maintains a supply of appropriate and clean uniform clothing and children may be provided with proper uniform attire if they come to school wearing inappropriate clothing. Parents are responsible for returning these loaned items after they have been laundered.

Occasionally there will be a "No Uniform Day". Students are expected to dress in a God-pleasing manner on these days as well.

## **DROP OFF AND PICK UP OF STUDENTS**

All Kindergarten and elementary students should enter the building at the main door. They should proceed to the lunchroom for supervision until school begins. Supervision is available after 7:45 am. Parents are asked to escort their preschool children to the outer door of the preschool building. Preschool students should not arrive before 8:45 am. **Please DO NOT leave your vehicle engine running while you walk your child into the building.** All students MUST be picked up by 2:50 each day. Upon the 3<sup>rd</sup> late pick up, each additional late pick up will result in a \$5 charge.

## **EDUCATIONAL PHILOSOPHY**

Every child is God's child and is to be treated with love, kindness, and respect.

Every child can learn. Though styles or rates of learning may vary, all children can achieve spiritual, academic, and social growth.

Every child has the right to instruction appropriate to his or her developmental level, learning style, and academic need.

Every child will receive daily instruction in all subjects mandated by the State of New York as well as religious instruction which follows the tenets of the Lutheran Church – Missouri Synod.

## **EMERGENCY CONTACTS**

In part of your Registration Packet, you provided two emergency contacts. These contacts will be used in emergency situations.

## **EMERGENCY DRILLS**

Staff and students will be instructed in and practice drills for both fire, emergency lock-down, and tornado. The school undergoes a yearly fire inspection and must submit documentation of all drills to the state department of education.

## **ENROLLMENT PROCEDURE**

Registrations will be accepted after February 1 of each year. The registration and materials fee is \$50 for each preschool student and \$125 for each Kindergarten and the elementary grades student. This fee **is in addition to** the total tuition due and is non-refundable. In order to be eligible for busing, consideration for tuition assistance and scheduling of screenings, registrations should be submitted to the school administrator no later than June 1 for preschool and March 30 for

Kindergarten and the elementary grades. Registrations will be accepted after these dates; however, no guarantee of bussing, financial aid or screening will be made.

## **FIRST AID**

In the event of minor injuries teachers may administer first aid to a student. Parents will be notified in the event of an injury that requires further medical attention.

## **FIELD TRIPS**

The School Board has re-authorized field trips for each school year. Written permission slips will need to be signed by a parent/guardian allowing the student to attend the trip. Parents may be asked to assist with supervision for these activities.

## **FUNDRAISING**

Each year the school will engage in fund raising campaigns. These will include a variety of sales and events. Parent volunteers are needed to make them a success. Watch for information about these campaigns throughout the school year.

## **GRIEVANCE PROCEDURE**

In the event of a disagreement with a teacher or other staff member, parents should first contact the teacher or aide to discuss the problem. If a satisfactory resolution cannot be accomplished the parent should contact the principal who will arrange a meeting of all parties involved. Should the situation require further arbitration the pastor or school board may be asked to help resolve the issue. Parents should at all times feel free to contact teachers with questions or concerns about their child's progress or treatment.

## **GYM CLASSES**

Gym classes for the Kindergarten and upper grade classes will be held twice a week. You will be notified of which days each class participates in gym. All children should wear or bring appropriate footwear on these days. During cold or inclement weather, gym classes will be held indoors.

## **HEARING AND VISION SCREENINGS**

Yearly health screenings are conducted through the health offices of the Batavia City Schools.

## **HOME VISITS**

Teachers will be available to visit with you for a "Home Visit" this year. It remains to be seen whether these will be in person or not. In your classroom letter you will find their email address. Use this to contact the teacher to set up your "Home Visit" with them.

## **HOMEWORK**

Kindergarten students will not be expected to complete independent homework. They will however occasionally be asked to complete a project or assignment at home with the aid of their parents. Students in upper grades should expect to have homework at least three times per week. Assignments will support classroom instruction and should be able to be completed in a reasonable amount of time. Spelling words and Bible memory verses will be assigned each week and should be

reviewed by the student each night. We also encourage all our parents to read to their children on a daily basis.

## **HOURS OF OPERATION**

The preschool is in session from 9:00 to 11:30 am.

The preschool teacher will be in the room to receive children beginning at 8:45.

The elementary classes are in session from 8:15 am. to 2:30 pm. Children may be dropped off after 7:45 am. and will be supervised in the lunchroom by a teacher until school begins. The teachers are available for conferences or telephone calls from 7:45 am. to 8:00 am. and after school hours.

