

# **ST. LAWRENCE CATHOLIC SCHOOL**

**PARENT/STUDENT HANDBOOK  
2009/2010**

**Making God Known,  
Loved, and Served  
by Heart**

## **MISSION STATEMENT**

***Saint Lawrence Catholic School is faithfully dedicated to strengthening our relationship with Jesus Christ. In partnership with the parish community, we embrace our diversity as we strive to achieve academic excellence. Our students will make a positive difference in God's world as responsible, respectful citizens.***

### **School History**

Saint Lawrence Parish began in 1950. Shortly after the parish was established an elementary school was opened. The Sisters of St. Francis, Oldenburg, Indiana, staffed the school. Through the years, the faculty included religious and lay teachers.

Kindergarten was established in 1982. Early and Extended Care was established in 1991 to accommodate working parents. Preschool for 3 and 4 year olds was established in the fall of 1991. All day Kindergarten was established for the 1995-96 school year. The Middle School concept replaced Junior High in 1995. The most recent addition to programming at Saint Lawrence was the Kids Care Day Ministry that received licensing in the fall of 2006.

Saint Lawrence Catholic School received the "National School of Excellence" award in 1994 from the United States Department of Education, naming it a Blue Ribbon School. The Council of American Private Education has forwarded a second nomination to the United States Department of Education based on eligibility of high performance accomplishments on the Indiana Standards of Performance Skills and the California Test of Basic Skills. The school will be informed of their status in September of 2006. The fact that the school is one of fifty private schools nationwide selected from the 104 highly qualified applicants is a celebration in itself.

The school motto is "Teaching Values for a Lifetime in an Environment of Faith". The school colors are red and white with a Ram as the mascot.

## **School Commission**

Saint Lawrence School Commission meets the first Thursday of each month at 5:30 p.m. General meetings are always open and guests are encouraged to attend.

## **Accreditation**

Saint Lawrence Catholic School is fully accredited and certified by the Indiana State Department of Education. We participate in the North Central Accreditation process to establish goals and the process for accreditation which is monitored by the Archdiocesan Office of Catholic Education.

## **Catholic Identity**

We believe that:

- The Catholic school is an integral part of the church's mission to proclaim the Gospel, build faith communities, celebrate through worship and serve others.
- The commitment to **academic** excellence, which fosters the intellectual development of faculty and students, is an integral part of the mission of the Catholic school.
- The Catholic school is an **evangelizing**, educational community.
- The spiritual formation of the entire school community is an essential dimension of the Catholic school's mission.
- The catholic school is a unique faith-centered community, which integrates thinking and believing in ways that encourage intellectual growth, nurture faith and inspire action.
- The Catholic school is an experience of the church's belief, tradition and sacramental life.
- The Catholic school creates a supportive and challenging climate, which affirms the dignity of all persons within the school community.

Therefore:

- We will guarantee opportunities for ongoing spiritual formation for Catholic school faculties, staff and leadership.
- We will challenge our faculty, staff, students and families to witness to their belief in Jesus Christ.
- We will champion superior standards of academic excellence.

- We commit ourselves to teach an integrated curriculum rooted in gospel values and Catholic teachings.
- We will welcome and support **diverse** cultural and economic population as hallmark of our Catholic identity.

*Taken from the National Congress on Catholic Schools for the 21<sup>st</sup> Century, Washington, DC, November 1991*

## **Academic Standards**

### Curriculum

Every student at Saint Lawrence Catholic School is expected to participate in all of the educational programs that are a part of the school curriculum. Our curriculum is comprised of the standards mandated by the Indiana Department of Education as well as additional standards required by the Archdiocese of Indianapolis.

### Grading Scale

Saint Lawrence Catholic School uses the grading scale provided by the Archdiocese of Indianapolis. The grading scale is as follows:

95 to 100%	A
86 to 94%	B
76 to 85%	C
70 to 75%	D
69% and Below	Failure

### Honor Roll Guidelines

Academic Excellence	All A's
High Honor Roll	The number of A's is greater than or equal to the number of B's, including all B's
Honor Roll	The number of A's is less than the number of B's, including all B's

*\*Any student receiving **only one** C may still be eligible for the Honor Roll by weighting one C and one A as the equivalent to two B's.*

## **Admissions Policy**

This policy is to be used as a guideline by the school administration to establish a logical and systematic program of enrollment. The order of priority for accepting new students is as follows:

1. Students from Saint Lawrence Parish
2. Students from Saint Lawrence Catholic School teachers' families who are not parishioners
3. Students from families who are not Saint Lawrence Parishioners, but who have siblings attending Saint Lawrence School
4. Non-Catholic students attending Saint Lawrence School Kindergarten
5. Non-Catholic students who have been approved by the administration

Saint Lawrence Catholic School welcomes all children regardless of race, sex, national origin, handicap or religion. A child entering kindergarten must be five years of age on or before September 1<sup>st</sup> of the current school year. The entrance age of a child entering first grade at Saint Lawrence Catholic School is six years, on or before September 1<sup>st</sup> of the current school year. Children entering the 4's and 3's program must turn 4 or 3 on or before September 1<sup>st</sup> of the current school year.

Entrance of a student having academic, social or emotional problems will be based on the school's ability to meet the needs of that particular child, as determined by the school administrator.

Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in any school situation. Students who are not of the Catholic faith will attend church services and participate in religion classes.

