

K-8th



PARENT'S GUIDE TO FAQs



frequently asked questions

Any time you start a new school year it is natural to have questions. Please contact your child's teacher, the school office personnel or the principal and we will do our best to respond with a helpful response.

How Do I Visit My Child in School?

Parent visitors must sign in at the school office, receive, and wear a visitor name tag. Parents may eat lunch with their student, may accompany children on many of our off-campus field trips and also may volunteer to assist with classroom activities. Volunteers may contact the classroom teacher or the PTO Room Parent, depending on the activity. Any parent accompanying a class on a field trip or assisting at school must be screened prior to participation. The volunteer application form is found at www.splsakeland.org under the Parents tab or at <https://www.ministryopportunities.org/Application.aspx?oid=595>.

May I Bring Younger Siblings When Visiting the Classroom, Volunteering, or on a Field Trip?

We have to ask that younger siblings not accompany you when you are visiting the classroom, volunteering, or accompanying a class trip.



What is Chapel?

Chapel is a weekly opportunity for the students and faculty to gather together for worship. Parents and other guests are welcome to attend chapel. Students have assigned seats, so parents and guests

are asked to stay to the back until all students have arrived and then find an appropriate seat. Chapel for K-8 is typically at 8:25 AM on Wednesday mornings. However, there are exceptions, so please check the weekly school newsletter.

What are Chapel Families?

A chapel family is a mixed age group of children who worship together weekly during the school year. A middle school student (the chapel mom or dad) is assigned a group of four to five other children from varied grades. This group sits together in a designated area every week throughout the school year. Teachers assist and sit with a group of two to three chapel families.

Where is the Lost and Found?

We keep a Lost and Found in the school office. Items are brought here on a regular basis from across the campus.

What is the Uniform Closet?

The uniform closet is a place where generous parents can donate outgrown uniforms and other thrifty parents can shop for gently used clothing. Each item is a dollar, paid at the front desk. Students who use the uniform closet to fix uniform problems are responsible for the dollar fee.

How Can I Contact Teachers and Other Staff?

Contact information is available in FACTS, our school information system. Go to School Information, Directory, and School Staff. Teachers and staff all communicate using their e-mail address @stpaullakeland.org. Teachers communicate with students using their e-mail address @splsstudents.org.

When Can I Contact a Teacher?

During school hours, from the moment the classroom doors open through dismissal time, the teacher's primary responsibility is the students under his or her care. Therefore, communication with the teacher is best handled before or after the school day. If you need to reach a teacher during the school day, communication will be handled through the school office.



To Whom Do I Go With Questions, Comments, or Concerns?

The simple answer is, "Go to the person who can help you." That may seem simplistic, but it is the best answer. If you have a question about something related to a class, talk to the teacher. If you have a comment about a sports team, contact the coach following the stipulations of the athletic agreement. If the question is about athletics in general, go to the Athletic Director. You get the idea. If, after consulting with the person most able to assist you, questions or concerns remain, please contact the individual's supervisor.

Who Are the Supervisors?

School office: 863-644-7710

Greg Sawyer, Principal

gsawyer@stpaulakeland.org

Supervises all school teachers, staff, and programs K-8th

Dr. Kelly Ogialoro, ECEC and PreK Director

kogialoro@stpaulakeland.org

Supervises Early Childhood Enrichment Center

Benita Balingit, Eagles Club Director

bbalingit@stpaulakeland.org

Supervises Kids' Club before and after school care for Kindergarten - 8th Grade.

Tracy Trinklein, Business Manager

ttrinklein@stpaulakeland.org

Supervises finances, human resources, and building and grounds

Ruth Smith, Athletic Director

rsmith@stpaulakeland.org

Supervises middle school athletic program.

What If My Child Gets Sick at School?

Children who are feeling ill or are injured are sent to the school office. The teacher will explain his or her situation to an office staff person, who will assess the situation. Parents of a student with a fever or who has vomited will be contacted to pick the child up. Any child with a fever or symptoms of communicable disease may not return to school until symptom free with no medicine after 24 hours. Parents are contacted immediately if there is a head injury, swelling, loss of blood, or anything that appears to require quick attention. If appropriate the school will contact 911. Students without a fever or other significant symptoms will be kept in the office and monitored or they will be encouraged to return to class. We keep a log in the student's Medical Event Log in FACTS any time he or she visits the office for a medically related issue. If the parent picks the child up due to illness, the parent must stop in the office and sign the child out.

What Kinds of Snacks Should My Child Bring?

We try to encourage healthier eating, so check over the list of suggestions below for the ones your child would enjoy:

Popcorn, muffins, raisins or other dried fruit, cereal bars, rice cakes, nutrition bars, Jello, 100% fruit juice, fresh or packaged fruit, fresh vegetables, cheese, crackers, bagels, peanut butter, yogurt, and whatever the newest healthy snacks are.

Are Any Snacks Better Left Home?

