

**ST. PAUL LUTHERAN SCHOOL  
PARENT/STUDENT  
HANDBOOK  
2018-2019**

"Whoever believes in me, as the Scripture has said, 'Out of his heart will flow rivers of living water.'"

John 7:38



**St. Paul Lutheran Church and School  
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## **WELCOME**

Our earnest desire is that this handbook will help to clarify the ministry of St. Paul Lutheran School. Parents, teachers and students must know and be committed to the principles and objectives of St. Paul Lutheran School. We trust that this handbook will lead to greater understanding and cooperation between home and school, as we share in this ministry.

## **MISSION STATEMENT OF ST. PAUL LUTHERAN SCHOOL**

As a mission of the Body of Christ at St. Paul Lutheran Church, St. Paul Lutheran School is a Christ-centered Christian Day School that enables children to succeed spiritually, academically, socially and physically to serve Jesus.

## **OUR SPIRITUAL PRINCIPLES**

St. Paul Lutheran School is founded on the eternal truths revealed in God's inerrant Word, the Holy Scriptures.

- There is only one true God: Father, Son and Holy Spirit.
- God created all things and created mankind as the crown of His creation.
- Man's fall into sin has corrupted the entire human race, making all people subject to damnation.
- God, through His grace, love and mercy, sent His Son, Jesus, to suffer, die and rise again to life, paying for the sin of all.
- All who, through the work of the Holy Spirit, believe that Jesus is their Savior receives forgiveness of sins, life and salvation.
- As faithful believers, Christians strive to show their love to God and the world by using their gifts and talents to help proclaim the Word of God, helping others wherever possible.

## **WORSHIP/CHAPEL/SPIRITUAL GROWTH**

Our concern for the spiritual growth and welfare of our students and their families is of prime importance. The spiritual life of students, families and staff is encouraged through;

- Regular church and Sunday school attendance
- Weekly school chapel services, some of which are led by the students.
- Daily class devotions
- Offering given to the missions of the Church
- A loving, caring Christian family environment
- Faith curriculum integrated into all subjects

### **NON-DISCRIMINATION POLICY**

St. Paul Lutheran School 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

### **ADMISSIONS**

St. Paul Lutheran School partners with a company that provides enrollment, tuition payment, and financial aid services to non-public schools across the country - the Tuition Management, Admissions and Enrollment Services (TADS) Company. By partnering with TADS, St. Paul offers an easy, on-line registration process, flexible payment options, and a financial aid process with national standards.

Questions regarding tuition payment, or financial aid can be made directly to TADS at:

**1.800.477.8237 (Toll-Free) or 612.548.3320**

**The following requirements must be met prior to starting classes:  
Admission for New Students into Grades K-8:**

- A birth certificate
- Proof of required immunizations
- Proof of required physical examinations
- Official transcripts from previous school(s), including academic and health records, as well as any other pertinent information (i.e. testing)
- Pre-admission testing
- Age: Students entering Kindergarten must attain the age of five years on or before December 1<sup>st</sup> of the year he or she enters that grade.

**Re-Admission for Students Currently Enrolled:**

- Proof of required physical examinations for students entering Kindergarten, Grades 2, 4, and 7.
- No outstanding tuition balance

**ATTENDANCE**

**Arrival:** Students should not arrive at school earlier than fifteen (15) minutes before the start of any school day (School Day k-8 begins at 8:30 a.m.). If a child is late, the parent/guardian must accompany the child to the office to sign in upon arrival.

**Dismissal:** All students must leave the school property at the close of the school unless by special permission of the school (i.e. for extra-curricular activities). A written note is required

- to dismiss a student early
- to have the student picked up by someone other than a parent or guardian (PHOTO ID WILL BE REQUIRED)
- to leave St. Paul by other than the school transportation provided.
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All students must be signed out at the school office if leaving early.

**Absence/tardiness:** New York State Education Law Section 3210(2) requires regular and punctual attendance. Sickness, death in the immediate family, quarantine, or other exceptional, urgent reasons

constitutes a legal excuse for absence. Please notify the school as early as possible for any known absence. For your child's safety, the school secretary will call the homes of any students who are absent, if the parent or guardian has not already called in the absence. Excessive absences or tardiness could be a detriment to student progress, thereby affecting grade promotion.