## **ICE CREAM**

Ice cream treats are available for sale at lunch on Fridays. Treats are 50 cents each.

## **ILLNESS OR INJURY**

If a child becomes ill, exhibits evidence of serious illness or infection, or is injured while at school the teacher will phone the parents or guardian for instructions for transportation. If emergency services are required, an ambulance will be called.

All cases of communicable diseases should be promptly reported to the principal. If a child has a fever greater than 100\*, is vomiting, or has diarrhea, they must remain home until they are symptom free for 24 hours. It is not a good idea to give them Tylenol and send them to school. It is better to let them stay home and recover until they are ready for a full day.

## **LIBRARY**

A volunteer librarian will come in once a week to read to each class. Books may be checked out and kept for one week. They must be returned in order for the student to select another book. If they are not returned, the family will need to pay the original cost of the book.

From time to time the teachers will check out books from the local public libraries to enhance their lessons. Each classroom also has a selection of books that belong to the teacher that are available for the students to read during school hours.

## **LOST AND FOUND**

Throughout the year St. Paul students may lose some items. The school and church maintain a lost and found box in the narthex. Upon losing an item, students should check the box to see if it has been found. Items that are found should be placed in the box by students or staff.

## **LUNCHES**

St. Paul does not have a hot lunch program that runs every day. Children in Kindergarten and the elementary grades must bring their own lunch. A microwave is available for heating of food under the supervision of an adult. Please be sure to pack any utensils needed as well as napkins and a paper plate for heating if necessary.

On most Wednesdays, hot lunches will be provided for a nominal cost by the parent group. Forms will come home with menus and opportunities to order.

Students need to bring a water bottle for use during the day. This will also serve as their drink for snack and lunch.

## **MEDICATIONS**

No medications of any type will be provided by St. Paul Lutheran School. All medications must be given to the teacher, who is responsible for the administration and record keeping of medication. All medications must be labeled with the student's name, time to be taken, and dosage. When possible, the medication should be in the original container. No student is to have medication of any kind in his or her desk or on their person. This includes cough drops and oils. No medication will be administered unless the parent has given written permission and has provided complete directions for administration.

## **NEWSLETTERS AND BLUE SLIPS**

Each Thursday your Kindergarten or grade school child will bring home his or her take-home folder with the week's corrected work on the right hand inside pocket. Any other order forms (book club, fund raising, hot lunch) will be in the left-side pocket of the folder. This side will also have a blue half sheet on which the teacher has written comments concerning your child's behavior and academic progress. School and classroom newsletters will be emailed to parents unless they request a printed copy.

Please review all of the contents of the folder with your child. Remove the week's work papers, sign the blue slip, and fill out any order forms for the week. Return the blue slip and order forms in the folder with your child on Friday. Should you wish to write back to the teacher please feel free to do so on the back of the blue slip. Several times during the year there will be no blue slips due to short weeks or a holiday.

We hope that this method of weekly communication will keep you informed of your child's progress and school news.

## **NUISANCE ITEMS**

Toys or other personal possessions brought to school that interfere with the learning process may be confiscated by the teachers and will only be returned to a parent. The parent must request the return of the item in person. All confiscated items will be returned to the parents of the student owners at the end of the school year if they have not been claimed before.

## **PARTIES**

Each class will have three parties each year. These will be at Christmas, Valentine's Day, and Easter. Halloween **will not** be celebrated.

Birthdays may certainly be celebrated with a treat for the class. Other all school celebrations will be held throughout the year. Watch your child's newsletter for details.

## **PERMANENT RECORDS**

Permanent record folders for all Kindergarten and elementary students are kept on file in the school office. They are considered confidential documents and will only be available to the administrator, staff and parent or legal guardian of the student. Authorized government officials and other appropriate authorities may access records in a health or safety emergency only with the approval of the principal.

Records and reports will not be released until all financial obligations to St. Paul Lutheran School have been fulfilled.

## **PESTICIDE USE NOTIFICATION**

Pesticides may be used at our school facilities throughout the school year. The school is required to maintain a list of staff and parents who wish to receive 48 hours advance written notice of pesticide application. You will receive a letter during your home visit that you should return to us only if you wish to be on the notification list. Please watch for this letter and return it promptly should you wish to be notified.

