

ST. LAWRENCE SCHOOL HANDBOOK



A school grounded in tradition since 1870 and
soaring toward the future!

2009-2010

**ST.LAWRENCE SCHOOL
1020 CARSON AVENUE
CINCINNATI, OHIO 45205**

TELEPHONE NUMBERS

School – 921-4996
School Nurse – 471-6507
Cafeteria – 921-4230
School Fax – 921-5108
Rectory – 921-0328
Modular – 471-3113
Social Worker/Counselor – 921-6328
After School Care Director – 497-0833
St. Lawrence Website: www.stlawrenceparish.org

It is vital that the school be able to maintain correct information regarding each student at all times. Any changes in names, addresses, telephone numbers or other pertinent information must always be **promptly** given or sent to the school office.

DAILY SCHEDULE

7:15 am– 7:35 am	Arrival for breakfast
7:45 am – 8:00 am	Arrival for school
8:00 am	Classes begin
11:00 am – 11:45 am	Lunch and recess for Grades 1 & 2
11:30 am – 12:15 pm	Lunch and recess for Grades K, 3 & 4
11:45 am – 12:30 pm	Lunch and recess for Preschool
12:00 pm – 12:45 pm	Lunch and recess for Grades 5-8
2:45 pm	Dismissal

TABLE OF CONTENTS

	Page
Mission and Beliefs Statements.....	3
Religious Education Policy.....	4
Admissions.....	4
Attendance and Tardies.....	5
Traffic Pattern for dropping off and picking up students...	5
Student Code of Conduct	6
General Rules and Regulations	7
Discipline	8
Saturday School	8
Suspension	8
Expulsion & Due Process	8
School Policies	8
Transportation.....	9
Field Trips	9
Fees	
Tuition	9
Fees Policies	10
Replacement Fees	10
Communication	
Parent-Teacher.....	10
Custody Issues.....	11
Dress Code	11
Textbooks	12
Homework.....	12
Testing	12
Report Cards.....	12
Promotion and Retention Criteria	13
Library	13
Physical Education	13
Fire Drill Procedures	13
Tornado Drill Procedures.....	14
Shelter in Place Procedures.....	14
Emergency Closings.	14
Cafeteria.....	14
Cafeteria Charges.....	15
Snacks.....	15
Weekly Bingo	15
Visiting in the School	15
Volunteers	15
Health Care.	16
Counseling Services	16
Crisis Plan	16

Dear Parents and Students,

Welcome to St. Lawrence School! It is the faculty and staff's hope that the current school year will be the most beneficial to you both spiritually and educationally.

As you read and become acquainted with this handbook, you should become aware of three key thoughts that will help in achieving an education here at St. Lawrence:

1. FAITH

Through our daily prayers, religion classes, and liturgies, we are helped in developing a relationship with God, our loving Father. This we manifest by the manner in which we show concern and respect for each other.

2. WISDOM

As the school year progresses and report cards are received, we should see progress in our studies. After all, only by working hard in developing good study habits will the fruits of successful studies be seen.

3. CHARACTER

St. Lawrence is not only made up of classrooms, but also of rules and regulations that enable us to mature and grow in our relationships with each other. The principles set forth in this booklet are meant to guide us in developing a Christian spirit that is characteristic of our school - one of charity, concern, generosity, and respect.

As we all cooperate in following the principles set in this handbook, may we find a unifying strength with each other, between teacher and student, teacher and parent, and child and parent. May we all enjoy a happy and holy year as we grow into a Catholic Christian family here at St. Lawrence.

MISSION STATEMENT OF ST. LAWRENCE SCHOOL

St. Lawrence is a Roman Catholic Elementary School where faculty, staff, parents, and students work together to learn, and through example, live the gospel of Jesus Christ.

Our faculty and staff are committed to the spiritual, intellectual, emotional, physical, social, and cultural development of each student.

St. Lawrence School strives to instill in each student the following: respect for self, others, and the communities in which they live, responsibility and accountability for their actions, a personal challenge for academic excellence, and the desire to pursue and enjoy life-long learning.

St. Lawrence School works to establish a solid foundation for each student to confidently meet the many challenges of an ever-changing world.

BELIEFS STATEMENTS OF ST. LAWRENCE SCHOOL

We **believe** that we are called upon to carry out the message of Jesus Christ and His teachings.

We **believe** that each child is special in the eyes of God.

We **believe** a student's spiritual growth and personal development are equally as important as their academic goals.

We **believe** every child is capable of learning.

We **believe** parents are the primary educators with our school community serving as co-educators, assistants, and supporters.

We **believe** students learn in different ways and should be provided with a variety of instructional approaches to support their learning styles.

We **believe** in mutual respect among the school faculty, staff, parents, and students that provides a safe, productive learning environment.

ST. LAWRENCE SCHOOL RELIGIOUS EDUCATION POLICY

All students of St. Lawrence School, whether Catholic or non-Catholic, are expected to take part in prayers, attend Mass, take religious classes, and to meet the academic standards set as well as to generally promote the moral and spiritual climate of the school. Students participate in liturgical and paraliturgical celebrations as a student body and in smaller classroom groups.

