

† SAINT LAWRENCE SCHOOL

Accredited by Middle States Association

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SCHOOL HANDBOOK

Updated: January 2018



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1. Mission Statement

Our primary mission is to nurture faith, hope and love in each child's heart, soul, and mind. Through spiritual growth, academic excellence, and service to others, parents and teachers become co-creators in revealing the face of Christ in every child.

Belief Statements

We believe Christ is alive and we are part of the larger community of faith as we teach and live the Good News of Jesus through the Word, our worship, and service.

We believe that our families, teachers, staff, and the larger community are partners in educating our children for today's changing society.

We believe in a strong academic and fine arts curriculum that is relevant, challenging, and infused with Catholic faith.

We strive to inspire all children to reach their full potential intellectually, physically, socially, morally, and emotionally.

We believe St. Lawrence School is a welcoming, safe and supportive community that encourages students to develop a positive self-image, their God-given talents, and respect for others.

We believe that our faculty and staff seek to be innovative and current in professional and spiritual growth, supported by school leadership.

A. Introduction: St. Lawrence School is a PreK-5th Grade Diocese of Rochester Catholic Elementary School in Monroe County, New York. St. Lawrence has been awarded accreditation by the Middle States Association of Colleges and Schools. Accreditation signifies that our school has met the MSCES Standards for a quality school. This serves as recognition of both the prior achievements and a commitment to greater future accomplishments. The school mission statement is the basis for all policies and procedures. The life of our school flows from this statement. It answers the question, "What do we, as Catholic educators, say that we are doing in this school?"

St. Lawrence School exists to offer a unique education – to be a model of what a Catholic community should be:

- ❖ Teaching the Word of God
- ❖ Celebrating the Liturgy
- ❖ Serving those in need
- ❖ Building a community of friends

B. Faculty

The key to our successful climate for growth is the faculty. Each teacher and staff member is a highly committed and qualified professional – one who loves children and works to foster their growth. All of our core teachers are New York State Certified, highly trained educators who provide our students with both academic excellence and spiritual growth.

C. Theme

Each year a different spiritual theme and focus will be chosen for our school community. The selected phrase or statement will give us the opportunity to better recognize and come to know our God and each other. Our Theme for the 2017-2018 school year is, "His Banner Over Us is Love." We celebrate our God created uniqueness and commonness, our gifts and challenges. Together, we can accomplish whatever we set out to do, knowing that God loves us always. Through prayer, service, and giving, our words and actions will reinforce that we are children of God, a part of the human family, and that we are the key to peace.



2. DAILY/WEEKLY ROUTINE

A. Arrival - Grades K - 5

The school building opens at 7:30 a.m. K-5 students may be dropped off at that time. They must wait in the supervised area inside the school until 7:40 a.m. They will proceed to their designated classroom when directed by the teacher in charge. Classrooms have guidelines for morning work or Accelerated Reader participation. Parents should make every effort to have students at school before 8:00 a.m. Arriving late for school is a permanent part of a student's record.

The school day begins promptly at 8:00 a.m. with morning program in the gymnasium. During morning program our K-5 students and teachers pray together, participate in the Pledge of Allegiance, listen to school announcements, and recognize students and staff birthdays. Morning program ends at 8:10 AM and students return to their classrooms to begin their daily instruction.

Students arriving by car should be dropped off at the main entrance. This is the only curb-side drop off area. Please pull ahead so other cars can pull in behind you. **This is a drop off area only.** Drivers are not to get out of their cars.

Parents escorting their children into school should use the north (church) side entrance. Please park your car in one of the lined parking spaces and walk your child in. All visitors must sign in and wear a visitor pass.

Buses will drop off students at the north (church) side entrance.

B. End of Day Dismissal – Grades K - 5

The school day ends at 2:15 p.m. for grades K-5. For your child's safety, we ask that you make all dismissal changes prior to 1:30 p.m. Students being picked up by cars are dismissed to the gymnasium to meet parents. During dismissal time, teachers need to give all their attention to the children. For this reason, parents are asked to please enter through the north side entrance and sign out their children in the gym foyer between 2:20 p.m. and 2:30 p.m. An ID will be required until the dismissal team becomes familiar with the parents.

C. Pre-School Arrival and Dismissal- Preschool students may be dropped off beginning at 7:30 am. Parents must park in the north side parking lot and escort their children in through the north double door entrance. Please sign your child in with pick-up information on the sign-in sheet. Children may hang up coats and book bags in their assigned cubbies and proceed to class. Half Day pre-school dismissal is at 11:00 a.m. Parents will be let in through the north door entrance at this time and must sign their child out in the gymnasium. School Day preschool ends at 2:30 PM. Parents picking up preschoolers at this time will be let in through the north door entrance and must sign their child out in the gymnasium. More specific preschool procedures can be found in our Preschool Program Guide which is available on our school website.