Returning school children must supply the following documents before being admitted:

- Complete registration packet
- Registration fee
- Complete updated immunization record
- Tuition for previous year must be current

New incoming school children/families must supply the following documents before being admitted:

- Complete registration packet
- Registration fee
- Completed updated immunization records
- Current and previous report cards
- Standardized ISTEP scores
- Attendance records
- Proof of completed Catholic Sacraments
- Proof of parish registration for parishioner tuition rates to apply

### **Arrival and Dismissal Procedures**

The school will assume ordinary responsibility for students between the hours of 7:30 a.m. and 2:40 p.m. Any students arriving before or staying later than school hours will be placed in the Extended Care Program, unless in the case of an emergency. Parents will be billed for the Extended Care hour or more depending on the amount of time the student is present for the services. **The school day begins at 7:45 a.m. and ends at 2:40 p.m.**

#### Arrival

All drivers who bring children to school in the morning are asked to enter through the northern most Shadeland entrance or the 46<sup>th</sup> Street entrance. Both lines of drivers need to proceed to the main parking lot, merge, and pull forward as far as possible into the safety zone by the gym door. Drivers may drop students off when all cars ahead of them have stopped or if they have pulled farthest forward in the safety zone. When a driver is the first in line, they need to pull in to the first drop off spot in the carpool line. **PLEASE DO NOT ALLOW CHILDREN OUT OF THE CAR BEFORE REACHING THE SAFETY ZONES.** Riders should exit the car from the side nearest the school and gym. Students shall then proceed to walk close to the buildings and away from the car lines. All cars must exit onto Shadeland Avenue. The 46<sup>th</sup> street exit is designated for preschool and bus drop off and therefore considered a safety hazard for other drivers using it as an exit. Drivers turning north on Shadeland must use the northern most Shadeland exit only. Drivers using the south exit must yield to the busses that are leaving the parking lot.

- To keep traffic flowing, the driver should remind riders to have all articles ready before drop off.
- When a driver is coming into the school in the morning they are asked to first drop students off and then park in front of Father Conen Hall. WALKING STUDENTS ACROSS THE CARPOOL LINE FROM THE PARKING LOT IS A DANGER AND AGAINST SAFETY GUIDELINES!
- Drivers and students who need to park and enter the building can park near the building so that they do not have to cross the carpool lines.

Students must go immediately to their classrooms after arrival. No student should enter the building before the assign time unless they are going to Morning Care in Father Conen Café. Students who are going to Morning Care are asked to have an adult accompany and sign them in to the program.

### Dismissal

Students are dismissed over the public announcement system at the end of the school day. Bus riders are called to the dismissal area first followed by Extended care and finally carpool riders. Drivers in carpool are asked to stay in the respective carpool lines and pull forward as directed by teachers on duty. Please refer to the carpool maps and directions for yearly changes in dismissal procedures.

- Drivers may not change pickup stations without permission from the administration.
- Any student riding home with someone other than normal must submit written notice to the office prior to dismissal.
- Please follow the directions of the Saint Lawrence School staff on duty to ensure the safety of all students.
- Please do not pick up students early from their classrooms, the office, or the building unless arranged with the office personnel prior to dismissal. This procedure includes pick-up during dismissal time.
- Changes in ordinary dismissal plans for a student (i.e., bus to extended car, extended care to carpool) must be called in to the office prior to 2:00 p.m. to assure adequate communication to the classroom teacher.

## **Attendance**

Daily attendance and prompt arrival to school enables students to take full advantage of the educational opportunities provided. We believe that students who do not attend school cannot be taught, and those who come late to class interrupt instruction for themselves and others. Therefore, we are committed to the position that it is essential for students, parents, and/or the legal guardians to understand there are consequences, which will follow when a student is tardy or has unexcused absences from school.

A student is considered absent if not at school for any part of the school day, except when tardy. The absence is counted as a full day if the student is not in attendance in any time during the school day, and counted as a half day if the student is present for any portion of the school day, but not the full day. A student shall not be considered absent if the student attends an approved school or parish activity that is not at the school.

Saint Lawrence Catholic School requires that student absences or tardiness be reported on a daily basis to the school office before 7:30 a.m. using the Absent Hotline. All students are expected to submit a written explanation from a parent/guardian for their absence. Students that are tardy must have an adult sign them into the office before going to a classroom. A tardy slip will be issued to permit the student into the classroom.

### Excused Absences

The absence of a student will be excused if that absence is due to one or more of the following circumstances:

- Service as a page for, or honoree, of the Indiana General Assembly
- A subpoena, or order to appear in court, to attend counseling, or to participate in some other judicial proceeding
- Illness or injury to the student
- A death in the student's family
- Serious illness or injury to a member of the immediate family of the student
- Medical, dental, or other health care issues

The School Administrator shall have the right to demand verification that an absence is for an excused circumstance. Failure to provide appropriate verification shall result in the absence being counted as unexcused. Any unusual reason for absence that is not listed above may be referred to the School administrator who may make an exception if appropriate in his/her judgment.

### Unexcused Absences

Any absence that is not an excused absence shall be an unexcused absence. Tardy time shall be accumulated and counted as unexcused absences. Two hours of tardy time shall constitute a half day of unexcused absence. ***Vacations are not excused absences and will be counted as absence.***

### Tardiness

A student is considered tardy if he or she is late for school or not in attendance during some portion of the school day under circumstances that do not qualify as an excused absence.

Doctor and dental appointments should be made outside of school time if possible. A student will not be counted tardy in the event that an appointment must be made during school hours.

