



St. Paul's

LUTHERAN SCHOOL

Parent-Student Handbook
2026-2027

PARENT-STUDENT HANDBOOK

St. Paul's Lutheran School 2025-2026

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).

TABLE OF CONTENTS	
INTRODUCTION AND STATEMENT OF FAITH	
<i>Faculty and Council of Ministry</i>	<i>4</i>
<i>Affiliation</i>	<i>5</i>
<i>Foundation, Purpose, and Mission</i>	
• <i>Our Foundation</i>	<i>5</i>
• <i>Purpose</i>	<i>5</i>
• <i>Mission Statement</i>	<i>5</i>
• <i>Statement of Family Values</i>	<i>5</i>
• <i>Vision Statement</i>	<i>6</i>
• <i>Goals</i>	<i>6</i>
• <i>Curriculum</i>	<i>6</i>
ENROLLMENT POLICY & PROCEDURES	
<i>Nondiscriminatory Policy as to Students</i>	<i>7</i>
<i>Enrollment Procedures for New Families</i>	<i>7</i>
<i>Enrollment Procedures for Returning Families</i>	<i>7-8</i>
<i>Tuition Fees and Policies</i>	<i>8-9</i>
<i>Health Records, Proof of Age, and Immunizations</i>	<i>9</i>
<i>Kindergarten Readiness</i>	<i>10</i>
<i>Grade Placement</i>	<i>10</i>
<i>Educational Support and Unique Abilities</i>	
• <i>Academic and Educational Considerations</i>	<i>10-11</i>
• <i>Educational Support and Continued Placement</i>	<i>11</i>

• Title 1 Services • Retention of Students	11 11
CLASSROOM POLICIES & PROCEDURES	
<i>Attendance Policy</i> • School Attendance • Student Absences • Tardies and Unexcused Dismissals • School Responsibility and Authority • Provisions and Directions for Make-Up Work • Enforcement of Compulsory School Attendance • Attendance Recording • Documentation of Absences • Early Student Pick-Up	12 13 13-14 14 15 15 15 16 16
<i>General Timetable, Calendar, & Supervision</i>	16
<i>Report Cards</i>	17
<i>Homework</i>	18-19
<i>Books and Supplies</i>	20
<i>Field Trips and Extracurriculars</i>	20
<i>Uniform Policy</i>	20
CODE OF CONDUCT	
<i>Responsibility for Damages</i>	21
<i>Prohibited Articles</i>	21
<i>Suspension Policy</i>	21-22
<i>Discipline</i>	22-23
PARENT-GUARDIAN RESPONSIBILITIES	
<i>Forms</i>	23
<i>Home-School Connection</i>	24
<i>Home-Church Connection</i>	24
<i>Bible Information Classes</i>	24
<i>Parent-Teacher Conferences</i>	24
<i>Church and Sunday School Attendance</i>	24

<i>Singing for St. Paul's Worship Services</i>	24
<i>Transportation</i>	24
<i>Lunches and Snacks</i>	25
SCHOOL-PARENT COMMUNICATION AND PARTNERSHIP	
<i>Parent-Student-Teacher Connection</i>	25
<i>Athletics and Extracurricular Opportunities</i>	26
<i>Off Campus Communication</i>	26
<i>Before School Care (BSC) and After School Care (ASC)</i>	26
<i>Emergency School Closings</i>	27
<i>Insurance</i>	27
<i>Complaints and Grievances</i>	27
<i>Chapel Service and Mission Offerings</i>	27
<i>Weekly Newsletter</i>	27
<i>Home and School Cooperation</i>	27
<i>Carline Expectations</i>	27-28
HEALTH SERVICES	
<i>First Aid and Injury</i>	28
<i>Medications</i>	28
<i>Communicable Diseases</i>	28
<i>Health Related Requirements and Illness</i>	28-29
STATEMENT OF FAITH	29-30
APPENDIX	
<i>APPENDIX A: Tuition Schedule</i>	31
<i>APPENDIX B: Before and Aftercare Fees</i>	32
<i>APPENDIX C: School Uniform Policy</i>	33
<i>APPENDIX D: Anti-Bullying Policy</i>	34-37

St. Paul's School Staff and Council of Ministry Members

Faculty

Name	Position	Email #
Dorothy Draeger	Office Manager	office@stpauls.edu
Timothy Rosenow	Pastor	pastor.rosenow@stpaulsk8school.org
James Saatkamp	Pastor	pastor.saatkamp@stpaulsk8school.org
David Goddard	Principal	principal@stpaulsk8school.org
Justin Siegler	Teacher 7-8	justin.siegler@stpaulsk8school.org
Hannah Rux	Teacher 5-6	hannah.rux@stpaulsk8school.org
Lindsey Klingenschmitt	Teacher 3-4	lindsey.k@stpaulsk8school.org
Noah Uhlenbrack	Teacher 3-4	noah.uhlenbrauck@stpaulsk8school.org
Kim Klinefelter	Teacher 2	kim.klinefelter@stpaulsk8school.org
Hannah Foley	Teacher 1	hannah.foley@stpaulsk8school.org
Lucy Siegler	Teacher K	lucy.siegler@stpaulsk8school.org
Niki Wardlow	Title 1	
Pam Gill	Finance Coordinator	pam.gill@stpaulsk8school.org

Council of Ministry

Name
Jim Teller (Chairman)
Rob Banker
Bruno Brito
Andrew Welfel
Dan Cerney

Preschool

Sharon Welfel	Preschool Director	prek.director@stpaulsk8school.org
Becky Ramsey	Preschool Teacher	

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:

- 332 Early Childhood Ministries
- 272 Lutheran Elementary Schools
- 32 Lutheran High Schools
- 2 Colleges
- 1 Seminary

FOUNDATION, PURPOSE, AND MISSION

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.