We would encourage parents and students to save the following for another time or place:

Fried chips, sugary snack bars, grande mocha Frappuccinos with extra whip (and the like), dessert items,

fruit drinks with high sugar content, chocolate, candy, soft drinks, sports drinks with high sugar content. You get the idea.

Can My Child Have a Water Bottle at School?

Students may keep a water bottle with them, but it must contain only clear water. That is the only beverage allowed during the school day outside of lunch. The container must be plastic and have a cap or lid.

What is the School's Policy Relative to Bullying Behavior?

Simply put, we are determined to do our best to end bullying behavior. Our focus is primarily on bullying prevention through information and training. Further information is found in the School Handbook.

It is important to note that most challenging interactions between students are NOT bullying behavior. To be bullying it must be repeated, intentionally harmful and involve a mismatch of power.

How is Drop-Off and Pick-Up Handled?

Parents will receive a copy of written and mapped drop-off and pick-up procedures. Please share these with grandmothers and grandfathers and anyone else who might be dropping off or picking up a child.

What's for Lunch?

Monthly lunch menus are published in the school weekly newsletter and are available in the school office. It is also published in FACTS and the school web site.

How Do I Sign Up for Lunch for My Child?

Procedures for establishing a lunch account with SLA Management are distributed to parents prior to the start of school. Questions relative to this process can be answered by school office staff. Children may not get a school lunch or any a la carte items until the parent has established an account with SLA Management and stocked it with funds.



How Are Students Assigned to Classrooms?

Returning students are assigned to groups based on teacher input and assigned a homeroom by the principal. New students are assigned as they enroll. All classrooms are equally taught at the highest academic level.

What If My Child Forgets a Book or Something in the Classroom?

If a staff member is available to accompany the student to the classroom to retrieve something, we will do it. Students and parents are asked not to enter a teacher's classroom outside of school hours without permission. If this is not possible, it is best to make the teacher aware of the situation prior to the next school day.

What If My Child Forgets Something at Home?

It is our policy that, during the school day, students do not contact parents to bring homework, projects, textbooks, etc. to school.

What If My Child Missed Work Due to an Absence?

Classroom teachers establish specific procedures for this situation, but in general students are accorded a one day extension for each day absent. It is the student's responsibility to determine what work was missed, to complete it and to submit it.

What If My Child Has Not Arrived by the Start of School?

Students who are late to school are accompanied to the office by a parent, complete a tardy slip in the school office, leave one copy in the box and take the top copy to their teacher. School starts and attendance is taken at 8:15 AM for grades K-8.

What is FACTS? Is It the Same as ParentsWeb?

"Check FACTS." That is a common expression on the SPLS campus. FACTS is our school information system. Parents and students, as well as teachers and staff, all use FACTS as a primary location for information and communication. The part of FACTS for parental use is called Family Portal. Each parent and each grade 3 through grade 8 student is provided information on establishing an account on FACTS. Parents and students log in by going to www.factsmgmt.com and selecting logins. Parents choose ParentsWeb login and students select StudentsWeb login. Our school district code is SP-FL.

What Does My Child Wear When the Weather Gets Chilly?

The student dress code spells out procedures for cooler weather, which include outerwear rules. There is also information on wearing St. Paul Lutheran School approved sweatpants.

What is Christian Studies?

Over the years Lutheran schools have struggled to correctly frame our classroom study of the Bible and its application to daily living. We never want to imply that we are assessing a student's personal faith (so we do not have a class titled Christian Faith). But we also do not want to make it seem that our work together is simply an intellectual exercise (so we do not have a class called Bible or Religion). We have chosen to call our daily work together exploring and learning from the Bible Christian Studies.

How Does the School Communicate?

St. Paul Lutheran School and its teachers and staff regularly use e-mail to communicate. Even class and school newsletters are sent through an e-mail message. We also use phone communication or notes home and even, when possible, face-to-face discussion. We will use text alerts if situations arise that require quick notification, like the canceling of sporting events or other after school activities.

What about Closings for Storms, etc.?

We will use multiple means to communicate a school closing, should one be necessary. In the case of weather related closings, St. Paul Lutheran School will typically follow the lead of Polk County Schools.



Do We Have to Attend St. Paul Lutheran Church?

We really encourage families to be in regular church attendance, whether that is at St. Paul Lutheran Church or elsewhere. Of course, St. Paul Lutheran Church members are committed to attending here at least 60% of the Sundays in the year.

If you do not have a church home, we would love to have you be part of our community. Services are at 8:30 AM (traditional) and 10:47 AM (contemporary). Make sure you let one of the ushers know you are connected to St. Paul Lutheran School.

How Many Volunteer Hours are Required per Family?

Our Parent-Teacher Organization (PTO) asks each PK-8 family to contribute 15 hours of volunteer service over the course of the school year. This time can include work in the classroom, on school-wide projects, on PTO events and much more. Unfortunately, families are billed \$100 if those hours are not completed and recorded. Volunteer hours are recorded through FACTS and the receptionist is an expert at helping parents record those hours.