### Make-Up Work

Students are expected to make-up assignments that are given during their absence from any class. Parents must request make-up work for each day of absence by calling the school office by 8:30 a.m. each day. Teachers are expected to provide make-up assignments by allowing one day for make-up for each day missed. Students that are tardy are responsible for making work up and handing the work in the next day. A teacher may provide provisions for make-up work to be completed on the day that it was assigned, depending upon the circumstances.

Teachers are not expected to pre-plan assignments for vacation absence (not recommended) or other prearranged absences unless extenuating circumstances make it appropriate.

### Excessive Tardy or Absence

Twenty-five (25) or more days of absence in a given school year may result in retention in the present grade. The administration reserves the right to issue consequences regarding individual situations of absence, tardiness or truancy. A written notification regarding the specific situation will be sent to parents/guardians prior to consequential decisions. Serious illness, injury, etc., will be considered on an individual basis.

### **Bus Service**

Saint Lawrence Catholic School joins the cooperative effort of MSD of Lawrence Township to ensure safety between home and school. Bus service is a privilege for Saint Lawrence Catholic School students. All riders will follow the procedures listed below when riding the bus.

### Student Responsibilities

- OBEY THE DRIVER. He or she is the adult responsible for the safety of all riders placed in his or her care. Respect is essential at all times.
- WALK SAFELY APPROACHING OR LEAVING BUS STOPS. If there are no sidewalks, walk on the left facing oncoming traffic. When it is necessary to cross the highway at the bus stop, cross only IN FRONT OF THE BUS WHEN SIGNALLED by the driver.
- DO NOT PLAY IN THE ROADWAY OR AT THE BUS STOP
- RESPECT ALL PROPERTY
- BE AT THE BUS STOP ON TIME
- LEAVE THE BUS WHEN DIRECTED BY THE DRIVER AND ONLY WHEN THE BUS HAS COME TO A COMPLETE STOP
- CLASSROOM CONDUCT IS EXPECTED WHILE ON THE BUS
- FOOD AND DRINKS ARE PROHIBITED ON THE BUS
- RESPECT ALL STUDENTS RIDING
- REMEMBER THAT YOU REPRESENT SAINT LAWRENCE CATHOLIC SCHOOL
- YOUR BEHAVIOR IS A DIRECT REFLECTION OF THE SCHOOL

- DISRESPECT OR VIOLATION OF PROPER CONDUCT ON THE BUS MAY RESULT IN THE LOSS OF BUS SERVICE PRIVILEGES
- STUDENTS MUST RESIDE IN MSD OF LAWRENCE TOWNSHIP IN ORDER TO QUALIFY AS A BUS RIDER

### Parent Responsibilities

Parents are responsible for reviewing appropriate bus conduct and responsibilities with their child. Safety precautions and necessary protection for children are expected of parents entrusting their student into the care of the bus service. Students will be taken home to their regular afternoon stop. Exceptions may be allowed in unusual circumstances (sickness of a parent, etc.) with prior approval of the administration.

Parents are asked to contact Saint Lawrence Catholic School regarding questions or concerns associated with the transportation department of MSD of Lawrence Township. The administration will notify parents regarding circumstances involving violation of conduct and safety rules. This notification will be issued either by telephone or by letter.

### **Cell Phones**

Cell phones will only be allowed under approval of the administration. Parents must have a written request submitted to the office stating the reason for the cell to be brought in to the school building. When a cell phone is approved, it must ALWAYS be checked in to the teacher at the start of the day and will only be returned to the student at the end of the day.

Automatic in house suspension will result when a student does not have approval and is in possession of the cell phone during the school day.

### **Communication**

Communication is essential for creating a positive environment. Most problems can be avoided when the lines of communication are open

between home and school. In keeping with the church's principle of subsidiary, problems should be solved at the lowest level whenever possible.

Parents and teachers can communicate effectively through writing, phone call, conference or e-mail. When a parent or teacher wishes to conference, it is recommended that an appointment be made in advance. Any written communication should be placed in a sealed envelope addressed to the teacher.

Parents wishing to conference with school administration are encouraged to make an appointment in advance. However, if the matter calls for five minutes or less of the school administrator's time and the school administrator is free to see the parent at that time, an appointment is not necessary. Most times for administrative conferences are welcomed in emergency situations. Please be sensitive to the duties of morning care, a.m. carpool, announcements and Wednesday and Friday Mass times when requesting appointments for administrative conferences.

## **Conferences**

Your ideas and concerns are very important to us and we want you to feel welcome to call and ask for a conference. We will arrange to meet you at a mutually convenient time.

Fall conferences will be scheduled on or around the end of the first grading period. Primary and intermediate grades will conference in a parent/teacher format. Middle school students will conduct a student led conference. Parents of middle school students may request a team conference or conferences with individual teachers at any time outside of the student led conference.

## **Discipline Policy**

To educate children in Christian beliefs and to provide a learning environment that will assist in developing intellectually, spiritually, emotionally, physically, and socially, discipline is a necessary ingredient. The root word of discipline is *disciple*. When God disciplines us, He is making disciples of His children. When you discipline children you are making disciples. Discipline is defined as training that develops self-control. One of the objectives of Saint Lawrence School is to help students attain self-discipline necessary for self-reliance.

The amount of self discipline that a student exhibits depends heavily on his/her own self-image. An immature child usually behaves out of fear of reprisals. The mature student behaves positively because of his/her own self-image. The student realizes immature conduct is harmful to his/her own self-respect. Until a student exhibits the ability to discipline himself/herself, guidance must be provided.

