

# *St. Laurence School*



*The Tradition Continues!*

**Celebrating 100 Years of Catholic Education –  
We Remember                      We Celebrate                      We Believe**

*The Spirit of an IHM School calls each person to a life of ...*

*Prayer  
Love and Service  
Courtesy and Hospitality*

*In this school  
Jesus is the Center  
And  
Mary the Model*

**Parent – Student Handbook**

**2018-2019**  
**Revised August 2018**

*September 2018*

*Dear Parents/Guardians,*

*As we celebrate 100 years of Catholic Education, we welcome you to Saint Laurence Catholic School. It is a delight to have you and your children with us.*

*We are a school which puts God first in all things and we recognize His unconditional love for each of His creatures.*

*Saint Laurence School strives for excellence and it is our mission to help each child achieve success. Through steadfast love, prayer and diligent work our students will develop the skills needed to succeed as a 21<sup>st</sup> century learner.*

*Our faculty has been entrusted to nourish and fortify our students so that they will become beacons of hope in our world. We are called to build a culture of faith and knowledge which will eventually transform into the gift of wisdom.*

*We know the sacrifices you make to provide a Christ-centered education for your child(ren) and we thank you for choosing Saint Laurence School*

*Sincerely yours,*

*Sister MaryAnne Bolger, IHM*  
*Principal*

**N.B. St. Laurence School reserves the right at anytime to amend or add to the policies, rules, and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.**



## **Saint Laurence School Mission Statement**

Guided by the teachings of Jesus Christ, Saint Laurence School strives to respectfully recognize, celebrate, and educate its diverse school community. We are committed to academic excellence through a positive and challenging learning environment. We seek to develop the whole child, integrating Catholic values of service and respect for all God's people. Through steadfast prayer and diligent work, our students will develop the skills to succeed as a 21<sup>st</sup> century learner.

### **Beliefs**

We believe that:

- Christ is the reason for the existence of our school.
- Prayer is an essential part of the school.
- The teaching of Christian values is vital to personal growth.
- Cultural diversity enriches and strengthens our school community.
- Each child is unique and capable of learning through varied instructional practices.
- A safe environment is crucial to the learning process.
- Peacemaking promotes compassion to help children see the world through God's eyes.
- High standards must be maintained through a system of accountability for all students, parents, faculty, and staff.

**Reverend Sean F. O'Neill, Pastor**  
**Sister MaryAnne Bolger, I.H.M., Principal**

**FACULTY and STAFF**

<b>TEACHER</b>	<b>GRADE</b>	<b>RM.#</b>	<b>TEACHER</b>	<b>GRADE</b>	<b>RM.#</b>
Mr. Edward Peterson	8	209	Mrs. Patricia McPeak	8	210
Mrs. Kathleen Boudwin	7	208			
Mrs. Julie D'Agostino	6	201			
Mr. Evan Peterson	5	202			
Mrs. Dale Cox	4	205			
Miss Rayanne Crist	3	107			
Mrs. Christina Papa	2	104	Mrs. Regina Pearse	2	105
Miss Erin McCormick	1	3			
Miss Kayla Kelly	Kindergarten 1		Mrs. Deanna Hill	Kindergarten 2	
Mrs. Adriana Caddle	Spanish				
Sister Marianne Evans	Library				
Mrs. Lisa Butchy	Honors Math				
Miss Anna Victoria Duzinski	Art				
Mrs. Colleen Elia	Computer				
Mrs. Maryl Apadula	Music				
Mr. Kevin Herlihy	Physical Education				
Mrs. Cathleen McLaughlin	Secretary/Tuition				
Sister Eileen Dugan		Tutor			
Mr. Evan Peterson/Mrs. Lisa Butchy		Science Lab			
Sister Rosemarie Hagan		Religious Enrichment			
Sister Barbara Browne		Administrative Assistant			
Sister Ann Patrice, IHM		Clerical Aide			
Sister Barbara Koehler		Religion Coordinator			
Mrs. Lisa Letts		K - Educational Aide			
Mrs. Jackie Cavaliere		Cafeteria Manager			
Mr. Ed Bailey/Mr. Joe Matijosaitis		Maintenance			
Mrs. Kristen Kalody, Mrs. Mary Ann Stephany		School Nurse			
Mrs. Eileen Campbell		Development Director			
Mrs. Debra Yassen/Mrs. Cathy McLaughlin		Tuition			

**Prayer of Saint Francis**

Lord, make me an instrument of Your peace:  
Where there is hatred, let me sow love;  
Where there is injury pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
Where there is sadness, joy.

O divine Master, grant that I may not so much seek  
To be consoled, as to console  
To be understood, as to understand,  
To be loved, as to love.  
For it is in giving that we receive  
It is in pardoning, that we are pardoned,  
And it is in dying that we are born to eternal life.

