

St. Lawrence School

524 Walnut Street
Lawrenceburg, Indiana 47025

Parent-Student Handbook 2020-2021



SAINT LAWRENCE SCHOOL

Important Phone Numbers

School.....812-537-3690
School Fax.....812-537-9685
Parish Office.....812-537-3992
School Website.....www.stlschool.com

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Disclaimer: The principal and pastor of St. Lawrence School maintain the right to amend, modify, or interpret any and all policies contained within this handbook.

MISSION STATEMENT

The staff of St. Lawrence School, in active cooperation with its parents and the community, pledges to promote positive academic and spiritual growth of each student. We strive to provide a quality education in a nurturing atmosphere. We are committed to teach as Jesus taught, instilling Catholic values and emphasizing respect for the individual in a caring atmosphere, which fosters a love for learning and continuous growth.

VISION

Our vision is to foster intellectual curiosity and build the skills needed to inquire in an atmosphere that honors and promotes individualized learning while living out the Gospel value of service, rooted in the traditions of the Catholic faith.

ST. LAWRENCE SCHOOL ADVISORY TEAM (SAT)

The Saint Lawrence School Advisory Team (SAT) assists the school administration in carrying out the mission and vision of the school. This group supports and advises the Pastor and School Principal in the management of eight pillars of organizational growth: curriculum, facilities, finance, marketing, spirituality, student retention, technology, and PTO.

The SAT officers, pillar chairpersons, pastor and school principal meet on the first Tuesday of each month at 6:30 p.m. These meetings are open to parents, parishioners, and staff. In order to be on the agenda, you must contact the SAT president at least one week in advance of the meeting. Any changes in meeting times will be announced via the school newsletter and church bulletin. Bylaws are available in the school office.

2019-2020 School Advisory Team Officers and Chairpersons:

President: Steve Stoecklin	Student Retention: KC Witte
Finance: Julie Terrill	Curriculum / Learning Process: Cathy Siemers
Marketing:	Spirituality: Katie Ohlhaut
PTO: Katie Lainhart	Facilities: Gary Hammerle
Technology: Joe Hornback	

School Advisory Team e-mail: schooladvisoryteam@sls-apps.org

PARENT/TEACHER ORGANIZATION

The St. Lawrence PTO operates as one of the seven pillars of the School Advisory Team. The basic purpose of this committee remains the same as the previous PTO - to increase parent involvement as well as organize and implement school fundraisers.

GENERAL INFORMATION / ADMISSION PROCEDURE

POLICY STATEMENT

In order to ensure an orderly and equitable admission for children to St. Lawrence Catholic School, this policy and procedure is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Advisory Team (SAT) and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The school has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family's gifts of Time, Talent, and Treasure. Families meeting these criteria will be deemed "participating parishioners" for purposes of determining the rate of tuition. All other families will be considered "non-participating" for purposes of tuition.

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the school as specified in the School Handbook and must sign an agreement saying they have read and understand the handbook.

F. Non-Discrimination

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic

schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Advisory Team according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating parishioner” (See Section C above).

Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

KINDERGARTEN ADMISSION

St. Lawrence School follows the State of Indiana eligibility date for kindergarten entrance. I.C. 20-33-2-7 establishes a student to be at least five years of age on or before August 1st in order to enroll. While I.C. 20-33-2-7 does allow for exceptions in the public school corporations, it is our professional opinion that the chronological age requirement be the first step in determining a child’s readiness for school. As a private school we are allowed to make such a determination and make it part of our entrance policy for kindergarten. Chronological age is the only fair, unbiased determination of a child’s eligibility for kindergarten entrance. Evaluations and screenings often cannot detect which children will struggle because of immaturity. Therefore, we are eliminating that possibility by adhering strictly to the State of Indiana eligibility date of August 1st.

WAIT LIST

Students not selected for admission to St. Lawrence will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

SCHOOL CHOICE/TRANSFER STUDENTS

Saint Lawrence School accepts transfer students and students through the Indiana Choice Scholarship (School Voucher) Program. The purpose of the voucher program is to provide state tuition support for eligible students transferring from a public school.

The following criteria must be met in order for a potential student to be considered for admission:

1. Choice Program Guidelines must be met (see www.inpea.org or www.schoolchoiceindiana.org) for those students wishing to use the voucher program.
2. Enrollment/Admission forms are completed.
3. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
4. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
5. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
6. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
7. Updated immunization records have been received.
8. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
9. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

ATTENDANCE

Indiana law mandates that students be provided 180 days of instruction each year. Regular attendance is vital to a child's success in school. When a pattern of chronic absences/tardiness is viewed as interfering with a student's academic progress, the principal will send a letter home alerting parents to the problem that the absence/tardiness has created. The parent should immediately establish a means of increasing the child's regular attendance at school.

According to state law, parents are required to notify the school each day a child is absent or tardy. Please call the main office BEFORE 9:00 a.m. to report your child's absence. **Do not send absence information to any school email address.** The name of any child not present when the teacher takes attendance will be submitted

to the office and, if the parent has not notified the school, a telephone check will be made home to verify the absence.

Any student with 5 or more unexcused absences in one semester may receive failing grades. An absence will be considered excused if it is for illness (with a doctor's note) or to allow the student to attend a funeral. Upon the 5th unexcused absence within one semester, students will make up all work receiving half credit.

In addition, parents should notify the school office (in writing) at any time when students will be staying with another guardian (for example, IF PARENTS ARE GOING OUT OF TOWN). Please include name, address, home and work phone numbers of the temporary guardian, along with the dates of this arrangement.

DAILY SCHEDULE

7:15 a.m. - Student arrival, no drop-offs prior to 7:15 a.m.

7:30 a.m. - Students dismissed to homeroom by grade level (all students must be in homeroom by 7:45 a.m.)

7:45 a.m. – School begins, students must be in homeroom

7:50 a.m. - Prayer and announcements

3:00 p.m. - Dismissal

ALL SCHOOL MASS

All-school masses are scheduled for 9:00 a.m. every Thursday.

EARLY DISMISSALS

A written request from the parent/guardian is required for a student to leave school early. This note should be given to the homeroom teacher who will then send it to the school office. Students must be signed out by a parent or guardian in the school office. If the student returns to school, he/she must be signed back in by a parent/guardian.

TARDIES

Students arriving after the beginning of the school day will be marked tardy, and **must report to the office upon arrival**. Students missing less than two hours of school in the morning will be considered tardy. Students in grades 4-8 will be allowed **6 unexcused tardies** for the school year. After the 6th unexcused tardy, the student will receive a detention for each unexcused tardy thereafter. A student in grades K – 3 will miss part of a recess after the 6th unexcused tardy. Students missing two or more hours or missing the afternoon classes will be considered one-half day absent. Tardies may only be excused due to a doctor's appointment (when a note is presented) funeral or other emergency (such as car trouble, traffic accident or weather conditions) that is out of the parents' control. Oversleeping or running late is not considered an excused tardy.

Should a student be absent from school due to illness or an unexcused absence (this includes students who go home sick) on the day of a scheduled extracurricular activity, he/she may not participate in the activity.