Each student must be taught to realize that an orderly and efficient environment is necessary in school. Respect is important and he/she cannot infringe on the right of others by his/her misconduct. It is necessary that Saint Lawrence Catholic School maintain a high standard of conduct and expectations for the school environment.

Discipline at Saint Lawrence Catholic School will be ever present and enforced with respect and dignity in order to prevent immature conduct which stymies growth toward moral responsibility, a respect for the rights of others, and the student's good self-image. The teacher is responsible for maintaining discipline when his/her class is under his/her supervision. However, students are expected to follow the direction of all school personnel concerning a manner of conduct during the school day.

Punishment is sometimes necessary for a student's misconduct. To be effective, it must be consistent, fair, firm and fit for the situation. Corporal punishment is not administered at Saint Lawrence Catholic School.

The use of school wide procedures, Christian Values, The Ten Commandments, Life skills, and the Lifelong Guidelines are the basis of Saint Lawrence Catholic School's code of conduct. Our school considers a student's registration a contract among parents, students and faculty that the policies and procedures of the school will be observed and followed. Attending Saint Lawrence Catholic School is a privilege, not a right.

### Due Process for Discipline

1. Teacher and student will work out the problem in most cases
2. Teacher, student and administration will work out the problem when the first level is not satisfactory for improvement of behavioral circumstances
3. Teacher, student, administration and parents should meet to discuss the nature of the behavioral circumstances to ensure future improvement and consequences

### Infractions

The following offenses are considered to be inappropriate to the learning environment and still deemed to be subject to appropriate disciplinary action, which could lead to suspension and/or expulsion because they demonstrate disregard for classroom and school rules:

1. Failure to return required forms with parent/guardian signature on time
2. Repeated failure to complete homework assignments on time
3. Not following the dress code
4. Gum chewing in school, on school grounds, or church
5. Misbehaving and/or talking during fire or tornado drills
6. Misbehaving during church
7. Writing and/or passing notes
8. Disruption to the classroom/overall school environment that is given direct verbal correction by adults and ignored or repeated after a warning from school personnel

The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

1. When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms, weapons, verbal or written threats to school or

student safety, or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church-sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion. In cases involving drugs or alcohol, the student must be assessed by an approved institution for substance testing and to determine the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to the school. The results of the assessment must be provided to the school. The administration will review all cases and communicate with the parent/guardians(s) of the student and the student for purpose of determining continued enrollment. Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the administration.

2. Damage or destruction of school or church property
3. Leaving the school grounds without permission from school administration
4. Fighting
5. Stealing
6. Harassment of any nature
7. Possession an/or use of pagers and cellular phones during school or at school sponsored events
8. Any other incident deemed to be serious in nature by the administration

The following offenses are considered to be immoral and are subject to appropriate disciplinary action, which could lead to suspension and/or expulsion:

1. Disrespect by word or action to teachers, students, or anyone associated with Saint Lawrence Catholic School in church, at school or at anytime or event
2. Profanity or Verbal abuse
3. Cheating, lying, dishonesty or plagiarism
4. Injuring another person or behaving in such a manner that might cause injury to another person

Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be solved in the same manner

as above. The school administrator is the final recourse in all disciplinary situations.

School authorities have the right to search a student's personal possessions such as desk, backpack, desk and/or locker when deemed necessary. Any items that are determined inappropriate at school will be held in the school office. Parent or guardians are financially responsible for any damage done to school or church property by their child.

### Suspension

When a student's misconduct is such that it warrants the student to be suspended, he/she will spend time isolated from his/her regular classmates and under adult supervision. Students will be placed in a classroom with an adult and students of another grade level.

**Students that are disruptive during an in school suspension will be sent home for suspension.**

Severe discipline situations may warrant an automatic at home suspension or substitute-supervised suspension. The homeroom teacher will notify parents of any suspension. The student will complete all assignments and tests required for his/her classes.

### Extracurricular Activity

Administration and staff may request disciplinary interventions that require support and involvement beyond the classroom, such as Youth Ministry Activities, CYO Sporting Events, and any consequential activity that might have an impact on students choosing positive behavior at school.

### Bullying

Saint Lawrence School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments and actions, drawing cartoons, pranks, gestures, physical attacks, threats, or written, oral and physical actions.

For purposes of this policy and per state law, bullying means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is prohibited:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event.

Reports of bullying will be investigated by school personnel. Internal remedies include:

1. an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face.
2. a statement from the staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
3. intervention by the administrator;
4. repeated or severe offenses may result in suspension or expulsion from school.

Corrective discipline, referral to law enforcement, and/or referral to counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes a violation of this policy.

Saint Lawrence School will provide training to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

## Discipline:

The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

1. When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms, weapons, verbal or written threats to school or student safety, or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church-sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion. In cases involving drugs or alcohol, the student must be assessed by an approved institution for substance testing and to determine the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to the school. The results of the assessment must be provided to the school. The administration will review all cases and communicate with the parent/guardians(s) of the student and the student for purpose of determining continued enrollment. Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the administration.
2. Damage or destruction of school or church property
3. Leaving the school grounds without permission from school administration
4. Fighting
5. Stealing
6. Harassment of any nature
7. Possession an/or use of pagers and cellular phones during school or at school sponsored events
8. Any other incident deemed to be serious in nature by the administration

## **Dress Code**

We believe a dress code is appropriate for our school environment. Student dress has a direct influence on attitude and behavior. A dress code eliminates competition of student dress and allows emphasis to remain on the learning process.