Students must have a signed note from their parents in order to change their normal and routine dismissal plans. Green Change in Normal Routine Forms are available in the main office. They will be sent home at the beginning of the school year to make communication with teachers easier and will be made available on our school website. Please be certain to send in a Change in Normal Routine Form for each child to that child's homeroom teacher whenever a change is needed. Please do not use email, voicemail, or fax to communicate this information.

If there is a special need for a student to ride a different bus, parents must call the public school transportation office to make arrangements. Parents must also send in a note to school requesting a different bus. This note must be approved by the principal. Please note: students may not ride a bus from a different school district, e.g. Greece students may not ride Hilton busses.



D. Early Dismissal - PreK - 5

Students who need to leave for appointments during the school day need to bring a note to their homeroom teacher. Parents must come to the office to request their child and sign them out.

E. After School Care

After School Care is available for students from 2:30 PM to 5:30 PM. Please check your school calendar for scheduled days off and half days, and plan for alternative childcare on those days. Also, please inform your teacher and the after school care director in writing of any changes in your child's dismissal. The After School Care Handbook and Registration Forms are available on the school website. Any child not picked up by 2:30 PM will be placed in After School Care and may be charged a fee.

F. Parent Volunteers

Parent volunteers are most welcome and appreciated. Please come in the main door and sign your name in the book in the office and pick up a volunteer pass. Please sign out when you leave. Remember that you play a very important role in the success of our school. Thank you for your help!

Parent volunteers must complete the Creating a Safe Environment training program and authorize a background check performed by a third party for the Diocese of Rochester.

G. Visitors

Parents are welcome to visit St. Lawrence School. Please call ahead and arrange a time if you wish to observe a class. During the school day, all outside doors will be locked. Please buzz at the front door and wait to be identified and admitted. Come directly to the school office to sign in whenever you come to school; please do not go directly to the classrooms. This helps prevent children and teachers from being distracted in the classroom as well as ensures the safety of all our children.

H. Lunches

Preschool students eat lunch in the classroom. Students in grades K-5 eat lunch in the gymnasium. Students may bring their own lunch or purchase hot lunch and milk through our lunch program which will begin mid-September. Students may purchase ice cream on certain days.

I. Classroom Snack/Treats

Due to the increasing number of students with allergies, we have an approved snack list and a "no edible treat" policy for birthdays. Please see the approved snack list on our school website.

3. ATTENDANCE

Regular attendance is a big step toward success in school and life. Children who are regularly tardy or absent have additional challenges. In such cases, parents will be notified to meet with the school and principal to seek the best solutions. When excessive absences are noted, parents will be notified and a meeting arranged to address the situation.

A. Health Concerns

Medical information about a child may be shared with staff on a "Need to Know" basis to ensure the safety of your child. If there is information you do not want shared, please contact the school nurse to discuss the matter at 225-3870 x123. To better support your children, please let the principal or school nurse know of any major changes at home.



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Classroom Snacks/Treats: Due to an increasing number of food allergies, please see the Approved Snack List on our school website. In an effort to promote health and wellness, the school has a non-food birthday treat policy. Please check with your child's teacher for suggestions on other birthday celebration alternatives for their classroom.

B. Medication Please try to give all medication at home. When this is not possible, all medication, prescription and over the counter, must be accompanied by doctor's orders and written parent permission. Medication must be brought to the Health Office by a parent or guardian in the original container.

C. Absence

Please call the school before 8:00 AM and speak to someone in the school office if your child will be absent, arriving late, or leaving early. Please do not leave a voicemail, or send an email or fax to communicate this information. Please state the reason for the absence, late arrival or early dismissal. If you know in advance, send a written excuse for the absence. Otherwise, send in a written excuse explaining the absence, late arrival, or early dismissal upon your child's return to school.

D. Going Outside

As a general guideline, when the wind chill is below 30 degrees F, outdoor activity will be suspended. Otherwise, please make sure your child is dressed appropriately for the possibility of outdoor recess/PE. If your child is too sick to go outside, they are too sick to send to school. Personnel are not available to provide the additional supervision required for a child to stay inside the building if their class goes outside at recess. When wind-chills are below 30 degrees F, as a general guideline, outdoor activities will be suspended. This follows the Greece School District guidelines approved by the Monroe County Public Health Department.

