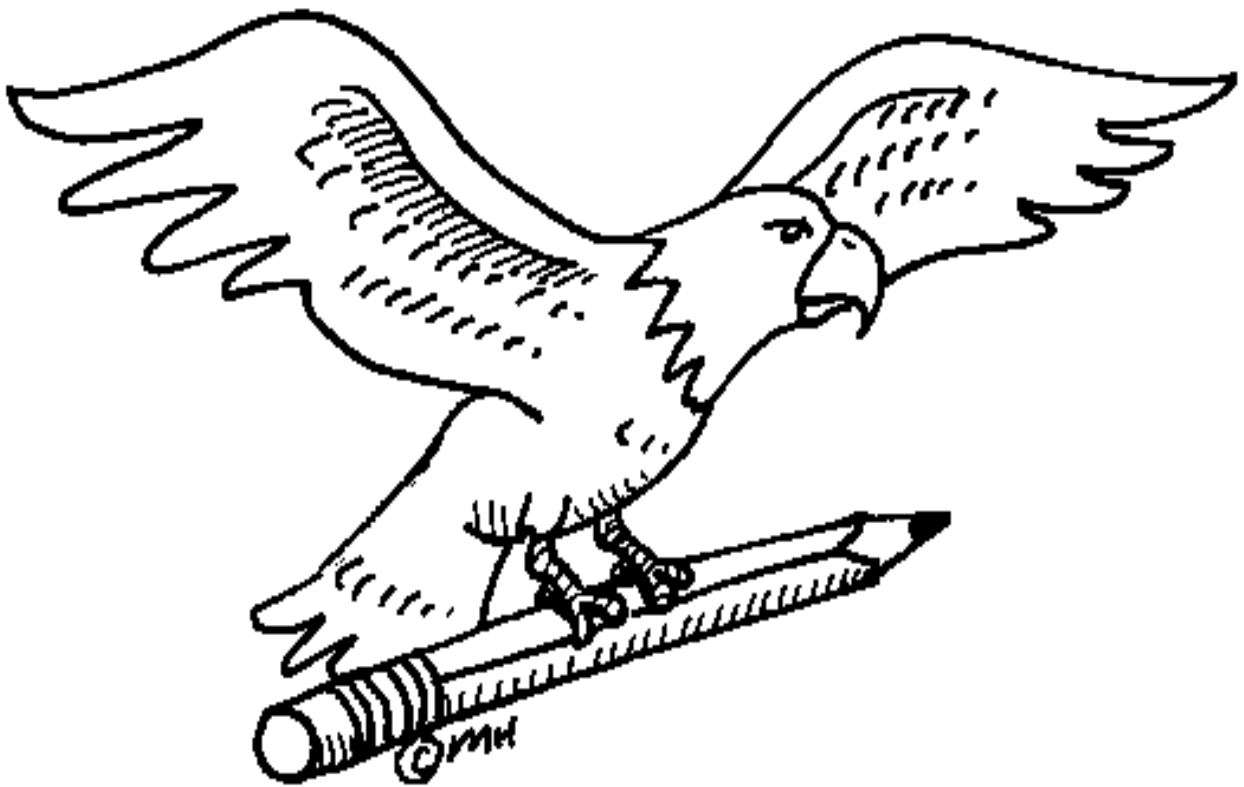


# **ST. LAWRENCE SCHOOL HANDBOOK**



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

**2011-2012**

**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](http://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 3, 4, & 5
11:30 AM – 12:15 PM	Lunch and recess for Grades K, 1, & 2
11:45 AM – 12:45 PM	Lunch and recess for Preschool
12:00 PM – 12:45 PM	Lunch and recess for Grades 6, 7, & 8
2:45 PM	Dismissal

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## **A. WELCOME**

### **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 develop a relationship with God, our loving Father. This we manifest by the manner in which we show concern and respect for each other.

#### **2. KNOWLEDGE**

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

#### **3. CHARACTER**

The principles set 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. The rules and regulations will enable us to mature and grow in our relationships with each other.

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**

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.

## **STATEMENT OF BELIEFS**

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.

## **ABOUT ST. LAWRENCE SCHOOL**

Established in 1870 by the Sisters of Charity, St. Lawrence School has been serving the families of Price Hill for over 130 years. We are accredited by the Ohio Catholic Schools Accrediting Association. Our curriculum meets or surpasses the standards specified by the Ohio Department of Education. *Growing Together: A Graded Course of Study* for elementary schools in the Archdiocese of Cincinnati provides our school with identifiable and measurable objectives in each subject area. These documents communicate the nature and content of our academic program and are available for review in the school office.