**Illegal Absence:** The practice of taking Students out of school for family vacations is in violation of New York State Education Law Section 3210(2) (b).illegal according to New York State Attendance laws. Parents should not expect teachers to supply detailed assignments in advance.

**Excuses:** Any written excuse for an absence/tardiness is to be written in ink and requires the following:

- Specific explanation of the absence/tardiness
- Date of the absence/tardiness
- Date the written excuse was composed
- Signature of the parent, guardian or physician

**Illness:** Students experiencing a fever of 101 degrees or higher, or vomiting must be kept home. As such, if a student is already at school and experiences a fever or vomiting, the parents will be contacted and the student must be picked up from school.

**Absence from School Activities:** A student can be excused from physical activity only by a written doctor's excuse. If a student is not in attendance at school, that student may not participate in extracurricular activities that day (sports, music, etc.).

**Attendance Award:** A certificate for perfect attendance will be given to students at the end of the year. Tardiness and partial absences will not affect a perfect attendance record. Absences due to "Take Your Child to Work Day" and class trip days will also not affect perfect attendance.

## **CALENDAR/EMERGENCY CLOSINGS**

St. Paul publishes an Academic Calendar annually, which is also available

on the web. St. Paul follows the Hilton Central School District Academic Calendar, with few exceptions. In the event of school cancellations or emergency early dismissals, St. Paul also follows Hilton Central School District.

### **WRAPAROUND PROGRAM**

A wraparound program (before and after school) is available for students enrolled at St. Paul in Preschool - 8th grade. Call the school office at 392-4000 x200 for more information on this program.

### **VISITOR PARKING/ENTRANCE**

Please Do NOT park in the bus loop. This is also our fire lane. Visitors should park in the west school parking lot. All visitors must enter through the front doors and check in at the school office.

### **TRANSPORTATION**

Students who reside in the Hilton Central School District are transported to and from school by the buses of the Hilton Central School District. All other students are bused to St. Paul Lutheran School by the school district in which they reside. All bus routes are scheduled by the students' home school districts.

If a child is to be picked up after school instead of riding the school bus, please send in a written note with the child stating he or she will not be riding the bus, the date, and who will be picking up the child. The parents or guardians are also asked to call the school district stating that their child will not be riding the bus.

### **COMMUNICATION BETWEEN HOME & SCHOOL**

**Our goal is for parents and teachers to be partners in raising St. Paul students in the faith. Healthy partners communicate frequently and effectively. You can expect timely, useful communication from your teachers, and it is expected that teachers are the first point of contact for parent questions/issues.**

**From school:**

- Orientation sessions scheduled at the beginning of the school year
- Teacher notes, assignment books/sheets, other notices
- Weekly class and school newsletters and web class pages
- Forms from the office such as medical, enrollment, emergency, transportation, special surveys, field trip permission slip

**From home:**

- Excuses for absences
- Request for parent-teacher conferences
- Completed forms as requested

**DRESS CODE**

As Christians, we are guided by a sense of responsibility for neatness, cleanliness, modesty and safety. Therefore, each student must present a good physical appearance at all times. Parents/guardians are urged to give Christian counseling to their children regarding appropriate dress.

All students are required to adhere to the following dress code:

- Clothing should be clean, modest, neat, safe, & non-distracting.
- Please take note of these specifics:
  - Shorts at fingertip length or longer – may be worn, weather permitting.
  - Skirts at fingertip length or longer are appropriate
  - Pants – to be worn at waist when bending, moving or sitting. Pants must fit in such a manner that they remain at waist without skin and/or undergarments showing.
- T-shirts with pictures or writing should be worn in good Christian taste.
  - Sleeveless shirts are permitted but no spaghetti straps.

- Low cut necklines are not permitted.
- Jewelry: For safety reasons, some jewelry, such as hoop or dangling earrings, should be removed prior to physical activity.
- If a student's clothing does not meet the dress code, a notice will be sent home stating that the code is not met. The notice must be signed by the parent/guardian and returned to school. If this continues, the third notice will be a call to the parents asking them to bring in appropriate clothes.
- For school performances or outside activities, more specific dress requirements may be communicated.