E. School Closing

St. Lawrence School is closed when the Greece Central Schools are closed because of serious weather conditions. **Listen to the radio or local TV channels after 6:00a.m. if the weather is bad, School Reach will also notify parents.**

4. ATTIRE

A. School Uniforms

Students in grades K-5 are required to wear uniforms. They are worn to represent our school colors (red and blue) and our spirit of unity. Make-up is not worn with the uniform. Conservative jewelry is allowed, i.e. small post earrings (max. 2 per ear) simple chain or pendant. Earrings may be worn by girls only. Any emergency exception to the uniform code must be accompanied by a note from parents; otherwise students will need to call home for proper attire. To help avoid mix-ups and prevent lost clothing, please label everything. Specific uniform requirements are outlined in the following sections.

B. Dress Down Days

"Dress Down Days" are always assigned with the principal's approval. They may be given as a reward to individuals, a class or the whole student body. They permit a student to come to school out of uniform. The dress down clothes must be modest, and not promote any message that is inconsistent with the school's mission and philosophy, for example, spaghetti straps, halter tops and bare mid-drifts are not appropriate. If a dress down day is on a Physical Education Class Day, students should wear dress down clothing that allows them to participate in physical activity.

C. Dress Up Days

Throughout the school year there will be some days designated as "Dress Up Days." These days are always



assigned with the principal's approval. These days may involve special events, masses, or other school functions in which students are asked to dress in more formal attire. A student may dress in their regular school uniform if they do not have any other formal attire to wear on a "Dress Up Day."

St. Lawrence Uniform Policy

All educators agree that there is a direct correlation between the way children dress and their conduct and manners. We, therefore, insist that our students show good taste in their appearance and are neat at all times.

Boys and girls from grades K-6 are required to abide by the dress code from the first day of school in September until the last day of school in June. We ask your cooperation in STRICTLY enforcing these uniform regulations.

On occasion, students will be invited to participate in out-of-uniform days. We wish to provide opportunities for the students to dress casually but not inappropriately. Parents are expected to monitor what their children wear to school. **Out-of-Uniform Days will be communicated to parents via Schoolwide Newsflashes and/or Weekly Newsletters.

All Students K – 5 Regular Uniform Day Policy:

- Navy blue dress pants (twill ONLY- cargo, jeans, knit, cords, or capris are not permissible)
- Navy blue twill dress shorts-optional for September, May , and June ONLY
- White or Red, long or short sleeve polo with soft knit collar (No logos)
- Navy blue or Red school logo imprinted Fleece Jacket or Vest - **ordered from School Office only**
- Navy blue or Red school logo imprinted sweatshirt - **ordered from School Office or Lands' End**
- Navy, Black, or White **socks must be visible and cover the ankle**, knee socks or tights (no golf socks)
- Shoes must be closed-toe (**must be SOLID Black or Navy**).
- Sneakers (**must be SOLID Black, Navy or White**). Light up, florescent colored, color accented, and boat shoe style sneakers are unacceptable. **Please see sneaker examples on our school website.**
- If a belt is worn, the belt should be solid black in color

Additional Options for Girls:

- Navy blue skirt or skort with white blouse or red or white polo
- Navy blue jumper with white blouse, round or pointed collar, long or short sleeve
- Navy Blue Polo Dress

Additional Option for Kindergarteners:

- Kindergarteners may wear uniform PE sweatpants/athletic pants any day of the week, in place of uniform pants. PE shorts may be worn in September, May, and June.
- October through April PE sweatpants/athletic pants must be worn. PE shorts may be worn under PE pants on Phys Ed days.



General Uniform Policy Information:

- **All children must be in uniform every day.** If this is not possible a note must be written to the homeroom teacher.
- All shirts and blouses must be tucked in at all times.
- **September, May, June ONLY:** Optional navy blue twill shorts
- Girl Scouts, Boy Scouts: May wear the official scouting uniform or sash to school on scout meeting days.
- **The wearing of jewelry is restricted to watches, small post earrings (girls only) and small rings.**
(Religious medals may be worn under the uniform.)
- On **Casual Dress Days** proper school attire must be worn. Pants must be the correct length and worn at the waist. Shorts must be knee length or longer than fingertips. Shirts must not be offensive in nature. **NO tank tops may be worn at any time. All shirts must have sleeves.**
- On **Dress-up Days** students may not wear jeans, shorts, t-shirts, dresses with thin straps, or flip flops.
- Out of Uniform Notices will be issued if the proper uniform is not worn. Three (3) or more notices will result in an “N” on the report card.
- A detention or suspension can be issued as a result of a uniform policy violation.
- There are many styles of pants, shorts, shoes, skirts, shirts etc. **Please follow the guidelines for purchasing only the style of items listed in the uniform code. This keeps the uniform...uniform!**

Accessories (All St. Lawrence School Students)

- No fad sneakers, shoes, sandals, flip flops, open shoes, heels over 1”, or backless footwear.
- Small post earrings (please no dangling earrings.) Limit of 2 per ear.
- Boys are not permitted to wear earrings.
- Hair Style:
 - Girls – simple and neat.
 - Boys - simple, neat, not below the collar.
 - Dyed hair, shaved heads (partial or whole), any extremes in cut are not permissible.
- Hair Accessories should be simple, neat and uniform colors.
- No make-up may be worn.
- No tattoos or body piercings.
- Clear or Light-Colored Nail Polish only. Fake nails are not permitted.