## **PARENT TEACHER COMMUNICATION**

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

1. Parent Communication envelopes on Thursdays
2. Missing work reports on Thursdays for grades 3-8
3. Notes in student's planner
4. Parent-Teacher conferences
5. Personal telephone calls
6. Progress Reports
7. Sharing Standardized Test Scores
8. E-mail
9. Website ([www.stlawrenceparish.org](http://www.stlawrenceparish.org))

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. When e-mailing a teacher, be sure to write your child's name in the title. The teacher will respond at his/her earliest convenience. Parents should not come to the classroom unless they have an appointment. Appointments with teachers should be made after school hours (2:45 PM). Complaints and concerns should be handled at the lowest possible level; persons with concerns about a teacher should first attempt to address the matter with the teacher. Only after such attempts have failed should the principal or pastor be contacted.

## **NON-CUSTODIAL PARENTS POLICY**

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.

## **B. ENROLLMENT**

### **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. 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. Interview with parent and student by the principal
2. Academic screening
3. Most recent report card must be presented at the interview
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

### **TUITION AND FEES**

1. Tuition is \$4,700 per child.
2. Families who are registered, active and worshipping at St. Lawrence Parish 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. Tuition may 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.
5. A cafeteria fee of \$25 per family must be paid at the time of registration.
6. Kindergarteners must pay a \$50 snack fee before the first day of school.
7. Students in grades 1-8 must pay a materials fee (varies by grade, ranging from \$4 to \$15) before the first day of school.
8. A late fee of \$10.00 will be added to all accounts that are received after the 20<sup>th</sup> of each month.
9. Checks should be made out to St. Lawrence School.
10. 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.
11. If tuition is not paid up-to-date at the end of each quarter, the child may not continue into the next quarter and the report card will be held.
12. Requests for transfer of records will be denied if tuition and fees are not paid.
13. If a registered child is withdrawn before the first day of school, the cafeteria fee will be refunded. The registration fee is non-refundable.
14. Beginning with the first day of school, no refunds on registration fee or cafeteria fee will be made.

\*\* Active parishioners are those 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 Sunday or 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. Failure to use this external sign of active participation faithfully throughout the year will result in the loss of the parishioner credit.

## **REGISTRATION**

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. Families must be current with tuition payments to register for the next school year.

## **TRANSFER POLICY**

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. Parents must sign a release form so records can be sent to the new school. Should the family be delinquent in their financial responsibility, records will be kept until these matters are cleared.

Any student 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.

## **C. DAILY ATTENDANCE**

### **ARRIVAL AND DISMISSAL**

ARRIVAL Children who are eating breakfast at school may arrive between 7:15 and 7:40 AM and go directly to the cafeteria. Other students may not arrive before 7:45. No one is available to supervise students outside before that time, and St. Lawrence will accept no liability for students not following this policy. When students are dropped off they 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. School begins at 8:00 AM.

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.

Dismissal is at 2:45 pm. 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. Students who are not picked up by 3:00 will be sent to after school care and parents will be charged at the current rate.

TRAFFIC PATTERN 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.

### **ABSENCE AND TARDINESS**

All 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 must 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 (7<sup>th</sup>) tardy when the student will be required to come to Saturday school.

## **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 the main hallway and quietly get in their bus line. 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.

## **D. ACADEMICS**

### **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, meet the academic standards, and 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 Catholic students include:

- Sacrament of Reconciliation (Penance) grade 2
- Holy Eucharist (First Communion) grade 2
- Confirmation grade 7 or 8

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 to arrange for proper preparation for these special occasions.

### **TESTING**

Standardized tests are given regularly throughout a child's school career as one way of evaluating student progress and/or ability. 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. The Iowa Test of Basic Skills (Grades 2 - 8)
4. Cognitive Ability Test (Grades 2, 4, 6, 8)
5. Assessment of Catechisis Religious Education (Grades 5 and 8)
6. Writing Proficiency Test (Grades 3, 5, 7)
7. Ohio Achievement Assessments for EdChoice students

### **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 7,8 .....	60-90 minutes

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

### **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 for students in grades 1-8 are issued four times a year.

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**

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. The recommendation to retain a child will be made by the child's teacher(s), parents, principal and the school counselor/social worker. The final decision will be made 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.

### **SPECIAL ACADEMIC PROGRAMS**

St. Lawrence School welcomes children with special educational needs. We have several options to help these students:

An Intervention Assistance Team (IAT) is composed of the principal, intervention specialist, speech therapist, counselor, social worker, teachers, and parent(s). Its purpose is to assist the student through a chronic difficult situation whether it is academic or behavioral. Parents or school staff may initiate an IAT meeting by contacting the school counselor who will in turn coordinate a meeting if deemed appropriate. Upon convening, the IAT will attempt to identify the root of the problem and propose interventions towards its resolution.