Some of the special liturgical and paraliturgical celebrations in which the students participate are:

Weekly Eucharistic Liturgy	Monthly School Liturgy	Stations of the Cross
Catholic Schools Week	Prayer Services	Living Rosary
May Crowning	Daily Classroom Prayer	

Sacraments that will be received by students in a given school year include:

Confirmation	Holy Eucharist (First Communion)
Sacrament of Reconciliation (Penance)	

Any child in grades 3-8 who wishes to receive the sacraments of Reconciliation and Holy Eucharist for the first time must contact the pastor and attend CCD classes regularly to properly prepare for this special occasion.

ADMISSIONS

St. Lawrence Parish School admits to grades K-6 students of any sex, race, religion, and national origin to all rights, programs, privileges, and activities generally accorded or made available to students in the school.

Students are eligible to attend the school upon request of the parents and with the consent of the pastor and principal. Being active, registered members of the Parish is the first requirement.

In order to be officially registered as a student at St. Lawrence School, all the requirements below must be met. No student may officially enter St. Lawrence School until this process has been completed.

1. Most recent report card must be seen at the time of registration.
2. Academic screening.
3. Interview with parent and student by the principal.
4. All registrants must show final report card showing passage to the next grade.
5. Payment of bills from previous school.
6. Payment of tuition according to current policy.
7. Probation period of three months

"Active members" (parents and children) are considered to be **those families who are registered and who regularly participate in the worship and prayer life of the Parish Family**. Because the large size of the parish renders weekly personal contact impossible, **the external sign of such participation and support is the regular use of the weekly envelopes**. Using the envelopes is a sign of the family's presence at the parish weekly Sunday (Saturday evening) Mass, and of the family's willingness to share in the support of the Parish activities.

No specific amount is required of each family. The amount ultimately is up to the sincere conscience of the member. The **members in special hardship are expected to use the envelope regularly** regardless of the amount given, even if the member can afford nothing at the time. The envelope is still the evidence of the family's involvement in the Church. Failure to use this external sign of active participation **faithfully** throughout the year will be the cause of dropping the family from the "Active Members" as far as the availability of school service - high school and grade school - are concerned. This means that:

1. for these now "non-compliant" the parish will **not** pay the \$100.00 tuition fee normally paid by the parish to the Catholic High School for each child, and
2. these now "non-compliant" will also be required to pay the stipulated grade school tuition as stated in the tuition policy

The pastor and the principal will keep a list of active and non-active members.

Children of St. Lawrence Parish receive their Sunday contribution envelopes in August of each new school year. Parents of these children will receive their contribution envelopes monthly through the mail.

ATTENDANCE (ABSENCE AND TARDINESS)

Regular attendance is expected of all students. The students are expected to be present and on time for school each and every day unless they are ill or have other **valid** reasons. Absentees miss valuable class instruction, discussion, and the continuity of programs. Regular attendance is necessary if one is to be successful in school.

1. **If a student is to be absent or tardy** on any given day, the parent/guardian is to **call the school office at 921-4996 between 7:00 AM and 8:30 AM** to report the reason for absence or tardiness.
2. **A written excuse is required for each** absence in addition to calling the office. The written excuse should be given to the homeroom teacher upon the child's return. We are required by law to receive a written explanation of your child's absence and these must be kept on file for one year. This note should state the reason for absence, the dates of absence, and should be signed by the parent or guardian.
3. **If a student becomes ill while at school**, he/she will be sent to the school nurse or office. Should the child be ill enough to be sent home, the parent or person responsible for the child will be notified and the child should be picked up from the nurse's office or school office. The parent or person responsible for the child **must first report to the school office and sign the child out.**
4. Students have the responsibility to make up work assigned while absent. Failure to accept this responsibility could result in a failing grade for that grading period. If a student is absent more than one day, parents are encouraged to make arrangements to pick up make-up work.
5. If at all possible, we encourage parents to **make all doctor and dentist appointments for after school hours.** Any early dismissal of a student must be requested **in writing.** Such requests must be approved by the principal. If your child has a doctor's appointment in the morning, he/she should return to school after the appointment.
6. Perfect attendance is defined as being present at school all day every day and arriving at school on time each day. An early dismissal negates perfect attendance. Doctor and dentist visits require absence from school and therefore **do not** meet the criteria for perfect attendance.
7. Tardy is defined as arrival after 8:00 am but before 10:00 am.
Half day absent is defined as arrival after 10:00 am or leaving before 1:00 pm.
Early dismissal is defined as leaving after 1:00 pm but before 2:45 pm.
8. Excessive absences of students will be reported to the visiting teacher.
9. When a student is tardy four times per quarter, for an unexcused reason (overslept, car trouble, traffic), a detention will be issued for that tardy and any succeeding one, until the seventh (7th) tardy when the student will be required to come to Saturday school.

TRAFFIC PATTERN FOR DROPPING OFF & PICKING UP STUDENTS

When dropping off students in the morning or picking them up in the afternoon, parents should enter the upper parking lot next to the church from Warsaw Avenue and drive slowly to the lower lot. All drivers should exit through the Sturm Street gate. In the interest of safety, please observe this one way flow of traffic. For the safety of the children, parents may not pull into the first parking lot off Carson Avenue.