The Principal reserves the right to determine what is appropriate for dress and grooming.

All Students K – 5 PE Uniform Policy:

GRADES K - 5 are to wear PE uniform on Phys. Ed day as the official school uniform.

- Red St. Lawrence School logo imprinted T-shirt - **ordered from School Office or Lands’ End**
- Navy blue athletic shorts – optional for Sept, May and June only - **Solid color, No logos**
- Navy blue sweatpants/athletic pants - **Solid color, No logos, No yoga pants**



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- Navy blue or Red St. Lawrence School logo imprinted sweatshirt - **ordered from School Office or Lands' End** (may be worn any day)
- Navy blue or Red St. Lawrence School logo imprinted Fleece Jacket or Vest - **ordered from School Office only** (may be worn any day)

General PE Day Uniform Information:

- October through April: PE athletic pants must be worn. PE shorts may be worn under PE pants on Phys. Ed days.
- Students not wearing the PE uniform will not be permitted to participate in Phys. Ed class. Non-participation will affect your child's grades.

5. SPIRITUAL ACTIVITIES

Many spiritual opportunities are given to students so what is learned in class can be put into action.

A. Prayer Together

Every morning we gather as a school community to pray together as part of our morning program. We celebrate mass once a month and during all holy days of obligation. Students say grace before snack and lunch and pray together in the classroom at the end of the day immediately before dismissal.

B. School Liturgies

Our celebrations to worship God are just that - celebrations! Students are active in both the planning and the execution of these masses and times of prayer. Family and friends are encouraged to join us. All students are to participate fully and reverently.

C. Outreach

Caring for others is put into practice through a variety of outreach activities. We participate in many service projects throughout the school year to help and give back to our community. Offerings of gifts, groceries, and prayers for families in need are collected throughout the season.

6. STUDENT ACTIVITIES

A variety of student activities are offered at St. Lawrence.

Sports

CYO Sports are big at St. Lawrence. We have both boys and girls soccer and basketball teams for grades 3 through 5.

Concert Band

St. Lawrence School's Concert Band is made up of 4th and 5th Graders. The band practices during and after school and performs a concert in the spring.

After School Clubs

St. Lawrence School has many after school clubs and activities. Some of these include cooking club, game club, chess club, art enrichment, craft club, robotics, skiing, bowling, ice skating, roller skating, run club, talent show, yearbook, and scouts.



7. PARENT ACTIVITIES

St. Lawrence School is a great place to grow because of the involvement and commitment of its parents. There are several standing parent committees. If you are interested in volunteering for any of them please call the school office.

Parent Association

Purpose: To join in and promote the mission of Catholic education and contribute to the overall mission of SLS (nurturing faith, hope, and love in each child's heart, soul, and mind through spiritual growth and academic excellence). All parents of SLS are members of the Parent Association: acting as ambassadors to SLS; being involved in school events and coming together as a group working for the benefit of the school.

Parent Involvement

Purpose: To build a Christian community among teachers, staff, students and families; to seek out and coordinate school activities and volunteers.

Fund Raising

Purpose: To organize major fund raising events, such as the Walkathon.

School Marketing Committee

Purpose: To actively publicize the many positive achievements of our school to the local community on a timely basis; to publish the school brochure and recruit new families to the school.

8. ACADEMIC PROGRAM

Our academic program is centered on the Catholic formation and education of our children. The primary focus in each class is the message of the Good News as spoken, realized and challenged in our world today. It is our goal to prepare students with strong souls, open hearts and enlivened minds.

St. Lawrence students have an excellent record of high achievement. Our strong academic program is structured, challenging, creative, and attentive to individual needs.

A. Curriculum

Our curriculum adheres to the New York State Education requirements incorporating Catholic faith, principles, virtues and practices. Students are required to take the entire core and specials subjects. The core subjects are Religion, ELA, Mathematics, Social Studies, and Science. We use the Go Math program for our math curriculum in Grades K-5. We use Lucy Calkins Reading Workshop and Writing Workshop programs for ELA in Grades K-5. We use the Happily Ever After Reading Program in preschool. The core subjects are enhanced with specials subjects, which include Music, Art, Physical Education, Technology, Library, and Character Education.