#### Physical Education (PE) Classes:

- Sneakers must be worn by all students for PE.
- Grades K-4: No clothing changing required
  - Grades 5-8: Clothing changing is mandatory. Students must change back into clothes worn to school following PE Class.

### **CELL PHONES/ELECTRONIC DEVICES**

Students are not permitted to carry cell phones during the school day. Classroom teachers will provide direction for proper storage.

In the event that a parent needs to contact their child, please call the School Office at 392-4000 x200.

Other electronic devices are not to be carried by students during the school day. Alarms and ringtones must be silenced while in the building.

### **CURRICULUM**

St. Paul provides a rigorous program that exceeds NYS standards. Teachers are empowered to select classroom materials and design their



own courses. To meet the aims and purpose of our school, there is a well-integrated course of Bible study and Lutheran doctrine. All learning takes place in an environment that nurtures spiritual growth.

Questions on class content should first be directed to teachers, and then to the school administrator if further discussion is needed.

### **HEALTH SERVICES**

New this year, St. Paul Lutheran School has a part-time school nurse. Our nurse will work under the guidance of the Hilton Central School District.

Vision and hearing are screened annually. These examinations are not intended to replace regular check-ups with your family physician. Speech diagnosis and possible therapy are available through the Hilton School District for students with a special need.

Dispensing of medication is regulated by state education law. Only a trained medical professional can dispense medications.

### **TUITION**

**Tuition Rates:** Tuition rates are published each January for the upcoming school year. Timely tuition payment is needed for the financial health of the school.

#### **Tuition Payment Terms and Conditions**

All tuition payment will be managed by TADS.

In the event that payments are not received according to the tuition agreement, the following guidelines will be adhered to:

- 1) Families must select their payment option with TADS by August 1st. The student(s) may be expelled if this process is not completed August 15th.
- 2) Families are responsible for all late and NSF (non-sufficient funds) fees.

3) Academic or school records will not be released until all tuition and other financial obligations are met.

4) All Tuition Balances must be paid by June 1 of the respective academic year. Students may not start the next academic year if; the prior year's tuition is not paid in full, or the permission of the Chairman of the Board of Christian Education.

5) Families experiencing a hardship or anticipated problem in paying tuition should contact the school office as soon as possible. The Board of Christian Education will work with families to ensure that there is an affordable solution.

6) St. Paul Lutheran Church and School reserves the right to pursue every avenue to obtain tuition payment, including collection agencies and legal options. School records will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

Registration fees are not refundable.

Credit for tuition as a result of withdrawal from school shall be prorated to the closest week the student was in attendance for 1 day or more.

All students registered as of August 1 are responsible for one month of tuition, even if they do not attend school.

Withdrawal from school may include but not be limited to the following:

- Moving out of the service area
- Documented financial difficulties
- Reasonable cause.

Tuition will not be refunded as a result of expulsion.

### **Tuition Assistance**

Tuition assistance is available on the basis of demonstrated need. If you believe that your resources are not sufficient to meet the total costs of a St. Paul Lutheran education, you are encouraged to apply.

TAD provides a framework through which household need can be measured fairly and equitably. Recommendations from TADS are used by St. Paul Lutheran School to determine the award amount.

Applications for tuition assistance may be completed online at

<http://www.mytads.com>. A processing fee is **made payable to TADS**. Failure to pay the processing fee may delay the evaluation. A financial aid worksheet is available is offered to provide guidance as to what information is needed for the application.

### **REPORT CARDS AND CONFERENCES**

Report cards are prepared for each child four times a year. Report cards are given to the parents at the end of the first marking period at a Parent-Teacher Conference. Parents/guardians are expected to attend this conference. In the middle of the first quarter, a mid-quarter report is prepared for all students. Other mid-quarter reports will be given on an as-needed basis.

Communication between teachers and parents/guardians is vital to a sound educational program. Reporting is not limited to these times. **Parents/guardians are invited to make an appointment to see a teacher whenever they feel it is necessary.** Teachers may also call parents/guardians for an appointment and or to check on non-returned Report Cards.