VACATIONS

Vacations taken during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teachers at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation.

In addition, if a family chooses to leave town prior to a scheduled break, all assessments and work missed will be counted as a zero toward a student's grades unless prior arrangements have been made with the teacher and the principal has approved the arrangements.

LATCHKEY

The Latchkey Program is available from dismissal to 6:00 p.m. for parents who are working. The children will have supervised recreation and will be provided a snack and drink. All students regardless of grade level are expected to sign in to latchkey unless being tutored by a teacher or staying for a supervised practice or rehearsal which begins right after school. Students who are not going home by car or bus immediately after school will be accompanied by their teacher to latchkey. All students will be expected to follow the daily latchkey schedule and may not be in any part of the building unsupervised if staying after school for any reason.

If you wish to use the latchkey program, a registration form must be completed and received on the first day of school.

An invoice will be sent home in the Friday envelope for the previous week. The payments will be due on MONDAY.

The following rates are in effect for the 2020-2021 school year:

30 minutes or less	\$2.00/day
One child	\$8.00/day
Two children	\$12.00/day
Three children	\$16.00/day

*It is imperative that your child(ren) be picked up by 6 p.m. If your child is not picked up by 6 p.m., there will be a charge of \$1 per minute for each minute that you are late. The late charges must be paid in cash at that time.

AFTER-SCHOOL SCHEDULE

3:00 – 3:15	Sign-in
3:15 – 3:30	Snack
3:30-4:00	Outdoor/indoor play time
4:00 - 6:00	Homework and age appropriate activity

For information on the latchkey program, please contact Jill Hautman at 812-655-2705. You can also email your questions to jhautman@sls-apps.org. The latchkey program will not be in session when school is closed due to inclement weather or if there is an early dismissal due to inclement weather.

ACADEMIC PROGRAM

The focus of the total education program at St. Lawrence is three-fold; 1) the development and application of sound basic skills, 2) the use of custom-tailored learning experiences to develop a very positive self-concept, and 3) the provision of educational activities and experiences which allow each student to move as far toward academic excellence as his/her own ability will allow. At St. Lawrence, each student is expected to achieve at a level in concert with his/her God-given ability.

CURRICULUM

The administration and faculty, in line with state and archdiocesan guidelines, determine the curriculum at St. Lawrence. It is a living and growing program. We continually evaluate and update curricular items such as

textbooks, workbooks and supplemental material, selecting those recommended by the Archdiocese of Indianapolis which are, in our opinion, the best available.

RELIGIOUS EDUCATION

All students (Grades K – 8) participate in formal religion classes and the celebration of Mass weekly and on Holy Days when school is in session. Parents and friends are encouraged to attend our liturgical functions.

First Reconciliation and Holy Communion are received in the second grade. To provide effective catechetical preparation for reception of the sacraments, each child must have had two years of religious instruction and must attend Mass faithfully.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g. reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be violation of school policy. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

FIELD TRIPS

Field trips are an important part of a child's educational experience. It is possible that students will be offered the chance to participate in field trips throughout the school year. Parents have the right to opt out of a field trip for their child, however that student must be present in school the day of the field trip and the student will be supervised by another teacher while they do schoolwork. If a student stays home from school on the day of a field trip, it will be considered an unexcused absence.

Students who are doing poorly in any class, have missing work, have a conduct grade of a D, or who have received a Level 3 intervention may not be permitted to attend a field trip. This is at the teachers' discretion with approval from the principal.

ASSEMBLIES

Occasionally, there may be assemblies for the students. When this occurs, all students are expected to attend the assembly, sit in their assigned places and behave in a respectful and Christian manner to those around them as well as to any guests who may be a part of the assembly. Talking out or yelling during an assembly will not be tolerated.

TEXTBOOKS

Textbooks must be covered at all times. Book covers are available at school. Each student is responsible for the condition of his/her book at the end of the year.

PHYSICAL EDUCATION

Each grade has P.E. class one day per week and always on the same day. All students must wear tennis shoes on the day that they have P.E. class. Students in Grades K-3 are not required to change for P.E. class. However, girls should wear shorts under their jumpers. Students in grades 4-8 are required to change into appropriate P.E. attire which may include a t-shirt and shorts during the warmer months and a t-shirt and sweatpants during the winter months.

If a student forgets their clothes for P.E. class, they will be required to sit out during that class period. The student will also have points deducted from their class participation grade. **An out-of-uniform day does not excuse students from changing for P.E. class or from having the proper shoes for class.**

A student will be excused from P.E. class only with a written doctor's excuse.

COMPUTER SCIENCE

Students are required to sign and submit an acceptable use policy which is located in the opening packet. A copy of the form is in the handbook too. This form outlines the expectations for using technology and the internet at school. If this form is not on file, students will not be permitted to participate in computer class.

ALL students are required to bring their personal earphones or headphones for each class.

TESTING

Achievement, diagnostic, and ability testing will be done at designated times. Results of these nationally recognized tests are used to help evaluate our instructional programs, and to provide an overall comparison of performance with national norms.

In addition, teachers administer their own tests in each subject area to monitor student progress, as standardized achievement tests alone provide an incomplete picture of a student's true skills, knowledge and progress.

HOMEWORK POLICIES

Homework is an important means of following up on classroom instruction and provides further practice of necessary skills. It is the responsibility of the student to see that it is done accurately, neatly, and completed on time. Parents can assist by providing a quiet atmosphere and encouragement. Students should spend time each day studying or reading if there is no written assignment. Parents should see that the homework is complete; however they should not do the homework for the student. A child's progress is hindered if homework is not done.

The amount of time spent on homework each evening should be approximately 10 minutes per grade level.

- Grades K-1 – 10 minutes
- Grades 2-4 20-40 minutes
- Grades 5-6 50-60 minutes
- Grades 7-8 70-80 minutes

Please keep in mind that these are guidelines. There may be nights where there is no homework. Consideration must be given to the fact that children work at different paces and may take a longer or shorter time to complete their work. There will be no homework on the weekends as this is family time. Students may have projects that are long term assignments that they could work on during the weekends or tests that they may need to study for over the weekends. Long term assignments require students to pace their work to prevent the need to spend a large amount of time completing the assignment just before it is due.

GRADES K-3

When a homework assignment is missed, a note will be sent home in the child's folder or written in the child's assignment book. After five assignments are missed in one quarter, an official letter will be sent home requiring a parent's signature and the parent's plan of action for solving the problem. A copy of this letter will be placed in the student's file. If a student cannot complete homework due to an emergency or illness, a parent should

write a note to the teacher explaining such matters. Acceptance of the excuse is at the discretion of each teacher.