B. Field Trips

Each class has field trips as part of their curriculum. Students must have a permission slip signed by their parents to go on a field trip. Confirmation by phone is not permissible. Transportation for local trips is provided by bus. All chaperones must complete Creating A Safe Environment and authorize a background check.

C. Accelerated Reading Program

All students take part in the Accelerated Reading Program. This program is designed to help children read more and to improve comprehension. Hundreds of books are available at different reading levels for student use. After reading a book, children will take a computer-based assessment to assess their comprehension.



D. Academic Intervention Services (AIS) and Instructional Support Team (IST)

The St. Lawrence School community is blessed to have several assisting teachers dedicated to helping fulfill the needs of our children for support and challenge in ELA and math. Academic Intervention Services (AIS) teachers will have open communication and involvement of parents in all stages of assistance. These teachers are also part of our Instructional Support Team (IST) which is made up of teachers, parents, and our school counselor. This team works together and meets on a regular basis to address various academic, social, and emotional needs of students throughout the school year.

E. Homework

Homework is an important follow-up to daily learning. It reinforces and expands classroom instruction and helps promote independence and responsibility. Reading and study assignments are equally as important as written assignments. Satisfactory completion of homework assignments is an integral part of determining students' grades.

A quiet, well-lit work area, away from distractions should be provided at home. Establishing a daily homework routine is helpful to students. It is very important that parents understand and support the school homework policy. Homework assignments can be found on classroom web pages through www.stlawrenceschool.org.

F. Homework Guidelines

Homework should not normally exceed ½ hour a day for grades 1-2 and ¾ hour a day for grades 3-5. A good guideline to follow is to add a "0" to your child's grade – for example: 30 minutes for a student in grade 3.

9. PERFORMANCE ASSESSMENT

We adhere to the New York State testing requirements. At the school level, our teachers use a variety of methods to assess students' achievement. This includes I-Ready Benchmark Assessments, unit tests, quizzes, oral and written reports, special projects and homework, as well as other methods.

A. Marking System – Daily subjects

All grades are entered into the online My Students Progress Grading Program. There are four grading quarters each school year. Report cards are made available electronically at the end of each quarter through My Students Progress. The fourth quarter report card is the only report card that is sent home as a hard copy. Math, ELA, Science, Social Studies, Religion, and Health are given report card grades each quarter. Physical Education, Technology, Art, and Music are given report card grades once per semester, at the end of the second and the fourth quarter. The Diocesan report cards do not provide us with the ability to grade Character Education and Library.

Grades PK - 2

These grades will be un-weighted using the following marking codes:

- E = Exceeds Grade Level Diocesan Standards
- M = Meets Grade Level Diocesan Standards
- W = Working Towards Grade Level Diocesan Standards
- N = Not Yet Meeting Grade Level Diocesan Standards
- X = Not Evaluated at This Time

Grades 3-5

These grades will be weighted using the following system:
 Projects, Tests, Quizzes (50%)
 Classwork (35%)



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Homework (15%)

Grades for 3rd – 5th grade students will be entered as percentages.

- 95-100 Excellent: Indicates superior performance, initiative and independence in academic study.
- 90-94 Very Good: Indicates commendable performance in academic study.
- 85-89 Good: Indicates above average performance in academic study.
- 80-84 Very Satisfactory: Indicates a tendency toward above average performance in academic study.
- 75-79 Satisfactory: Indicates average performance in academic study.
- 65-74 Unsatisfactory: Indicates weakness and difficulty in the understanding of content and the application of skills in academic study.
- Below 65 Failure: Indicates a marked lack of understanding of content and ability to apply skills in a subject area.

All students receive the following grades for learner behavior skills:

- N = Needs Improvement
- I = Improving
- S = Satisfactory
- E = Exemplary

B. Parent – Teacher Communications

If you would like to set up a meeting with a teacher please email the teacher or contact the school office to set up a meeting. Please respect teachers' rights to privacy. Instead of contacting them at home or speaking with them at school events, please call the school office. By scheduling a convenient time for both of you, the teacher will be able focus his or her full attention on your concerns. In the classroom, the teachers are responsible for the education and well being of many children and it is very important that they give all of their attention to the students.

C. Promotion

The Diocese has established specific criteria for grade advancement. Students must satisfactorily complete all academic areas of study according to grade level. While parents are consulted throughout this serious decision making process, the final decision to promote or retain a child rests with the school.

10. CODE OF CONDUCT

St. Lawrence School and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, as well as character building of our students very seriously. The Code of Conduct addresses and aligns with the guidelines in accordance with the Dignity for All Students Act in terms of issues of discrimination, harassment, and bullying. The guidelines in this law reinforce our commitment to building a strong, Christian character in all of our students as well as employees. Our goal is to encourage a Christian community where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and create an atmosphere that enables students to grow in self-discipline. Provisions are in place that prohibit discrimination, bullying (including cyber bullying) and harassment against any student by employees or students on school property, school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being or:
2. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.