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
- 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.

Curriculum

- Bible-based and Christ centered.
 - Daily devotions, weekly chapel services, religious instruction (Bible study, catechism, and hymnology)
 - Designed to prepare the students for a life of faithful service to our God and our fellow man.
- Academics
 - Follow Florida Standards set in CPams for B.E.S.T. (Benchmarks for Excellent Student Thinking)
 - Curriculum- Math, Language Arts, Reading, Sciences, Social Studies, Physical Education, and Fine Arts.
- Textbooks
 - Complement our curriculum and usually are secular-based, but taught from a Christian perspective through WELS trained Christian teachers.

ENROLLMENT POLICY & PROCEDURES

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. Go to St. Paul's website: <https://www.stpauls.edu/school> and complete the **Interest Form** and submit the form.
2. St. Paul's Lutheran School's Main Office will contact the family to set up a school tour appointment with the principal and prospective teacher(s). An interview with parents and prospective student(s) will be conducted as well as information about registration and fees.
3. St. Paul's School Main Office will set up an entry assessment appointment for the prospective student(s).
4. Notification from the Main Office to our Finance Coordinator will be shared. Finance Coordinator will schedule an appointment with the family to discuss the following information:
 - a. Tuition/Scholarship opportunities for the upcoming school year.
5. Families will provide necessary documentation to the Main Office. This may require you to complete a *Request for Record Review* and/or *Notification and Request to Release Records* to access the following documents:
 - a. Standardized Test results
 - b. Past report cards
 - c. Progress Reports
 - d. IEP (if Applicable)
6. Once these steps have been completed, our administration will determine enrollment eligibility. A notification will be sent to the family about the acceptance of the student to our school.
 - a. 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 Educational Support & Unique Abilities).
 - b. Your child may be placed on a "waiting list" if enrollment is full.**
7. After enrollment has been accepted, a link to complete registration for the student will be sent to the family.
 - a. Documents required with completed registration:
 - i. 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)

Enrollment Procedures for Returning Families

1. Renewal enrollment is offered annually to families whose students are currently enrolled at St. Paul's Lutheran School and are in good academic, behavioral, attendance, and financial standing.
2. Renewal enrollment information and deadlines will be distributed electronically prior to the registration period for the upcoming school year.
3. Families must complete the renewal enrollment process through PraxiSchool and submit all required forms, updated information, and non-refundable registration fees by the published deadline.
4. All families are required to renew their SUFS(Step up for Students) Scholarship for the new school year.

5. Renewal enrollment is subject to classroom capacity, staffing, academic progress, attendance, behavioral history, and the school's ability to meet the student's needs (See Educational Support & Unique Abilities).
6. Families with outstanding financial obligations may not be permitted to complete renewal enrollment until accounts are brought current or approved financial arrangements are in place.
 - a. **Students may lose placement priority if renewal enrollment requirements, scholarship requirements, forms, fees, or deadlines are not completed on time.**
7. Updated health records, immunizations, emergency contact information, and any additional required documentation must be submitted prior to the beginning of the new school year.
8. Renewal enrollment is considered complete once all required enrollment steps, scholarship requirements, financial obligations, and documentation requirements have been satisfied.

Tuition & Fees Policy

1. Tuition at St. Paul's Lutheran School is a set annual amount for enrollment. Tuition may be funded in part by approved scholarship programs; however, **families are ultimately responsible for the full cost of tuition.**
2. All families are required to apply for an approved *Florida School Choice* scholarship program for which the student is eligible. Scholarship awards, eligibility, funding amounts, and continued participation are determined solely by the scholarship provider.
3. Scholarship awards are held in the parent's name and are the responsibility of the parent/guardian to maintain an active and eligible status.
4. Families are responsible for completing all required scholarship actions, including initial application, enrollment confirmation, quarterly approvals, and any additional requirements required by the scholarship provider for funding disbursement.
5. Scholarship funds are applied toward tuition when received. Families remain responsible for the parent portion of tuition as well as any portion of tuition and fees not covered by scholarship funding for any reason, including loss of eligibility, delayed payment, denial, reduction, forfeiture, or failure to complete required scholarship actions.
6. The non-refundable application and annual registration fees are due at the time an application or renewal registration is submitted.
7. Tuition payments may be made according to the payment plan selected through PraxiSchool. Selecting a payment plan allows annual tuition to be paid in installments for the convenience of the family and does not convert the annual tuition obligation into a month-to-month agreement.
8. All families are strongly encouraged to enroll in PraxiSchool automatic payment (AutoPay).
9. Monthly statements are issued on the 1st of each month. Tuition and all applicable charges are due on the 10th of each month.
10. It is the responsibility of the parent or guardian to monitor their account and ensure payments are made on time. If a family anticipates difficulty meeting a payment deadline, it is their responsibility to contact the Finance Coordinator **prior** to the due date.
11. Failure to communicate prior to the due date **does not waive** late fees or account consequences.
12. Consequences of Late or Non-Payment:
 - a. Accounts not paid in full by the 10th of the month:
 - i. \$40 late fee is applied

- ii. Family reminder is issued
 - iii. Account remains active
- b. At 30 Days Past Due
 - i. Additional \$40 late fee may apply per billing cycle
 - ii. Student records (report cards, transcripts, or progress reports) may be withheld
 - iii. Enrollment in optional programs, field trips, or extracurricular activities may be restricted
 - iv. Family will be required to contact the Finance Coordinator to review account status
- c. At 45 Days Past Due
 - i. Enrollment may be placed on financial hold
 - ii. Student may be withdrawn from participation in school programs until account is current
 - iii. Re-enrollment for upcoming terms may be restricted
 - iv. Payment plan adjustment or financial review may be required
- d. Accounts 60 Days Late
 - i. Student enrollment may be suspended until the account is brought current
 - ii. Classroom placement may be released
 - iii. Account may be referred for collections or legal recovery procedures if unresolved
 - iv. Student records may remain withheld until full payment is received

St. Paul's Lutheran School reserves the right to enforce financial holds at any stage when accounts are not in good standing.