All uniform clothing may be purchased from the local Schoolbelles uniform store. Parents may purchase conforming style slacks, shirts, and shorts from local department stores providing that the clothing is in strict compliance with the dress code.

### Preschool/Kids Care Dress Code

A specific uniform is not required of preschool children. Clothing that is neat, clean, and conducive to a “play” environment is adequate for both programs.

### Kindergarten and Grades 1-8 Uniform

**This aspect of the discipline policy has proven to be a successful function of school climate. Support from parents in having children follow the uniform policy allows a focus on academics rather than distractions caused by outside factors related to student differences such as clothing.**

**Parents are responsible for assuring that their child attends school following the dress code. The school will contact parents in any event that they are unable to remedy dress code violations within our means, to either bring appropriate uniforms to school, or take the child home until satisfactory uniform code is met.**

**Boys and girls who are in violation of infractions that occur involving hair; ie...too long (boys), or colored and highlighted must make immediate change to correct the infraction. Parents must make arrangements with administration regarding the time limit in which the correction can be made. The administration reserves the right to ask that a student not return to school until the correction is made. Boys who come to school with hair that is too long on the first day of school will be asked to leave and**

**may return when the hair is of an appropriate length (off the collar and out of the face).**

Slacks – Solid color navy blue or khaki slacks may be worn by any student. Slacks must be worn at the waist with a black, navy or brown belt in the case that belt loops are present on the slacks. Shirts are required to be tucked in to the slacks and the waistband or belt must be visible. Decorative zippers, snaps, rivets, embroidery, plaid or colored cuffs, oversized pockets, baggy, cargo, contrast stitching, or additional adornment is not permitted. Slacks must be hemmed at the heel of the shoe.

Shirts – Any student may wear plain, white shirts. The shirt may have long or short sleeves. All shirts must have a collar and buttons and may be of cotton or knit fabric. Shirts must be free of logos or insignias with the exception of the shirt that has the Saint Lawrence Catholic School logo. This shirt must be purchased from the PFO Spirit Shop. A red uniform shirt with the Saint Lawrence Catholic School logo may also be worn and must be purchased from the PFO Spirit Shop. Plain white turtlenecks may also be worn. Shirts must be tucked in to the skirt or slacks, rolling or bagging the shirt is not permitted. The waistband must be visible on all uniform skirts, shorts, skorts, or slacks. **All undershirts must be solid white and short sleeve. Students will be asked to remove any inappropriate undershirts.**

Jumper - Girls in grades K- 4 may wear the designated plaid uniform jumper purchased from Schoolbelles. Jumper length may be no more than three inches from above the knee.\*

Skort – Girls in grades K-8 may wear the designated plaid uniform jumper purchased from Schoolbelles. Skort length may be no more than three inches from above the knee.\*

Skirt – Girls in grades 4 – 8 may wear the designated plaid uniform jumper purchased from Schoolbelles. Skirt length may be no more than three inches from above the knee.\*

Shorts – Solid color navy or khaki shorts may be worn during the months of May, June, August and September. Shorts must be hemmed or cuffed no shorter than three inches above the knee. Cargo, gym, cut-off, sweats, knit, bike, jam or boxer shorts are not permitted.

**\*Measurement is consistent if the child kneels and hem is measured from the floor.**

Fleece – The navy fleece pullover and navy fleece vest with the Saint Lawrence Catholic School logo may be purchased through the PFO Spirit Shop and worn at anytime with the uniform.

Sweatshirt – The navy sweatshirt with the Saint Lawrence Catholic School logo may be purchased through the PFO Spirit Shop and worn at anytime with the uniform. Saint Lawrence red or white logo sweatshirts can only be worn on Thursdays which are Spirit Days, as long as students are in compliance with the uniform code during the year. This is a privilege for students who show respect for the uniform conduct of the school. Teachers may use discretion in allowing students the opportunity to earn this privilege once it has been revoked. The sweatshirt logo and design allowed must be approved by the administration.

Shoes and Socks – Shoes must have closed toes and heels. They may not be higher than three inches unless approval of the administration permits. Students should seek approval of teachers and administration for shoes that are special occasion outside of the normal school day. Socks must be worn at all times unless permission is granted for specific occasions.

Monograms, Jewelry, Make-up – Clothing must be free of designer monograms, insignias, pictures or graphic symbols. Jewelry may be worn, subject to the discretion of the school administrator as to whether size, style, color or overall appearance is suitable. Large hoops, dangling earrings and distracting jewelry are not allowed. Boys may not wear earrings. Girls may wear only one earring on the lobe of each ear. Students are not allowed to wear make-up. Girls may wear clear nail polish only. Colored nail polish and false nails are not permitted. Visible tattoos are not permitted.

Hair – Hair must be neat, clean, and groomed in a style, which is suitable for the school environment. Boy's hair must be off the collar. Patterns, cut in designs, color, streaked, highlighted or frosted hairstyles are not allowed. Facial hair is not permitted.

Outerwear – Sunglasses, hats, gloves, coats, jackets or other outerwear are not permitted in the classroom.