**Virtue for the Month**

**Given in the Month of:**

September – Where there is hatred, let me sow love;  
Where there is injury, pardon  
(love/pardon)

October

October – Where there is doubt, faith;  
Where there is despair, hope  
(faith/hope)

November

Nov./Dec. – Where there is darkness, light;  
Where there is sadness, joy  
(light/joy)

January

January – O divine Master, grant that I may not  
So much seek to be consoled as to console  
(unselfishness/consolation)

February

Feb./March – To be understood as to understand  
To be loved as to love  
(understanding/love)

April

April/May - For it is in giving that we receive,  
It is in pardoning that we are pardoned.  
(giving/forgiving)

June

## **ADMISSION**

**All parents seeking admission of their children to our school must sincerely and actively support our mission statement, the educational, and disciplinary philosophy enunciated in this handbook.** No child will be denied admission on the basis of race or ethnic origin. If a child lives in another parish, permission must be granted by both pastors for a child to attend this school. Students who are not Catholic are admitted provided the parents present a birth certificate to verify age and agree to adhere to the philosophy of St. Laurence School, which permits their children to attend Religion classes, Mass, and Prayer Services. Acceptance of students from other parishes or non-Catholic students is contingent upon space available. An accurate daytime home and work telephone number, e-mail, and cell phone numbers of both parents and/or guardians must be provided. These numbers need to be immediately updated as necessary.

### **ADMISSION TO PRE-KINDERGARTEN and KINDERGARTEN**

After acceptance of the above criteria the following procedure is required:

- Pre-Kindergarten students must be **four** years old by **August 31st**.
- Kindergarten students must be **five** years old by **August 31st**.
- Pre-registration form filled out by parent or guardian.
- Presentation of Baptismal certificate, birth certificate and immunization records.
- A statement from the rectory verifying the registration of parent(s) or guardian(s) in St. Laurence Parish.

### **ADMISSION TO GRADES ONE TO EIGHT**

- Students entering first grade must be **six** years old by **August 31<sup>st</sup>**.
- Parent(s) or guardian(s) are required to accept all criteria listed under **ADMISSION**.
- Parent(s) or guardian(s) must present a transfer slip from the previous school, a copy of the report card, a Baptismal certificate and immunization records.
- The school must be made aware of any known physical, intellectual or psychological limitations of the student or any prior serious disciplinary problems which resulted either in suspension or expulsion from a previous school. Failure to make this known will result in expulsion. The school in turn will decide whether our program is appropriate for the student.

**EVERY NEWLY ADMITTED STUDENT IN ALL GRADES WILL BE ON PROBATION FOR THE YEAR.**

## **CUSTODY ISSUES**

The 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, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. A current address must be provided by the non-custodial parent in order to obtain information.

If there is a court order specifying that there is no information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent. Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights.**

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the time/days according to the court custody agreements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

## **ATTENDANCE**

Regular attendance is expected of all students in order that they may progress in their studies. Regular attendance is the responsibility of the parent(s) or guardian(s).

## **ABSENCE**

The parent(s) or guardian(s) of **any** student who is going to be absent **must** call the school office between 7:00 and 8:00 A.M. on the morning that your child is absent. There is an answering machine in the office (**610-789-1128**). This machine will allow your call to be taken immediately. This requirement is made to safeguard your child.. **In compliance to PA State Law and Diocesan Policy, upon returning to school from an absence or from being sent home sick, all students are required to give to the homeroom teacher a note from the parent(s) or guardian(s) stating the reason for the absence. After an absence of 3 or more days, which has resulted from illness, a note from the attending physician is required.** A phone call to the office does not **take the place of an absentee note.** Any student returning without a written explanation must report to the office. It is the responsibility of the student to make up all the work missed during the absence. **When calling to report absence in the morning, also ask for homework assignments. A parent or sibling can pick up books and assignments in the main office at 2:20 PM.**

## **TRANSFERS**

Parent(s) or guardian(s) of students transferring from St. Laurence School must notify the school office of the date the student is leaving, and the school to which the academic and health records are to be sent. Records can be forwarded only if tuition payments and fees are current.

## **EMAIL**

In our effort to “go green” all families are requested to provide their email address so communications can go out in a timely manner.

## CHANGE OF ADDRESS OR PHONE NUMBER

**It is the responsibility of the parent(s) or guardian(s) to inform the homeroom teacher and the school office, in writing, if you have a change of address and/or phone number, cell phone numbers, and emergency numbers.** When an emergency arises, the school must be able to contact the parent(s), guardian(s), or emergency contacts immediately.

## DAILY SCHEDULE

### Kindergarten:

7:50 A.M.- 2:20 P.M.

### Grades 1 to 8:

7:50 A.M. Bell rings for line formation

7:52 A.M. Proceed to classrooms

8:00 A.M. Prayers - **Students not in homeroom for 8:00 A.M. prayers are considered late.**

2:30 P.M. Dismissal

## ARRIVAL AND DISMISSAL

Orderly arrival and dismissal are signs of a well run school. **All students from kindergarten through grade 8 who come by car are to be dropped off in the back parking lot. Students in the lower grades will be escorted to their lines by upper grade students. Parents should not be escorting students to their lines.** The back school yard or cafeteria (in bad weather) will be supervised from 7:30 AM until students are taken to their classrooms. Children are brought into the school if the temperature or chill index is 35 degrees. Children are to be dressed for the weather.

**Only students designated as car riders are to be picked up in the back parking lot. All other students, bus riders and walkers, will be dismissed in the front parking lot.** Please wait at your car until your child comes to the car. For the safety of the students no car may exit the lot until all students are in their cars. No child may leave the school grounds, once they have arrived on the premises.