13. Returned payments, insufficient funds (NSF), declined automatic payments, or reversed transactions may result in additional fees and may require future payments to be made by approved alternative methods.
14. Enrollment at St. Paul's Lutheran School is based on annual tuition commitments. If a student withdraws or is withdrawn for any reason during a school year, the parent/guardian remains financially responsible for the full tuition for the current billing quarter in which the withdrawal occurs. No prorated refunds are issued for partial attendance within a quarter.
15. Renewal enrollment is contingent upon the family remaining in good financial standing with St. Paul's Lutheran School. Families with outstanding balances may not be permitted to renew enrollment until all financial obligations are satisfied or approved arrangements are in place.
16. While scholarship programs provide assistance toward tuition, families retain full financial responsibility for the student's tuition obligation at St. Paul's Lutheran School. Any portion of tuition not covered by scholarship funding for any reason remains the responsibility of the parent/guardian.

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 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

Students enrolling in our kindergarten may be tested for kindergarten readiness through MAP testing. If a student graduates from Precious Lambs Preschool, the preschool director, the principal, and the kindergarten teacher will evaluate the student's kindergarten readiness to determine eligibility for enrollment.

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 is 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.

EDUCATIONAL SUPPORT & UNIQUE ABILITIES

St. Paul's Lutheran School recognizes that students have unique learning styles, abilities, and educational needs. Our goal is to work collaboratively with families to determine whether our school program can appropriately support each student within the resources and services available through our school.

St. Paul's Lutheran School is committed to partnering with families in a Christ-centered environment that encourages the academic, emotional, social, and spiritual growth of every student.

Academic and Educational Considerations

If a student demonstrates unique learning needs, academic challenges, or requires specialized educational support, the principal, teacher(s), and Council of Ministry will review the student's needs and determine whether placement at St. Paul's Lutheran School is appropriate. Each situation will be considered individually and carefully.

When additional information is necessary to make an informed educational decision, parents may be asked to obtain educational, psychological, developmental, medical, or other professional evaluations at their own expense prior to enrollment or continued placement decisions.

Parents are expected to disclose any known educational, medical, behavioral, emotional, or psychological diagnoses, accommodations, support plans, therapies, or learning concerns during the enrollment process so the school can appropriately evaluate whether the student's needs can be supported within our program.

Educational Support and Continued Placement

If a student is enrolled and later demonstrates significant learning, behavioral, emotional, or developmental concerns that interfere with academic progress or classroom functioning, the school may recommend additional evaluation or testing to better understand the student's needs and determine appropriate support strategies.

Whenever possible, the school will work cooperatively with the family to develop reasonable educational supports and accommodations that can be implemented within the scope of the school's program, staffing, and resources.

However, St. Paul's Lutheran School is not equipped to provide all specialized educational services, therapies, behavioral programs, or accommodations that may be available in a public-school setting. If the school determines that it cannot adequately meet a student's needs or maintain an appropriate learning environment for the student and classroom, the school reserves the right to deny enrollment, discontinue enrollment, or recommend a more appropriate educational placement.

Title I Services

St. Paul's Lutheran School participates in Title I services through the local public school district. Through this program, qualifying students may receive additional academic support services during the school day. Eligibility and services are determined in coordination with the district and based upon student needs and available program resources.

Retention of Students

If during the school year a student experiences ongoing academic difficulty, parents will be notified and a plan may be developed to assist the student in achieving academic success. Additional testing or evaluation may be recommended when appropriate to better understand the student's educational needs and determine effective interventions.

By the third quarter, discussions among the parents, teacher, and principal should occur regarding the possibility of retention when a student is not demonstrating sufficient academic progress. The goal is for parents, teachers, and administration to work together to determine what is educationally and socially beneficial for the student. Final decisions regarding promotion or retention rest with the school principal.

Students who fail one-fourth (1/4) or more of their yearly coursework may not be promoted to the next grade level. In many cases, this may result from incomplete or missing assignments (see Homework Policy).

In all situations, retention is viewed not as a disciplinary measure, but as an educational tool intended to support the student's long-term academic growth and success.

ATTENDANCE POLICY

STUDENT ABSENCES

All teachers are to maintain complete and accurate student attendance records using Praxischool. Our school policy is as follows:

Children must attend school regularly. In case of illness, parents will notify the school by phone/text/email. If the student is absent for the day, a note or verbal communication must be given to the Main Office or take place when the child returns.

It is the position of St. Paul's that students who attend must attend school on a regular and timely basis. This allows the promotion of a successful and strong partnership between the home and school. In the event a student is absent, parents will notify the Main Office informing the Office Manager. Documentation is required to excuse absences.

I. School Attendance

The parents or guardians are responsible for their child(ren)'s attendance and to follow compulsory attendance laws. Florida Statute 1003.21 requires: All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. Students are obligated to attend one hundred seventy (170) days of school each year. Regular attendance is a critical component for student success.