GRADES 4-8

If students in Grades 4-8 do not turn in an assignment on the date that it is due at the beginning of the class period, 10% may be deducted from the grade for that assignment. In addition, the student may be asked to stay in at recess to complete all missing work. An email from the student to the parent may also be issued for missing work. No extra credit work will be permitted at any time to replace or offset missing homework. If a student cannot complete homework due to an emergency, or illness, a parent should write a note to the teacher explaining such matters. Acceptance of the excuse is at the discretion of the teacher. **How late an assignment will be accepted is completely at the teacher's discretion.**

If a student is absent, he/she will be given one day, for each day absent, to make up missed homework. This does not include tests or long-term assignments or projects. Tests must be taken on the date assigned unless other arrangements are made with the teacher. Long-term assignments and/or projects must be turned in on the assigned date in order to receive full credit. If a student arrives to school late or leaves early, it is his/her responsibility to turn in the homework that was due that day.

All homework and assignments must be completed using the student's own words. If an assignment has been plagiarized, the student will receive at minimum a Level 2 Intervention. The assignment will be sent home for a parent's signature.

Each student in grades 2–8 will be given an assignment book, which he/she is required to use daily. Since as adults, we use calendars and lists to help us complete tasks, it is an important life-skill for students to learn to use their assignment book.

DISCIPLINE AND BEHAVIOR

We do not expect to experience serious disciplinary problems with our students. We emphasize the importance of learning to assume responsibility for one's actions. We also believe it is inherently important to develop independence via responsible behavior. Students generally live up to the expectation. We believe discipline starts at home, and school should be an extension of this discipline. Therefore, we expect parents to be cooperative and supportive should a discipline incident arise.

Students are to conduct themselves as responsible citizens at all times. They shall respect the rights and property of others and display the kinds of attitudes and actions expected of young ladies and gentlemen. Students will show proper respect to all school personnel (teachers, aides, staff, volunteers, and fellow students).

The reputation of St. Lawrence School is directly related to the behavior of students both in and out of school. Any student who displays inappropriate behavior will be disciplined. Should a problem persist despite our efforts and/or we experience a serious behavior incident, the student may be separated from the school through suspension or expulsion.

Classroom teachers ordinarily will deal directly with behavioral problems, but may sometimes find it necessary to send students to the principal. It should be noted that there might be times when a student is sent to the office without it being a disciplinary action, such as when a child needs to talk to someone, or simply needs to be alone in order to regain his or her perspective.

The faculty and staff of St. Lawrence School are committed to preventing bullying and dealing with it should it occur. Faculty and staff will report to the principal any claims of "bullying".

Circumstances vary, so it is impossible to establish absolute regulations, which will be applied to every incident. Room must be allowed for individual considerations. Generally speaking, however, when specific actions become necessary, there are definite procedures prescribed.

SB285 requires that all schools address the issue of bullying and it defines bullying as follows: overt, repeated acts or gestures, including:

1. verbal or written communications transmitted
2. physical acts committed
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.

DISCIPLINE POLICY FOR Students at St. Lawrence School

The following guidelines have been established to assure that St. Lawrence promotes a Christian atmosphere that is conducive to learning and growing in the Catholic faith. To achieve this goal the St. Lawrence community (including staff, students, and parents) must effectively work together to encourage each student’s personal growth. Students need to be aware of what is expected of them and procedures used in enforcing these policies. Emphasis is placed on the student’s individual responsibility for his/her actions as well as assuming responsibility for the consequences that follow these actions. Each student is expected to live and practice the values and teachings of the Catholic faith.

Positive Behavior Intervention System

At St. Lawrence all students will be part of a community that treats each other in a manner that follows Christ. This means that all students will:

Panthers Will:	Classroom 	Cafeteria 	Hallway 	Bathroom 	Playground 	Church 
Be Safe	<ul style="list-style-type: none"> -Keep hands and feet to ourselves. -Practice procedures correctly during school drills. 	<ul style="list-style-type: none"> -Use patience in the lunch line. - Respect the personal space of others. -Remain seated until given permission to leave. 	<ul style="list-style-type: none"> -Walk at all times. -Walk on the right side. -Keep hands and feet to ourselves. 	<ul style="list-style-type: none"> -Flush the toilet. -Keep hands and feet to ourselves. 	<ul style="list-style-type: none"> -Follow playground procedures. -Use equipment the correct way. -Tell an adult about safety concerns. 	<ul style="list-style-type: none"> -Be aware of your surroundings.
Be Respectful	<ul style="list-style-type: none"> -Respect teacher’s right to teach. -Respect students’ right to learn. 	<ul style="list-style-type: none"> -Say ‘please’, ‘thank you’, and ‘excuse me’. -Speak softly. 	<ul style="list-style-type: none"> -Care about other classes while in the hallway. -Speak positively to classmates. 	<ul style="list-style-type: none"> -Give other students privacy. Quietly wait your turn. -Take care of school property. 	<ul style="list-style-type: none"> -Treat playground equipment appropriately. -Line up quietly in an orderly fashion. 	<ul style="list-style-type: none"> -Enter the church silently. -Treat the church with reverence.

	-Respect ourselves and others.			-Use resources wisely.		
Be Responsible	-Use our best effort. -Participate in class. -Be good digital citizens. -Take pride in listening.	-Clean up after ourselves. -Help recycle when asked.	-Go directly to where you are supposed to go.	-Use the bathroom when supposed to in a timely manner. -Encourage others to follow bathroom procedures.	-Clean up and put away recess equipment.	-Participate fully during Mass and all celebrations while in church.
Practice Self-Discipline	-Do our best work. -Be prepared for class and follow procedures. -Treat others' property with care.	-Clean up after ourselves. -Practice good table manners.	-When traveling from one class to another, quiet voices and quiet feet.	-Use appropriate language.	-Line up quietly and orderly when the bell rings. -Keep hands and feet to ourselves.	-Respect personal space. -Be an active listener.

St. Lawrence Code of Conduct: Levels of Consequences

	Disciplinary Options											
Level 1 (loss of 2% on Conduct Grade)	<p align="center">Classroom Level interventions/consequences</p> <p>Teachers use the following interventions to help students change behaviors in the classroom. If these interventions are successful, then referral to the school administrator may not be necessary.</p>											
	<table border="0"> <tr> <td>Warning</td> <td>In-class time-out</td> </tr> <tr> <td>Letter of Apology</td> <td>Loss of privileges</td> </tr> <tr> <td>Loss of Spirit Day</td> <td></td> </tr> <tr> <td>Time out in another classroom setting</td> <td></td> </tr> <tr> <td>Reinforcement of appropriate behaviors</td> <td></td> </tr> <tr> <td>Use of Student Problem-Solving Worksheet</td> <td></td> </tr> </table>	Warning	In-class time-out	Letter of Apology	Loss of privileges	Loss of Spirit Day		Time out in another classroom setting		Reinforcement of appropriate behaviors		Use of Student Problem-Solving Worksheet
Warning	In-class time-out											
Letter of Apology	Loss of privileges											
Loss of Spirit Day												
Time out in another classroom setting												
Reinforcement of appropriate behaviors												
Use of Student Problem-Solving Worksheet												