ARRIVAL Students may be dropped off in the morning between 7:45 and 8:00 unless they are eating breakfast. No one is available to supervise students outside until 7:45 a.m. Students should exit their cars at the orange cones and proceed directly to the breezeway doors. Parents who prefer to walk their children to the building should first park in a designated parking space. If a child is eating breakfast at school he may arrive between 7:15 and 7:35 a.m. and go directly to the cafeteria.

DISMISSAL Car drivers are to park in the lower lot with the car heading out of the parking space for safety reasons. Please back into a parking space before you pick up your child. When leaving, pull forward to exit the lot at Sturm Street. Please follow the one way flow of traffic.

Students in grades K, 1, 2, and 3 will be dismissed through the breezeway doors. Grades 4 -8 will exit through the side door by the doorbell.

STUDENT CODE OF CONDUCT

The goal of the Student Code of Conduct at St. Lawrence School is the development of the whole child based on Gospel values, mutual respect, and personal responsibility.

The objectives of the Student Code of Conduct are:

- to teach Christian values
- to promote positive behavior necessary for learning and growth
- to maintain a safe environment
- to protect the rights of all students

We believe that:

- ❖ St. Lawrence School assists parents in their role as the primary educators of their children. This partnership between school and home extends not only to academics but also to the transmission of Christian values and discipline.
- ❖ Discipline is a learning process which guides the student in reaching her/his potential and teaches her/him respect - for self, others, and the rights of others.
- ❖ Students learn responsibility for their actions through the choices they make and through acceptance of the consequences of their actions.
- ❖ A system of behavioral intervention is essential to help the student establish a pattern of acceptable behavior, to mature, and to become a self-disciplined individual.

Each group within the school community has certain responsibilities which create the school environment...

STUDENTS have the responsibility to:

- respect the rights and dignity of teachers, principal, school personnel, and other students
- respect school and others' property
- know and obey school and classroom rules
- accept the consequences when the rule is not obeyed

PARENTS have the responsibility to:

- take seriously their role as the primary educator of their children
- respect and support teachers in their role as educators
- support school personnel in implementing the Student Code of Conduct
- teach their children respect for people and property
- inform the teachers of any change in the home that would affect the children's performance in school
- respond to school communications when a reply is requested
- accept the overall responsibility for their children's actions and the resulting consequences of those actions

TEACHERS have the responsibility to:

- respect the rights and dignity of students and assist parents in their role as the primary educators of their children
- explain and enforce school rules and implement the consequences consistently
- establish and enforce classroom rules consistent with the goal of the Student Code of Conduct
- communicate when appropriate with the principal and parents

THE PRINCIPAL has the responsibility to:

- respect the rights and dignity of all members of the school community
- establish and enforce the Student Code of Conduct
- support the faculty in enforcing the Code
- communicate with parents when serious or consistent violation of the Code has occurred
- suspend and, in consultation with the pastor, expel students.

It is essential that all members of our Catholic school community know **what type of behavior is expected of students and what types of behavior are not acceptable.**

Students shall treat each other, school personnel, and visitors with concern and respect.

- Disrespect, defiance, and alienation of others is contrary to the Gospel message.
- Possessing, using, transmitting drugs, alcohol, or tobacco demonstrates a lack of respect for one's own and other's physical and mental health.

Students shall facilitate the educational process in church, school, classrooms, cafeteria, and on the playground.

- Any disruption of the learning environment (disregard of classroom policies, talking in the halls and on the stairs, display of temper, leaving the premises, not accepting the consequences of one's actions) is an infringement of others' rights.
- Cheating, forgery, and vulgar language and gestures are contrary to our educational mission as a Catholic school.
- Aggressive behavior (unnecessary roughness, fighting, throwing rocks or snowballs, deliberate injury, possessing dangerous objects, including but not limited to weapons, or weapon look-alikes) are contrary to Jesus' teaching to love one another.

Students shall use material items with care and respect.

- Destroying property, stealing, and vandalism demonstrate a lack of understanding of what it means to live in a world in which our resources are limited and need to be shared.

Other actions affecting our Christian educational process which are not explicitly mentioned above will be dealt with on an individual basis by faculty members and/or the principal.

A **system of behavioral intervention** is key in the educational process. Our system utilizes the following steps:

1. Teacher interventions
2. Parent interventions (note, phone call, conference)
3. Principal interventions
 - a. Student/teacher/principal conference
 - b. Parent/student/teacher/principal conference
4. Student Behavior Cards for Grades 5-8
5. Saturday school
6. Suspension (out of school)
7. Expulsion

Any serious offense, such as substance abuse, possession of weapons, fighting, or vandalism, is an exception to the above system and would result in the student being liable for immediate suspension or expulsion.