## **PICTURES, CLASS AND INDIVIDUAL**

Individual and class pictures will be taken in October of each school year. Parents will receive a packet of information and prices approximately two weeks before the photo day.

## **POPCORN**

Fifth and Sixth graders sell bags of popcorn on Wednesdays at snack time to raise money for their class trip in May. Each bag is 50 cents.

## **RELIGIOUS INSTRUCTION**

Religious instruction consists of daily Bible lessons and devotions as well as weekly chapel services. These are normally held on Wednesday mornings (days are subject to change) at 9:30 for the preschool class and the elementary children. A special chapel service will be held the first day of the school year. Parents are always welcome to attend chapel with their children. Elementary school devotions are held on all other school days at 8:15 am.

Parents have the privilege of fostering faith in their children. Parents are the first and most effective teachers of their children in religious matters and character development. We encourage parents of our students to pray for and with their children, lead them into God's Word by the retelling of Bible stories, worship with them regularly in church and at home in family devotions, as well as model the Christian life.

## **REPORT CARDS AND PARENT CONFERENCES**

Report cards are issued four times a year for Kindergarten and elementary students. The dates for the end of the quarters are listed on the school calendar. Mandatory parent-teacher conferences will be held after the first reporting period for these students. The preschool teacher will schedule a conference with each preschool family in March of each year. Watch for a sign-up sheet for these conferences. Standardized testing is in the spring of each year and results will be shared with parents.

## RETENTION

The judgment as to whether a child is ready to progress to the next grade rests with the classroom teacher in conference with the principal and parents. Parents will be notified within a reasonable time if retention is evident for their child. **The decision to retain a child in a certain grade does not need parental permission.** It is a school judgment, based on pupil performance and ability to achieve at grade level. A student may be retained for the following reasons: working below grade level, continued lack of responsibility in completing assignments, or excessive unexcused absence.

## RULES AND DISCIPLINE

St. Paul Lutheran School operates under the following behavioral code for all students.

- Students are to **RESPECT** the authority of those appointed by God to oversee their welfare, including all adult staff members of the school.
- Students are to **RESPECT** the rights and property of others.
- Students are **RESPONSIBLE** for their own actions and property.
- Students are to **COOPERATE** at all times with all in authority and with each other, demonstrating Christian love and consideration.

**Each teacher will establish their own classroom rules, playground rules, and discipline procedure and will notify parents of these at the beginning of each school year.** Children who repeatedly misbehave will be seen by the principal and may receive detention for serious offenses. Parents will be notified, and conferences conducted. Three detentions may result in a suspension and repeated suspensions will result in an alternative educational placement. Disrespect, aggression, or behaviors harmful to any individual will not be tolerated.

### Specific Rules

1. Students are to report promptly to the lunchroom upon arrival and sign in.
2. There is no throwing of food or disorderly conduct in the lunchroom. Children will sit at tables, use indoor voices and raise their hands to be excused to use the restroom or dispose of their trash.
3. The lunchroom and classrooms are to be left in order and clean.
4. There is to be no throwing of snow.
5. Skateboards, roller blades, or shoes with wheels are not to be brought to school and may not be used on the parking lot.
6. No weapons, knives or similar devices are permitted on the school grounds.
7. Electronic devices are not to be used without teacher permission.
8. The use of profanity, coarse or vulgar language will not be tolerated.
9. Offenses such as fighting, cheating, or stealing will be treated with disciplinary action.
10. Students will not be allowed to repeatedly make noise or act in a manner that would interfere with the teacher's ability to conduct class.
11. The principal reserves the right to institute and enforce other school-wide rules and regulations as needed.



## **SCHOOL CLOSINGS**

In the event of inclement weather, delays and closings will be broadcast on the Batavia radio station. Generally, if the Batavia City Schools are closed or delayed, St. Paul will also be closed or delayed. In the event of an unscheduled early dismissal the school office will notify the school families after contacting the radio station. If a family is unable to be reached or there is no one available to care for the child, the school principal or other designee will remain to watch the students at the school until transportation or care can be obtained. When the emergency is a utility emergency (gas leak or fire) students will be taken to a safe place until parents can be reached to pick them up.

## **SNACKS**

Each class will have a snack time each morning.

Preschool, Kindergarten and upper grade students should pack a snack. Wholesome healthy foods such as fruit, cheese, raw vegetables, nuts or crackers are encouraged. **Parents are asked to refrain from packing snacks with high sugar content or highly processed foods for snack or for lunch.**

## **TARDINESS**

**Kindergarten and elementary students are considered tardy if they are not in the building by 8:15 am.** Bus transportation delay and tardiness due to inclement weather are valid excuses for tardiness.