***All uniform policies are acceptable or non-acceptable under the discretion of the school administrator. Exception to the uniform code will be permitted only with advance approval of the school administrator.***

## **Extended Care**

A morning care program is offered from 7:00 – 7:30 a.m. and an after school care program is offered from 2:40 – 6:00 p.m. on days when school is in session for the full day. Advance notice will be given through the scheduling of the school calendar on days that the Extended Care program will not be provided.

The Extended Care program provides a study time for students in grades 6 – 8. We ask that students utilize this time wisely to complete assigned homework or read quietly. We do not assume the responsibility of assuring that the quality and completion of homework occurs at this time. The parents/guardians are expected to check with the student each day to see that required work is satisfactorily completed. Teachers can provide assistance during this study time.

Students attending Extended Care have a variety of additional offerings available such as crafts, art, snack, free play, etc... a snack is provided each afternoon for all students. Conduct and discipline is in accordance to the school discipline policy. Discipline problems that occur at extended care may also result in the loss of extended care privilege for the student.

## **Extra Curricular Activities**

Altar Servers	Football	Soccer	Cub Scouts
Service Projects	Basketball	Cheerleading	Girl Scouts
Speech Contests	Kickball	Math Pentathlon	Geography Bee
Essay Contests	Volleyball	Academic Olympics	Youth Ministry
Spelling Bee	Track	Cross Country	Baseball

### CYO Sports

The Archdiocesan CYO Office is responsible for setting up and directing the athletic program in the elementary schools. The rules and regulations governing this program are binding upon all schools of the Archdiocese. The pastor, Sports Committee, and the school administration are responsible for correspondence with the Director and enforcing the regulations.

Saint Lawrence students participating in CYO sports must observe the following procedures:

- Athletes may remain on the school grounds after 2:40 p.m. only if a coach or adult volunteer is present to supervise.
- Athletes must dress for practice in the dressing rooms in Father Conen Hall. An adult or coach must be supervising students as they enter and exit the dressing rooms.
- Athletes are not allowed to roam the buildings or grounds after school. They may use the restrooms in Father Conen Hall.
- Athletes must respect all school property at all times. Litter and trash must be picked up from the grounds after each game or practice.
- Students that are absent from school may not participate in competition or practice the day that they are absent.

### Academic/Conduct Eligibility

To engage in extra curricular activities, scholastic grades on the student's progress report and quarterly grade card must be satisfactory. A student who receives an F may become ineligible to participate in sports. Students will be placed on a two-week probation plan and specific academic goals will be set. The student may resume participation in the extra curricular activity if he/she has demonstrated improvement in the designated academic areas. Any students that do not demonstrate effort for improvement once they

are placed on probation will remain ineligible until the next grading notification.

Students may be determined ineligible for extra curricular practice and competition if they fail to complete homework and academic assignments on a regular basis. The administration reserves the right to determine a student ineligible based upon academic or behavioral performances.

Students determined ineligible for an extra curricular activity may not practice or participate in competition while they are on probation. The school administrator is responsible for notifying the student of his/her eligibility and the recommendations that follow. Coaches are expected to check with all players regarding eligibility at each grade period and follow administrative recommendations.

***Any student receiving a suspension or detention may not participate in extra curricular practice or competition until he/she has completed a full day of school following the detention or suspension.***

## **Handbook Amendment**

The school administrator retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

## **Health Policies**

### Immunizations

All elementary school children must have immunization against diphtheria, mumps, whooping cough, tetanus, measles, rubella, poliomyelitis and Hepatitis B. No child will be permitted to attend school for more than thirty days beyond the date of his/her enrollment unless he/she is either (a) fully immunized or (b) has begun his/her immunizations and produced a schedule for completion.

### Medications

All medication (prescription and non-prescription) must be provided by parents with a signed medical release form and the medicine in an original container. Students who need to take medication **MUST BRING** that medication, clearly marked with the following information:

1. Student's full name
2. The name of the medication
3. Instructions as to the amount to be taken, when, and for how long (for example-one week)

A signed medical release statement must be on file in the school office before any medication can be administered. This includes over-the-counter and prescription medications, which must come to school in their original container.

### Health Services

The Marion County Board of Health assigns us a nurse to call for consultation.

Vision screening is administered to students in grades 1, 3 and 8. Audiometric tests are given to students in grades 1, 4 and 7. Students may be tested in other grades if requested by teacher or parent. Children who fail either of the tests will be notified by the Marion County Health Department so that parents may visit the doctor for follow-up check.

Scoliosis screenings are provided each year for students in grades 5 and 7.

### Accident and Injury During School

Injuries and accidents happening during the school day will be reported to the parents/guardians as soon as possible and an incident report will be sent home and filed in the school office. In addition, an incident report will be filed in the school office and sent home for injuries not needing immediate medical attention. It is essential that each child have an updated emergency card on file in the office at the beginning of each school year.

## Illness

Children who have a fever, complain of diarrhea, or have vomited due to illness will be sent home. Parents will be notified when a student reports an illness to the office that prevents him/her from returning to the classroom and resuming normal school work.

## **Homework**

Homework consists of daily assignments, which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework would normally not exceed:

Grades 1 & 2	20-30 minutes
Grades 3 & 4	30 – 45 minutes
Grade 5	45 – 60 minutes
Grades 6, 7 & 8	60 – 90 minutes

If your child FREQUENTLY takes longer than the time indicated above, you should check with the teacher to see if there is a problem. Additional time may be spent on homework when tests or projects are assigned. Students are expected to plan their time wisely so that the homework burden does not become too extensive on evenings before due dates of projects or tests. Students in third through eighth grade keep track of their homework with an assignment notebook. If your child is not completing assignments, it may be necessary to check his/her assignment notebook every evening.