## EARLY DISMISSAL

If it is necessary for a student to leave school before the scheduled dismissal, please send a note to the homeroom teacher informing the teacher of the time and reason for an early dismissal. The parent or guardian must come to the office to sign the child "out" in the checkout book. This sign out is a protection for the parent and the school. The student should know the time he/she will be expected to meet his/her parent or guardian at the office. This should eliminate class interruptions. **Do not call school with changes to your child's dismissal plans unless it is an absolute emergency.**



## LUNCH

Lunch is an important time for refreshment and recess from academic pursuits. A pleasant cafeteria is provided for lunch. Children are not permitted to leave the school grounds during the lunch period. It is always important that students exhibit politeness and respect toward all kitchen and yard volunteers. All grades, Kindergarten through Grade 8, take recess outdoors, weather permitting. The children are supervised during the recess periods.

Lunch can be brought from home or purchased in school. Our Monday through Thursday menu is as follows:

- Sandwiches (peanut butter, grilled cheese, hot dogs) \$2.00
- Snacks and drinks 50 cents each

On Fridays only pizza, snacks, and drinks are sold. Pizza costs \$1.50 per slice. We do offer special lunches from Slack's. Information will be sent home regarding dates and prices. Please be sure your child has a lunch he/she likes to avoid food wasted.

## LATENESS

Punctuality is important for academic success. Lateness interferes with students' learning and causes disruption for the teacher and the class. Students who are not on time for 8:00 A.M. prayers in homeroom are considered late. A late student must report to the office for a late slip in order to be admitted to class. A record is kept of all late arrivals by the homeroom teacher. **Students who are late are not eligible for perfect attendance. In grades 4 through 8, five (5) unexcused latenesses will result in an automatic after school detention. Latenesses in the lower grades will be addressed within the individual room. Two (2) detentions for lateness in a trimester will result in a parent/principal conference to discuss the issues which cause lateness. A late detention is not a conduct detention and will not be reflected in the conduct grade.**

## ILLNESS OR INJURY DURING SCHOOL HOURS

If your child has a specific medical problem it must be made known to the principal, teacher and nurse with a note. A student who becomes ill in school will be sent to the nurse's office after obtaining permission from the classroom teacher. Each child must have an updated Emergency Card on file. These cards contain the following:

- Home, business, and cell numbers of parents or guardians
- Telephone number of a person who has agreed to assume responsibility for your child in the event you cannot be reached.

**Please notify the office if any of this information changes at any time.**

## SCHOOL NURSE

A nurse is at the school 4 days a week. If it is necessary for a student to be sent home, parent(s) or guardian(s) will be notified by the nurse or the school office. The student must be picked up at the office by a parent, guardian, or some adult representing the parent(s) or guardian(s).

School nurses are prohibited by law to diagnose injuries or illness. Please do not send your child to school to be diagnosed by the nurse. She can only observe the condition and refer your child for medical advice. We believe that decisions regarding the need for medical care rests finally with the parents. Therefore, parents are always contacted to take their child home or to the doctor as the need arises. **NO CHILD WHO IS SICK SHOULD EVER BE SENT TO SCHOOL.**

At any time during the school year the nurse may inspect any student for head lice. If nits or lice are identified during the check, the following procedure will be implemented:

- Student will be removed from the classroom and parent will be called to pick up the child immediately.
- Parents must take the child to the family physician for verification and treatment.
- Student will be permitted to return to school only after the school nurse checks the student (parent needs to be present) or has a doctor's note stating that the child is clear of any infestation. If any nits are found, the parent will need to take the child home until all nits are removed.

## **MEDICATION POLICY**

When medication, **either prescription or non-prescription**, is to be taken in school, written permission must be obtained from the student's licensed physician. Parental or guardian request and authorization **MUST ACCOMPANY** the physician's written approval/request. Medication must be in the **original labeled pharmacy container** with the student's name, medication dose and time interval written on the label. The physician's name, date of prescription and name and telephone number of the pharmacy must also be on the label.

## **APPOINTMENTS**

The principal and the faculty are eager to discuss the pupil's progress with the parent(s) or guardian(s). The principal is available throughout the school day. Parent(s) or guardian(s) need to schedule an appointment with the principal and/or teacher. Parent(s) or guardian(s) need to send a note to the teacher to arrange an appointment. Conferences with a teacher will be held before or after school or by telephone at a convenient time for parent and teacher.

**AT NO TIME MAY PARENTS OR GUARDIANS  
DISTURB THE TEACHER DURING SCHOOL HOURS.**

**All visitors, parents, guardians, salespersons, etc. must report to the school office for a Visitor's Pass before going anywhere in the school building. All visitors MUST wear a Visitor's Pass while in the school building.**

## **SCHOOL BOOKS**

Each year the school makes an effort to update and purchase new textbooks in some areas of the curriculum. A monthly inspection will be conducted to insure that the books are being cared for properly. We ask you, the parents/guardians of our students, to help take care of these books by seeing that at all times books are properly covered and carried in a durable school bag. **Students may not draw or scribble on book covers, pencil cases, copybooks, or other school materials.** To further protect books and other school property, we ask that no child bring white-out or permanent markers to school. Repeated warnings regarding white-out or permanent markers will result in demerits.