Our full time intervention specialist works with students who have specific learning disabilities. Students usually receive services outlined in their Individual Services Plans for a half hour each day.

We have a part time speech and language pathologist who works with children identified as having a speech and language disability. Students usually receive services for their Individual Services Plan once a week.

Our Learning for Life class accommodates students with cognitive disabilities. These students spend half of each day with a special education teacher working on their Individual Learning Plans. The other half of the day is spent with their homeroom class for religion, music, physical education, computer skills, art and library.

St. Lawrence School will accept and accommodate students with an autism diagnosis if they can function in a regular classroom with the help of an instructional aide. Students are assisted in the classroom daily by aides who implement the goals on each child's Individual Education Plan. The cost for this service is \$20,000 per year.

## **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 his textbooks. Fines will be assessed for damaged or lost books. Textbooks, textbook covers, book bags and all other school equipment should remain free of graffiti.

## **E. STUDENT SERVICES**

### **AFTER SCHOOL CARE**

St. Lawrence After School Care Program provides a safe environment for children until 6:00 PM. Children are given a snack, time to complete homework, outdoor or gym playtime, and time for games, puzzles, and movies. Children who attend St. Lawrence School in preschool through grade 5 are eligible to attend. Older siblings will be considered on an individual basis. The monthly fee for everyday care is \$120 for a single child and \$220 for a family. Occasional care is available for \$7 per day per child.

### **CAFETERIA**

Hot lunches are served daily for \$2.00. 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 our state/federal lunch program.

Breakfast is served each morning at 7:15 – 7:35 AM. The cost is \$1.50. Only those who are buying breakfast may enter the cafeteria. Breakfast is not served on snow delay days.

Free or reduced-price lunches and breakfast are available for those who make application for such through the cafeteria manager. 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.

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 or cereal and milk instead of the full breakfast..

### **SNACKS**

Snack items are sold for \$.50 and \$.75 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.

## **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.

## **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 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.

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 office.

All students must wear gym shoes. Gym shoes 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.

## **INTERNET USAGE POLICY**

Students shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## **LOST AND FOUND**

Please label all clothing with the student's name so that any clothing turned in may be identified and returned. Articles of unidentified clothing are placed near the office. Periodically, any unclaimed articles are sent to Good Will.

## **SUPPLY STORE**

School supplies are sold each morning in the library from 7:45 until 8:00 AM. A price list is sent home at the beginning of the year and is also on our website.

## F. DISCIPLINE

### 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

**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 such as disregard of classroom policies, talking in the halls and on the stairs, display of temper, leaving the premises, and 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 such as unnecessary roughness, fighting, throwing rocks or snowballs, deliberate injury, and 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
4. Student Behavior Cards for Grades 4-8
5. Detention
6. Saturday school
7. Suspension (out of school)
8. 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**

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. The administration reserves the right to discipline for off-campus behavior that would significantly affect the school environment.
3. Students may use the telephone only in emergencies, and with permission of the principal, teacher, or secretary.
4. Chewing gum is not permitted on school premises.

5. Students are to be considerate of one another on the playground.
6. Harassment will not be tolerated in physical, mental or electronic form.
7. No student may leave the playground, including re-entering the school building, without the permission of the teacher who is on duty.
8. Students may not bring electronic devices including, but not limited to, MP3 players and cell phones to school. If a student needs a cell phone for after school use, the phone must be turned off, including text and video functions. The first time a student is caught with a cell phone turned on during school hours, a parent will have to pick up the phone. If it happens a second time, the phone will be confiscated for one month. The school is not responsible for any electronic devices brought to school. The school will not investigate lost phones.
9. 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 and his/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.
10. The education of a child is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

## **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**

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 AM and will be dismissed at 11:00 AM. 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**

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.

## **DUE PROCESS**

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.

## **RESPONSIBILITY POLICY**

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.

To encourage responsibility the following fees will be charged for lost documents

- 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 \$1.00

## **G. 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
- White uniform blouse
- White or light blue three button knit shirt with a collar.

**BOYS may wear:**

- Navy blue dress pants/slacks or shorts
- White or light blue dress shirt with a collar
- White or light blue three button knit shirt with a collar.

