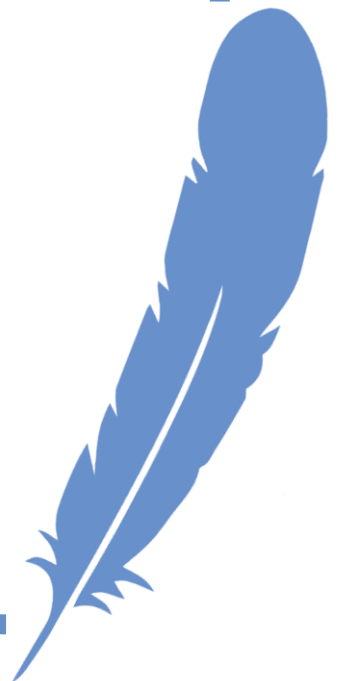


THE PALOMA SCHOOL
PARENT
HANDBOOK

2023-2024

RESPECT | EXCELLENCE | JOY



Parent Handbook

WHAT WE BELIEVE



STATEMENT OF FAITH

God is three Persons: the Father, the Son, and the Holy Spirit. God is, was, and always will be. God is perfect in character. God is the Creator of all things and created all things good. Human beings are created in the image of God.

Our relationship with God was broken through sin. Sin is our choice to reject God and act in opposition to His perfect character. In our sinful state we are utterly hopeless, unable to come back to our Creator.

To restore our relationship, God became a man and walked among us in the person of Jesus Christ. Jesus paid our debt of sin through His death on the cross and secured for us eternal life through His resurrection.

Because of His sacrifice and by His grace, we are offered the free gift of salvation, are made new, and are invited to become a part of His family.

As His children, He gives us the gift of the Holy Spirit. The Holy Spirit convicts us of sin, comforts us, and guides us to right understanding and right living.

We are able to communicate with God through prayer, and we learn who God is, and what His will is, through the Bible and by the work of the Holy Spirit in our lives.

Our walk of faith is meant to be shared with a body of believers. As a body, we are able to care for, encourage, correct, pray for, and love each member.

Our faith should be evident in our lives and be demonstrated by love-in-action, toward God and others.

God gives us great joy and perfect peace as we trust Him and know Him better.

MISSION STATEMENT

The Paloma School supports local families by providing quality education in a Christ-centered atmosphere in both Spanish and English.

VISION STATEMENT

At Paloma, we encourage community, lifelong learning, and a love for Jesus and His creation.

In all our work and studies at Paloma, we recognize that the “fear of God is the beginning of knowledge” and we seek to know God and His world and to live rightly in it by His power. The word “paloma” in Spanish means “dove”. The dove is often recognized as a symbol of peace, as well as a symbol of the Holy Spirit. It is our purpose to live out an expression of peace in our relationships with those around us.

We recognize that right relationships with others must begin with a right relationship with God, through acceptance of His Son, Jesus, and by the empowerment of the Holy Spirit.

DAILY GUIDING VALUES

The Paloma School is guided by the values of Respect, Excellence, and Joy. These values serve as a guide for our choices and behavior throughout the day.

Students and staff are held equally accountable to these values in the way we behave at school and in the way we treat others.

RESPECT | EXCELLENCE | JOY

Parent Handbook

HOW WE TEACH



METHOD OF STUDY

We follow the methods of Charlotte Mason, which encourage students to develop habits of lifelong learning. We accomplish this by providing them with the best and most interesting ideas available; a feast of ideas that will nourish their souls.

We recognize each student as a whole person, created in the image of God. We respect the individual giftings, personality, and challenges unique to each individual. We respect each child as an intelligent person, able to interact in the world God created, make observations, think about complex ideas, and therefore, learn.

Our mission is to present children with things worth observing, giving them the opportunity to interact with great ideas, and directly with creation. We are not simply filling empty vessels, but putting thoughtful, intelligent children in contact with meaningful ideas.

It is our desire that the students of Paloma will know, care, and serve.

The knowing comes in what the students learn through books, experiences, conversations, observation, and lecture.

The caring will come when they realize that this knowledge is a gift, and that the Great Author is revealing Himself in it and calling them into a relationship with Himself. Caring is the ownership of ideas as being personal and applicable to one's own life.