	Seat change Phone/Email Parent (teacher or student) Before or after school detention Parent Contact Behavior Contract Teacher Conference with student Mentoring
Level 2 (loss of 10% on conduct grade)	<p style="text-align: center;">Appropriate when Level 1 intervention/consequence has been ineffective</p> Teachers use the following interventions to help change the behaviors in the classroom. In some cases, referral to the school administrator may be necessary.
	Confiscation of item Parent Contact Supervised time-out outside of classroom Conference with parent/guardian Behavior Contract Teacher and/or administrator conference with student and/or parent Conflict Resolution
Level 3 (loss of 20% on conduct grade)	<p style="text-align: center;">Appropriate when Level 2 intervention/consequence has been ineffective</p>
	Restricted Activity In-School Suspension (1-5 days) Suspension
Level 4 (loss of 40% on conduct grade)	<p style="text-align: center;">Appropriate when Level 3 intervention has been ineffective</p>
	Expulsion (to be considered only in the most extreme cases)

Please Note:

The principal reserves the right to administer a consequence that is seen appropriate if the incident is seen as a direct violation of another student’s safety. When a serious action that threatens the safety of the students and staff of the school occurs, the Principal will call a meeting with the threat assessment team. This team of three teachers will analyze the event and use the school discipline plan to make a recommendation for the principal and Pastor. The principal and Pastor will take into account the threat assessment team’s recommendation when deciding course of action for the school.

Guidelines for Catholic Schools on Respecting Persons

The good name, reputation and personal safety of each student, staff member, and adult volunteer is vitally important. In order to protect students, employees, volunteers and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through

the use of a home or school computer, phone, iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

CONDUCT GRADES

The conduct grade is reflective of how students conduct themselves. Any major infraction of conduct, even an isolated, one-time incident, will adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

A (93-100) – Excellent – The student always follows classroom /school rules and procedures without being reminded. When working in group situations, the student always works toward the attainment of group goals.

B (85-92) – Good – The student usually follows classroom/school rules and procedures and usually works toward the attainment of group goals.

C (76-84) – Average – The student needs to be reminded to follow classroom/school rules and procedures and to work toward the attainment of group goals.

D (70-75) – Needs Improvement – The student often needs to be reminded to follow classroom /school rules and procedures and to work toward the attainment of group goals. Consequences have been applied but the student's behavior remains inconsistent.

F (69 and below) – Unsatisfactory – The student disregards classroom/school rules and procedures and frequently fails to work toward the attainment of group goals. Consequences have been ineffective in resolving behavioral issues.

EXPULSION

Expulsion is dismissal from school for grave reasons. This is the last resort used by the principal. The principal will give the intent to expel and reasons for expulsion to the student and his or her parents/guardians. An official notice of the expulsion will be given to the student and parents/guardians. The student with the parents/guardians will have an opportunity to appear before the pastor for the purpose of appealing his or her expulsion. Appeals must be made no more than five days after the notice of expulsion is given.

INCENTIVE PROGRAM

Individual teachers may use an incentive program within their individual classroom to reward excellent behavior in their classrooms.

Short and Long Term Effects for Making Poor Decisions

At St. Lawrence, we believe that students will have an opportunity to succeed by making the positive choices we have outlined above. However, there is a system in place that will help reinforce that poor decisions can lead to negative consequences. Below is an outline of that system and how a choice can lead to repercussions.

CONDUCT Grade: A

Student will be able to:

- hold office in various clubs
- participate in athletics
- attend field trips and assemblies

Conduct Grade: B

A letter is sent to the parent/guardian followed by:

- The student may continue to participate in athletics, attend field trips and assemblies.
- The student may not continue to hold or run for an office in a club or organization.

Conduct Grade: C

A letter is sent to the parent/guardian followed by:

- The student may lose participation in athletics, field trips, and assemblies.
- A meeting between the student, teachers, and the principal will take place.

CONDUCT Grade: D or 1st time offense is Level 3

A letter is sent to the parent/guardian followed by:

- The student may lose participation in school assemblies.
- A conference with the student, his/her parents, teachers, and the principal.
- The student will be suspended from participating in St. Lawrence activities for the remainder of the year.
- The student will be prohibited from participating in any school athletics and field trips.
- The student will need to sign a behavior agreement that he/she will be expected to adhere to until the end of the school year.

Conduct Grade: F or 1st Time offense is a Level 4

A letter is sent to the parent/guardian followed by:

- A conference with the student, his/her parents, teachers, and the principal.
- The student will be prohibited from participating in any assemblies.
- The discussion of what consequence must come from violation of the behavior agreement (suspension, detention, etc.)
- Possible expulsion from St. Lawrence

COMMUNICATION

Every child will have a “Friday Envelope”. This envelope will contain all necessary communication from teachers, SAT pillars, athletics, church, administration and other school organizations. Please take the time to carefully read and review all information. The envelope will go home with each child every Friday and will need to be emptied, signed by a parent, and returned with any necessary papers on Monday. Please also send lunch and milk money in this envelope on Mondays. Students will be charged \$5 to replace a lost Friday Envelope.

A parent newsletter from the principal, updating parents on events and programs, will be sent home every Friday in the Friday envelope. A monthly lunch menu, monthly volunteer schedules and a monthly calendar are also sent home in this envelope the last Friday of each month. **Information that is to be included in the Friday Envelope, must be submitted to the principal for approval no later than Noon on Tuesday of each week.**

BIRTHDAYS

Due to an increase in the number of students with food allergies, students are not permitted to bring food to school to celebrate birthdays or other holidays. In lieu of food, students may bring: pencils, erasers, stickers, small toys, restaurant coupons, or purchase a book for our library. The price for purchasing a book is \$20. Send the money to school in an envelope marked “St. Lawrence Library Book Club.” Your child will choose a book from a designated collection. A nameplate will be placed inside the book with your child’s name commemorating this special occasion.

Students are not permitted to hand out birthday invitations in school unless the invitations are given to every student in the class.

Also, we ask that parents please refrain from planning parties or events as well as buying gifts for teacher's birthdays. This becomes disruptive and costly for all involved.

SCHOOL CLOSINGS

In the event of snow or other severe weather conditions that cause school to be closed or delayed, families will be notified via our automated email system. Information will also be broadcast via radio and television (WSCH-FM 99.3, Channel 5, 9, or 12). St. Lawrence will always follow the lead of Lawrenceburg Community Schools in deciding whether to cancel or delay school.

If there is a two-hour delay, the school doors will not open until 9:15 a.m. In the event that school is in session and needs to be dismissed early, all efforts will be made to contact parents. Please make sure you have filled out the emergency sheet (given out at the beginning of the year) with the necessary backup information in case you cannot be reached at home or work.

DROP-OFF AND DISMISSAL PROCEDURES

Transportation arrangements should be made prior to the student arriving at school. It is stressful for a child who does not know how he/she will be getting home. It is also disruptive when an entire class has to be interrupted to let a child know how he/she will be getting home. All transportation changes should be submitted to the school office prior to 2:00 PM.

In an effort to keep our children safe, you are asked to follow all drop-off and dismissal procedures. In addition, a child who is invited to visit the home of a friend or who is not leaving school by his/her regular bus or car pool, must bring a note from home stating with whom he/she is riding. If the student is riding the bus he/she must have a note for the bus driver. Parents must clear transportation arrangements with one another in advance.