## **DRESS CODE - BOYS**

### Grades K to 3:

- Gray dress pants (no corduroys or jeans)
- White golf shirt - monogrammed
- Tan bucks only
- No earrings or necklaces
- Plain Dark Belt
- Dark or white socks

**Only plain, white t-shirts with no logos or printing are permitted to be worn under the uniform shirt. No turtlenecks may be worn.**

No plastic wrist bands or friendship bracelets of any type are permitted.  
Hair Cuts: No Extremes, No Fad Hair Cuts (hair is to be above the collar, above the eyebrows, and trimmed around the ears), no completely shaved or partially shaved heads, no ponytails or anything resembling such

**Please note that hair coloring, exaggerated haircuts, and tattoos are not permitted.**

### Boys - Grades 4 to 8:

- Gray dress trousers (no corduroys or jeans)
- Light blue short sleeve oxford shirt ( Nov. 1 to April 15)
- White golf shirt – monogrammed (before and after above dates)
- Dark Blue Monogrammed Pull-Over Sweater or V-Neck Vest
- Tie
- Tan bucks only
- No earrings or necklaces
- Plain Dark Belt
- Dark or white socks

**Only plain, white t-shirts with no logos or printing are permitted to be worn under the uniform shirt. No turtlenecks may be worn.**

No plastic wrist bands or friendship bracelets of any type are permitted.

Hair Cuts: No Extremes, No Fad Hair Cuts (hair is to be above the collar, above the eyebrows, and trimmed around the ears), No completely shaved heads nor partially shaved heads or designs in the hair. No facial hair. No head coverings.

**Please note that hair coloring, exaggerated haircuts, exaggerated hair-dos, and tattoos are not permitted.**

## **DRESS CODE - GIRLS**

### Grades K to 3:

- Red plaid jumper(1 inch above knee)
- White Peter Pan collar blouse short sleeve
- Red cardigan monogrammed sweater (if needed)
- Navy knee socks, leotards, or tights
- Tan bucks only
- Only one pair of earrings (**SMALL POST TYPE – NO DANGLING OR HOOP EARRINGS**) and watch may be worn.
- Moderate use of hair beads

**Only plain, white t-shirts with no logos or printing are permitted to be worn under the uniform shirt. No turtlenecks may be worn.**

No plastic wrist bands or friendship bracelets of any type are permitted.  
**Please note that nail polish, French nails, artificial nails, makeup, hair coloring, exaggerated haircuts, hair extensions, and tattoos are not permitted. No head coverings**

### .Girls - Grades 4 to 8:

- Red plaid kilt (1 inch above knee)
- White oxford shirt (short sleeve)
- Red monogrammed Pull-Over Sweater or V-Neck vest (Nov. 1 - April 15)
- Navy knee socks, white banded golf shirt with SLS logo - Sept. to Nov. 1, April 15 to June
- Navy leotards - at all other times
- Tan bucks only
- Only one pair of earrings (**SMALL POST TYPE – NO DANGLING OR HOOP EARRINGS**) and watch may be worn.
- Moderate use of hair beads and small to moderate hair attire. No head coverings.

**Only plain, white t-shirts with no logos or printing are permitted to be worn under the uniform shirt. No turtlenecks may be worn.**

**Please note that nail polish, artificial nails, makeup, hair coloring, exaggerated haircuts, hair extensions, and tattoos are not permitted.**

## **GYM UNIFORMS**

The gym uniform must be purchased from the company that services our school. The following is the only acceptable gym attire:

- Regulation navy blue sweat pants, navy blue sweat shirt, tied sneakers, white socks
- Navy blue shorts, navy T-shirts, tied sneakers,
- White socks - entire ankle must be covered. Fad socks are not acceptable.
- Jewelry of any type is not to be worn on gym day.

**ALL INFRINGEMENTS OF THE DRESS CODE CAN OCCASION A DEMERIT. FOR MORE SERIOUS OR REPEATED INFRACTIONS, PARENTS WILL BE CALLED AND WILL BE EXPECTED TO PICK UP THEIR CHILD.**

## **SCHOOL NOTICES**

**In an effort to “Go Green” monthly calendars and weekly memos are sent via e-mail. Please be sure that e mail addresses are current.**

## **HOMEWORK**

Because education is a lifetime process, which extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school. A broad definition of homework is considered here to include not only written work but also related activities such as studying, reviewing, news reporting, recreational reading, and other activities which are related to classroom work. According to Archdiocesan Guidelines, the approximate amount of time spent on written and study homework is

<b>Grade 1 - 30 minutes</b>	<b>Grade 2 - 45 minutes</b>	<b>Grade 3 - 60 minutes</b>
<b>Grade 4 - 75 minutes</b>	<b>Grade 5 - 90 minutes</b>	<b>Grades 6, 7, 8 - 2 hours</b>

Rationale for Homework

- To complete work explained and started in class
- To expand and/or enrich regular class work
- To develop skills in reading, writing, thinking, listening, and speaking
- To make up work missed due to absence
- To encourage parents' awareness of student learning
- To provide an opportunity to pursue special interests and abilities
- To increase learning time
- To establish independent study skills
- To increase critical thinking skills
- To practice, review, reinforce, and maintain basic skills

- To utilize community resources for learning (libraries, etc.)