The serving comes when the child responds to knowledge with action: applying what they know and care about to the world around them.

“The question is not, — how much does the youth know? when he has finished his education — but how much does he care? and about how many orders of things does he care? In fact, how large is the room in which he finds his feet set? and, therefore, how full is the life he has before him?”

Charlotte
Mason

Parent Handbook

WHO WE ARE



ADMINISTRATION

DIRECTOR - Sheena Stoner
SECRETARY - Carolina Walizer
BUILDING MANAGER - Carolina Walizer

TEACHING FACULTY

PRE-K/ KINDER - Carolina Shirk
PRE-K/ KINDER - Paula Chemes
Pre-K/ Kinder Assistant -
FIRST/ SECOND - Maria Gonzalez
THIRD GRADE - Samanta Medina
FOURTH/FIFTH GRADE - Alejandra Eaton
SIXTH GRADE - Joel Chemes
SECONDARY - Sean Maguire
ART - Karen Martin & Joyce Hansen
NATURE STUDY/GARDENING - Nathan Hare
BIBLE - Lyonel Gabriel

GUEST INSTRUCTORS

During each term, The Paloma School invites Guest Instructors from the community (including parents!) to teach special classes to our students (such as art, music, handicrafts, sports, and theatre).

VOLUNTEER COORDINATORS

2023-2024 / 2024-2025 SCHOOL YEARS:

MERCH & MARKETING - Tarah Cave
HOSPITALITY - Meghan Hare
FUNDRAISING - Tessa Sutyak
RESOURCES - Cathy Horlacher
COMMUNITY CONNECTIONS - Tessa Sutyak

To learn more about these roles, and to join a team, please email:
palomacoordinators@gmail.com

ADVISORY BOARD

Advisory board members support the Director and assist in administrative tasks, policy development, and public relations. Members of the advisory board include a representative from Lebanon Christian Fellowship, TPS parent representatives, and members of the community. Parent representatives serve on the board for a two-year term. Other board members serve at will, with a two-year term minimum.

Parents and members of the community will be given notice when there is an open board position and may fill out the board application.

The board votes to elect new members.

Our current Advisory Board members are:

Rochelle High - Nurse
Sheena Stoner - Director of TPS
Andy Hansen – Lebanon Christian Fellowship
Deb Clancy- TPS parent
Jenn & Lyonel Gabriel – TPS parent

SCHOOL INFORMATION

School & Mailing Address:

130 Walton St. Lebanon, PA 17042

Phone Number: (717) 454-5955

Please use our website or Bloomz App. to find information on school cancellations, activities, etc.

Bloomz App & School Website:

<https://www.bloomz.net/>
www.palomaschool.org

Parent Handbook

WHO WE ARE



VOLUNTEER COORDINATORS

MERCH & MARKETING COORDINATOR

Cultivating a tangible experience of the atmosphere of learning, serving, and growing that is inherent to Paloma's vision and mission. Easing visual distractions in the classroom through the Dress Code. Organizing and promoting the Pop-Up Shop and inviting family participation through Paloma Merch. Promoting Paloma awareness in the community through marketing initiatives.

COMMUNITY CONNECTIONS COORDINATOR

Fostering a shared sense of purpose among the Paloma families by providing Charlotte Mason education/training and opportunities to grow and to serve. Encouraging relationships between our school community and the broader community through service projects, field trips, and Guest Instructor programs. Connecting Paloma families to student life through volunteerism.

HOSPITALITY COORDINATOR

Cultivating a strong sense of community among the Paloma families through opportunities for meaningful connection. Ensuring that the atmosphere of each Paloma School event is welcoming and intentional, reflecting the values and mission of The Paloma School. Inviting all who attend these gatherings to grow closer to one another and to the Lord.

FUNDRAISING COORDINATOR

Developing quality, effective fundraising events that are replicable and sustainable. Partnering with the Paloma community to raise awareness and support of Paloma within the broader community through annual fundraisers.

Prioritizing a sense of shared mission and service of the community and one another.

RESOURCE COORDINATOR

Curating a library of beautiful, living books and material resources that reinforce the mission, values, and educational philosophy of The Paloma School. Instilling in the Paloma community a curiosity and appreciation of worthwhile stories, art, music, and textiles. Ensuring access to training and materials which fully support the learning process.