Parents must request make-up work for each day of absence by calling the school office by 8:30 a.m. each day. Students will be given one day to make up homework for every day of absence.

## **Honors Day Recognition/Celebrations**

Saint Lawrence Catholic School values academic achievement as well as other areas of student achievement and effort that ensures success. Our goal is that students will ultimately internalize good work ethics and habits as lifelong tools. Achievement is directly related to motivation toward improvement, good attendance, positive attitude, and responsibility for homework.

Recognition for academic achievement and school related successes such as those mentioned above would occur at the end of each quarter during an honor's day assembly or classroom celebration. Students will be acknowledged for various accomplishments and receive a certificate for each area of recognition. Fourth quarter honors recognition will occur during graduation ceremony for the eighth grade and in homeroom classes for all other grades. Recognition for year long perfect attendance and honor roll will occur at the closing school liturgy.

## **Liturgy**

Children attend Mass twice weekly on Wednesday and Friday at 8:00 a.m.

A designated class prepares the liturgy of that day by choosing a particular theme, making a responsorial psalm banner, selecting appropriate readings, developing petitions, carrying up the offerings, and singing liturgical hymns. It is an opportunity for each group to become a vital part of the Mass and feel real involvement and participation in the celebration. On occasion, the all school Mass schedule may change due to the school calendar or with special liturgies being held on Holy Days of Obligation.

## **Lunch Procedures**

Saint Lawrence Catholic School offers lunch and milk under the Federal Government Lunch Program. The cost of lunch includes milk. Students who bring their lunch may purchase milk at school.

Students do not have access to a refrigerator or microwave at lunchtime. Spoons and forks, if needed with lunch brought from home, must be sent to school with your child. We strongly discourage fast foods brought to school at lunch time. Parents may choose, occasionally, to buy lunch at school and eat with their child, providing notice is given at the office ahead of time.

Soda pop may not be brought from home. Juice or water is recommended if your child does not choose milk to drink. Please do not send glass bottles with your child.

Tokens are sold on Monday mornings, or in the event of a holiday, Tuesday mornings in the school hallways. Students must purchase tokens for full lunch or milk. Money is not accepted in the café. Students are encouraged to keep their tokens in a safe place. A monthly menu is published and sent home.

### **Non-Custodial Parent**

Saint Lawrence Catholic School abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parent with access to the academic records and to other school related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

### **Parent Faculty Organization**

The Parent Faculty Organization exists to assist the school. It meets regularly and publishes in advance the dates and times of meetings. The organization is an important asset to the successful operation of volunteer help. Every parent is encouraged to take an active role in the organization.

### **Playground and Recess Policies**

Students are expected to follow the same conduct procedures on the playground that they are expected to follow during the normal school day. In addition, the following aspects of play safety must be adhered to:

- Children must remain in the designated play area on the playground and notify an adult when wishing to use the restroom or enter the school buildings
- Toys brought from home are not allowed at school and will be sent to the school office

- Food, candy and gum are not allowed on the playground at recess
- Rough play and physical contact with other students is not allowed at anytime
- All equipment must be used in an appropriate manner for which it is intended
- Students must report any injury to the attendant on duty
- **Any activity that causes harm to oneself or another must be avoided and may result in disciplinary action**

### **Promotion/Retention of Students**

In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the child totally.
3. Retention would not cause any undue social and emotional adjustment.

Before a student is retained, the student's parents, the teacher, and the administration will meet to discuss the matter.

Students may be assigned to the next grade when it is determined that the student is capable of achieving the standards of the next grade level. Assignment will require that the student complete an academic plan that will enable promotion to the next grade for the year following the assignment. Any student that has been assigned to the next grade may be retained in that grade at the end of the school year if he or she has not demonstrated successful achievement.

## **Records**

When a student transfers or graduates, records are forwarded upon written request to the school to which the student is transferring. Financial responsibilities for the current school year must be met before records will be forwarded. The school reserves the right to hold records until financial obligations are met.

Parents have a right to view their children's records. If a parent wishes to review a record, request must be made in writing and a 24-hour notice is required. Official records will not be issued to a parent but sent directly to the school that the student is transferring to. Copies of student records may be issued to parents. The student's official folder contains academic transcripts, academic testing, health records and registration forms.

## **Registration and Transfer**

All registrations and transfers are finalized by the administration. The administration will follow the guidelines established by the Office of Catholic Education, the Saint Lawrence School Commission and the Indiana Department of Education, when admitting new students.

## **Report Cards and Progress Reports**

Progress reports are issued half way through the quarter to inform parents of student's progress. Report cards are issued quarterly. Parents are asked to check periodically with teachers regarding student progress.

## **Sacramental Preparation**

The classroom teacher is responsible for sacramental preparation. Non-Catholic students may participate in the preparation process, however will not receive the sacrament. Parents, teachers and the Administrator of Religious Education, in consultation with each other, determine the time for reception of the sacraments. Typically, second graders participate in First Reconciliation and First Eucharist.

## **School Closing**

Saint Lawrence Catholic School follows the advice of MSD of Lawrence Township regarding late arrival and/or school closing. Announcements on local radio stations and television channels will post information regarding late arrivals and closing. Please check several stations for announcements; it is often difficult to reach all sources of public announcement in the event of severe weather.

