

St. Lawrence School

524 Walnut Street
Lawrenceburg, Indiana 47025

Parent-Student Handbook

2009-2010

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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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.

PHILOSOPHY

We believe that God created us in His own image and likeness. We understand that God’s love embraces every aspect of our being – body, mind, and soul. God’s concern and the Church’s concern are for the whole person. At St. Lawrence, we strive for the human development of the whole child – spiritual, academic, moral, cultural, and physical. We use many methods to provide each child with a complete education that will enable the child to be a creative, productive, responsible, Christian citizen in today’s society.

ST. LAWRENCE SCHOOL COMMISSION

Board meetings are regularly scheduled for the first Tuesday of each month at 7 p.m. These meetings are open to parents, parishioners, and staff. In order to be on the agenda, you must contact the School Commission President at least one week in advance of the meeting. Any change in meeting time or day will be announced in the bulletin.

2009-2010 School Commission:

President:	Jon Lehn	Members:	Linda Lehmann	Bob Morgan
Vice-President:	Tony Bagshaw		LaVerne Mahler	Robert Sinkhorn
Secretary:	Colleen Pope		Julie Mattlin	Julie Terrill

School Commission email: schoolcommission@sls-apps.org

PARENT/TEACHER ORGANIZATION

The St. Lawrence PTO is a highly active organization in a wide variety of ways. All parents are encouraged to participate. The PTO sponsors a number of projects throughout the school year and lends a great deal of support to the school.

2009-2010 PTO Officers:

President:	Becki Barga	Vice-President:	Jody Reinshagen
Secretary:	Laura Hemmerle	Treasurer:	Tricia Rohe

PTO email: pto@sls-apps.org

PTO Meetings: August 27, 2009 October 28, 2009 December 15, 2009
6:30 p.m.

ST. LAWRENCE STAFF

2009-2010

NAME	POSITION	E-MAIL
Barga, Becki	Cafeteria	bbarga@sls-apps.org
Brack, Jane	Teacher – Gr. 3	jbrack@sls-apps.org
Brauer, Mary Ann	Secretary, Monday-Thursday	mbrauer@sls-apps.org
Brue, Kendal	Teacher – Gr. 1	kbrue@sls-apps.org
Cherry, Jean	Teacher Assistant	jcherry@sls-apps.org
Coy, Kassie	Teacher – Gr. 8 Homeroom, Gr. 6-8 Language Arts	kcoy@sls-apps.org
Frank, Rhonda	Teacher – Kindergarten	rfrank@sls-apps.org
Frye, Malinda	Teacher – Gr. 5	mfrye@sls-apps.org
Gallagher, Father Peter	Pastor	pgallagher@sls-apps.org
King, Debby	Teacher – Gr. 4	dking@sls-apps.org
Koelling, Kyle	Teacher – Gr. 7 Homeroom, Gr. 6-8 Science, Gr. 6-8 Social Studies	kkoelling@sls-apps.org
Lanning, Jill	Teacher – Gr. 2	jlanning@sls-apps.org
Macke, Cindy	Church Secretary	cmacke@sls-apps.org
Mangold, Connie	Teacher – Gr. 3	cmangold@sls-apps.org
Marro, Tammy	Teacher – Gr. 4	tmarro@sls-apps.org
McCormack, Amelie	Teacher – Gr. K-8 P.E., Gr. 8 French, Remedial Reading	amccormack@sls-apps.org
Meyer, Sheila	Teacher – Gr. 6-8 Religion, Choir	smeyer@sls-apps.org
Monnig, Krissti	Teacher – Gr. K-8 Music	kmonnig@sls-apps.org
Murphy, Beth	Secretary – Friday	bmurphy@sls-apps.org
Noel, Jane	Teacher – Gr. 5	jnoel@sls-apps.org
Pruss, Alisa	Teacher – Kindergarten	apruss@sls-apps.org
Schmuelling, Susan	Teacher – Gr. K-8 Art	sschmuelling@sls-apps.org
Siemers, Cathy	Teacher – Gr. 1	csiemers@sls-apps.org
Thompson, Melinda	Cafeteria	mthompson@sls-apps.org
Tibbetts, Gene	Maintenance	
Vollmer, Elizabeth	Teacher – Gr. 6 Homeroom, Gr. 6-8 Math	evollmer@sls-apps.org
Weismiller, Melissa	Teacher – Gr. 2	mweismiller@sls-apps.org
Weller, Loretta	Teacher Assistant/Library	lweller@sls-apps.org
White, Karen	Principal	kwhite@sls-apps.org