BUS

The students of St. Lawrence, who live in the Lawrenceburg School District, may ride the Lawrenceburg Community School buses. A schedule is published in the local newspaper before the first day of school.

All students riding buses enter and leave the building at the Walnut Street door. In the morning, the buses will drop off students at Greendale Middle School (GMS) where supervision by a St. Lawrence staff member is provided. Then students will board one bus to be shuttled to St. Lawrence. At dismissal time, students are shuttled to Lawrenceburg Primary School by bus, where they will board their regular bus. One teacher from St. Lawrence accompanies these children, supervises them at LPS and helps them get on the appropriate bus. Students are expected to behave appropriately while riding buses. Any student whose behavior becomes a detriment to the safety of the other riders will have his/her bus privileges denied.

CAR POOLS

Students arriving and leaving in vehicles other than the bus are to enter and leave the building through the Hartzler Hall doors.

In the morning cars should enter the back parking lot, follow the yellow line up to the Hartzler Hall doors, and unload on the right passenger side of the car. Children should be dropped off at the back of the building in front of the double glass doors. The school doors open at 7:15 a.m. Several cars should unload at one time so that the flow of traffic keeps moving and cars do not back up onto Route 50. For safety reasons, we ask parents not to drop off at any other door except the Hartzler Hall doors.

Once the first full week of school is over, please do not walk your child into school unless the student needs help carrying a project or other materials into the building on a particular day. If you need to attend to business in the main office, follow the guidelines for drop-off then park and go into the school building.

To help with the efficiency of dismissal, parents will be given a sign with their last name on it. This sign is to be put on the driver's side of your windshield when picking up your child. All children will be kept in the school building until you pull up to the exit doors. As you pull up to the doors your children will be sent out.

Please consider the safety of all the children when picking up/dropping off your child – drive slowly (5 MPH) and carefully. Do not allow your child to run across the parking lot unattended.

For students in grades K – 2, parents must indicate how a child is getting home from school (bus, latchkey, or car) by marking on a calendar, which will be in the child's folder or the child's assignment book.

Students who have not been picked up by 3:10 p.m. will be required to sign in to the Latchkey Program until parents arrive. Parents will be charged the current latchkey rate.

DRESS CODE

Students are to be in complete uniform at all times unless otherwise specified by the principal.

The purpose of the dress code policy is to foster an atmosphere of learning and academic achievement. Specifically, dress code requirements are intended to:

- Allow students to focus on academics rather than on dress
- Alleviate competition among students for expensive and/or fad clothing
- Create a positive image of the school in the community

Numerous studies have shown that school uniforms reduce conflict among students while improving classroom behavior and attendance rates. For our dress code policy to be successful, the support of every parent is essential. Parents can assist by making certain that students are dressed properly before leaving for school each morning. If your child is out of uniform, conduct grades can be affected (grades 4-8) or recess privileges revoked (grades K-3) and parents may be called and asked to bring the proper uniform items to school.

Girl's Uniform

- Plaid jumper, Grades K – 3; Plaid skirt or jumper, Grades 4 - 8
- White or heather gray uniform-line blouse, shirt, or sport shirt with collar, or white knit turtleneck shirt, grades K-5 (no logo)
- Navy blue uniform-line blouse, shirt or sport shirt with collar are permitted for students in grade 6-8
- Plain colored navy dark blue, gray, or white cardigan sweater, sweater vest (no logo)
- School-logo sweatshirt purchased through school
- Tailored, traditional-style navy pants, Grades K – 5
- Tailored, traditional-style khaki pants, Grades 6 – 8
- Tailored, traditional-style navy shorts or skorts, Grades K – 5; tailored, traditional-style khaki shorts or skorts, Grades 6 – 8 (August – October 31st; April 1st – end of school year.)
- **Solid color socks** (black, navy blue, grey, or white) must be worn at all times and must be visible
- Black, blue, grey, or white leggings may be worn underneath the uniform jumper or skirt
- Students in Grades 4 – 8 must wear a belt if they are wearing pants or shorts

Boy's Uniform

- White or heather gray uniform line shirt or sport shirt with collar, or white knit turtleneck shirt (no logo) for boys in grades K-5.
- Navy blue uniform line shirt with collar are permitted for boys in grades 6-8
- Plain colored navy blue, gray, or white cardigan sweater or sweater vest (no logo)
- School-logo sweatshirt purchased through school
- Tailored, traditional-style navy pants, Grades K – 5
- Tailored, traditional-style khaki pants, Grades 6 – 8
- Tailored, traditional-style navy shorts, Grades K – 5; tailored, traditional-style khaki shorts, Grades 6 – 8 (August – October 31st; April 1st – end of school year.)
- **Solid color socks** (black, blue, grey, or white) must be worn at all times
- Students in Gr. 4 – 8 must wear a belt

Additional Guidelines

- Pants must be proper fitting in both length and size and must be worn at the waist
- Shirts are to be tucked into shorts, pants, and skirts
- T-shirts worn under white shirt must be white with no lettering or logo
- Shorts and skirts must be below the fingertips as the student stands with hands at his/her side
- Khaki pants must be classic/traditional in style and medium tan in color
- Pants may not be worn under girl's skirts or jumpers
- No jeans, cargo pants, painter pants, or capri pants are permitted as school uniform
- Hair should be neatly groomed, the students natural color, reflect a moderate style (as determined by the school principal), and must not hang in the face or cover students' eyes
- Head bands must be solid colored with no accessories hanging off causing a possible distraction to others
- Large earrings, lip gloss, eye shadow, blush, and other make-up are not permitted
- Shoes must be closed toe and heel, no clogs or sandals are permitted at any time
- No light-up or sparkle shoes are permitted. This is for safety/medical reasons.
- Boots are only permitted during winter months (November 1-March 31), or any snowy day outside of that time frame.

Any child who cannot, due to an emergency, be in complete uniform is to have his/her parent notify the school office of the necessity to wear other clothing.

OUT OF UNIFORM DAYS

Spirit Wear Fridays - Students in grades K-8 are able to earn the right to wear a St. Lawrence Spirit Wear Shirt on Fridays. **Students must still wear regular uniform bottoms.**

Scheduled out of uniform days - Students may wear appropriate non-uniform clothing on these days, adhering to the following guidelines:

- Clothing must be proper fitting and be in good condition with no tears or holes
- Unsuitable clothing includes any clothing which shows skin at the midriff, waist, back, chest, hips, tank tops, spandex, hats, head bands, punk wear, mini-skirts, T-shirts with inappropriate language on them, and shorts (except during August – October 31st and April 1st – end of school)

- **Fingertip rule for shorts and skirts also applies on non-uniform days (2 inches above the knee)**

Tag/Theme days - On any out of uniform day in which a theme is involved, a student who chooses not to wear his/her school uniform must be dressed according to the theme for the day following the guidelines above. Failure to do so will result in the child not being able to participate in the next out of uniform day.