### **STUDENT RECORDS**

A record of all report cards grades, results of standardized tests, scores of school ability tests, and the results of any special testing are kept on file in the school office. Any parent or guardian with official custody of a child enrolled at St. Paul Lutheran School may request in writing to view the transcripts.

### **ACADEMIC SUPPORT SERVICES**

St. Paul provides academic support teachers and students who qualify for special services like speech/OT/PT are eligible to receive those services through Hilton Central.

Please direct any questions to your child's teacher.

## **HOMEWORK POLICY**

Homework is:

- √ A valuable part of learning
- √ Allows for practicing, extending and consolidating work done in class
- √ Provides training for students in planning and organizing time
- √ Develops a range of skills in identifying and using informational resources
- √ Establishes habits of study, concentration and self-discipline which will serve the student for the rest of their lives
- √ Strengthens home-school links
- √ Reaffirms the role of parents as caregivers and partners in education
- √ Provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
- √ Challenges and extends gifted and talented children

The Faculty at St. Paul has established the following procedures in order to ensure that homework is completed in a meaningful and timely manner:

1. Students must record all their assignments in the agendas daily.
2. Teachers will check to make sure that homework is recorded accurately.
3. Students are responsible for completing all assignments not completed during the school day.
4. Parents will check agendas and folders to ensure that all assignments are completed and sign the agenda.
5. Students are to hand in completed assignments recording the due dates established by the classroom teachers.

If reasonable justification can be given by the parent for the non-completion of the homework assignment a written statement should be forwarded to the teacher on the due date.

### **EXTRA-CURRICULAR ELIGIBILITY GUIDELINES**

Knowing that Christ has in His love given us the opportunity to use our body in athletics and clubs to bring glory to His name, St. Paul sets forth the following policy regarding eligibility for any interscholastic, intramural, or club activity. These policies are set so that the students who are representing our school and their Lord do so in a positive

fashion.

- Students will exhibit effort in class work and homework assignments with personal God-given potential.
- Students will exhibit positive, Christian behavior in the classroom and throughout the school setting.
- Students will obey league or club rules.
- Student grades in all subjects taken will be reviewed every three weeks, starting with the first ten-week report period upon entering 5<sup>th</sup> grade in September or upon entering the school as a new student in grades 5-8.

The first time any student has two (2) Ds (65%-69%) or one (1) F (below 65%) during this review period, they will be put on probation for the next three (3) weeks. Probation is defined as a period of time that a student will not be allowed to practice and participate/play in extracurricular activities. If, at the end of the three (3) week period, the student has two (2) Ds or one (1) F they will be declared academically ineligible for the next three (3) weeks, and will remain ineligible until there is a three (3) week average that is within the guidelines.

A student can be removed from academic ineligibility by:

1. A reversal based on teacher-initiated review of the student's case; or
2. A parent or guardians appeal process if the teacher-initiated review does not grant a reversal, or if the teacher-initiated review process is not invoked.

**If a student is not in attendance at school, that student may not participate in extracurricular activities that day (sports, music, etc.).**

### **HONOR ROLL (GRADES 4 AND UP)**

- **High Honor Roll:** An overall average no less than 94.5%, with no grade below 80% (Music Art and P.E. are effort grades only.)
- **Honor Roll:** An average of no less than 89.5%, with no grade below

70%

- **Achievement Award:** An increase of five points in the overall average, regardless of the grade point average.

### **LUNCHROOM CONDUCT POLICY**

- Keep your hands to yourself.
- Raise your hand if you need help.
- Remain in your seat.
- Use a quiet voice.
- Follow the directions of the lunchroom monitors.
- Keep your personal space clean.

Lunchroom monitors may place students not following the above rules at the “quiet table” or remove them from the lunchroom.

Documentation and teacher notification will occur.

Reminder: Students are NOT to bring microwave-able foods to school.

### **LUNCH AND MILK**

All students should bring a lunch each full day of school, or order hot lunch (available Monday/Wednesday/Friday). Milk will be offered on a daily basis. Information regarding the price of milk will be available at the beginning of the school year.