Parents are requested to:

- Provide a place and time to study
- Check to see if work has been completed and signed when necessary
- Oversee the neatness of written assignments
- Contact the teacher if a question arises concerning homework by means of a written note or email
- Allow their child to be accountable for their actions if they forget a book or do not complete assignments
- Keep a close check on Option C for updates from school/teacher

St. Laurence School supports the assignment of homework appropriate for grade level. Students need to prioritize their time and to balance their school responsibilities with extracurricular activities. In order to help them learn this responsibility, we have developed a school-wide policy for homework:

***Homework assignments (homework and unfinished daily class work) are the responsibility of the child. Any assignments not returned by their due date will result in a recess “Shut-In” for that day (or the following day if the assignment is checked after the student’s lunch). A notice will be sent home to the parent the day the “Shut-In” occurs. Once a student receives 3 “Shut-Ins”, a demerit will be issued which will require both the student’s and parent’s signature. An accumulation of 5 demerits will result in an after school detention, for which a written notice will be sent to the parent. Continual and consistent failure to turn in required work will result in a conference with parents, teacher, and principal.***

## **REPORT CARDS**

The report card of each student is an official communication from St. Laurence School to the parent(s) or guardians. The purpose is to give an accurate picture of the student's progress. Report cards are distributed 3 times a year - December, March, and June. First grade students receive their first report card in December. Kindergarten students receive progress reports in December, March, and June. Parental conferences are conducted after the first trimester. Second trimester will be at the request of the teacher and at any time requested by parents, guardians, or teacher. Students are to be present at the conferences.

## **HONORS PROGRAM**

St. Laurence School provides achievement awards that encourage all students to work to their potential. Achievement awards set rigorous standards for students. Students in grades 4 through 8 who meet the standards will receive certificates at the end of the year. The following Honors Criteria for Grades 4-8 is: First Honors – Students must have a general average of 93.0 or above, with nothing below a 90 in a major subject. Anything below a 93.0 will NOT be rounded up. Art, Music, Phys.Ed., Languages, Technology require 3 or 4 to

achieve honors. 3 or 4 is required in Personal and Social Growth and Effort and Study Skills. Students must also have a good conduct record. Second Honors – Students must have a general average of 88.0 or above, with nothing below an 85 in a major subject. Anything below an 88.0 will NOT be rounded up. Art, Music, Phys.Ed., Languages, Technology require a 3 or 4. 3 or 4 is required in Personal and Social Growth and Effort and Study Skills. Students must also have a good conduct record.

## **CURRICULUM**

The curriculum at St. Laurence School combines academic learning with religious values. The curriculum is developed and taught sequentially, according to Archdiocesan guidelines. We envision our teaching to be child-centered emphasizing the student over the subject.

## **MODIFIED CURRICULUM**

In an effort to enable students with certain diagnosed, mild, special needs to participate in parish elementary school classrooms, and to fairly assess their competence, effort, and progress, it is necessary to make certain adaptations in the curriculum and provisions for grading these students. These measures are taken according to specific circumstances so that high expectations are maintained for all students. The school will review the status on a year-to-year basis to ensure that these accommodations and placement continue to be appropriate for the individual student.

## **DEFICIENCY REPORTS**

In grades one to eight deficiency reports will be given at the midpoint of each trimester to the parents or guardians of students who are failing or who are in danger of failing. These reports must be signed by the parent(s) or guardian(s) and returned to the teacher. After the receipt of this notice, it is the responsibility of the parent(s) or guardian(s) to check with the teacher on their child's progress.

## **ACADEMIC FAILURE**

In order to assure the best education for our students and to make sure all students perform to their ability, St. Laurence School is committed to excellence and positive student achievement in all subject areas. It is also important that all students come to school with the disposition to learn and the attitude that school is valuable and necessary for future life as an adult. Therefore, St. Laurence School will hold the following policies regarding failing grades, lack of cooperation, and missing or no work:

1. Tutoring will be required during the school year with documentation and passing grades from the tutor which will be given the student's teacher and reviewed by the principal...
2. Student will be required to attend summer school and bring proper documentation and passing grades from the summer program to St. Laurence School for readmission in the fall of the following year...

3. Student will repeat the grade for the following year if none of the above conditions have been met...
4. Transfer to another school will be issued at the end of the second trimester or at the end of the school year if no effort is shown on the part of the student.

### **NON-PROMOTION**

It is the policy of the school that if a student is unable to learn the curriculum of a specific grade due to the inability or failure to evidence effort in learning the curriculum, that student will repeat the grade. A student is required to attend summer school if he/she has received a failure in any of these subject areas: Religion, Mathematics, Language Arts, Reading, Social Studies, or Science. In September, the parent/guardian must provide written documentation from the summer school which the child attended. If there is no documentation, then the child may not return to school. At times, St. Laurence School may not be able to meet the educational and/or psychological needs of a student. In this case, an alternative learning environment may be in the best interest of the student.

### **STANDARDIZED TESTING**

During the school year, students take the Terra Nova Standardized Test which is published and computer-scored by a testing service. The results show how St. Laurence School compares to national norms, diocesan norms and other Catholic schools in Delaware County. These tests can be used as a guide in determining students eligible for special help in Reading and Math. They also identify academically talented students for enrichment purposes.

### **REMEDIAL SERVICES**

Under Act 89 of the Pennsylvania Legislature, remedial services are provided in the area of Reading for those students who are eligible. Guidance services are also provided by this act and these are available to all students. Many significant advances have been made in the field of professional psychology and therapy. There may be times when counseling of a student may be recommended or other occasions when counseling may be required for the student's continued participation in our program. The various options will be explored with the parents and the principal orally, in writing, or both. Through the Guidance Counselor, referrals are made for additional testing and evaluation of students with special needs. If parents or guardians feel their child should be tested, these concerns should be discussed with the teacher.