RESPECT | EXCELLENCE | JOY

Parent Handbook

HOW WE LIVE



GRIEVANCE POLICY

The following is the procedure for handling faculty and/or patron concerns about board and/or administrative decisions.

In keeping with the Matthew 18 principle, a complete and honest attempt must be made to settle complaints and misunderstandings. If a patron or faculty member is still seriously concerned about a Board and/or administrative action, the aggrieved person may approach the Board according to the following steps:

- a. Arrange a hearing with the Director in which questions may be asked and the decision in question will be explained as clearly as possible.
- b. Should concern with the decision still be evident, the Administrator will arrange for the aggrieved person to meet with Executive Committee of the Board. In preparation for the meeting, the aggrieved person shall submit his complaint in writing to the members of the Executive Committee.
- c. The Executive Committee shall determine whether or not the complaint needs to be presented to the Board. If they agree not to take the complaint to the Board, they will respond to the aggrieved person in writing in an effort to resolve the complaint.
- d. If it's necessary to take the complaint to the Board, the Executive Committee will pass along the written complaint submitted by the aggrieved person to the Board two weeks before the Board's next meeting.
- e. Within one week of the meeting of the Board, a written response outlining the results of the Board's review will be provided to the individual bringing the complaint.

TRANSPORTATION

Drop off Instructions

Drop off time is from 8:50-9:05.

Students arriving after 9:05 must be signed in by a parent in the office.

Pick up Instructions

Students who ride the bus will be leaving at 2:50pm. Parent pick up is at 3:00pm.

Parents arriving after 3:05pm need to go to the office.

Transportation Changes

Parents should alert the office no later than 2:00pm if there will be a change in their child's pick up transportation. Please communicate directly with the office if someone other than those listed on your approved pickup list will be picking up your child. That person must be prepared to show identification.

Early Dismissal

You must notify TPS at the beginning of the school day for early dismissal of your child. The person picking up must sign the student out in the office. If this person is not on the approved pickup list, they must bring ID.

INCLEMENT WEATHER

TPS follows the Lebanon School District closings and delays on days of inclement weather.

TPS also notifies parents of any schedule changes due to weather through the Bloomz app, email, and the Paloma website.

Parent Handbook

HOW WE LIVE



ATTENDANCE

Enrollment Structure

All new students are enrolled on a 90 school day probationary period.

TPS offers classes for students in preschool (age four) through 12th grade. All classes are held on Monday-Friday, from 9:00am-3:00pm

Individualized Scheduling

We recognize that families have a variety of needs and offer flexible schedule options on a case-by-case basis.

Arrangements for fewer days or half days must be made with the Director prior to the beginning of the school year.

ENROLLMENT PROCESS

1. Schedule an admissions interview & tour of the school.
2. Meet with the Director (this can be done during the tour).
3. Submit completed application.
4. Email application to:
connect@palomaschool.org
or mail to:
The Paloma School - Admissions
130 Walton St. Lebanon, PA 17042

STUDENT INFORMATION POLICY

When there is a change of home address, home/cell/work phone number, or email address, please notify the office immediately.

Any other student changes (doctor, emergency contacts, home church, etc.) must also be communicated to the office to update records.

WELLBEING POLICIES

Illness

Prior to the start of the school year, please notify Administration of any special medical needs for your student/s.

Children who become ill at school are given immediate attention. If the child has a fever of 100 degrees or higher, or has vomited, parents (or an emergency contact) will be called to pick up the student as soon as possible.

There must be a 24-hour period following the last time your child vomited or registered a fever before your child may return to school.

Students who miss more than three consecutive days of school due to illness should return to school with a note from their doctor.

Medication

Whenever possible, medication should be administered at home prior to coming to school.

Medication can be dispensed at school when:

- a. All health/medication permission forms have been completed and signed, with consent, by the parent or legal guardian of the student
- b. Staff have called a parent to gain over-the-phone permission to administer medication.

For students with prescription medications (including inhalers), or who regularly need non-prescription medication (Tylenol or Advil), please fill out a Medication Dispensing Form and leave it, and the medication, with the secretary. Clear instructions/labeling must accompany any medications, or staff will not administer them.