GENERAL RULES AND REGULATIONS

1. **Proper respect** is to be given to all St. Lawrence Faculty, Staff, and Personnel.
2. Any conduct that is detrimental to the reputation and character of St. Lawrence School will not be tolerated. Such conduct, whether on or off of school property, or while wearing a St. Lawrence School uniform, could result in suspension and/or expulsion.
3. Students must observe quiet in the school building during class periods and when changing classes.
4. Students may use the telephone **only** in emergencies, **and** with permission of the principal, teacher, or secretary.
5. Proper care must be given all property and equipment.
6. Chewing gum is **not** permitted on school premises.
7. Students are to be considerate of one another on the playground.
8. No student may leave the playground, including re-entering the school building, without the permission of the teacher who is on duty.
9. Students may not bring electronic devices including, but not limited to, pagers and cell phones to school. If a student needs a cell phone for after school use, the phone must be turned in at the office upon arrival at school and may be picked up at dismissal. The school is not responsible for any electric devices brought to school.
10. School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks and computers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

DISCIPLINE

All teachers, staff members, and the principal have the responsibility for maintaining discipline and have the authority to reprimand students who do not behave in conformity with generally accepted rules of conduct. Serious disciplinary problems and consistent violations of regulations will be referred to the principal and the parents will be contacted.

Detention of students will be handled by the individual classroom teacher. If any student is to be kept after school hours, a written notice will be sent to the parents at least one day in advance of the detention.

SATURDAY SCHOOL

For certain serious or chronic offenses a child may be required to attend school on Saturday morning. He/she must arrive in uniform at 8:00 a.m. and will be dismissed at 11:00 a.m. Parents will be notified of this consequence in advance. If the child does not come to Saturday School he/she will be assigned two more days of Saturday School. If the child does not come to both of these, it will be assumed that his/her parents do not support our policies, and the student will be expelled.

SUSPENSION

Serious disciplinary problems will result in a temporary out of school suspension. A parent-principal conference will be held. During a suspension the child will not be allowed to make up the work and will be given no credit for that day's assignments. However, he/she is responsible for learning all material covered. A suspended student is not to be present on the school grounds or at any after school activities, including sports, during the suspension.

EXPULSION & DUE PROCESS

EXPULSION of a student is handled in the context of the Christian educational community. A meeting will be held with the parents, student, pastor, principal and teacher (if involved) to discuss the violation and the resulting action.

If the parents would like a hearing before the Disciplinary Board, they must make this request in writing within 48 hours. The Disciplinary Board is comprised of the pastor, the principal, a teacher who is not involved in the case, and two members of the Education Commission. The hearing will be held within 3 days of notification. The Board's decision will be communicated to the parents by the principal. The parents may appeal the decision of the Disciplinary Board to the Area Superintendent of Schools (in writing) whose decision to uphold the school or order the reinstatement of the student is final.

SCHOOL POLICIES

1. POLICY ON RESPONSIBILITY

After the first two weeks of the school year, students will not be allowed to call home for forgotten lunches, gym clothes, homework, field trip permission slips, or other items. Having to face the consequences of their actions will help children develop responsibility. Students who forget lunches will be allowed to charge a school lunch or may have a peanut butter sandwich.

2. POLICY CONCERNING AIDS

Each instance of AIDS involving a student shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

3. POLICY CONCERNING PREGNANCY

If a student becomes pregnant during a given school year, each occurrence would call for an individual decision based upon the principles of Christian charity, and would take into account the common good and the welfare of all the students. Such an individual decision would be made by the pastor and principal in consultation with the other interested parties (i.e., the student and her parents).

4. POLICY FOR TRANSFER FROM ST. LAWRENCE SCHOOL

If a student is withdrawing from St. Lawrence School, due notice must be given to the principal so that all necessary information and records can be prepared for the transfer. Should the family be delinquent in their financial responsibility, records will be kept until these matters are cleared.

Any students who withdraws from St. Lawrence School in a given school year ordinarily may not be readmitted during the same school year. Parents may meet with the school principal to request re-admission of a student to St. Lawrence for a new school year. The final decision rests with the principal and the pastor.

5. POLICY CONCERNING CHILD ABUSE

The policy concerning child abuse is contained in the Decree On Child Abuse adopted by the Archdiocese of Cincinnati on March 31, 2003. An official copy is available in the school office.

Any suspected child abuse must be reported to the appropriate agency. Teachers and principals are required by law to report suspected child abuse. Child abuse includes physical harrassment, verbal harrassment or physical neglect. Verbal or physical harrassment, whether teacher to student, student to student, or student to teacher, should be reported to school authorities immediately.

6. POLICY CONCERNING ASBESTOS

A management plan regarding asbestos containing materials is available in the principal's office. In compliance with AHERA regulations, follow-up inspections are conducted every three years as well as twice yearly surveillance of these materials.

7. POLICY CONCERNING WEAPONS

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on these premises. Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey, a deadly weapon or dangerous ordnance into a school zone.

TRANSPORTATION

Cincinnati Public Schools provides bus service to eligible students through First Student. Students are expected to behave appropriately while riding the bus. They are to talk quietly, stay in their seats, and obey the bus driver and bus monitor.

At the dismissal bell, bus students are to go to Room 104 and quietly get in alphabetical order. The bus monitor will take the students to the bus when it arrives. If a bus student is not riding the bus on a particular day, a parent must contact the office through note or phone call. Unless we hear from a parent, the student will be put on the bus.