### **PROGRESS REPORTS**

The students in grades 1 through 8 receive a periodic progress report during the marking period to keep parents and students informed about academic and/or behavioral progress.

### **BUS SERVICE**

Bus transportation is provided by the Upper Darby, Haverford, William Penn, Philadelphia, Southeast Delco, and Interboro. Students who ride the bus are expected to conduct



themselves in an orderly manner and to be respectful to the bus drivers. Students are to remain in their seats at all times and remain in the schoolyard while waiting for the afternoon bus. A violation of bus rules will result in detention or denial of use of bus service. **STUDENTS ASSIGNED TO A BUS MUST RIDE THAT BUS ONLY. NO CHILD MAY RIDE ANOTHER BUS TO VISIT ANOTHER CHILD AFTER SCHOOL.** These regulations of the school districts' transportation companies made for safety and insurance reasons. In case of an emergency, the bus company must be contacted for permission to make adjustments and that information must be sent to the school in writing.

### **EMERGENCY CLOSING**

A computerized, telephone broadcast system will be used to notify parents of any weather or non-weather related emergency. All households and parents will be notified by phone and/or text within minutes of any emergency or unplanned event which might cause early dismissal, school cancellation, or late start. **FOR THIS PROGRAM TO BE EFFECTIVE, IT IS VITAL THAT YOU KEEP US UP TO DATE ON ANY CHANGES TO YOUR HOME, WORK, OR CELL NUMBERS.** You can also listen to the **radio: KYW -1060 and KYWTV for information.** The emergency number for school closing is **482**. You can also log on to [www.kyw1060.com](http://www.kyw1060.com) and check for **#482** or check our school website [www.saintlaurence.org](http://www.saintlaurence.org) for up to date information. Upper Darby residents can tune into Comcast Channel 11 or RCN Channel 51. Our school follows the same procedures as Upper Darby School district.

### **STUDENT CODE OF CONDUCT**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian - a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students, teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parent/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. Parents/Guardians are expected to comply with school policies. Adult behavior is expected to be respectful of school personnel. Any infraction of the code of conduct on the part of a parent/guardian will warrant a suspension/dismissal of the child/family from the school

School reserves the right to search anyone or anything on school property.

## **HARASSMENT**

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

**Sexual harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained in by the Principal and is available upon request.

## **VIOLENT/THREATENING/HARASSING AND INAPPROPRIATE CONDUCT**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian – includes, but is not limited to, the following:

1. Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
2. Insubordination;
3. Fighting;
4. Bomb scares or triggering other false alarms;
5. Cheating or plagiarism;
6. Use or possession of drugs or alcohol;
7. Smoking;
8. Stealing;
9. Intimidation, harassment or threats of any kind
10. Bullying or cyber bullying
11. Possession of any weapon.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by student or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary

action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may also be required to have psychological or psychiatric clearance before returning to school.

## **DETENTIONS**

The following chart is only a guideline for the classroom teacher in the issuance of demerits/detentions. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher and principal. Five (5) demerits warrant a detention.

The following infractions may warrant a demerit, demerits, or an immediate detention depending on the gravity of the incident:

- **Not prepared for class** – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- **Improper Behavior** – including, but not limited to disturbances in class/playground/lunchroom, bus; i.e. note passing, slamming books, unnecessary noises, talking to self or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- **Lying** – deliberate intention to deceive, including plagiarism, will merit a detention.
- **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action; plagiarism
- **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- **Abusive Language** – any inappropriate language used on school premises.
- **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- **Invading the Privacy of Another's Desk** – teacher or student
- **Gum Chewing/Eating in Class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- **Dress Code Violations** – any infraction of the uniform dress code.
- **Damaging Any School, Church or Personal Property.**
- **Failure to Return a Signed Detention Slip** – detentions must be returned the next school day.
- **Unsigned Test Papers/Conduct Calendars** – tests and conduct calendars must be returned the next school day.
- **Out of Bounds** – any student who is in the wrong place at the wrong time.
- **Five Incidences of Late Arrival to School**, Grades 4-8
- **Other** – any other behavior that warrants attention not specified on the above list, including such acts as plagiarism.

## SERIOUS INFRACTIONS

**Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function.** Examples of serious infractions include the following:

- **Truancy** – unexcused absences
- **Violent Behavior** – any fighting or behavior that causes or could cause physical injury
- **Blatant Disrespect for Authority** – to any adult in or out of the building
- **Possession and/or Use of Drugs, Narcotics, Tobacco or Alcoholic Beverages on Campus or on the Bus**
- **Irreverence**
- **Bullying or Cyber Bullying**
- **Vandalism** – destruction or defacing of parish or school property or any property
- **Profane/Obscene Language or Gesture**
- **Spreading false rumors, lies, slander**
- **Engaging in Immoral Conduct**
- **Possession of Weapons** – any item which may present a danger to others in school or out; any sort of weapon or sharp instrument
- **Cutting Class**
- **Leaving the Campus Without Permission from a School Authority.**
- **Use of Cell Phone on School Property or such places as on the school bus. Any postings on social media will merit an immediate suspension/dismissal.**