**RULES FOR EVERYONE**

1. Pants must be worn at the waist.
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, gold, or white sweaters, sweatshirts, or vests may be worn over the uniform blouse or shirt. 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. Socks, tights, or leggings must be worn. Acceptable colors are navy blue, brown, black, white, red and gold.
7. Make-up and nail polish may not be worn.
8. Small and simple earrings may be worn. Necklaces and bracelets are not allowed. However, a small cross or religious medal necklace may be worn.
9. Extreme hairstyles and hair colors are not permitted for boys or girls. Hair should not touch eyebrows. Spiked hair and mohawk styles are not allowed. For boys, hair should not touch the shirt collar. There are to be no designs shaved into the hair. The definition of extreme will be determined by the principal.
10. Face and body piercing, tattoos, and facial hair are prohibited.
11. Shoes must totally enclose the foot. No sandals, clogs, crocs, or shoes with open toes or open backs are allowed. High-heeled shoes and shoes with wheels are not allowed.
12. 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.

## H. HEALTH AND SAFETY

### HEALTHCARE

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

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

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 medications must be delivered to school by an adult and will be kept in a locked, secure place. Students are not to have medication of any type on their person at any time This policy includes inhalers, cough drops, etc. St. Lawrence School will allow students to carry such items on their person only when instructed in writing by the student's physician.

Parents should not send a child to school in the following situations:

- **Fever:** If your child has a fever (a temperature of 100.0 F or greater) they should remain at home until they have been fever free for a full 24 hours without giving Tylenol or Ibuprofen and they have returned to their typical behavior. If your child is sent home from school with a fever, he/she may not attend school the next day. If your child wakes up with a fever, do not give fever reducing medicine and send them to school.
- **Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.
- **Cold/Cough:** If the nasal drainage is thick and green or if your child has a persistent or productive cough that makes him or her uncomfortable or is disruptive to the learning process, please keep your child at home and consider consulting with your child's physician.
- **Infection:** If your child has been diagnosed with strep throat or "pink eye," they must remain at home until fever free **and** they have received 24 hours of antibiotic therapy. A note may be required for reentry into school.
- **Lice:** Any student who has head lice must be nit-free before returning to school.

### TUBERCULOSIS SCREENING

According to the Hamilton County Health Department guidelines, schools are required to identify and screen persons who might be in a population with high risk for tuberculosis (TB). Foreign born students and staff who were admitted into the USA in the last five years from a country with a high TB rate must provide evidence of a TB screening within 90 days of school entrance or employment. Students and staff who visit in a non-tourist capacity in a country with a high TB rate must provide evidence of a TB test within 90 days of return from the foreign country. A list of countries with a high rate of TB is available in the school office.

## **FOOD ALLERGY POLICY**

St. Lawrence School is committed to the safety and health of all students and employees. The purpose of this policy is to provide a safe and healthy learning environment for students with food allergies.

The parent will notify school personnel in writing of student's food allergy. Parent will note allergy on school's emergency forms and complete all emergency information.

Parent, principal, school nurse, teachers, and cafeteria staff will, as a team, develop an accommodation plan including cafeteria menus, emergency action plan, medication plan, and staff education.

Parent will provide written instructions and medication for emergencies. Medication will be kept in the school office or the classroom as needed.

Ongoing education of students, families, and staff will be provided by the school nurse and parents. This will include emergency management, symptoms of allergic reaction, and administration of emergency medication.

Alternative treats for the student with food allergy will be provided for parties by the parent.

Classroom projects will be monitored by staff to eliminate food allergens.

## **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.

## **HARASSMENT POLICY**

Our Christian faith embraces each individual as a gift from God, worthy of love and respect; therefore, harassment or bullying in any form including, but not limited to, race, gender, religious belief, nationality, disability or sexual orientation is prohibited. Harassment is defined as pervasive or severe, unsolicited, offensive behavior. It may be verbal jokes, insults, innuendos, propositions or threats. It may also be non-verbal gestures, touching, or assault. All harassment should be reported to a teacher or administrator. All allegations of harassment will be taken seriously and promptly investigated. Disciplinary action against students may include detention, suspension, expulsion and/or notification of the civil authorities.

## **SAFETY DRILLS**

### FIRE DRILLS

According to state law, a fire drill is conducted each month (August through June). When the fire alarm sounds, students leave the building in absolute silence and remain silent in lines outside the building in assigned places. 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 April and May. When notification of a tornado warning is given, everyone quickly and silently goes to the basement and sits on the floor in their designated area with crossed legs and with hands covering the head. The Principal checks areas to see that all students and adults are accounted for. Students will not be dismissed from school during a tornado warning.

### SHELTER IN PLACE

A shelter in place drill is conducted once each year. 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.

### LOCKDOWN DRILLS

At least once a year the lockdown procedure is practiced. During a lockdown, no one is allowed to enter or leave the building.