If there are questions regarding the bus service, call First Student directly at 761-6100 extension 114

FIELD TRIPS

Occasionally classes may go on educational field trips. A student must return the school's permission form signed by a parent or guardian on time in order to go. Field trips are privileges, and students can be denied participation if they fail to meet behavioral requirements.

FEES

TUITION

1. Tuition is \$4,400 per child.
2. Families who are registered, active and worshipping at St. Lawrence (See page 4) are eligible for a parishioner credit of \$3,000.
3. Some tuition assistance, based on need, is available. Forms are available in the school office.
4. Registration is held in February. The first \$50 per child of the tuition is paid in February as a registration fee. The cafeteria fee of \$25 per family is also due at the time of registration.
5. Tuition can be paid in ten monthly payments, beginning in July and ending in April. There is a one time \$25 fee to use the payment plan.

6. You must be current with your tuition payments to register for the next school year.
7. A late fee of \$10.00 will be added to all accounts that are received after the 20th of each month.
8. Report Cards will be withheld until all fees are paid.
9. Requests for transfer of records will be denied if fees are not paid.

ALL CHECKS SHOULD BE MADE TO ST. LAWRENCE SCHOOL. A \$25.00 fee will be charged on all checks returned for insufficient funds. Anyone who bounces two checks will no longer be permitted to pay by check. Only cash or money order payments will be accepted.

FEES POLICIES

At the time of registration, all registration and cafeteria fees for each student must be paid in full. The registration fee is applied to the tuition charges for the upcoming school year.

PLEASE NOTE:

IF A REGISTERED CHILD IS WITHDRAWN BEFORE THE BEGINNING OF THE NEW SCHOOL YEAR, THE ST. LAWRENCE REFUND POLICY IS AS FOLLOWS:

1. **AFTER REGISTRATION DAY AND PRIOR TO THE FIRST DAY OF SCHOOL:**
The cafeteria fees are refunded. The registration payment is not refunded.
2. **BEGINNING WITH THE FIRST DAY OF THE NEW SCHOOL YEAR:**
NO refunds on cafeteria fees or tuition payments will be made.

REPLACEMENT FEES

To encourage responsibility the following fees will be charged:

- Replacement report cards \$1.00
- Replacement interim report \$1.00
- Replacement computer report card \$1.00
- Replacement Parent Communication Envelope \$1.00
- Replacement report card envelope \$1.00
- Replacement field trip permission slip, worksheets, or personal copies 25 cents
- Replacement computer headphones \$3.00

COMMUNICATION

PARENT-TEACHER

We encourage frequent communication between parents and teachers throughout the school year. We are accountable through the following channels of communication:

1. Parent-Teacher conferences
2. Personal telephone calls
3. Progress Reports
4. Sharing Standardized Test Scores
5. E-mail
6. Website (www.stlawrenceparish.org)

PARENTS SHOULD NOT COME TO THE CLASSROOM UNLESS THEY HAVE AN APPOINTMENT. Any parent wishing to contact a teacher can do so by e-mail or by sending a note to the teacher or calling the school office and leaving a message. The teacher will return the call at his/her earliest convenience. Appointments with teachers should be made after school hours (2:45 PM). Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the principal or pastor be contacted.

CUSTODY ISSUES

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

State law requires us to release a child to either parent unless court ordered custody papers saying otherwise are filed in the office.

DRESS CODE

The purpose of coming to school is to learn. To retain this learning atmosphere, personal cleanliness along with neat, appropriate, and modest clothes are essential. The principal reserves the right to determine what is neat, appropriate and modest.

GIRLS may wear:

- Selected brown plaid uniform jumper (grades K-4)
- Selected brown plaid uniform skirt (grades 5-8). The waistband of the skirt must show and may not be rolled over. Skirts may be no shorter than two inches above the knee.
- Selected brown plaid uniform skort (grades K-8)
- Navy blue dress slacks or shorts (in warm weather)
- White uniform blouse
- White or light blue three button knit shirt with a collar.

BOYS may wear:

- Navy blue dress pants/slacks or shorts (in warm weather)
- White or light blue dress shirt with a collar
- White or light blue 3 button knit shirt with a collar.

RULES FOR EVERYONE

1. Pants with belt loops require a belt.
2. No oversized shirts or pants are to be worn.
3. Blouses and shirts must be tucked in at all times.
4. Solid navy blue, brown, black, red, or white sweaters (cardigan or pull-over) or vests may be worn. Hooded sweaters and sweatshirts are prohibited.
5. Only plain white T-shirts may be worn under the uniform blouse or shirt (except gym days).
6. Only uniform sweatshirts (purchased through the school office) with the St. Lawrence logo may be worn. A uniform blouse/shirt must be worn under a sweatshirt.
7. Socks, tights, or leggings must be worn. Acceptable colors are navy blue, brown, black, white, and red.
8. Make-up and nail polish may not be worn.
9. Small and simple earrings may be worn. Necklaces and bracelets are not allowed. However, a small cross or religious medal necklace may be worn.
10. Extreme hairstyles and hair colors are not permitted for boys or girls. Hair should not touch eyebrows. Hair should not be spiked. For boys, hair should not touch the shirt collar. The definition of extreme will be determined by the principal.
11. Face and body piercing, tattoos, and facial hair are prohibited.
12. Shoes must totally enclose the foot. No sandals, clogs, crocs, or shoes with open toes or open backs are allowed. High-heeled boots or cowboy boots may not be worn during the school day. Shoes with wheels are not allowed.
13. If for some justifiable reason, the proper uniform cannot be worn, the parent must send a note with the child explaining the reason.