ST. LAWRENCE SCHOOL

2009 - 2010 Calendar

Tuesday, August 11	Teacher Orientation - No Students
Wednesday, August 12	First Student Day
Monday, September 7	NO SCHOOL - Labor Day
Monday, September 14	Mid-terms Sent Home
Tuesday, October 13	End of 1st Quarter (44 days)
Friday, October 16	Report Cards Sent Home
Friday, October 23	NO SCHOOL - Fall Break
Tuesday, November 17	MidTerms Sent Home
November 26th & 27th	NO SCHOOL - Thanksgiving Vacation
Friday, December 18	End of 2nd Quarter (45 days)
December 21 – January 1	Christmas Vacation
Monday, January 4	School Resumes
Thursday, January 7	Report Cards Sent Home
Monday, January 18 day)	NO SCHOOL - Martin Luther King Day (Snow make-up
Monday, February 8	MidTerms Sent Home
Monday, February 15 day)	NO SCHOOL - President's Day (Snow make-up
Wednesday, March 10	End of 3rd Quarter (46 days)
Monday, March 15	Report Cards Sent Home
March 22nd - 26th	NO SCHOOL - Spring Break
Friday, April 2	NO SCHOOL - Good Friday
Wednesday, April 21	MidTerms Sent Home
Thursday, May 20	Last Student Day/End of 4th Quarter (45 days)
Friday, May 21	No Students - Staff Record Day
	Final Report Cards will be mailed.

Make-Up Days, if needed, will be Jan. 18, Feb. 15, May 21, and following as required. Staff Record Day will be rescheduled to follow the last make-up day.

GENERAL INFORMATION / ADMISSION PROCEDURE

All registrations, transfers, and admissions are made through the principal's office.

St. Lawrence School is a Catholic elementary day school in the community of Lawrenceburg, Indiana. A non-profit institution, St. Lawrence considers applicants in Kindergarten through Grade 8 who are members of St. Lawrence Parish, and, where openings exist, non-members of St. Lawrence Parish. Applicants are accepted who are able to benefit from the course of studies being pursued, and who display appropriate conduct. Students are accepted without regard to race, color, national origin, and where space allows, creed.

A parent whose child has been accepted for enrollment is required to provide the school: a copy of the birth certificate, medical and dental information, and when applicable, baptismal certificate.

In the case that a student is transferring to St. Lawrence, records from the applicant's previous school will be utilized as part of the evaluation process. Previous principals and/or teachers will be contacted if it is determined that such sources would contribute materially to an understanding of the applicant's ability to function within our program. In all cases, the decision will be made by the principal and such additional staff as the principal deems necessary to assure the best interests of the child and the school be served.

According to state law, immunization records must be on file for each child by the first day of school. Students will not be permitted to attend school after that time until required immunization records are submitted.

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 the school's 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. Upon returning to school after an absence, the student must submit to his/her homeroom teacher a written excuse from the parent stating the reason for the absence. These are kept in the student's file.

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

7:30 a.m. – Student arrival. No drop-offs prior to 7:30 a.m.

7:35 a.m. – Grades 6-8 may go to homeroom

7:45 a.m. – Grades 6- 8 school day begins

8:10 a.m. – Grades K-5 may go to their homeroom

8:25 a.m. – Grades K-5 school day begins

8:30 a.m. – Prayer, Pledge and Announcements

2:30 p.m. – Grades 6-8 dismiss

3:00 p.m. – Grades K-5 dismiss

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 5 unexcused tardies for the entire school year. After the 5th unexcused tardy, the student will receive 3 conduct points for each unexcused tardy thereafter (see conduct policy). A student in grades K – 3 will miss part of a recess after the 5th unexcused tardy. Students missing two or more hours or missing the afternoon classes will be considered one-half day absent. **A student will not qualify for perfect attendance if he/she has 5 or more tardies and/or early dismissals during the school year.**

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.