Pursuant to Florida Statute 1003.26(1)(b) if a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student may be exhibiting a pattern of nonattendance. The principal will then meet with the Administration team and/or Council of Ministry to determine if a pattern of nonattendance is developing and this can affect your scholarship. If the team determines that a pattern of nonattendance is developing, whether the absences are excused or unexcused, a meeting will be scheduled to determine a potential remedy.

A. Parent Responsibilities

1. Florida Statutes 1003.21 and 1003.24 clearly define the responsibility of parents for the attendance of their child(ren) at St. Paul's. The school expects parents to fulfill their responsibilities to ensure student attendance in school.
2. It is the responsibility of the parent(s) to be aware of all absences and the penalties associated with excessive absences and unexcused absences and tardies. The school will provide information to parents about attendance requirements, will make reasonable attempts to notify parents of student absences, and will work with parents to resolve attendance concerns. The principal or office manager will contact the parent or guardian to determine the basis for unexcused absences or absences when the reason is unknown.
3. If a student has unexcused absences and it is determined that the student's parent or legal guardian is at fault for these absences, the appropriate school personnel will adhere to Florida Statutes 1003.24, 1003.26 (Enforcement of School Attendance), and 1003.27 (Court Procedures and Penalties).

II. Student Absences

A. Excused Absences

1. It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for the absence within two (2) days of the student's return to school. If the written statement is not provided by the parent, the absence(s) will be unexcused. The written statement must include the following information for each absence:

- Date the excuse is written
- Date(s) of the absence(s)
- Full name of the student
- Reason for the absence
- Day time telephone number of parent or guardian
- Signature of the parent or guardian

2. Excused absences, tardies, and permission to leave school early will be allowed only for the following:

- Illness of the student when provided medical documentation.
- Medical appointments of the student seen by a medical provider. This does not apply to students with documented chronic conditions.
- Treatment of autism spectrum disorder by a licensed health care practitioner or certified behavior analyst
- Head lice, a maximum of two (2) days for each occurrence
- Major illness in the immediate family of the student
- Death in the immediate family of the student
- Religious holiday of a student must be documented by parent/guardian (3) days in advance
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties, (A copy of the subpoena or court summons must be presented to the principal or designee.)
- Major disaster that would justify absence in the judgment of the administration

Final determination of whether an absence, tardy, or early dismissal is excused or unexcused is the responsibility of St. Paul's Lutheran School principal.. Any planned absences, other than medical appointments, must be approved in advance by the principal.

III. Tardies & Unexcused Dismissals

A. A tardy is defined as an arrival to class or school after the designated starting time or the tardy signal has sounded. Reasons for excused tardies are the same as for excused absences. Five (5) unexcused tardies are equivalent to one (1) unexcused absence. Tardies will occur at 8:01.00 am. Students who are tardy will need his/her parents to **park** in our north parking lot and sign in to give a reason for being tardy. Students will need a late pass to enter the classroom.

B. Students may leave early for those reasons accepted for excused absences. To leave school early without an acceptable reason is an unexcused absence/early dismissal. Five (5) unexcused early dismissals are equivalent to one (1) unexcused absence.

C. Parents are encouraged to maintain student attendance for the entire school day with minimal interruptions or unnecessary requests to leave school early.

D. When tardies or early dismissals become excessive, the problem may be addressed through a required parent conference with the school principal or office manager, and appropriate disciplinary action may be taken. The disciplinary actions may include, but not be limited to:

- Detention (after school)
- In-School Suspension

IV. School Responsibility And Authority

A. After 10 days of excused or unexcused absences, a written statement of illness from a licensed health care practitioner will be required for subsequent absences due to illness indicating they are under the supervision of the physician. Absences previously documented by a licensed health care practitioner, a court official, a church official are excluded from the 10-day absence count with documentation. All out-of-school suspensions are considered unexcused absences.

(NOTE: For purposes of this policy, a licensed health care practitioner is defined as follows: medical doctors and persons who are licensed to practice medicine in psychiatry, osteopathy, podiatry, optometry, dentistry, or chiropractic medicine. An Advanced Registered Nurse Practitioner (ARNP) or a Physician's Assistant (PA) practicing under the protocol of a supervising physician is also allowed to sign.)

If no medical documentation is provided, further absences are considered unexcused. Failure to comply with these requirements, followed by continued absences of the student, may result in disciplinary action as defined in the Code of Student Conduct (i.e., detention, in-school suspension, Saturday school, etc.) and considered appropriate by the school principal.

A parent conference with the school's Council of Ministry may also be required to discuss compliance with the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

B. If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90-calendar day period, the student's primary teacher shall report to the school principal that the student may be exhibiting a pattern of non-attendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the Administration team to determine if early patterns of truancy are developing. If the team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

C. After ten (10) unexcused absences accumulate within any ninety (90) calendar days, the Principal will determine appropriate action taken regarding the unexcused absences. In the event of an *appeal*, the Council of Ministry has final responsibility for all decisions regarding enrollment of students at St. Paul's.

V. Provisions And Directions For Make-Up Work

A. Excused Absences

1. Students with excused absences are given the privilege of making up work for credit. Students are allowed the same number of days for make-up work as the number of days absent, not to exceed six (6) school days. The principal/designee may grant extensions to the make-up time limit for extenuating circumstances. It is the student's responsibility to obtain and complete all make-up work within the time specified.
2. All scheduled tests and assignments that were due on the first day of a student's absence will be taken or turned in on the day the student returns to school.
3. Planned absences, other than medical appointments, must have the prior approval of the principal. At least three (3) school days prior to the absence, students are to make pre-arrangements for their test(s) and schoolwork to be completed. Tests are to be taken and work will be due the day the student returns to school.