### **PERSONAL PROPERTY**

Personal property is the responsibility of the student. Depending on the item and grade level, students may be asked to not bring in items from home.

If it is necessary that a student carry money or other valuables to school, they should keep it in a safe place. The school shall not be responsible for items lost or damaged. It is suggested and encouraged that the student's name be written on all materials brought to school.

### **REMUNERATION**

Parents/guardians will remunerate St. Paul Lutheran School for the breakage, destruction, or loss of any school property by their child, when such loss was due to negligence or misuse by the student.

### **DISCIPLINE POLICY**

At St. Paul Lutheran School, positive, Christian-based behaviors will be encouraged and reinforced, both in the classroom and at the school-wide level.

In cases when disciplinary action is required, the following steps may be implemented:

- Teacher warning: This will include appropriate reinforcements. Parents/guardians may be notified.
- Informal talk with the Principal: Also includes appropriate reinforcements. Parents/guardians may be notified.
- Conference between Principal, Teacher and Student. Parents/guardians are notified at this time.
- Conference with Parents/guardians, Teacher and Principal: Disciplinary measures will be decided upon as a result of this meeting. A written summary of the conferences will be generated at that time.

Certain behaviors are considered more serious (i.e. use of alcohol, drugs, physical violence, or vandalism). These may require immediate disciplinary measures, without the requirement benefit of an earlier disciplinary step.

More serious disciplinary steps are outlined below:

- In-school suspension: The student is given assignments to do out of the regular classroom. It may vary from 1 – 3 days.
- Out-of-school suspension: The student will be asked not to attend school for time specified. The time period may be from 1-3 days.
- Bomb/gun/weapon threats or possession of any weapon: There will be a “zero tolerance” policy concerning verbal/written threats and/or bringing guns, knives, and/or other weapons to school. Immediate suspension will occur.

Summary: If you should have any questions about your child’s behavior or disciplinary measures used, please discuss the matter with the teacher. On-going dialogue is encouraged to formulate the best plan for the student. All actions may be reviewed by the Board of Christian Education upon the request of parents/guardians and/or Principal.

### **SCHOOL SAFETY**

School safety is a priority at St. Paul. Students will participate in regular fire safety exercises and drills, and will be instructed regarding safe conduct while at school.

### **LIBRARY**

St. Paul maintains a School library, staffed by volunteers, which is available to students and staff during the school year. The School library collection includes reference materials, non-fiction materials and periodicals designed specifically for the elementary school library and a professional resource collection for teachers and staff.

The goals of the Library Program are:

- To educate students in the area of information.
- To encourage recreational reading as a life-long activity.
- To assist students and staff in their research efforts.

### **ST. PAUL SCHOOL SUPPORTERS**

St. Paul ParentS Group exists for the purpose of fostering cooperation in



achieving the goals of the school's program of Christian education.

Parents/guardians automatically become members of this group when their children are enrolled in the school. All parents/guardians are urged to attend all meetings and to participate in as many of the activities as possible.

### **VOLUNTEERS**

Without the help of our many volunteers, St. Paul could not operate the varied programs that are now made available to our students. A list of volunteer opportunities will be issued early in each school year. If you are interested in volunteering your time and talents, please let the school office know.

### **FIELD TRIPS**

Field trips supplement and enhance curriculum. Written field trip permission slips must be completed, signed by parents/guardians, and returned to the student's teacher before the date of the planned trip. **Telephone calls from parents/guardians cannot be accepted as a form of permission to attend a field trip.** Volunteer drivers must fill out the "driver insurance form" prior to trip days. Volunteer drivers must provide a valid driver's license, an insurance card for the vehicle they are driving and read and sign the Drivers Transportation Policy form before the day of the field trip.

### **PICTURES/YEARBOOK**

Student photos will be taken annually and available for purchase. A yearbook is also prepared and ready by the end of the school year for purchase. Volunteers to coordinate the yearbook are welcome.

### **NO SMOKING/ALCOHOL POLICY**

St. Paul Lutheran Church and School, as well as and the grounds, are a non-smoking area. There is also no smoking or alcohol consumption allowed on field trips, sports trips, or at any school function; even if the

activity takes place off of the school premises.