LATCHKEY

The Latchkey Program is available from 2:30 to 6:00 p.m. for parents who are working. The children will have supervised recreation and will be provided a snack and drink. The children will be expected to follow the daily latchkey schedule and may not be in any other part of the building while attending latchkey.

For information on the latchkey program, please contact Jessica Ulmer at 812-655-4567 or Elaine Flannery at 812-290-1861 or email at latchkey@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.

TEXTBOOKS

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

PHYSICAL EDUCATION

Tennis shoes are required for each class. Students in Grades 3 – 8 can bring extra clothes to change into before each class. Girls should wear shorts under skirts and jumpers. A student will be excused from P.E. class only with a written doctor's excuse.

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 classroom instruction and provides further drill 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.

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, the student will receive 2 conduct points and 10% will be deducted from the grade for that assignment. 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 must be completed using the student's own words. If an assignment has been plagiarized, the student will receive 27 conduct points and a zero on the assignment (report, homework, test, quiz, etc.), and 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.

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 behavior 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 GRADES 4-8

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.

DETENTION

A point system has been developed based on each offense to a particular policy. The list that follows is used as a guideline, not all infractions are included. For every 9 points accumulated, students must serve a detention after school. Students in grades 4-5 will serve his/her detention from 3:00- 4:00 p.m. Students in grades 6-8 will serve his/her detention from 2:35- 3:30 p.m.

When a student accumulates 9 points, a notice will be sent home with the date and location of the detention. It is the parent's and student's responsibility to make arrangements for transportation after detention. A parent/guardian signature is required for each notice sent home. If the student fails to return the signed notice to the appropriate homeroom teacher the next school day, he/she will receive additional conduct points. A parent's refusal or neglect to sign the notice does not void these consequences.

When a student accumulates conduct points, a series of conditions are mandated with the goal of improving behavior. At no point in the year will the points be erased for any reason. This is a year long accumulation of conduct points. The following disciplinary code will be implemented.

Level 1- 27 CONDUCT POINTS

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

- The student may not continue to hold or run for an office in a club or organization.

Level 2- 36 CONDUCT POINTS

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

- A meeting between the student, teachers, and the principal will take place.
- The student will meet with his/her mentor on a weekly basis. If the student's behavior improves, meetings with the mentor may be reduced or ceased depending upon the recommendation of the principal and the mentor.

Level 3- 45 CONDUCT POINTS

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 suspended from all athletic participation (including conditioning) for the remainder of the year.
- The student will be prohibited from participating in any field trip.
- The student will continue to meet with his/her mentor.
- 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.

Level 4- 63 CONDUCT POINTS

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

- A conference with the student, his/her parents, teachers, and the principal.
- Weekly meeting with the mentor.

Level 5- 90 CONDUCT POINTS

- Expulsion from St. Lawrence.

CONDUCT POINTS ISSUED FOR VARIOUS OFFENSES

(generalized, not comprehensive)

Infractions (3 points or less)

- 1 Book uncovered
- 2 Dress Code violation
- 2 Late forms, fees, etc.
- 2 Gum chewing
- 2 Hallway violation
- 2 Late for class
- 2 Locker violation
- 2 Note writing/passing
- 2 Overdue Library book
- 3 Unprepared for class (homework, books, writing utensils, etc.)
- 3 Failure to comply with a reasonable request
- 3 Throwing objects
- 3 Tardy to detention
- 3 Failure to comply with recess rules
- 3 Inappropriate lunchroom behavior

Infractions (greater than 3 points)

- 6 Classroom disruption
- 6 Defacing school property
- 6 Profanity
- 6 Skipping detention
- 9 Discourteous/Disrespectful behavior
- 9 Dishonesty
- 9 Cell Phone Use/Text Messaging/iPOD/MP3 Player, etc.
- 12 Skipping class/assembly
- 27 Cheating (conduct points + zero on test/quiz/assignment)
- 27 Vandalism
- 27 Plagiarism (conduct points + zero on test/quiz/assignment)
- 27 Inappropriate use of computer
- 27 Leaving school premises
- 27 Threatening any student or staff member
- 27 Harassing (of any kind)/bullying another student or staff member
- 27 Verbal fighting
- 45 Theft
- 45 Alcohol/Drug possession in school or any school sponsored event
- 45 Physical fighting/extreme verbal fighting

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 mailed to the student and parents/guardians. The student with the parents/guardians will have an opportunity to appear before a Board made up of the principal, pastor, and two teachers 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.