Parent Handbook

HOW WE LIVE



FINANCIAL GUIDELINES

Tuition

- a. Tuition payments are made in either a one-time, full payment or in 10 equally dispersed monthly payments (August to May).
- b. Monthly payments are due by the second of each month.
- c. Full payments are due on or before the 2nd Monday in August of the current school year.
- d. Payments may be made through your family STS account or with a check, made payable to: "The Paloma School." Mail checks to:
130 Walton St. Lebanon, PA 17042

Registration Fee

Due with application; non-refundable - \$35

Early Withdrawal Fee

- a. Prior to September 1st - total amount of one month's tuition per student
- b. Any date after September 1st – total amount of one month's tuition per student, plus any remaining tuition due for the school year.

Fundraising

Your tuition payment does not cover the actual cost of educating your child(ren) at TPS. We encourage our families to participate in fundraising opportunities throughout the year to support our scholarship programs.

Outstanding Debt

Families who become three (3) months behind in tuition must get caught up in their payments immediately or withdraw their children from TPS. All tuition and other financial obligations to TPS must be paid in full by June 30th each year.

GATHERING GUIDELINES

Lunch & Snack

- a. Please provide daily lunches, snacks & water bottle for your children.
- b. Choose foods that promote good health and discuss these choices with your child.
- c. Please do not send any beverage other than water to school.
- d. Please only send food that can be stored and eaten at room temperature.
- e. To ensure a calm and healthy atmosphere in the classroom, candy and sweet treats are prohibited.

Community Conduct

- a. Students may bring a treat to their class on their birthday if prior permission has been provided by their teacher.
- b. Please do not send candy or sweets to school without prior permission from your teacher.
- c. TPS does not participate in Halloween celebrations as a school and students are not permitted to wear costumes or costume accessories to school.
- d. Permission is required prior to bringing special show-and-tell items to school. Please leave special items and toys at home.
- e. Smart devices, cell phones or electronic devices of any kind are not permitted.
- f. Personal books or magazines are not allowed at school.
- g. Because we are a community, learning together, exclusive relationships & language are not permitted (dating, clubs, best friends, etc.).

Parent Handbook

HOW WE LIVE



SAFETY PROCEDURES

Disciplinary Policy

Our goal in discipline at Paloma is not simply to manage a classroom, or manage behavior, but to point children to their need for Jesus, while also holding them accountable for the choices they make.

1. We recognize that not one of us is perfect and able to follow all rules and keep correct attitudes all the time. Because of this, TPS couples an understanding of personal responsibility with an understanding of our need for God's grace.
2. School rules are necessary to promote order and to live in community, but they do not determine a child's worth. The values, rules, and disciplines of TPS are firmly rooted in the understanding that a person's value rests in their identity as an image-bearer of God, made righteous and good only because of His work on the cross and the gift of faith to accept it.
3. Taking responsibility, making good choices, and handling conflict are long term skills that we hope to see children develop, remembering that we are all learning to walk hand-in-hand with Jesus!

We use Charlotte Mason's Student Anthem:

I Am... a Child of God (Identity)

I Can... do all things through Christ who strengthens me (Power to obey and choose rightly comes from our relationship with Christ)

I Ought... to do my duty to God and to others (Personal responsibility)

I Will...choose the right (Personal choices)

SAFETY PROCEDURES

Disciplinary Measures

All disciplinary actions will be positive in nature and will promote healthy relationships in the school community.

- a. The method of discipline will vary according to the age and action of the child.
- b. Individual teachers are given discretion regarding how to handle each situation.
- c. As a matter of policy, the following is a general framework for discipline:
 - Separate the child from the behavior.
 - Redirect the child's behavior.
 - Offer acceptable choices.
 - Use positive language.
 - Refuse to argue on non-negotiable issues.
 - Look for the deeper concern and provide support in restoring relationships (talking to a friend with calm and kind words, apologizing, expressing feelings of frustration appropriately, etc.)
 - Implement natural consequences.
 - If necessary and appropriate, allow students to participate in problem solving and to take responsibility for their choices.
- d. If an unacceptable behavior continues after opportunities for adjustment have been offered, parents may receive a note or phone call about the child's behavior in order to work together on a plan with the teachers and/or the director.
- e. A child may be sent to the Director's office for a brief break from class. At no time will any form of corporal punishment be threatened, encouraged, or used.