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

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. First Student buses follow Cincinnati Public Schools' call for emergency closings.

TV 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.**

## **VISITORS**

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.

## **CHILD ABUSE POLICY**

The policy concerning child abuse is contained in the Decree On Child Abuse adopted by the Archdiocese of Cincinnati on July 1, 2008. 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 harassment, verbal harassment or physical neglect. Verbal or physical harassment, whether teacher to student, student to student, or student to teacher, should be reported to school authorities immediately.

## **WEAPONS POLICY**

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on St. Lawrence 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.

## **AIDS POLICY**

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.

## **PREGNANCY POLICY**

In the event that a student in our school conceives a child (whether or not the partner is in our school), the principal and pastor will meet with the parents of the student in order to discuss the implications. Actions taken by the school will be directed toward protecting the dignity of the persons involved and also to protect the innocence of the rest of the student body.

## **ASBESTOS POLICY**

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.

## **I. 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:

Teacher-Aides

Playground Monitors

Cafeteria helpers

PTO Activities

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.

## **BINGO**

The St. Lawrence Sunday and Tuesday bingos contribute greatly to the support of our low-tuition school. We ask each family to 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 scheduled Sunday or Tuesday should be directed to the bingo staff members:

Margie Panzeca

451-5694

If any parent can volunteer his/her services for Sunday afternoon or Tuesday evening Bingo on a monthly basis, the help would be greatly appreciated. If you are interested in becoming a monthly worker call Beth Shore in the school office.

## **J. PRINCIPAL'S RIGHT TO AMEND**

The principal of St. Lawrence School retains the right to amend this handbook for just cause and clarification. Parents and students will be given prompt written notification if changes are made.

## Faculty Members

<b>NAME</b>		<b>E-MAIL ADDRESS</b>
Mrs. Alma Lee Joesting	Principal	joesting@stlawrenceparish.org
Mrs. Jenny Branigan	Preschool	missjenny@stlawrenceparish.org
Mrs. Gina Hornback	Preschool	hornback@stlawrenceparish.org
Mrs. Beth Wolf	Kindergarten	wolf@stlawrenceparish.org
Mrs. Andrea McAllister	Kindergarten	mcallister@stlawrenceparish.org
Mrs. Tracy Mowery	First Grade	mowery@stlawrenceparish.org
Mrs. Lisa Mauntel	First Grade	mauntel@stlawrenceparish.org
Miss Patricia Wojnowski	Second Grade	wojnowski@stlawrenceparish.org
Mrs. Molly Moehring	Second Grade	moehring@stlawrenceparish.org
Ms. Kim Montgomery	Third Grade	montgomery@stlawrenceparish.org
Mrs. Nikki Davis	Third Grade	davis@stlawrenceparish.org
Miss Patricia Sommer	Fourth Grade	sommer@stlawrenceparish.org
Mrs. Tia Luegering	Fifth Grade	luegering@stlawrenceparish.org
Mr. Rick Hilvers	Sixth Grade	rhilvers@fuse.net
Ms. Laura Robison	Seventh Grade	lhueneman@stlawrenceparish.org
Mrs. Judy Maly	Eighth Grade	maly@stlawrenceparish.org
Mrs. Linda Becker	Intervention Specialist	becker@stlawrenceparish.org
Mrs. Beth Shore	Librarian	shore@stlawrenceparish.org
Mrs. Lillian Dudley	Music	dudley@stlawrenceparish.org
Mr. Ed Keyes	Computer	ed@edkeyes.com
Mrs. Sue Aufermann	Aide	aufermann@stlawrenceparish.org
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	menguiggane@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. Larry Brinkmann	Maintenance	
Mr. Eddie St. Clair	Maintenance	

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

<b>PARENT/STUDENT COMMITMENT PAGE</b>
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### **PARENTS / GUARDIANS**

My signature below signified that I have read the attached school handbook and agree to have my child(ren) uphold the rules and regulations as written. I will offer my support and encouragement to the faculty and staff of St. Lawrence School as they offer my child(ren) a solid Catholic education of academics and values.

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Father's/Guardian's Signature Date

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Mother's/Guardian's Signature Date

### **STUDENT(S)**

My signature below signifies that I have read the attached school handbook and agree to follow the rules and regulations as enforced by the faculty and staff of St. Lawrence School. I will show the Christian attitude, cooperation and respect expected from those offering me a solid Catholic education.

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

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Student's Signature Date

**This sheet should be signed and returned to school only after the attached handbook has been read by St. Lawrence students and their parents/guardians, but no later than SEPTEMBER 2, 2011. It will be kept on file in the school office during the duration of the 2011 – 2012 school year for referral if needed.**