COMMUNICATION

Every child will have a "Friday Envelope". This envelope will contain all necessary communication between teachers, PTO, athletics, parents and other school organizations. 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.

A parent newsletter and calendar, updating parents on events and programs, will be sent home the last Friday of each month in the Friday envelope. **Information that is to be included in the Friday Envelope, must be submitted to the principal for approval no later than Tuesday at Noon 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 \$20.00. 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.

SCHOOL CLOSINGS

In the event of snow or other severe weather conditions, families will be notified via radio and television (WSCH-FM 99.3, Channel 5, 9, or 12) of school closing or delayed starting time. St. Lawrence will not be announced, we are included with the Lawrenceburg Community Schools.

If there is a two-hour delay, the school doors will not open until 9:30 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. Information concerning a school closings, delays, or early dismissal will be posted on the school's website, www.stlschool.com.

DROP-OFF AND DISMISSAL PROCEDURES

Transportation arrangements should be made prior to the student arriving at school. It is distressing 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 made in writing and submitted to the school office prior to the start of school. It is imperative that child(ren) know BEFORE they come to school how they will get home and with whom they will ride.

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 in grades K – 5 at St. Lawrence School. At dismissal time, students are shuttled to Central Elementary by bus, where they board their regular bus. Two teachers from St. Lawrence accompany these children and supervise them at Central helping them get on the appropriate bus. The children in the upper grades are taken to Lawrenceburg Primary in the morning and then shuttled to St. Lawrence by one bus. In the afternoon, the students are shuttled back to GMS where they get on the appropriate bus to take them home. 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 at the back door off the playground. 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 in the right hand 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.

If you need to go into the school building, follow the guidelines for dismissal then park and go into the school building.

Children should be dropped off at the back of the building in front of the double glass doors. The school doors open at 7:30 a.m. Children should not be dropped off before 7:30; the school doors will be locked. Students in grades 6 – 8 will be permitted to go upstairs to their classrooms at 7:35 a.m. Students in grades K – 5 will be permitted to go to their classrooms at 8:10 a.m.

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 in grades K – 5 who have not been picked up by 3:10 p.m., and students in grades 6 – 8, who have not been picked up by 2:40 p.m., will attend the After School 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.

Girl’s Uniform

- Plaid jumper, Grades K – 3; Plaid skirt or jumper, Grades 4 - 8
- White blouse or shirt with collar, or white knit turtleneck shirt (no logo)
- Plain colored dark blue, gray, or white cardigan sweater, sweater vest (no logo)
- School-logo sweatshirt purchased through school
- Tailored, traditional-style navy pants, Grades K – 8
- Tailored, traditional-style khaki pants, Grades 6 – 8
- Tailored, traditional-style navy shorts or skorts, Grades K – 8; tailored, traditional-style khaki shorts or skorts, Grades 6 – 8 (August – October 31st; April 1st – end of school year.)
- **Solid color socks** (blue or white)
- Students in Grades 4 – 8 must wear belts.

Boy’s Uniform

- White shirt with collar, or white knit turtleneck shirt (no logo)
- Plain colored dark blue, gray, or white cardigan sweater or sweater vest (no logo)
- School-logo sweatshirt purchased through school
- Tailored, traditional-style navy pants, Grades K – 8
- Tailored, traditional-style khaki pants, Grades 6 – 8
- Tailored, traditional-style navy shorts, Grades K – 8; tailored, traditional-style khaki shorts, Grades 6 – 8 (August – October 31st; April 1st – end of school year.)