MEDICATION

According to the Indianapolis Archdiocesan Policy on Administration of Medication and Medical Care children are not permitted to carry medication on their persons, with the exception of inhalers for asthma and other respiratory conditions. It is the responsibility of the parents to discuss with their physicians an arrangement in which the need to give medication at school can be avoided.

If the administration of medicine at school can absolutely not be avoided, the medication must be brought to the school office by the parent/guardian. Receipt of the medication will be logged into a confidential medical log. Prescribed medicine must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration. The medication must also be accompanied by written permission from the parent/guardian allowing non-medical staff to oversee administration of the specific medication. The permission note must include:

- ❖ Name of child
- ❖ Name of medication
- ❖ Diagnosis or the reason the medication is to be taken
- ❖ The appropriate dose, method of administration (i.e. by mouth) and specific instructions (i.e. take with food, etc.)
- ❖ The time or times a day medication should be taken
- ❖ The start date and number of days the medication is to be taken
- ❖ Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine (i.e., previous side effects, etc.)

Medication will not be given without the above mentioned information.

Children are not permitted to carry non-prescription medications including vitamin supplements, acetaminophen, ibuprofen, cough drops, etc. All non-prescription medication must be delivered to the school office, in the container in which it was purchased, by parent/guardian. Receipt of the medication will be logged into a confidential medical log. St. Lawrence School cannot stock and administer non-prescription medications to children other than those provided by the parent/guardian. Non-prescription medication must be delivered to the office by a parent/guardian and include a written note that contains the following information:

- ❖ Name of child
- ❖ Name of medication
- ❖ The reason the medication is to be taken
- ❖ The appropriate dose, method of administration (i.e. by mouth) and specific instructions (i.e. take with food, etc.)
- ❖ The time or times a day medication should be taken
- ❖ The start date and number of days the medication is to be taken
- ❖ Any known side-effects of the medicine and/or symptoms of the condition being treated or intolerance to the medicine (i.e., previous known side effects, etc.)

If it is necessary for a child to use an inhaler for asthma or other respiratory conditions, and is responsible enough to self-administer the prescribed medication, as determined by a physician, he/she may possess the inhaler as long as the following conditions are met:

- ❖ A written request is received from the parent/guardian documenting the order of a physician
- ❖ A statement from the parent/guardian acknowledging that the school/parish/archdiocese is not responsible for ensuring the medication is taken and relieving the school/parish/archdiocese and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.
- ❖ A written statement from the physician that states:
 1. Name of child
 2. Name of medication
 3. Prescribed dosage, exact method of administration and any specific instructions
 4. Time or numbers of times a day medication is to be taken
 5. State date and length of time medication is prescribed
 6. Reason medication is needed
 7. Potential serious reaction or side effects of the medication
 8. Emergency responses that may be necessary
 9. If a child is qualified and able to self-administer the medication
- ❖ The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- ❖ The child shall notify the teacher or other staff members immediately following each use of an inhaler in case follow-up response is needed
- ❖ Violations of these conditions by the child may result in a reversion to staff-monitor use of the inhaler.

Parents of children with chronic conditions (severe allergies, severe asthma, epilepsy, diabetes, etc.) requiring specific treatment or possible emergency responses must follow all guidelines for prescription medication and shall annually file a health care plan with the school that has been approved by a physician.

If a child becomes ill at school, the parent will be notified to come and get the child as soon as possible.

VISITORS

Parents are also welcome to visit classrooms during the school day when arrangements have been made with the teacher. **Visitors must report to the office prior to visiting classrooms. For security reasons all visitors and volunteers must sign in at the school office and pick up a badge before going to a classroom, kitchen, playground, or library. This allows the staff and teachers to know who is in the school building in case of an emergency.**

Meetings with teachers are encouraged however; such meetings must be scheduled in advance. Out of respect for all students, parents are not to visit the classroom during the school day unless arrangements have been made with the teacher.

Students are permitted to bring visitors to school after obtaining permission from the principal and the teacher at least one day in advance.

LUNCH ROOM AND FOOD SERVICE

Students may eat a lunch served from the cafeteria or may bring lunch from home. All students are required to sit and eat lunch for a minimum of 15 minutes. They are then dismissed to recess.

Students are expected to be respectful to all lunchroom staff and volunteers, use polite manners and eat a well-balanced meal. Students may not save seats at lunch tables and should include any person that wants or needs a place to sit. As Christians, we want to be welcoming and open to all of those around us.

The cost of lunch is \$2.80, which includes milk. **A 5-day, 10 day, or 20 day lunch ticket may be purchased the first day of each week for \$14.00, \$28.00, or \$56.00 respectively.** A lunch count will be taken each day before 9 a.m. **Any student arriving after 9 a.m. will need to pack his/her lunch unless the office has been notified to order a lunch for the child.** A menu will be sent home monthly.

Any leftover lunch or milk tickets at the end of the year are non-refundable and they do not carry over to the following school year.

Milk is \$.50. Students may purchase additional milk tickets for lunch on the 1st day of each week and should be turned in to school when the Friday envelope is returned. Milk tickets are \$2.50 for 5 milk tickets or \$5 for ten milk tickets. **Please put lunch and milk money in an envelope marked with the student's first and last names, grade, teacher's name, amount enclosed, and the number of tickets or milks to be purchased. You may put all your children's lunch and milk money in one envelope if marked clearly with the above information.** If paying with cash, please send the exact amount. If paying by check, make check payable to St. Lawrence School.

It is important to make sure that your child only packs what they will eat. Also please make sure that if your child is buying lunch, he or she will eat whatever is on the menu that particular day. We want to try our best to be mindful of those that are not as fortunate and waste as little food as possible.

LUNCHROOM VOLUNTEERS

Volunteers are an important part of our lunch program and we need and appreciate their dedication. Volunteers are permitted to eat lunch after all lunch periods are over as long as there is enough food. The cafeteria manager does make arrangements to donate leftovers, so we ask that volunteers limit themselves to one lunch serving.

In addition, for safety reasons we ask that volunteers with small children avoid doing lunch duty. If small children must accompany a volunteer, recess duty is more suitable for those situations.

WELLNESS POLICY

The Archdiocese of Indianapolis in accordance with Section 204 of Federal Public Law 108-265 has established a school wellness policy. The Archdiocese of Indianapolis is committed to supporting school environments that promote and protect the health, well-being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity. In order to be in compliance with the Archdiocese School Wellness Policy:

- Nutrition education will be integrated into all curriculum areas.
- Health education will be offered in all grades.
- Students will be offered a variety of fresh fruits and vegetables for lunch as often as possible.
- Whole grain bread and brown rice will be served when possible.
- Low fat milk will be served.
- Students will not be permitted to purchase soft drinks.

- Candy, soft drinks, and food snacks will not be used as rewards for academic performance, or good behavior.
- Celebrations that involve food will be limited. Healthy food choices will be encouraged as will other means of celebrating.

Parents are encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc. in lunches brought from home. Soft drinks may not be brought to school.