OUT OF UNIFORM DAY

Periodically an out of uniform day will be announced. Here are the guidelines for these days:

- No torn, extremely tight, or baggy pants may be worn.
- T-shirts may be worn, but they may not have inappropriate sayings or pictures.
- Shorts are allowed in warm weather as long as they are modest and not too short.

TEXTBOOKS

All books must be properly covered and given proper care. It is necessary for each child to have some kind of school bag to protect the books when they are being carried to and from school. Each student is responsible for lost or damaged books. Fines will be assessed or detention given. Textbooks, textbook covers, book bags and all other school equipment should remain free of graffiti.

HOMEWORK

Homework is assigned as an outgrowth of the instructional program and to reinforce skills taught at school. Homework may include written assignments and study or reading material.

Homework needs to be a priority. Students should come to class each day prepared with all assignments completed and all necessary school supplies.

Ordinarily, the time allotment for home assignments will be:

Grades 1,2,3.....20-30 minutes

Grades 4,5,6.....45-60 minutes

Grades 7,860-90 minutes

Additional time might be needed for studying for tests, spelling words, and make-up work.

TESTING

Standardized tests are given regularly throughout a child's school career as one phase of evaluating student progress and/or ability. The testing program at St. Lawrence School follows the Archdiocesan policy. The St. Lawrence testing program is as follows:

1. The Kindergarten Diagnostic Instrument II is used to screen kindergarteners.
2. New students in Grades 1-8 may be tested in Reading and Mathematics before placement.
3. Terra Nova Multiple Assessment Achievement Test (Grades 2, 4, 6, 8)
4. In View Cognitive Ability Test (Grades 2, 4, 6, 8)
5. Writing Proficiency Test (Grades 3, 5, 7)
6. Ohio Achievement Tests for EdChoice students

REPORT CARDS

The purpose of issuing report cards is to evaluate the educational growth of the students in all aspects of the curriculum. The report card indicates the educational growth of the students.

Report cards are issued four times a year. Report cards for grades 1-8 are sent home prior to conferences.

Interim reports are issued between the quarters. All report cards and interim reports are to be signed by the parent(s)/guardian(s) and returned promptly to the homeroom teacher.

Kindergarten children receive three reports each year at the end of the 2nd, 3rd, and 4th quarters. However, all kindergarten parents are expected to attend Parent-Teacher-Student conferences in November.

PROMOTION AND RETENTION CRITERIA

Promotion and retention policies at St. Lawrence are handled on an individual basis. Academic progress, physical growth, and maturity of the child are important factors.

When a decision to retain a child is to be made, such a decision involves teacher(s), parents, principal and possibly the school counselor. The final decision will be by the principal.

Any child in Grades 1-3 who receives a failing grade (N-) for the year in Reading and any other major subject (Math or English) will not be promoted.

Any child in Grades 4-8 who receives a failing grade (F) for the year in two or more major subjects (Math, Science, Social Studies, Reading, or English) will not be promoted.

If a child receives a failing grade (F) for the year in one major subject he/she must go to summer school or receive 20 hours of tutoring by a certified teacher in order to be promoted.

LIBRARY

St. Lawrence School maintains a central library which is available to all students. Because the library is a place of reading, study, and research, a quiet atmosphere must be maintained at all times.

A fine is charged for overdue books for each school day that the book is late in being returned.

Students must pay for lost or damaged books.

PHYSICAL EDUCATION

A certified physical education teacher conducts weekly classes for all students.

Each student will participate in the physical education program unless a physician's report indicates that this may be harmful. On occasion, because of a slight indisposition, a child may be excused if a note from the parents is presented.

1. A uniform consisting of a gray St. Lawrence T-shirt and red shorts must be worn, by grades 1-8, for physical education classes. These uniforms are purchased through the school.
2. All students must wear gym shoes. Gym shoes used by students of St. Lawrence, and by all groups using the gym facility on a regular basis should have a white or natural sole. Any variation must have manufacturer's label guarantee indicating the shoe **will not scuff or mar the floor**. Turf shoes or any shoes found to mark or damage the gym floor are never permitted.

FIRE DRILL PROCEDURES

According to state law, a fire drill is conducted each month (August through June). Students leave the building in absolute silence and remain silent in lines outside the building in assigned places.

WHEN THE FIRE BELL SOUNDS:

1. Everyone prepares to leave the school building.
2. All doors are closed upon leaving each area.
3. Everyone leaves the building in an orderly silence.
4. Classrooms take the following places in given areas outside:
 - a. **LEFT UP** Carson Avenue to Warsaw Avenue:
Rooms: 101, 102, 205, 206, 309, 310,
 - b. **RIGHT DOWN** Carson Avenue to LaCiede Avenue:
Rooms: 103, 104, 207, 311, 312, Computer Room
 - c. **RIGHT DOWN** Carson Avenue to **BACK SCHOOLYARD** between the modular and Carson Avenue.
Rooms: 3, 4, 217, 218, Gym and Library
 - d. **LEFT** past the Parish Center to **FAR SCHOOLYARD**:
Rooms: 215, 216, Music
 - e. **LEFT** into Parish Center to **FAR SCHOOLYARD**:
Rooms: 114, 115

Teachers use walkie talkies to report to the Principal that all children in that classroom are out of the building and accounted for.