Although records of tardiness are not kept for preschool children, it is extremely helpful if they arrive on time for the start of the preschool session. Conversely, preschool students should not arrive for class more than 15 minutes before the starting hour.

**Parents are asked to send a note with a tardy student to explain the reason for tardiness or accompany the student into the classroom and speak to the teacher.**

## **TELEPHONE USE**

Teachers will not be called to the phone during class time unless it is an emergency. The secretary will relay messages to the teachers. If they need to speak to a teacher, parents are encouraged to call after school between 2:30 and 3:00 p.m. The preschool teacher is available from 11:30 to 12:00 noon.

Students are not allowed to use the phone without the permission of a staff member. Student cell phones may not be used at any time on school property. Students with cell phones should keep them in their backpacks during the school day.

## **TUITION**

St. Paul Lutheran School is an outreach ministry of St. Paul Lutheran Church and as such is supported in part by the contributions of the congregation's members. Generous contributions of individual members of St. Paul have made possible a tuition assistance fund, the product of grants and donations.

Tuition is charged of all student families with lower rates charged to members of the congregation. It is assumed that congregational members support the ministry of the church by their gifts and offerings and therefore should enjoy a reduced tuition rate. Yearly tuition rates are as follows.

<b><u>Preschool</u></b>	3 Days	\$1100 member \$1300 non-member
	5 Days	\$1700 member \$2100 non-member

#### **Kindergarten and Elementary**

<b>First child in family</b>	\$3300 member \$3600 non-member
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<b>Second child of The same family</b>	\$2800 member \$3100 non-member
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<b>Third child of The same family</b>	\$2400 member \$2800 non-member
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### **TUITION ASSISTANCE**

Tuition assistance is available on a first come- first served basis. The amount of aid awarded will be calculated by a mathematical formula based on income, family size, and total amount of tuition due. Applications are provided in the enrollment packet. Information given on the application will remain confidential.

Families are encouraged to pursue funding through the Bison Fund. We are a participating school. Information is available on their website.

In order to be considered for Tuition Assistance, a family must first apply for a Bison Fund Scholarship. If a family is awarded a Bison Fund Scholarship, they will not qualify for Tuition Assistance.

### **TUITION COLLECTION**

Tuition may be paid in ten equal monthly installments, payable on the fifteenth of each month, August through May. Payments may be made in the school office. A receipt will be returned for all payments.

**If you are not able to keep up with your tuition payments, please send a letter addressed to the school board finance committee.** If you do not do this, accounts not kept current will be dealt with according to the following guideline. There is no longer a grace period for payments of tuition.

**Late fees will be assessed as of the 16<sup>th</sup> of each month. Each month that payments are behind the account will be assessed a \$25 late fee the first time and a \$50 late fee each time thereafter.**

## **VOLUNTEERS**

We value the contributions of all those who volunteer their time and talents to help with the mission and ministry of our school. Parent volunteers are used for a variety of duties and projects. We like volunteers to keep the following guidelines in mind as they work with the children.

Volunteers need to be friends to children, to listen to them and to give them attention, encouragement and praise whenever possible. Volunteers should respect both the privacy of children and the school policies (even those with which they may disagree).

Volunteers are encouraged to make every effort to honor the commitments they have made. If, for some reason, a volunteer cannot meet a commitment, we ask that he or she inform the teacher or other staff person as early as possible, so that alternate arrangements can be made.

Because all volunteers serve in a helping role, they work under the direction of our school staff. This is particularly true of those volunteers who work directly with students. Volunteers are encouraged to share ideas or concerns with the teachers or other staff persons under whom they work. We hope that such ideas and concerns will always be received in a spirit of openness and teamwork. Ultimately, however, teachers, under the supervision of the principal and School Board, retain the responsibility for the direction for the school's educational program and extracurricular activities.

Under most circumstances it will not be necessary or expected that our volunteer helpers impose disciplinary measures upon any of our students. Concerns about behavior problems or academic needs are to be discussed with the teacher or principal.

Likewise, volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from the professional staff, not from the volunteer. We ask that all our volunteers respect the rights and privacy of all our students.

## **WITHDRAWAL PROCEDURE**

If a parent wishes to withdraw a student for any reason during the school year, the school must be notified in writing one month in advance of the date of withdrawal. The family will be required to pay tuition for 30 days from the official notice of withdrawal.