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Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook

RIGHTS AND RESPONSIBILITIES

St. Lawrence School Community is committed to safeguarding the rights accorded to all those in the St. Lawrence School community under local, state, and federal law. The mission of St. Lawrence School is to serve God by providing a challenging academic education integrated with Catholic values and morals. We develop the whole child spiritually, intellectually, emotionally, physically, and socially. In order to promote a safe, healthy, disciplined, and respectful school environment; students, parents, teachers/staff, and volunteers have rights as well as responsibilities.

A. St. Lawrence School Community's Rights:

All St. Lawrence School Community members have the right to:

1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability, or socio-economic status.
2. A school that is free of tobacco, alcohol, and drugs.
3. A clear, fair, and consistently-administered discipline code.
4. Courtesy and respect from one another (including students, parent/guardians, teachers/staff, and volunteers).
5. Share his/her side of the situation in regards to important events, at an appropriate time, to school personnel (principal, teachers, and staff).
6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers, and staff).

B. Student Responsibilities:

All St. Lawrence School students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all St. Lawrence School handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Avoid using cell phones and personal electronic devices during the school day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.
14. Dress according to the St. Lawrence School uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of St. Lawrence School when participating in or attending school-sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a



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school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

C. Parent/Guardian Responsibilities

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents, the students, and the school community.
2. Send their child(ren) to school prepared to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused and properly documented.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the St. Lawrence School uniform policy.
6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know St. Lawrence School rules and help their child(ren) understand them.
8. Convey to their child(ren) a supportive attitude toward education and the mission of St. Lawrence School.
9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents, and their child(ren)'s friends.
10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
11. Inform the St. Lawrence School office staff of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study, necessary tools, and ensure assignments are completed.
13. With your child(ren), check daily the school website including teacher pages, planners, and take home folders for updates and information.

D. Teacher Responsibilities

All St. Lawrence School teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn. This climate of mutual respect and dignity is extended toward the principal, teachers, staff, parents, and volunteers.
2. Plan and provide instruction effectively to meet the needs of each student through differentiation.
3. Demonstrate interest in pedagogy and concern for student achievement.
4. Know and follow Diocesan and school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Grading procedures
 - c. Assignments, guidelines, expectations, and due dates
 - d. Student expectations
 - e. Classroom management plan
 - f. Student progress
6. Communicate regularly with students, parents, other teachers, and principal.
7. Be responsive to parent and student communications.
8. Insist students be dressed and groomed in a manner consistent with the school uniform policy.
9. Be responsible for enforcing this Code of Conduct and making any timely notifications as required by this Code of Conduct.
10. Provide a safe, orderly, stimulating, and Christ-centered school environment.



E. Principal Responsibilities:

The St. Lawrence School principal is expected to:

1. Instill a Christ-centered learning environment that stimulates the academic, social, and emotional development of all students.
2. Maintain a climate of mutual respect and dignity that is extended toward the principal, teachers, staff, parents, and volunteers.
3. Make student achievement and character development the primary focus of St. Lawrence School.
4. Promote a safe, orderly, stimulating, and Christ-centered school environment, supporting effective teaching and learning.
5. Ensure accessibility to students, staff, and parents.
6. Evaluate on a regular basis all instructional programs.
7. Support the development of and student participation in appropriate extracurricular activities.
8. Insist students be dressed and groomed in a manner consistent with the student dress code.
9. Be responsible for enforcing this Code and ensuring that all issues of discrimination are resolved promptly and fairly.

F. Support Staff:

All Support Staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn.
2. Support a safe, orderly, and stimulating school environment.
3. Recognize that the education of a student is a joint responsibility of the parents, the students, and the St. Lawrence School community.
4. Insist students be dressed and groomed in a manner consistent with the student dress code.
5. Know school rules and help students understand them.

PROHIBITED STUDENT CONDUCT

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that consequences are fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the principal. The St. Lawrence School Administration reserves the right to discipline students for conduct on or off school property that is detrimental to St. Lawrence School. Students may be subject to disciplinary action if they engage in any conduct that is disorderly, insubordinate, disruptive, or violent; endangers the safety, morals, health, welfare, or educational rights of themselves or others; or goes against the student responsibilities listed in this Code of Conduct.