## **Shadowing**

Our eighth grade students are afforded the opportunity to shadow at local high schools in order to allow them to make an informed decision about their choice for high school attendance. We will allow 8<sup>th</sup> graders to begin shadowing after (not during) first quarter and before February 1<sup>st</sup>. Students are encouraged to shadow on days when Saint Lawrence Catholic School is not in session. Permission to shadow must be obtained at least one week in advance of the actual shadowing date, which is arranged by the parent and the high school office.

Students will not be allowed to shadow in groups. Students are responsible for making up all assignments and homework that is missed on the day of shadowing. Permission to shadow at more than two high schools must be obtained by the administrator.

## **Special Services**

Support is provided to the students in K-8 based upon recommendation of the classroom teacher. Individual and small group assistance will take place in all subjects as needed.

Title I funding is provided for student tutoring. Eligibility is based upon residency of the student in relation to the designated Title I schools in IPS and Lawrence Township. Students are given consideration through teacher recommendation based on academic performance and ISTEP testing results.

## **Standardized Testing**

ISTEP+ testing is administered in the fall to students in grades 3 through 8.

## **Study Trips**

Study trips are intended to enhance the curriculum by providing first hand experiences for students. All students are required to have written permission from parents/guardians that allow the student to attend a study trip. A permission form will be sent home as well as study trip information. Telephone calls will not be accepted in lieu of the proper form.

When traveling by car, the following shall be observed:

- Driver and chaperone must be 21 years of age.
- The driver must have a valid, non-probationary driver's license and proof of insurance on file with the school office. A vehicle must be insured under the Indiana statutory state requirements. The driver may not have a physical disability that may impair the ability to drive safely.
- No student under 10 years of age will ride in the front seat of a vehicle. No student will be allowed to ride in the front seat of vehicles with airbags.
- Seat belts must be worn.
- The number of passengers will not exceed the seating capacity of the vehicle.
- Damage to the vehicle and traffic citations during any trip will be the responsibility of the driver.
- Side trips will not be taken. Chaperones will not purchase toys, food or drinks for students that are considered an extra during the study trip.
- Drivers will not be permitted to drive or chaperone students if they arrive at school under the influence of alcohol or drugs. No chaperone or driver will be allowed to consume alcohol or drugs during the course of the trip.

## **Technology**

Students and parents will be required to sign an acceptable use policy for Internet access before using the Internet during school.

Saint Lawrence Catholic School values the use of technology as a tool that enhances the education and prepares students for life. Integration of technology into the regular classroom will occur in addition to utilization of the technology lab for computer education classes.

## **Textbooks**

Students/parents are responsible for any damages or lost textbooks. Replacement of lost textbooks will be charged in full. Damage to textbooks will be assessed and charged accordingly by the school business secretary. Report cards and transcripts may be held until book fines are paid.

## **Tuition**

Saint Lawrence is a tithing parish. Our guideline is to tithe, that is to give 10% of your income. Perhaps 5% to the church and 5% to charity would be a good goal. Some choose to give even more. Good stewardship also includes giving of time and talent as well. Of course, your personal commitment is between you and God, but be mindful of the importance of responsible stewardship.

The Saint Lawrence School Commission and Finance Committee determine tuition rates. Tuition is charged for both parishioners and non-parishioners whose children attend Saint Lawrence Catholic School.

Pre-school tuition is due the first day of each month. Tuition for grades K-8 is due on or before August 1<sup>st</sup> for parents who wish to pay in full. Parents wishing to pay in installments may apply through Tuition Management Systems. Information regarding tuition for the next school year will be sent home in the spring.

*“A Christian Steward is one who receives God’s gifts gratefully, cherishes them in a responsible manner, shares them in justice and love with others, and returns them with increase to the Lord.”*

*Bishop’s Pastoral Letter on Stewardship*

With TMS there is no grace period. If TMS does not receive your payment by the 15<sup>th</sup> of the month you will be subject to a \$25.00 service fee.

### Delinquent Payments

The Saint Lawrence Catholic School administration recognizes that from time to time there may be extenuating circumstances that may cause a family to be late or miss a payment. The administration may be sympathetic to individual situations, however, it is required that tuition be paid on a timely basis. If a family feels they may need special consideration for delinquent payments, arrangements may be worked out with the Parish Business Office.

**Families with accounts delinquent more than two months will have their student’s midterms and report cards held and after three months the students may be asked to stay home until payments are made.**

### Methods to Collect Delinquent Payments

Families must pay all amounts owed to the school prior to leaving the school. Report cards and transcripts will be held until payment in full is made. If a family cannot fulfill all their financial obligations prior to leaving the school, the family must make arrangements to pay all owed amounts within a reasonable time to be determined at the school’s discretion. If the family fails to make arrangements to meet their financial obligation, or if the family fails to fulfill the terms of any arrangements accepted by the school, the school may use any means necessary to collect the amount owed, including collection agencies or filing a law suite in the City of Lawrence Small Claim Court.

## **Visitors**

Parents are encouraged to visit the school. Please notify the office ahead of time if you wish to visit a particular classroom. All visitors are required to check in at the school office.

## **Volunteers**

Saint Lawrence Catholic School has benefited greatly from volunteers who work as library aids, cafeteria servers, receptionists, room mothers, computer aides, preschool, etc... We continue to welcome this opportunity for others to share in building the community at Saint Lawrence.

The Archdiocese requires all volunteers to complete a background check every five years. Information regarding the background check can be obtained through the school office.