B. Suspensions

Suspensions are unexcused absences. Students suspended in or out of school may be denied the opportunity to do makeup work for credit. Determination of this consideration is the responsibility of the school principal.

VI. Enforcement Of Compulsory School Attendance

In cases of excessive absences, tardies, or early dismissals, the principal may visit or make other contact with the parent(s) or guardian(s) at the home or other places to discuss the attendance problem for the purpose of returning the student to regular attendance. Legal action against a student and parent(s) or guardian(s) may be taken for not complying with the Florida Compulsory School Attendance Statute (Florida Statute 1003.21).

VII. Attendance Recording

Student attendance records are to be maintained in accordance with St. Paul's School Policy. Students who are on hospital/homebound or home placement instruction are counted as present.

- Absences for reasons other than illness must be excused in advance through the Main Office and the teacher.
- In case of serious illness that requires medical attention, please obtain an excuse from the attending physician. If the school's Main Office is not contacted or a note sent, it will be considered an **unexcused** absence. Students should be given one day make-up for each day absent.
- Parents who wish to take their children from school for a vacation trip as a planned absence are required to contact the principal and teacher well in advance. Arrangements then can be made for making up work. Note: Vacations are considered as unexcused absences.
- Parents are strongly urged to schedule appointments with doctors and dentists during after-school hours or on school holidays if possible.
- Parents are to keep a sick child at home (e.g., vomiting, diarrhea, fever above 100 degrees).
- At no time should any teacher give any student any type of medication.
- If a child is to be kept in during a recess or is not to participate in physical education class, a written note by the parent is required.

Documentation of Absences:

Any students arriving after 8:01 a.m. will be marked tardy. The parent or guardian is required to park their vehicle and take the student to the Main Office to sign in for the day. A late pass will be given to the student to enter class. Any students arriving after 9 a.m. will be marked a half day absent. Excessive absences may lead to a student repeating the same year of education or removal from St. Paul's Lutheran School. Excessive amount of absences is defined as 10 unexcused absences in a 90 day period. This is defined by Florida State Compulsory Attendance Statute (Florida Statute 232).

Early Student Pick-Up

Parents should arrive at school by 2:50 pm for early pick up. If they need to pick up early because of a doctor's appointment or illness, the parents must stop by the school office to sign out their children. The school office assistant will then inform the appropriate teacher to get that child ready for early pick-up. Parents are informed that they should call ahead to the school office to give proper notification of early pick-up. Parents are not permitted to pick up their child after 2:50 and will be rerouted back into the car line. This promotes a positive climate during school dismissal procedures. Any students with an early dismissal prior to an hour before pickup will be marked a half day absent. Parents will need to provide identification when picking up their child. Anyone picking up a child from St. Paul's must be authorized on the emergency contact list.

General Timetable, Calendar, and Supervision

7:00 am - 7:40 am | Before School Care

8:01 am | School begins/ Tardy after 8:01 am

3:10 pm | School ends (2:10 on Thursdays)

Note: Carline will be released at 3:10 pm.

3:22 - 5:30 pm | After School Care (ASC) (2:22 pm on Thursdays)

On arrival at 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 Main Office. Tardy students must sign in with a parent or guardian before going to class to get a LATE PASS. Parents, please park your vehicle (not in front of the school entrance) and proceed to the Main Office.

Report Cards

GRADING

KINDERGARTEN - FIRST GRADE

E=Exceptional S=Satisfactory N=Needs Improvement U=Unsatisfactory

GRADES 2 – 8

Teachers assign letter grades according to the following scale:

GRADE	PERCENTAGE	GPA
A+	97-100	3.7-4.0
A	93-96	3.3-3.6
A-	90-92	3.1-3.2
B+	87-89	2.7-3.0
B	83-86	2.3-2.6
B-	80-82	2.1-2.2
C+	77-79	1.7-2.0
C	73-76	1.3-1.6
C-	70-72	1.1-1.2
D+	67-69	0.7-1.0
D	63-66	0.3-0.6
D-	60-62	0.1-0.2
F	59 or Lower	0.00

Note: If a student hands in an assignment, they will receive no lower than a 40 in the grade book. If a student does not turn in an assignment, then a zero (0) may be given.

Report Cards will be digitally sent by the Main Office through Praxi after each quarter.

Homework

Purpose

Homework is designed to reinforce classroom instruction, develop responsibility, encourage independent learning, and strengthen organizational and study skills. Homework should support student achievement without causing unnecessary stress or interfering with family time, church involvement, or extracurricular activities.

Expectations for Students

Students are expected to:

- Complete all assignments on time and to the best of their ability.
- Bring necessary materials to class each day.
- Record assignments in a planner or digital calendar.
- Ask questions before leaving class if instructions are unclear.
- Study regularly for quizzes and tests rather than waiting until the last minute.
- Submit work that reflects their own effort and academic integrity.

Teacher Responsibilities

Teachers will:

- Assign meaningful homework that supports classroom learning.
- Provide clear instructions and due dates.
- Give students adequate time to complete long-term projects.
- Communicate major assignments and assessments in advance whenever possible.
- Provide timely feedback on completed assignments.

Parent/Guardian Responsibilities

Parents are encouraged to:

- Provide a quiet, distraction-free place for homework.
- Encourage good study habits and time management.
- Monitor homework completion without completing the work for the student.
- Communicate with teachers if homework becomes consistently difficult or overwhelming.

Late Work Grades

- Each teacher will provide guidelines for grading late work.