Bullying: St. Lawrence School participates in the Olweus Anti-Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. The Olweus Program defines bullying as someone repeatedly and on purpose says or does mean and hurtful things to another person who has a hard time defending himself or herself. Additionally, according to the USDE, bullying generally involves the following characteristics:

An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. **Intent to Cause Harm:** The person bullying has a goal of causing



harm. Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

DISCIPLINARY PROCEDURES AND CONSEQUENCES

A. PROCEDURES:

As Catholic school educators, we hold Jesus Christ as our model for our words and actions. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline, responsibility, and awareness of other people. This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other circumstances.

As a general rule, discipline will be progressive. This means that a student's first infraction will usually merit a lighter penalty than later infractions. [Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.]

Ordinary Situations of Misbehavior

Individual situations of an ordinary nature are handled by the classroom teacher or staff member. If any incident seems of a more serious nature, the teacher/staff member will notify the principal so that a plan is developed to address and correct the misbehavior.

Repeated Instances of Serious Misbehavior

School and Family Partnership:

The family and school are partners in education and must work together to address repeated instances of misbehavior. The principal will monitor when and if family counseling should be initiated for both the support of the family and the school. If family counseling is seen as necessary, the principal may determine this as an expectation for continued enrollment at the school.

Disciplinary Procedures for Serious Misbehavior

If a student is unable or unwilling to move from externally-imposed discipline to self-discipline, the principal, in partnership with the teacher/staff member, will determine what is best for all concerned: school, student, and family. The parent/guardian will be notified when any form of serious discipline is used. Certain forms of discipline may be used with appreciation for the student's individual needs and age. They may include detention, exclusion from school activities or events, in-school suspension, out-of-school suspension, counseling, and expulsion. Special disciplinary situations such as weapons possession, substance abuse, bullying, or harassment are regarded as serious offenses and require immediate forms of serious consequences.

Truancy

Students are required to attend school on a regular basis. In repeated instances of truancy, the principal is obligated to initiate a procedure in which every means available will be used to discover the cause of the problem.



If a parent is unable to or unwilling to ensure school attendance, the principal will initiate legal proceedings. Repeated instances of irresponsibly arriving late at school will be communicated to the home. Tardiness due to bus schedules or inclement weather is not defined as a disciplinary matter. Tardiness is recorded on the student's permanent record card.

B. REMEDIAL CONSEQUENCES:

The focus of discipline is on discerning and correcting the reasons why discrimination, harassment, and bullying occurred. The progressive responses are designed to be balanced and age-appropriate. The focus of the disciplinary responses is to discern and correct the reasons why discrimination, harassment, bullying, and additional disciplinary problems occurred. The remedial responses are designed to correct the behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial responses include:

1. Engagement of student in a **reflective activity**, such as completing a sheet or writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
3. **Behavioral assessment and designing of a plan and/or contract**, with benchmarks that are closely monitored. The contract will be signed and dated by the student, parent/guardian, and the principal.
4. **Student counseling** when deemed necessary.
5. **Parent Conferences** that focus on involving parents in discipline issue.
6. **Detention:** Teachers and the principal may use lunch, recess, or after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents would be notified in the case of an after-school detention.
7. **Suspension from Transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the school district that provides child(ren)'s transportation. In such cases, the student's parent will be notified by the district and the parent will become responsible for the safe and timely transportation of his or her child to and from school.
8. **In-School Suspension:** When suspension is recommended, in-school suspension is the ordinary method to be used, in a supervised location within the school. The student reports to school and is responsible for all schoolwork, but will not be allowed to access the classroom or classmates. The student will complete the day in isolation under the supervision of a staff member designated by the principal.
9. **Out-of-School Suspension:** Out-of-school suspension is a major disciplinary step invoked in a matter that indicates a serious infraction(s) of school discipline and policies. Parents are notified immediately and must come to school to pick up their child. In order for the student to return to school, they must be accompanied by their parents and confer with the principal, so that the terms for returning to school are clear to all. Suspension becomes a permanent part of a student's record.
10. **Student Expulsion:** Expulsion of a student is a very serious matter and is used in extreme cases. The Pastor, Principal, Diocesan School Superintendent, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before expulsion can take place.



11. PARENT SCHOOL COMMUNICATIONS

Good communication is essential for a good community.

A. Tuesday Envelopes (K-5)

Each Tuesday, a weekly envelope, containing permission slips, progress reports, and news from the classrooms will be sent home with each K-5 child. Family specific communications will be sent home in the youngest sibling's Tuesday Envelope. Envelopes should be brought back to school by Thursday each week with any forms that need to be completed and returned. Private party invitations will not be distributed by school personnel or in the Tuesday envelope.

B. Notices Sent Home

Notices sent through the Tuesday envelope or to an entire class are seen as representing school approval. Any school sponsored committee or organization that wants to use the Tuesday envelope or distribute information to an entire class needs prior approval from the principal. All flyers being sent home on Tuesday, must be delivered to the office no later than Monday before 10:00 a.m. for the principal's approval. If received after 10:00 a.m., the flyer will go in the next week's envelope.