Parent Handbook

HOW WE LIVE



SAFETY PROCEDURES

Safety Training & Preparedness

The Paloma School values the safety of our students and staff. We have very specific safety procedures in place for emergency situations. These procedures are outlined in the Teacher's Handbook and are reviewed annually during our August training week. In addition, emergency preparedness drills are conducted with students throughout the school year (parents will be informed before these take place).

Emergency Response

In an emergency situation, parents will be contacted by TPS staff. In an emergency that requires evacuation from the building, our first reunification location is the gated courtyard off of Chestnut St. Children will be supervised by staff and required to wait within the courtyard before being reunited with parents.

All parents or adults authorized to pick up students should bring ID with them and wait at the gate to the courtyard to be reunited with their child.

Classroom Rules

TPS allows teachers the freedom to establish classroom rules that support their specific rhythms with the understanding that:

1. Individual classroom rules will reflect TPS values.
2. Classroom rules are clearly stated by the teacher and should be discussed with, and understood by, the students.

SAFETY PROCEDURES

Classroom Rules

3. The discipline policy for breaking rules is consistent school wide and disciplinary procedures and consequences should be discussed with, and understood by, the students.
4. All staff are responsible for carrying out discipline in the school and at school activities as set forth in the TPS Disciplinary Policy.

Prohibited Behaviors Include:

- Any corporal punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.
- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separation from staff.
- Any disciplinary action that is not age appropriate or is excessive in either time or duration.
- Any withdrawal of food, rest, outside play, or toileting.

Other Prohibited Actions Include:

- Discipline of any child for lapses in toilet training.
- Discipline of any child by any other child/ren.
- Physical restraint of any child for any reason other than to provide the necessary time to secure the situation or ensure the child's own safety or the safety of other children.

Parent Handbook

COMMUNITY



FAMILY ENGAGEMENT

Field Trips

TPS values experiential learning and opportunities for outdoor play in a variety of natural environments. For this reason, we use field trips as a regular part of our curriculum. Field trips are carefully planned and organized to complement the learning children do in class.

Parents are welcome to attend field trips as chaperones. Parents may not bring additional children outside of their own family without first receiving permission from TPS director. Any adults, including parents, accompanying any child on a TPS field trip (including their own child) must be approved by TPS and must have the required clearances on file with the school. Field trips will generally be held during similar hours to our regular TPS schedule. Field trips happen two to three times a month for younger grades, and multiple times a week for older grades (6-12). Trips are typically free but will occasionally be to a location that charges a fee. Families are responsible for paying these fees.

Transportation agreements will be included in the enrollment process and are required before any TPS staff is permitted to transport students.

Because field trips are a regular part of the experience of our middle school and high school students, permission forms will only be sent home when the trip is more than 45 minutes from the school, requires a fee, or is outside of regular school hours.

FAMILY ENGAGEMENT

School Programs

TPS will have two concerts this year. One is scheduled in December, and another in May. Family and friends are welcome to join us.

Paloma School Events

Each month there are ways that Paloma families can connect with one another. Check your calendar for dates that include family hikes, math game nights, and a hymn sing! We would love to have each family join us for these events as we build community together! Detailed information about Paloma School activities will be sent out closer to each date.

Noticias de Paloma

During the week, a newsletter will be emailed with important information to remember, dates to be aware of, and a few highlights from the week. Hopefully, with this information, you will be able to share more of your child's school experience with him/her.

Dress Code



DRESS CODE POLICY

The Paloma School desires that the dress code for our students be affordable, comfortable, colorful, and reflective of our love for exploration and play in learning. Please note, we spend a significant amount of time outdoors and your student's clothing & footwear will reflect that-- we get dirty!!

Throughout the year, we host Pop-Up Shops, where gently used, Paloma-approved dress code items are sold, with all profits going to our scholarship fund. Consider shopping with us and remember to save your outgrown clothing items to donate!

As you shop for your student/s, please closely observe the Paloma Dress Code Guidelines.

ELEMENTARY GUIDELINES

For students in Preschool through 5th Grade

- NO patterns on any article of clothing (stripes, dots, florals, designs of any kind).
- NO logos (brand logos are acceptable for jackets/coats worn for recess, but may not be visible inside the classroom).
- NO denim -- jeans, skirts, jackets, etc.
- NO knit shorts -- all shorts must be chino style, and must be modest in length (for boys and girls).
- NO knit pants -- all pants must be chino trousers, corduroys, or leggings worn under skirts, tunics or dresses.
- NO sleeveless tops or dresses, unless worn over polos or under sweaters.