Missing Homework

- Students who do not submit homework may receive an incomplete or zero according to the grading policy.
- Repeated missing assignments may result in parent notification, teacher conferences, academic intervention, or loss of certain privileges.

Academic Integrity

Homework must represent the student's own work.

The following are considered violations:

- Copying another student's work.
- Allowing another student to copy your work.
- Using artificial intelligence (AI), websites, or other resources in ways prohibited by the teacher.
- Plagiarism from books or online sources.

Academic dishonesty may lead to disciplinary action by school administration.

Technology Expectations

When assignments require technology:

- Students are responsible for saving and backing up their work.
- Technology problems should be communicated promptly.
- Lack of planning or printer issues are generally not acceptable excuses for late work.

Communication

Students and parents should contact the teacher as soon as possible if:

- Homework is consistently taking much longer than expected.
- A student is struggling with a concept.
- Illness or family circumstances interfere with completing assignments.

Open communication between school and home helps ensure student success.

Goal

Homework should reinforce learning, build responsibility, and prepare students for success in high school while promoting healthy habits of organization, perseverance, and personal responsibility.

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 before the start of the school year. All necessary personal supplies must be purchased. A supply list is sent out by email during the summer.

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 on a permission slip.

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 C 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. The classroom teacher will send the child to the Main Office and the parents or guardian will be contacted to determine the following:

- Does the child need to change clothes to meet uniform requirements?
- Does the child need to have his/her parents bring a new set of clothes?

In the case of repeated or extreme violations of the uniform code the school will contact you to bring a change of clothing that fits the uniform policy for your child.

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

Appendix C 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 "[This 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.

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 cleaned by the labor of the student, we would ask that the student clean such damaged items upon the approval of parents.

Prohibited Articles

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.

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. Cell phones that are brought to campus must be powered off and left in the student(s)' backpack while on campus. The following items are forbidden and will be confiscated:

- Tobacco, vapes and paraphernalia, alcohol, illegal or illicit drugs, sexually explicit material, weapons, fireworks of any kind. Any other articles that are misused so as to cause property damage or bodily harm will also be confiscated. The possession of any of these items may result in expulsion.
- Head phones (non-sanctioned), Apple/(smart) watches, video games, and chewing gum.

Other items that are listed on individual teacher's supply lists as to what not to bring need to be followed as well.

Field trips are considered school days, so these items will also not be brought on any field trip days.

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.

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(s), 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 Principal and in some cases the Council of Ministry (CoM).

It is impossible to list all the ways that a student may misbehave. These are some examples of acts that would require disciplinary action:

1. Refusal to follow instructions from school authorities and personnel
2. Hitting a student or another person
3. Damage to property
4. Dress code violations
5. Excessive affection (kissing, hugging, or other inappropriate acts) on campus
6. Skipping classes or school
7. Buying or selling items on school campus without granted permission from school administration
8. Breaking classroom rules
9. Classroom disruption

Disciplinary consequences

A **referral** may be written that describes the nature of a prohibited conduct or behavior of a student resulting in but not limited to the following consequences:

1. Verbal correction- used by staff at a time of the consequence
2. Time Out- Teachers may use time outs in order to remove the student from regular classroom instruction and give him/her other supervised activities. Loss of recess also may be used for time-out consequences.
3. Conference with teacher or administration
Review of rules and regulations- may include suggestions as to how the rule can be followed pointing using the Word of God
4. In-School-Suspension (ISS) - after a referral is written, student(s) may be suspended from classroom activities and given other supervised activities near the Main Office.
5. Detention- used if reasonable attempts of discipline do not deter student behavior.
 - a. Saturday Detention
 - b. After School Detention
6. Parent Conferences- a conference with the parent or guardian with the teacher/and or principal may be required. During the conference, all parties will determine a course of action to deter student behavior.
7. Written exercise- Only used in an educational nature and not repetitive writing.
8. Work Detail- Students may be asked to clean areas of school, but only after permission from his or parent. Details such as cleaning, washing, picking up litter, or other appropriate work may be used for consequences.
9. Payment for damages- parents for guardians may be required to pay for damages when students have stolen or destroyed property.
10. Restriction from activities- a student may be restricted from participating in any school sponsored activity.
11. Student Behavior Agreement- a written agreement between the student, parent or guardian, and school administration that may be used to improve student behavior.
12. Removal from Class- students who repeatedly cause disruptions may be removed from class.
13. Out of School Suspension (OSS) - students may be suspended by the principal for up to 10 days. Parents or guardians will be responsible for acquiring school work from the teacher during the suspension period. The student will be responsible for completing any work during the suspension period. Suspensions are considered unexcused absences. All work must be completed and submitted within 2 days of receiving the suspension.
14. Expulsion- this is the removal of the student from St. Paul's Lutheran School forfeiting the right to be on campus and participating in school classes, activities, or school- sponsored activities.

PARENT/GUARDIAN 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).

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(s) 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(s) for dates and times of upcoming classes. Information may also be sent home in anticipation of those 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 (9:30 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 St. Paul's Worship Services

The students will sing periodically in our church worship services. All children are strongly encouraged 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. Transportation is not provided to extracurricular activities and is the responsibility of the parent or guardian to arrange transportation for these events.

Lunches and Snacks

Parents are strongly encouraged to provide a nutritious lunch for their child. Soft drinks, caffeinated 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 are not available to the students for use.

Parents are encouraged to send their child with a lunch that should include the following if possible:

1. Main dish or sandwich
2. Fruit and/or vegetable
3. Snack
4. Drink

St. Paul's participates in My Hot Lunch Box on the following days:

Wednesday - Domino's

Friday- Subway

Food Allergies

In the case of severe food allergy in a child, we will require for the safety and welfare of that child that no children in the school will bring a snack containing the offending food.