C. Parent Teacher Conferences

Parent-Teacher conferences are scheduled for each family in December. This is an opportunity for all parents to discuss their child's growth with the teacher(s). Parents and teachers may request additional conferences at any time during the year. Please call the office if you wish to schedule a conference or speak with your child's teacher or the principal.

D. Family School Directory

Each family will have the opportunity to share their address, phone number, e-mail address etc. with the school community in the Family School Directory. Once this information is received, the directory will be created and shared with the school community.

12. FINANCES

A. Tuition

Tuition payments may be made directly to FACTS or St. Lawrence School Office. Tuition payments made directly at the school may be check, cash, or money order only. No credit card payments are available for tuition.

An active parishioner pays the parishioner-rate tuition, which is lower than non-parishioner-rate tuition because active parishioners support the Parish, which in turn supports the school. "Active Parishioners" are those who are registered at St. Lawrence Parish or another Diocese of Rochester parish, attend church weekly, support the parish through the weekly envelope system and participate in parish life.

Families in Grades K-5 may receive Financial Assistance from St. Lawrence Parish and School through applications to FACTS Grant & Aid. FACTS will review applications and suggest aid amounts based on family income, savings, and number of children in Catholic Schools. These recommendations are then reviewed and adjusted by the St. Lawrence Parish School depending on total amount of aid available. Annual applications for Financial Aid are due April 15th, through the FACTS Grant & Aid website, which can be accessed from the school website. Financial Aid is not available for Preschool students, before/after care, or wrap-around care.



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Our expectation is that any family requesting aid from St. Lawrence School for tuition assistance will:

1. Complete the FACTS Grant & Aid Application online at time of Registration as part of your registration process, with payment of the FACTS Grant & Aid application fee.
2. Be an active parishioner at St. Lawrence Parish or other Diocese of Rochester Parish.
3. Actively participate in St. Lawrence School fundraising and volunteer opportunities, for example, Walkathon and Parent Involvement Events

2018-2019 TUITION POLICY

The annual tuition for Grades K-5 at St. Lawrence School is \$4,400 for parishioners and \$5,900 for non-parishioners. A multi-student discount is available.

Preschool Tuition rates range from \$1650 for 2 half days (8 am–11:30 am) to \$8,500 for 5 full days including wrap-around care (7:30 am-5:30 pm).

Tuition payment options are annually (due August 15, 2018), semi-annually (due August 15, 2018 and January 15, 2019), or monthly through the FACTS Payment Plan System. The semi-annual payment plan option incurs a \$10 per year processing fee through FACTS, and the monthly payment plan option incurs a \$45 per year processing fee through FACTS. There is no processing fee for 1 time annual payments. Past due balances are subject to a \$20 late fee per month.

PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization of the home Parish that the family regularly attends. Neither St. Lawrence School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not St. Lawrence School or the school principal.

DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due (for monthly payments). The Pastor/Pastoral Administrator, Principal, Finance Director and Business Manager will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance has been paid in full.

St. Lawrence School will pursue every avenue to obtain tuition and extended care payment, which will include the reporting of delinquent accounts to a collection agency. Academic records and transcripts will not be released until the outstanding balance is paid in full, including collection fees incurred.

B. Donations to St. Lawrence School

Donations are tax deductible and can be sent directly to the school and will be used directly for our school. The generous donations of our school parents, grandparents, parishioners and area businesses make it possible for us to support our families with tuition assistance as needed, as in the Fair Share Program. Donations are also used to buy



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new equipment for our classrooms and make improvements in our school. We are a Christian family helping each other.

C. Fund Raising

Each year we try to focus all our major fundraising efforts on one event, a Fall Walkathon. If successful, it will eliminate the need for other fall and spring product sales. Smaller events like Santa's Secret Shop and the Book Fair will be continued because of the service they provide for our parents and students. Money raised by the Walkathon will be used for educational, program and building enhancements to St. Lawrence School. Such enhancements may include class field trips, computer and network updates, new rugs and furniture where needed.

13. ADMISSIONS POLICY

All preschool students must be toilet trained in order to participate in St. Lawrence School's Preschool Program. St. Lawrence School accepts children of any race or religion – as long as they fully participate in religion classes and celebrations. At the time of registration and if there are openings, students meeting academic requirements are admitted in the following order:

- . The family has a child currently attending a Diocese of Rochester Catholic school
- . The number of years the family enrolled children in a Diocese of Rochester Catholic school
- . The family is a registered member of St Lawrence Parish.
- . The family is a registered member of any Diocese of Rochester Catholic parish