TORNADO DRILLS

Tornado drills are conducted in September, April, and May.

WHEN THE ALARM SOUNDS OR NOTIFICATION OF A TORNADO IS GIVEN:

Everyone leaves all areas in the school building from each floor and goes to the basement.

Everyone sits on the floor (with crossed legs) with hands covering the head. All are in silence. The Principal checks areas to see that all classrooms and people are accounted for.

SHELTER IN PLACE

In the event that a shelter in place is advised for the area that includes St. Lawrence School, all persons in the building will be notified to go to their assigned places of safety on the third floor. Everyone will remain there until the "All Clear" is issued. No one will be allowed to enter or leave the building during a shelter in place.

EMERGENCY CLOSINGS

If weather conditions or some emergency would require school to be closed, delayed, or dismissed early on a given day, the following procedure will be followed:

St. Lawrence will follow the announcement for **OAK HILLS LOCAL SCHOOLS**. If Oak Hills Local Schools are closed for inclement weather, St. Lawrence will also be closed. If Oak Hills Local Schools have a two hour delay, St. Lawrence will start at 10:00 am with no morning preschool. Full day preschool will be in session starting at 10:00 am.

If the start of school is delayed, Cincinnati Public School buses will not transport children in the morning. If there is an early dismissal, buses will come at the regular time. Cincinnati Public School buses follow Cincinnati Public Schools' call for emergency closings.

If there is an early dismissal there will be no after school care.

Radio stations **WILL NOT** name St. Lawrence individually. If there is a problem unique only to our school which would necessitate our closing, **only then** would St. Lawrence be announced by name. If such an emergency of this kind would arise, then "**ST. LAWRENCE, CINCINNATI**" would be announced by name.

PLEASE DO NOT CALL THE PARISH HOUSE OR THE SCHOOL.

Schools are allotted five (5) emergency days in a given school year. Any emergency days taken over the number of five must be made up.

CAFETERIA

Hot lunches are served daily for \$1.75. Students must choose at least three of the five items offered and eat only the food on their own trays. Packed lunches should include a source of protein such as meat or peanut butter, a grain product such as bread or crackers, and a fruit or vegetable. Milk can be purchased for \$.50 cents. **No canned pop, candy, or carry-in fast foods are permitted in the cafeteria** as this would jeopardize state/federal lunch program.

Breakfast is served each morning at 7:15 – 7:35. The cost is \$1.25. Only those who are buying breakfast may enter the cafeteria. Breakfast is not served on early dismissal days or on snow delay days.

Free or reduced-price lunches and breakfast are available for those who make application for such through the school principal. Applications are sent home at the beginning of each school year.

Students eating in the cafeteria are expected to be courteous and polite, to speak quietly, and to observe proper eating habits and table manners. Before leaving the cafeteria students must pick up anything they dropped, return their chairs to their proper places, and take their trays to the wash area.

CAFETERIA CHARGES

The maximum number of cafeteria charges permitted is three. A notice will be sent home each day that a child charges. A child will be served a regular school lunch and the charges will be recorded and the amount of the charges listed on the notice sent to the parent. If a child has three unpaid charges and then charges a fourth time, he/she will be served a peanut butter sandwich rather than the regular school lunch.

SNACKS

Snack items are sold for \$.25 and \$.50 from 2:45 – 3:00 pm in the lower level hallway. Students who ride the bus or daycare vans are not permitted to buy snacks. Students who owe lunch charges will not be permitted to buy snacks.

WEEKLY BINGO

The St. Lawrence Sunday and Tuesday bingos contribute greatly to the support of our low-tuition school. One hundred percent (100%) participation on the part of each family to volunteer their services at these weekly bingos is needed.

Generally, each family would volunteer at least three times a year for each child enrolled in school. In the event that something prevents a parent from volunteering on a particular Sunday or Tuesday, we kindly request that parent to provide an adult substitute (18 years of age or older) to replace that parent.

Twice yearly, a volunteer bingo list is sent to parents. Any questions concerning your volunteered Sunday or Tuesday should be directed to the bingo staff members:

Marge Panzeca.....451-5694

If any parent can volunteer his/her services for Sunday afternoon or Tuesday evening Bingo, help would be greatly appreciated. Call the chairpersons, or give your name at school or to any bingo staff member. If you are interested in becoming a monthly worker, call:

Marge Panzeca.....451-5694

VISITING IN THE SCHOOL

Any visitor, parent, student, friend of present students, salesperson, or other person not expressly connected with the school must report to the office, sign in, and receive permission to go anywhere in the school. This is for the protection of all concerned as well as for the orderly operation of the school. Visitors should sign out before leaving.

Conferences with teachers are to be made for after school hours.