SCHOOL-PARENT COMMUNICATION AND PARTNERSHIP

Parent-Student-Teacher Connection

St. Paul's School 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 conferences. 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, emails, texting, Class Dojo, Praxi, and phone calls.

Parents are encouraged to communicate regularly with their child(ren)'s teacher. Parents may have those opportunities after pick-up, through 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 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. 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 and Extracurricular Opportunities

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. St. Paul's participates with other WELS schools in the South Atlantic District (SAD) and other private schools in our local area. Athletics at St. Paul's may have limited contests due to availability of other schools schedules and events. St. Paul's continues to promote athletic opportunities for your children.

Athletics

For grades 5-8:

- Basketball
- Flag Football Tournament
- Co-Ed Volleyball (TBD)
- Soccer Team

For grades 3-8:

- Kickball tournament
- Soccer Tournament
- Track and Field
- Cheer (TBD)

Extra Curriculars

- Band
- Piano (TBD)
- Chess

Off-Campus Communication

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.

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. When school begins, students will be dismissed to their classrooms. Students who are not picked up before 3:22 (2:22 on Thursdays) will be enrolled in ASC. Parents must pick up students from ASC by 5:30 pm. Please see fees associated with BSC and ASC in [Appendix B](#).

Emergency School Closings

The school may close due to inerrant weather. Parents will be notified when our school will close and when school will resume. In any other situation deemed an emergency by the principal, the school will be closed, of which the parents will

also 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 the Main Office and/or 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.

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. Teacher: Speak to the teacher first with whom you have a concern or complaint before speaking with anyone else
2. Principal: If an issue has not been resolved, speak with the principal.
3. Council of Ministry Chairman: If you still feel that your issue is not resolved, then speak with the Council of Ministry chairman.
 - a. 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 teacher 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-parent conference 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.

Car Line Expectations

We want our parents to have a good carline experience. We are asking parents to do the following:

1. All cars will turn onto Kingsway Crossing and proceed to the cul-de-sac to enter the carline.
2. Kindergarten parents will receive an "orange" card to put into their window. This alerts the traffic director to be able to park in the designated parking area near the playground. Preschool parents will receive a "yellow" card to be able to park in the church parking lot.
3. For the safety of families and the traffic director, we are encouraging all vehicles to drive down to the cul-de-sac on Kingsway Crossing to enter the carline. Please wait for the traffic director to waive you into the lane into the church parking lot.
4. Upon leaving the school, please make right hand turns to exit the school. This promotes safety for all parents and

students when entering Hwy 491.

Note: If you have a carline grievance, please speak to the principal to find a solution. Please be patient in line and show God's love in all circumstances.

HEALTH SERVICES

First Aid and Injury

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.

Health Related Requirements and Illnesses 65C-22.004

(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.

STATEMENT OF FAITH

In Christian compassion, St. Paul's is committed to providing counseling and spiritual care to students who are struggling to live in accordance with the Scriptural teachings we confess. As a school-based ministry, we have the privilege and charge of assuring the repentant that Christ died to earn forgiveness for all sins no matter what particular weakness one is struggling with or violation of God's will one may have committed (I Corinthians 6:11).

We believe that the Bible is fully inspired by God and without error; therefore, it is the source of and final authority in all matters of doctrine and practice of the Christian faith and life (2 Timothy 3:15-17; 2 Peter 1:20,21). The Bible provides the basis for instruction at St. Paul's.

The Bible teaches that every human being inherits a sinful nature from his or her parents and that no one is capable of meeting God's standard of perfection in their thoughts, words, or deeds. All have fallen short of God's glory and deserve his condemnation. In his love and grace to humankind, however, God sent his only son Jesus Christ to live perfectly under his law and to die sacrificially on the cross, which he accepted as payment for our sin-debt. Those who repent of their sins and believe in Jesus Christ's saving work and his resurrection from the dead three days later have salvation from their sins and eternal life in heaven (Romans 3:23,24).

Christian love compels us to be compassionate toward all people and to care for the soul of every student with eternity in mind. Concern for their spiritual welfare includes teaching biblical truth in an uncompromising way and confronting students in love when they embrace beliefs and practices that violate God's will even if society approves (Ephesians 4:15).

We believe that God immutably creates humans as distinctly and biologically male and female. These two complementary sexes are created in the image of God (Genesis 1:26,27). St. Paul's seeks to honor God's creation in our work and lives.

We believe that God established the institution of marriage and family for the benefit of all humankind and is foundational to a well-ordered society. As such, it should be respected, defended, and perpetuated. We believe that God's design for marriage is between one man and one woman and that his gift of sexual relations is God pleasing only within this marital relationship. All sexual activity outside this biblical definition of marriage is in contradiction to God's Word and his intention for the institution of family (Genesis 2:24, Matthew 19:4,5; I Corinthians 6:9,10).

We commit to respect, defend and protect the sanctity of human life. We believe that life begins at

conception and that willfully terminating a life, with limited exceptions, by any means is a sin against God’s commandment: “You shall not murder” (Exodus 20:13; Matthew 5:21).

St. Paul’s does not permit the public promotion of, or recruitment to, beliefs or practices that are contrary to the teachings outlined above.

St. Paul’s Lutheran School is supported and is in fellowship with the Wisconsin Evangelical Lutheran Synod (WELS). As such, St. Paul’s Lutheran School operates under the auspices of the WELS and is in full agreement with its doctrines and practices. An explanation of WELS doctrinal beliefs is available at <https://wels.net/about-wels/what-we-believe/this-we-believe/>.