## PROCEDURE FOR DETENTION

When a student receives a detention, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. Detentions for students in grades 1 through 8 are on Thursdays until 3:30 PM. The principal or teacher may alter this usual procedure as they deem necessary. **A parent/guardian's signature indicates that the parent/guardian has seen the detention. It does not indicate the parent/guardian's permission for the student to receive the detention. The teacher issuing the detention and the principal already have made that decision. A student not serving a detention or serving only part of it incurs a suspension. If a student is enrolled in CARES, the student may not attend CARES after the detention. The student must be picked up by the parent or designated adult at 3:30. A student/parent may not decide to serve a detention at another time. It is to be served on the date designated.**

## SUSPENSIONS

Just and appropriate disciplinary policies are essential educational processes. These include procedures that are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspensions may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

### **PROCEDURES FOR STUDENT SUSPENSIONS**

1. Infractions of a serious nature, including bullying or cyber bullying, as determined by the School, may warrant a suspension.
2. Four (4) detentions for conduct will warrant a suspension warning. Five (5) detentions for conduct warrant a suspension.
3. Parents/Guardians of the student will be informed. A conference will be held. The suspension papers will be signed.
4. Suspensions will be implemented (in-school or out of school), at the discretion of the Principal.
5. Following suspension, parents or guardians may be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before all conditions for re-admittance have been satisfied.
6. When necessary, a student may be referred for counseling.
7. A written report of the suspension will be filed in the student's record.
8. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will only be made available to authorized school personnel and parents.

### **DISMISSAL/EXPULSION**

1. After two (2) formal suspensions, a student may be dismissed.
2. Students who are dismissed may apply for readmission after one (1) full year. The School will determine whether re-admittance is appropriate.
3. In certain instances, the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the community or Catholic teachings.
4. Parents/Guardians of the student will be informed in writing of the dismissal.

### **LAVATORY**

The lavatories in our school have recently been remodeled and are kept in good condition. Keeping them neat and clean depends on the care of each person using them. These are not places for loitering, talking, rough housing, etc. Food and drink may never be taken into the lavatories. Destruction of any kind or violation of lavatory rules will lead to disciplinary action, including possible suspension/dismissal.

### **DRUG AND ALCOHOL USE POLICY**

No student may use, possess, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or

at school sponsored events. The term "alcohol, drugs, and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalable substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, **with written orders from a physician.**

## **GENERAL POLICIES**

- Gum chewing is never permitted in school, including all before and after-school activities, and on school-sponsored field trips.
- Students may not enter the school building without permission before and after regular school hours. This includes returning to classrooms after school for forgotten books.
- Students may not write on, damage or destroy school uniforms, student's clothing or their personal property, textbooks, or school property. A student marking or destroying textbooks, clothing, or school property will be required to contact his/her parent and inform the parent of the cost of the damages in order to make restitution.
- Students may not bring cell phones (see also Cell Phone Policy), pagers, beepers, laser pointers, skateboards, I-Pods, CD players or headsets to school.
- Cameras may only be brought to school and used in conjunction with a school or class project. The camera must be kept with the teacher when not in use for the project.
- *All articles belonging to a student should be properly identified.* Many lost and found articles are brought to the office daily, but they are infrequently sought after or claimed. Please remind your children to look for their lost objects immediately. These are located in the cafeteria. Unmarked clothing turned into the school office will be given to the poor.
- *Parents are expected to support the fund-raising efforts of the school.*

## **COMPUTER USE POLICY**

Computers are a valuable tool for education and one of our school's purposes is to encourage the proper use of computer related technology including the Internet. Parent(s), guardian(s), and students have been advised of the Archdiocesan Computer Acceptable Use Policy and also of our specific St. Laurence School Computer Use Policy. Contracts have been signed by the students and are on file in the school office. Students violating signed computer contracts will be excluded from the computer lab for one month but will still be responsible for the work assigned.

**Online bullying through instant messaging, email, or personal web pages will not be tolerated.**

## **CELL PHONES and OTHER ELECTRONIC EQUIPMENT POLICY**

If parents/guardians feel it necessary for students to bring a cell phone to school the following procedures will be enforced:

- Students' cell phones/any electronic devices will be collected each day and kept in bins in the classroom.
- They must be signed in at the start of the day and signed out at the end of the day.
- At no time while on school property or while riding a school bus, may students use their cell phone/electronic devices to make calls, take pictures, or video clips, play games or listen to music
- At no time while on school property, or on the bus, may students text message or send any other type of communication via the cell phone. /electronic device.
- If a cell phone/electronic device is taken away from a student for any violation of this policy, a parent must come to the office to claim the phone.
- A student may not use, lend, display or borrow a cell phone/ED on school property and/or bus.
- Any infraction of the above, a detention will occur.

## **FIELD TRIPS**

Educational field trips are permitted.. These trips are arranged by the teachers in consultation with the principal. Written permission slips must be presented by each child, signed by his/her parent in order to go on the trip. Only students who have earned the privilege by proper behavior will participate.

**IN ORDER FOR A STUDENT TO PARTICIPATE IN A FIELD TRIP, FEES and TUITION MUST BE UP TO DATE AT THE TIME OF FIELD TRIP.**

## **LIBRARY**

Classes visit the library every week. Books taken out must be returned to the library on the class due date; otherwise, a fine is charged for every day, including weekends, that the book is late. Any student who has lost or severely damaged a library book is responsible to pay the replacement cost of the book. Fines and lost book fees must be paid before another book may be borrowed.