- **Solid color socks** (blue or white)
- Students in Gr. 4 – 8 must wear belts

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, skirts, and skorts
- T-shirts worn under white shirt must be white with no lettering or logo
- Shorts and skorts 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)
- Boy's hair must be maintained at or above the shirt collar
- Large earrings, lip gloss, eye shadow, blush, and other make-up are not permitted
- Girls may wear nail polish (light-colored only)
- Shoes must be closed toe and heel, no clogs or sandals are permitted at any time

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

Students are not required to be in uniform the first day of school, last Thursday of every month, nor on special "theme" or "tag" 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, or hips, undershirts as an outer garment, 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 skorts also applies on non-uniform 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. 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

The PTO sponsors an Open House in the fall at which time parents may view classrooms and visit with teachers. 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.

The cost of lunch is \$2.00, which includes milk. **A 5-day, 10 day, or 20 day lunch ticket may be purchased the first day of each week for \$10, \$20, or \$40 respectively.** A lunch count will be taken each day before 9:00 a.m. **Any student arriving after 9:00 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.

Students may purchase additional milk tickets for lunch on the 1st day of each week. Grades K – 3 can purchase milk for afternoon break. Milk tickets are \$2.00 for 5 milk tickets or \$4.00 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.

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

2-3 9:45 – 10:00
K- 1 10:00 – 10:15

LUNCH

6-8 11:00 – 11:35
4-5 11:20 – 11:55
2-3 11:35 – 12:10
K-1 11:45 – 12:20

CHANGE OF ADDRESS/TELEPHONE NUMBER

Should the address, telephone number, (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 and students in grades 4 – 8 will receive 2 conduct points 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 and conduct points will be issued 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. 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 such as MP3 players, iPods, and cell phones must be turned off once the students enter the building and kept in the locker until the end of the school day. Any student choosing not to follow this rule will have his/her electronic device confiscated by the teacher for the remainder of the school day. If a second offense occurs, the electronic device will be held in the principal's office until picked up by a parent.

STUDENT COUNCIL

Student Council is an organization which sponsors charity drives, fundraisers, dances, pep rallies, and other events. Elections for officers and class representatives are held annually. All students in grade 1 – 8 are encouraged to participate.

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

For academic eligibility in any non-academic extracurricular activity, a student must be passing every subject with a 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 and parents are encouraged to contact teachers through e-mail. You can find these on page 4 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 receive a failing grade on his or her report card for the year in two or more subjects will be required to repeat the same grade the following year. The decision to retain will be taken very seriously.

Parents will be notified in writing with the third quarter report card 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. Mid-term progress reports are sent every quarter to parents of students in grades 1 – 8. Other written reports may be sent home on a periodic basis. Report cards will be withheld if there is an outstanding tuition balance.

Kindergarten students are issued markings of S (satisfactory), M (making progress), or N (needs improvement) in all subjects. Number grades are issued for all students in grades 1-8 in core subjects.

GRADING SCALE (Set by the Archdiocese)

95 - 100	A
86 - 94	B
76 - 85	C
70 - 75	D
69 - ↓	F

HONOR ROLL

The Honor Roll for students in grades four through eight is as follows:

First honors: 95% - 100% average in every subject.

Second honors: 86% - 94% average in every subject.

SCHOLARSHIPS

Dearborn Savings Association, St. Lawrence Business Partners, and the Daughters of Isabella 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 April.

TUITION POLICY

St. Lawrence School uses FACTS Tuition Management to collect tuition. All families are required to sign a FACTS agreement that allows tuition to be automatically deducted from a chosen bank account. Families will have several payment plan options with this system.

Families who pay their entire tuition amount upfront directly to the school by September 1st will not be required to sign a FACTS agreement.

Families who have extenuating financial circumstances may fill out an application for tuition assistance. Financial awards are based on need and must be submitted by April 1st to be considered for the following school year. 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.

Tuition rates for the 2009-2010 school year are:

Active Parishioner

1st Child: \$2,700

2nd Child: \$1,900

3rd Child: \$1,200

Non-Parishioner

1st Child: \$4,900

2nd Child: \$4,500

3rd Child: \$4,500

FEES

Technology and Book fee: \$30 per student in Lawrenceburg School District

\$77.50 per student outside the Lawrenceburg School District

Library fee (per child): \$10

Technology, book and library fees are due by August 14th. Please send these fees to the school office by this date.