ELEMENTARY GUIDELINES

- NO holes in pants, shorts, or leggings.
- Skirts, dresses, and jumpers MUST BE free of tulle, lace, sequins, ribbons, etc. Pockets on dresses and skirts are permitted.
- Shoes MUST BE appropriate for outdoor play and may include sneakers, tennis shoes, sandals, and crocs (with back strap). Patterns on shoes are permitted, but NO character or light-up shoes are allowed. Student must be able to run and play safely at all times. Please do not send your child in rain/snow boots unless weather requires it. Shoes must be removed once indoors and classroom slipper worn.
- Students may not wear hats, sunglasses, or hoods up while inside the school building.

In addition to the daily dress code, each Paloma student is REQUIRED to purchase a green Paloma adventure day t-shirt, and a pair of classroom slippers for indoor use.

Contact connect@palomaschool.org to place orders for t-shirt and slippers.

Orders need to be placed by August 1st of the current school year.

PERSONAL HYGEINE POLICY

- Piercings, tattoos, jewelry, and hair color/style should not be a deterrent to a student's participation in school activities or a distraction to others.
- Nails are to be neat, clean, manicured and short.

Dress Code



SECONDARY GUIDELINES

For students in 6th-12th Grade

Our Secondary students spend their days a little differently than our elementary students and require a dress code that suits their specific educational atmosphere.

- Jeans, khakis, athletic pants and shorts are approved. They may be any color, without patterns, logos, holes, tears, patches, etc.
- Dresses (must be knee-length, with sleeves) or skirts (must be knee-length) may be any color, without patterns or logos.
- Leggings (only permitted when worn under skirts, tunics or dresses) may be any color, without patterns, logos, holes, tears, patches, etc.
- T-shirts, Polos, Sweatshirts, Pullovers, Cardigans, and Zip-ups may be any color, without patterns, logos, holes, tears, patches, etc. The exception: Paloma t-shirts and Charlotte Mason quote t-shirts are permitted to be worn. No other graphics or texts are permitted. Tank tops of any kind are not permitted.
- Outer coats and vests (including any sweatshirts) may have patterns and logos but should not be worn in the classroom. Shoes should be appropriate for outdoor activity, and neat and clean. Shoes will be removed once indoors and classroom slippers may be worn.

SECONDARY GUIDELINES

- Baseball and knit caps may be any color, without patterns, logos, graphics, text, etc. The exception: Paloma hats and caps may be worn.
- Students may not wear hats or sunglasses or keep their sweatshirt hoods up while indoors.
- Nails are to be neat, clean, manicured and short (not extending more than 1/4" past the tip of the finger).

In addition to the daily dress code, each Paloma student is REQUIRED to purchase a green Paloma adventure day t-shirt, and a pair of classroom slippers for indoor use. Contact connect@palomaschool.org to place orders for t-shirt and slippers.

Orders need to be placed by August 1st of the current school year.

PERSONAL HYGEINE POLICY

- Piercings, tattoos, jewelry, and hair color/style should not be a deterrent to a student's participation in school activities or a distraction to others.
- Nails are to be neat, clean, manicured and short.

DRESS CODE OPTIONS FOR GIRLS
CHOOSE ANY STYLE IN ANY COLOR



TROUSERS



CORDUROYS



LEGGINGS



CHINO SHORTS



KNIT SKIRT COTTON SKIRT



KNIT JUMPER



POLO DRESS



T-SHIRT DRESS



POLO SHIRT



T-SHIRT



PULLOVER SWEATER



CARDIGAN SWEATER



ZIP UP HOODIE



ZIP UP VEST

DRESS CODE OPTIONS FOR BOY
CHOOSE ANY STYLE IN ANY COLOR



TROUSERS



CORDURDOY



CHINO SHORTS



POLO SHIRT



T-SHIRT



ZIP-UP SWEATER



PULLOVER SWEATER



ZIP-UP SWEATER



HALF-ZIP SWEATER



ZIP UP VEST