RECESS AND LUNCH SCHEDULE

MORNING RECESS

K-1 9:30 – 9:45
2-3 9:45-10:00

LUNCH

6-8 11:00 – 11:30
K-1 11:20 - 12:00
2-3 11:45 – 12:30
4-5 12:05– 12:50

CHANGE OF ADDRESS/TELEPHONE NUMBER

Should the address, telephone number, e-mail address (or other pertinent information regarding an enrolled student) change, please notify the school office immediately.

LIBRARY

Library books may be checked out for two weeks. Books may be renewed for another 1-week period, but this renewal must be done on or before the original due date.

The overdue book fine will be assessed at \$.05 per day. Overdue notices are posted outside the library weekly and given to each student at the end of each month. They should be paid promptly. If library fines are not paid, library privileges will be suspended for each day the fine is not paid.

Proper care of library books is the responsibility of the student checking them out. Books are to be returned in the same condition as they were checked out. Students and parents are responsible to pay for any damaged or lost books. Until the payment is made, library privileges will be suspended for students in grades 4 – 8.

LOST AND FOUND

Lost and found items are kept on the main floor of the school. Any items not claimed by the end of the year will be disposed of or given away. **Please write your child’s name on coats, sweatshirts, lunch boxes, etc.**

TELEPHONE USE

Students are permitted to make telephone calls only in emergencies. In the event of an emergency, students must use school phone and not a cell phone. Forgotten homework, projects, books, or gym clothes, arrangements to visit classmates after school, etc. are not considered emergencies. Neither teachers nor students will be called to the phone during school hours. If an emergency arises, office personnel will relay a message to the student or teacher.

ELECTRONIC DEVICES

Electronic devices such as **MP3** players, **iPods**, and **cell phones** must be turned off once the students enter the building and turned in to their homeroom teacher after announcements. **These devices will then be kept in the office until the end of the school day.** In addition, students may not use these devices in the bus and car line at

dismissal. Any student choosing not to follow this rule will have his/her electronic device confiscated by the teacher. If a second offense occurs, the student may lose the privilege to bring electronic devices to school.

SPORTS/CHEERLEADING

All participating students are to display exemplary conduct and meet the following requirements:

- Be enrolled as a student at St. Lawrence School
- Meet academic and discipline eligibility
- Submit a current physical report
- Present proof of health insurance

*If a team is in need of more players to fill-up a roster and provide our students with an opportunity to participate, non-school students may be added to the roster.

For academic eligibility in any non-academic extracurricular activity, a student must be passing every subject and have a Conduct Grade of 76% or higher. Should a student be absent from school due to illness or an unexcused absence on the day of a scheduled extracurricular activity, he/she may not participate in the activity.

Greendale Middle School invites all students in Gr. 6, 7, & 8 who live in the Lawrenceburg School district to participate in their sports program. Their policy is as follows:

“A comprehensive program of extracurricular activities is offered to students at Greendale Middle School. It is the board’s belief that the extracurricular offering is a rounding out of the middle school experience. The board would rather not exclude anyone, but it is felt that those students who are residents and cash transfers of the Lawrenceburg/Greendale and Lawrenceburg Township political boundaries be given preference. Therefore, only those students who reside inside the political boundaries of the above described area will be allowed to participate in extracurricular activities at GMS.” (Lawrenceburg Community Schools, 10/2/86)

PARENT/TEACHER CONFERENCES

Good communication between parents and teachers is essential in the education of our children. There are scheduled Parent/Teacher conferences each year in the fall. Other conferences are arranged when desired by parents and/or teachers. If you would like to schedule a conference, call the school office and ask to have the teacher contact you. Every teacher has a school e-mail address as well as a voicemail box. Parents are encouraged to contact teachers through e-mail first. Parents should address all classroom concerns and questions directly with the teacher. You can find e-mail addresses in the back of this handbook or on the school website (www.stlschool.com).

PROMOTION AND RETENTION

Grades K-3: Promotion through the primary grades will be determined by the student’s proficiency in Language Arts, Mathematics, Reading, and overall readiness for the next grade level.

Grades 4 –8: Promotion will be based on successful achievement in each of the core subjects of Reading, English, Mathematics, Religion, Social Studies, and Science/Health.

Any student who performs unsatisfactorily and receives a failing grade on his or her report card for the year in two or more subjects may be required to repeat the same grade the following year. The decision to retain will be taken very seriously.

Parents will be notified in the third quarter by the teacher if retention is a possibility. A conference will be scheduled with the teacher(s), students, parents and principal to discuss expectations in order for the student to successfully be promoted to the next grade.

GRADING

Report cards are issued every nine weeks. Grades are posted regularly on Jupiter. Other written reports may be sent home on a periodic basis.

Students in grades K-2 will be issued a standards-based report card. Students in grades 3-8 are issued a traditional report card.

GRADING SCALE (Set by the Archdiocese)

93-100	A
85-92	B
76-84	C
70-75	D
69 and Below	F

HONOR ROLL

The Honor Roll for students in grades 4-8 is as follows:

Distinguished Honors: Cumulative average of 98% - 100%.

First Honors: Cumulative average of 93% - 97%.

Second Honors: Cumulative average of 85% - 92%.

SCHOLARSHIPS

Dearborn Savings Association, St. Lawrence Business Partners, and the Daughters of Isabella as well as several other organizations, offer scholarships to St. Lawrence School. The scholarships are awarded at the end of each school year. Students from the school will receive a partial scholarship award for the next school year. These scholarships are available to all students. Application forms are distributed to students in March.

TUITION POLICY

St. Lawrence School uses FACTS Tuition management to collect tuition. All families are required to sign a FACTS agreement that allows the school to track tuition as well as automatically deduct tuition from a chosen bank account. Families will have several payment plan options with this system.

Families who have extenuating financial circumstances must contact the principal and pastor so that arrangements to pay tuition can be agreed upon. Families in need may fill out an application for tuition assistance. No financial assistance will be awarded to families who have an unpaid tuition balance.

No student will be permitted to continue at St. Lawrence School if the family has an outstanding tuition balance at the end of a semester. If there are extenuating circumstances, the family must contact the principal. St. Lawrence School reserves the right to pursue legal action, to withhold grades, and to refuse to transfer records to other schools should all attempts to collect unpaid tuition and fees become exhausted.

St. Lawrence School 2020 – 2021 Tuition Rates:

Parishioner	
First Child *	\$4,170
Second Child	\$3,910
Third Child	\$3,070
Fourth (& up) Child	\$1,050
Non-Parishioner	
First Child *	\$7,070
Second Child	\$6,250
Third Child & Up	\$4,550
Technology & Book Fee (per child)	\$225
Library Fee (per child)	\$10
*Reflects \$100 reduction for PTO subsidy	

* To receive the parishioner rate, you must be an active parishioner of St. Lawrence parish. St. Lawrence subsidizes tuition to keep tuition rates affordable for parents. Parish funds that subsidize tuition are generated directly from the Sunday collections. You have received a parish school subsidy agreement defining the term “active parishioner.” By signing that agreement, parents agree to the terms of the definition of an active parishioner and will be charged the parishioner rate. If at any time it is determined that parishioner obligations are not being fulfilled, action will be taken to correct the situation or a non-parishioner rate will be assessed. For planning purposes, parents should expect 5 - 7% increases annually.