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!

Appendix

- APPENDIX A: Tuition Schedule*
- APPENDIX B: Before and Aftercare Fees*
- APPENDIX C: School Uniform Policy*
- APPENDIX D: Anti-Bullying Policy*

Appendix A

2026-2027 TUITION

The Council of Ministry of St. Paul's Evangelical Lutheran Church and School have established the following tuition, discounts, and family pay for the 2026-27 school year.		
New Student Application Fee (Nonrefundable): Due at Application Submission (Not included in Tuition) \$110.00		
Registration Fee All Students (Nonrefundable): Due at each student Registration (Not included in Tuition)\$160.00		
Annual School Tuition Grades K - 8th: \$10,725.00		
TUITION Includes:	\$10,625	Total Student Tuition \$10,725.00
*Required Uniform Package (4 Shirts and 1 Jacket)	\$100	
*Software Licensing *NWEA(MAP) Annual Student Testing. Included		
Outside Scholarship - St. Paul's Lutheran School accepts the following scholarships: *StepupforStudents (FTC, FES-EO, and FES-UA) ¹		TBD
Church Supported Assistance ²		TBD
Family Portion of Annual Tuition (Book Fees are not included but may be added to any payment schedule)	K-3rd	4th - 8th
	\$685.00	\$1,345.00
Family Portion of Annual Tuition- Payment Options: Monthly Pay - Any incidentals (Hot lunch, Before/After Care, Field Trips, Athletic Fees or School Pictures will be an additional cost, billed monthly, from August 1st thru May 1st, and must be setup with autopay) (Please inquire about Annual and Semester Pay schedules)	\$68.50	\$134.50
Late Fee Policy: Any account not paid by the 10th of the month will be billed a \$40 late fee. Please refer to T&F's Policy.		
Additional Fees - Not Included with tuition may include: Books (Grade required); Spirit Wear a.k.a. "Friday t-shirts" (t-shirts); Athletic Fee (Team Sports); Annual Kickball Tournament; Field Trips; School Pictures; School Yearbook		
¹Step Up For Students (SUFS) Scholarship Eligibility Notice		
Step Up For Students (SUFS) scholarships, including Florida Tax Credit (FTC), Family Empowerment Scholarship–Educational Options (FES-EO), and Family Empowerment Scholarship–Unique Abilities (FES-UA), are administered by the State of Florida and are subject to state laws, funding availability, and enrollment timelines.		
Students accepted or withdrawn during the school year are responsible for the balance of the unpaid Uniform package and the remaining full quarter tuition. Additionally, any student enrolling and withdrawing after the cutoff for the DOE roll transfer and before the next transfer, is responsible for the full tuition amount for that period.		
Late Enrollment & State Scholarship Eligibility Notice: Students who enroll after the start of the academic year or after state-established eligibility deadlines may be ineligible for SUFS funding or may receive a prorated award based on the date of enrollment, as determined by Step Up For Students. Scholarship eligibility and award amounts are not guaranteed.		
If a student is deemed ineligible for a SUFS scholarship due to late enrollment, incomplete application, or state determination, the family is responsible for the full tuition amount, less any other approved assistance. Tuition will not be reduced or adjusted retroactively if a scholarship is denied, delayed, reduced, or revoked.		
²Church supported Assistance		
This assistance is an expression of generosity provided by St. Paul's Evangelical Lutheran church, and is intended to help those families who cannot reasonably afford the tuition.		

Appendix B

Before School Care and After School Care Charges

Before School Care	Charge: \$5.00	Time: 7:00-7:40 am
After School Care	Charge: \$5.00 per hour (or any portion thereof). Additional time is billed at \$1.25 per 15-minute increment . A minimum daily/session charge of \$5.00 applies.	Time: 3:22 pm (2:22 Thursdays) to 5:30 pm.

REGISTRATION:

- No registration for Before/After Care is required
- For each student/family, 3 emergency contacts need to be listed in PRAXI.

NOTES:

- Please be advised that if your child is not picked up at dismissal, then your child will be placed in our After School Care. See chart above.
- Pickup any day after 5:30 pm will result in an immediate \$40.00 late fee.
- Students in aftercare after 5:30 and no contact from the parent or emergency contact by 6pm will result in a call to the police.
- Regular, daily Before and Aftercare billing will be completed on the 30th of each month and appear on the next month's bill.

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).

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 (no jeans). Shorts 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. (No patterns or pictures on leggings)

Belts: If students choose to wear belts, plain colored brown, black, or navy belts can be worn with uniforms (except uniform dresses).

Shoes: Shoes need to cover the entire foot and be safe to participate in physical activities (sneakers, tennis shoes, etc.). No heels, slides, cowboy boots, or crocs please will be permitted on campus.

Fridays: On all Fridays, students are allowed to wear a St. Paul’s 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 female grade students. Hats, sweatbands and sunglasses are not to be worn inside the school or church. Streaked hair color and mohawks are not permissible. Hair must be of natural color (no blue, purple, etc.)

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/note 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. 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, the office will provide donated uniform clothing. If clothing is not washed and returned, a charge will be added to Praxi for the appropriate amount.

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.

"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.

"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.

"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.

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

The definitions of "bullying" and "harassment" include: 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 by stopping the child who is being hurtful, and comforting the child who has been hurt as follows:
 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 was 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 the 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. Oftentimes, 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.

St. Paul's Lutheran School
6150 N. Lecanto
Beverly Hills Florida, 34465

Last updated 8-7-2026