VOLUNTEERS

St. Lawrence School depends on the parents/guardians of students to assist the school in a variety of ways. We deeply appreciate your services. Some ways volunteers can assist are:

Teachers-Aides	Picture Person Program
Playground Monitors	PTO Activities
Cafeteria helpers	Any and all Parish Activities such as Festivals

All regular volunteers must be fingerprinted by the Archdiocese of Cincinnati – no other agency – before having contact with the children.

HEALTH CARE

The school nurse supervises the health program in the school. Her duties include caring for children who become sick or injured while at school, maintaining student health records, and control of communicable diseases.

Any pertinent information concerning the child's medical history should be reported to the school nurse so that our health records are always current.

The school nurse administers vision and hearing screenings at regular intervals.

A written request must be obtained from the physician for prescription or over the counter medication before any medication may be administered by school personnel. School personnel will administer by mouth medicines only except for emergency medications. All medication will be kept in a locked, secure place.

Students may not carry their own over the counter medication.

Any student who has lice will be sent home for treatment. They must be nit-free before returning to school.

COUNSELING SERVICES

St. Lawrence School has a counselor and a social worker who provide family and student support services, crisis intervention, counseling, tutoring, and classroom intervention/programs. If parents want their child to see the counselor or social worker they should contact their office at 921-6328.

The counselor and social worker may see a student for up to three times without parent notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

CRISIS PLAN

There are unusual occasions where crisis intervention situations arise. There is a plan to address those occasions. Examples of such situations may be but are not limited to the following:

1. Talk or threats of suicide or causing injury to self or others.
2. Incidents of child abuse or child neglect.
3. Sudden death or serious illness of a staff member or student.
4. Bomb threats, or other threats of violence.
5. Intruder alert.

Teachers, pastor, principal, social worker, psychologist, counselor and other staff members constitute the crisis intervention team.

THIS HANDBOOK HAS BEEN APPROVED BY THE ST. LAWRENCE EDUCATION COMMISSION.

Faculty Members

NAME		E-MAIL ADDRESS
Mrs. Alma Lee Joesting	Principal	joesting@stlawrenceparish.org
Mrs. Jenny Branigan	Preschool	missjenny@stlawrenceparish.org
Miss Nikki Brannon	Preschool	miss_nikki@stlawrenceparish.org
Mrs. Beth Wolf	Kindergarten	wolf@stlawrenceparish.org
Mrs. Molly Moehring	Kindergarten	moehring@stlawrenceparish.org
Miss Rita Galinari	First Grade	missrita@stlawrenceparish.org
Mrs. Lisa Mauntel	First Grade	mauntel@stlawrenceparish.org
Miss Patricia Wojnowski	Second Grade	wojnowski@stlawrenceparish.org
Mrs. Tracy Mowery	Second Grade	mowery@stlawrenceparish.org
Miss. Kim Montgomery	Third Grade	montgomery@stlawrenceparish.org
Mrs. Linda Becker	Fourth Grade	becker@stlawrenceparish.org
Mrs. Andrea McAllister	Fourth Grade	mcallister@stlawrenceparish.org
Mrs. Judy Maly	Fifth Grade	maly@stlawrenceparish.org
Mr. Rick Hilvers	Sixth Grade	rhilvers@fuse.net
Mrs. Toni Keller	Seventh Grade	keller@stlawrenceparish.org
Miss Janet Breitner	Eighth Grade	breitner@stlawrenceparish.org
Mrs. Cathy Catanzaro	Language Arts	catanzaroc@stlawrenceparish.org
Mrs. Beth Shore	Librarian	shore@stlawrenceparish.org
Mrs. Lillian Dudley	Music	dudley@stlawrenceparish.org
Mrs. Annie Timmons	Physical Education	atimmons@cinci.rr.com
Ms. Christa Dias	Computer	cdias620@aol.com
Mrs. Tia Luegering	Aide	Tal925@zoomtown.com
Mrs. Sue Aufermann	Aide	aufermann@stlawrenceparish.org
Mrs. Gina Hornback	Aide	hornback@stlawrenceparish.org
Mrs. Joanne Trimpe	Spanish	
Sr. Diane Mersch	Social Worker	mersch@stlawrenceparish.org
Mrs. Kasey Reder	Counselor	reder@stlawrenceparish.org
Mrs. Amy Miller	Speech Therapist	amymiller2020@fuse.net
Mrs. Nancy Kappa	LD Tutor	kkappa@fuse.net
Mrs. Althea Aquino	Title I Teacher	aaltheaa@yahoo.com
Mrs. Katherine Delk-Calkins	School Nurse	
Mrs. Kathy Donselman	Clerk	
Mrs. Eileen McGuiggan	Secretary	mcguiggane@stlawrenceparish.org
Mrs. Denise Dugan	Cafeteria Manager	dugand@stlawrenceparish.org
Mrs. Barb Roll	Cafeteria	
Mrs. Peggy Withers	Cafeteria	
Mrs. Jane Goines	Cafeteria	
Mr. Kevin McGinnis	Head of Maintenance	
Mr. Kevin Haverbusch	Maintenance	
Mr. Larry Brinkmann	Maintenance	
Mr. Eddie St. Clair	Maintenance	

When e-mailing a teacher be sure to include your child's name in the title.