APPENDIX

- Internet Acceptable Use Policy
- Playground Rules
- Staff Phone extension List

INTERNET ACCEPTABLE USE POLICY
AND AUTHORIZATION FOR INTERNET ACCESS BY
STUDENTS

Name of School: St. Lawrence School

City: Lawrenceburg, Indiana

1. Access to the internet must be related to an employee's work responsibilities, or in the case of students, for the purpose of education or research, and be consistent with the educational objectives of the archdiocese and school.
2. The use of the internet is a privilege not a right for employees and students, and inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including discharge or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the archdiocese and/or school;
 - g. Using inappropriate language.

Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc).

4. Posting of a photograph, image, likeness, or personally identifiable information regarding any employee, student, parent, or parishioner on any internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the building administrator.
5. Using school equipment to create a website or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent, or parishioner, is prohibited, except with the express permission of the building administrator.
6. Employees and students may not permit or encourage any other individual or entity from creating a website for the school/archdiocese, or from photographing, video graphing, or otherwise creating the likeness, or revealing personally identifiable information regarding any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the building administrator.
7. Employees and students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the building administrator (i.e., a regular volunteer).
8. The school reserves the right to monitor employee and student use of school computers including internet use and e-mail use and content.

The confidentiality of electronic messages is normally respected; however, employees and students have no expectation of privacy in their use of school-owned computers, the internet or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/archdiocese and, as such, may be reviewed with or without notice. These policy measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Adapted from the Catholic Diocese of Rockford

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ **Grade:** _____ **Date of Birth:** _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and Authorization for Access and sign this authorization before being granted access to the internet. Students, parent(s)/guardian(s) need only sign this Authorization for Internet Access once while enrolled in the school.

The Internet Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.

Student Signature: _____ Date: _____

The following is statement required if the user is a student who is able to read and understand the policy:

I have received, read, understand and will abide by the Internet Acceptable Use Policy.

Student Signature: _____ Date: _____

The following is required of all parent(s)/guardian(s) who wish to allow internet access for their child(ren):

I have read the Internet Acceptable Use Policy and this Authorization for Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that internet access is intended for educational purposes and that the archdiocese and school prohibit the access of inappropriate materials, but that it is impossible for the archdiocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the archdiocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with the Policy and/or use of the internet. I have discussed the terms of this Policy and Authorization with my child and, **I hereby request that my child be allowed access to the internet in school.**

Parent(s)/Guardian(s) Signature: _____ Date: _____

Playground Rules

Outdoor Recess

1. Students are to be involved in constructive playground activities.
2. Students are to remain on the playground during recess.
3. Students may only re-enter the building with permission from the playground supervisor.
4. The following activities are prohibited on the playground:
 - a. Fighting.
 - b. Tackle games of any kind.
 - c. Throwing dirt, rocks, snowballs, and other dangerous objects.
 - d. Playing on or near the entrances and exits to the playground. (Such as the steps next to the church, near the alley, etc.)
 - e. Hardball, softball, football and games involving bats of any kind.
 - f. Any activities that involve riding on the back and shoulders of other students or the carrying of other students.
 - g. Sliding on ice.
 - h. Swearing or spitting.
 - i. Chewing gum or eating food while on the playground.
 - j. Playing any game involving a ball between church and school except for 4 Square.
 - k. Climbing on fences or poles.
5. Use playground equipment safely.
6. Playground supervisors have the right to stop any game that will endanger or interfere with the play of other students.
7. Line up when the bell rings.

If anyone comes to the playground to pick up a student (other than school personnel) escort the student and adult to the office to talk to either the principal or the office staff.

Indoor Recess

Students are to adhere to the above rules that apply. Students to not have permission to run or jump in the classroom or halls during indoor recess. Students are to stay in the classroom unless they have permission from the supervisor to go to the restroom or get a drink. Please indicate acceptance of the St. Lawrence School playground rules, sign and return to your child's homeroom teacher.

We have read, understand, and will comply with the playground rules for St. Lawrence School and hereby give permission for the student to participate in recess activities.

Student's Signature

Date

Parent's Signature

Date

**Staff Directory
2020-2021**

NAME	POSITION	E-MAIL	PHONE EXTENSION
Atwood, MaryAnn	1 st Grade	matwood@sls-apps.org	309
Banta, Rae	Teacher's Aide, Cafeteria, Recess	rbanta@sls-apps.org	
Block, Andrew	Teacher- 5 th Grade Homeroom, 4 th /5 th Math, Science, Soc. St.	ablock@sls-apps.org	325
Brauer, Mary Ann	Secretary, Monday & Wed.	mbrauer@sls-apps.org	301
Cropper, Janet	7-8 Pre-Algebra & Algebra	jcropper@sls-apps.org	322
Coy, Kassie	Teacher –4 th Grade Homeroom, 4 th /5 th Language Arts, Religion	kcoy@sls-apps.org	324
Detzel, Robert	Principal	rdetzel@sls-apps.org	303
Dunn, Randi	Cafeteria	rdunn@sls-apps.org	307
Hall, Pam	Teacher – 6 th Grade Homeroom Spanish	phall@sls-apps.org	318
Hautman, Jill	Latchkey Supervisor	jhautman@sls-apps.org	308
Jaehnen, Shannon	Teacher – Gr. K-8, Music	sjaehnen@sls-apps.org	319
Jenkins, Lindsey	Teacher - Kindergarten	ljenkins@sls-apps.org	310
Lanning, Jill	Teacher – Gr. 3	jlanning@sls-apps.org	316
Leiker, Derek	Teacher – Social Studies 6-8	dleiker@sls-apps.org	321
Leiker, Pam	Teacher- Preschool	pleiker@sls-apps.org	311
Loechel, Joanna	Middle School Language Arts	jloechel@sls-apps.org	320
Macke, Cindy	Parish Office	cmacke@sls-apps.org	351
McCann, Cheryl	Middle School Religion	cmccann@sls-apps.org	322
Murphy, Beth	Secretary – Tuesday, Thursday, Friday	bmurphy@sls-apps.org	301
Sprague, Jay	Teacher – 8 th Grade Homeroom, Science/ Math 6-8	jsprague@sls-apps.org	317
Stoecklin, Jackie	Teacher- Preschool	jstoecklin@sls-apps.org	312
Syberg, Father Ben	Pastor	frsybnerg@sls-apps.org	350
Thornton, Amy	Cafeteria Manager	athornton@sls-apps.org	307 (kitchen)
Eubank, Bill	Maintenance	beubank@sls-apps.org	
Wagner, Bryan	Computer/ IT, PE	bwagner@sls-apps.org	305
Weismiller, Melissa	Teacher – Gr. 2	mweismiller@sls-apps.org	315
Weller, Loretta	Recess Supervisor and Librarian	lweller@sls-apps.org	306 (library)