## **SCIENCE LAB**

We are fortunate to have a completely furnished science lab. Because of the nature of equipment and furnishings, students are instructed in the proper use of materials and the proper code of conduct. Regulations are put in place for safety and to create an optimum learning environment. Infractions of any regulations will be handled as necessary.

## **SCHOOL VOLUNTEERS**

To insure the continual smooth functioning of St. Laurence School, we ask your help in many and varied ways. We ask you to volunteer for one or more of the following: Cafeteria, Library, and Lunch recess.

**All volunteers must submit  
Pennsylvania Child Abuse Clearance and Criminal Record Check forms to the main  
office.**

**TUITION**

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Pastor and Administration review the tuition records monthly. Diocesan policy states that when a tuition account falls into arrears after two months, the student will not be admitted to class until your account is brought up to date and paid in full. Parents are asked to pay in a timely manner. No phone calls will be made to remind parents that balances are due. If a student comes to school and balances are not up to date, that student will incur a detention for non-compliance with policy. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner. Parents are asked to register on FACTS regarding tuition.

**RELIGION**

The basic purpose of our school is religious and modeled on the teachings of Christ and His Church. Opportunities are, therefore, provided so that the children may participate in expressions of their faith life. These coincide with daily class lessons in Religion. Each grade attends Mass on a school day. Students participate in Penance Services as well as other paraliturgical celebrations, which foster the sense of the Church's Liturgical Seasons. Children are prepared for the reception of the Sacraments through parental and classroom instruction and example. Reception of a sacrament is not an automatic process but one that requires time and involvement of both children and their parents. Group preparation for the Sacraments of Reconciliation and Eucharist take place in the third grade; Confirmation preparation takes place in the seventh grade. Reception of these Sacraments may vary with individual circumstances. According to Archdiocesan policy, children must receive the sacraments of the Eucharist and Confirmation at their home parish even though they may be attending a neighboring Catholic school.

**END OF YEAR TESTING**

End of year testing will take place in June. There will be no mid-year testing. The content of the tests reflects the materials covered at each grade level. They are used as a test average toward a report card mark.

**STUDENT COUNCIL**



The purpose of student council is to instill leadership qualities in the students, promote school spirit, and provide a forum where students can express their ideas. The student council consists of an executive board (president, vice-president, treasurer, secretary, commissioner of school spirit) and individual classroom representatives from grades 5 through 8. The qualifications for each office are posted and explained in the classrooms prior to election time. If a student's conduct is deemed unacceptable by the faculty or if a student receives a suspension, that student does not qualify to be a member of the Student Council.

### **HONORS/ADVANCED MATHEMATICS**

The Elementary Mathematics Program functions as an integral part of the Mathematics curriculum. It provides for the acceleration of the existing curriculum for students from fifth to eighth grades who qualify academically and whose maturity indicate that they are able to manage the fast pace of instruction. By continuing in the accelerated program, the students should be able to complete Algebra I by the end of eighth grade and, upon entering high school, participate in an accelerated or advanced placement program at the diocesan secondary school. Those students who enter the program after fifth grade are considered advanced students. Their participation should insure a smooth transition between elementary and secondary mathematics courses.

### **CLUBS**

- **The Art Club** meets once a week to offer students with artistic talent an outlet to express their creativity; **STEAM Club** has been organized to help students put to good use the knowledge of curriculum areas.

### **MUSIC**

A certified music teacher instructs students from K through Grade 8 in general classroom music. There is also a choir for interested students. Choir practice takes place after school or at the lunchtime recess.

### **ART**

A certified Art teacher instructs students from K through Grade 8.

### **CATHOLIC YOUTH ORGANIZATION (CYO)**

St. Laurence Parish has an active Catholic Youth Organization which sponsors various activities that can be found on our website: [www.saintlaurence.org](http://www.saintlaurence.org) under the parent information

### **PLEASE NOTE:**

**ST. LAURENCE SCHOOL RESERVES THE RIGHT ANYTIME TO AMEND OR ADD TO THE POLICIES, RULES, AND REGULATIONS CONTAINED IN THIS HANDBOOK, AND**

**MAKE SUCH CHANGES APPLICABLE TO CURRENT AND NEW STUDENTS WHEN THE SITUATION DICTATES.**

**The following sign –off sheet MUST be read and discussed as a family. Please sign and return to the main office by Thursday, September 20th.**

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**September 2018**

**We are asking all parents – and each of their children – to sign this page and return it to the main office. By signing, you are indicating that you have received a copy of the Handbook and that you have discussed the rules with you child(ren).**

**Our Family has read and discussed the St. Laurence School Parent/Student Handbook. We understand the rules and regulations have been established to provide a safe and positive learning environment for the students and staff.**

**Thank you for your commitment to work collaboratively with the staff to ensure your child(ren) receives the best possible education.**

**Family Name** \_\_\_\_\_ **(please print)**

**Parent Signature** \_\_\_\_\_

**Child’s Signature** \_\_\_\_\_

**Child’s Signature** \_\_\_\_\_

**Child’s Signature** \_\_\_\_\_

**Child’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_