



2017-2018 Family Handbook

Saint Lawrence Catholic School
2801 East Sixteenth Street
Muncie, Indiana 47302
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stlawrencemuncie.org

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The Diocese of Lafayette-in-Indiana requires items marked with an * to be included in the Handbook

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Section A: Administration & Governance

Principal's Welcome

Welcome to Saint Lawrence!

As we begin the 2017-2018 academic year, I would like to welcome all students and families to Saint Lawrence Catholic School. The staff and I are grateful to be working with the returning families who are demonstrating their commitment to high quality Catholic education, as well as those who are joining our school family for the first time.

Since 1881, Saint Lawrence has had a mission to develop Catholic spirituality and values while providing a quality education. We will strive to further our mission this year. We welcome those who are not members of the Catholic faith, but who share our commitment to shared Christian traditions and values. I encourage you to take time as a family to reflect upon the Missions and Vision listed on page 3 of this Family Handbook.

We have a truly special school, and I am looking forward to another year of helping our students grow. We have a new Uniform Policy this year, which I am excited about. We have a few new staff members, too, and I am eager to be a part of their growth as educators.

In order for us to fulfill our mission we must have support from our families. There will be many opportunities for you to support our school in the classrooms, through extracurricular activities, and in Parent-Teacher Organization (PTO) functions. Remember that it is required by the Diocese of Lafayette that any person who has regular contact with children, in any capacity, must complete the online Safe and Sacred program before volunteering in our school or going on any field trips.

This handbook has been prepared for families to help you learn and understand our policies. It is expected that our students and their families will comply with the policies herein. Thank you for trusting us with your child's education and faith formation. We will do our best to nourish the mind, body and spirit of each child as an individual creation of God.

Yours in Christ,

A handwritten signature in black ink that reads "R. W. Frey". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Rob Frey
Principal

Missions and Vision*

Mission of the Diocese of Lafayette-in-Indiana

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

Vision of the Diocese of Lafayette-in-Indiana

The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

†

Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

†

Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

†

Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

†

Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

†

Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese

The Catholic Schools in the Diocese of Lafayette-in-Indiana

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

Saint Lawrence Catholic School

Our Saint Lawrence Catholic School mission is to provide a Catholic Christ-centered education through an atmosphere of love & compassion for all students.

2017-2018 Saint Lawrence Staff

Rectory:	Pastor	Fr. David Hellmann
	Secretary	Mrs. Jeanette Carnes
	Bookkeeper/Treasurer	Mrs. Lois Short
	Business Manager	Mr. Dick Shirey
	Music and Liturgy Coordinator	Mr. Jason Hart
	Director of Religious Education (CCD)	Mrs. Sheila Henry
	Buildings and Grounds	Mr. Joe Beatrice
	Housekeeping	Mrs. Kristina Powell
School:	Principal	Mr. Rob Frey
	Assistant Principal, Kindergarten teacher	Mrs. Joan McKinley
	Secretary	Mrs. Jayne Waechter
	Grades 1 & 2 teacher	Mrs. Kathy Brinson
	Grade 3 teacher	Miss Ellie Smith
	Grades 4 & 5 teacher	Mr. Stone Robbins
	Full-time Instructional Assistant	Mrs. Meisa Cope
	Visual Art teacher	Mrs. Liz Guntle
	Music & Technology teacher	Mr. Jason Hart
	Physical Education teacher	Mrs. Natalie Reese
	Media Center Specialist	Mrs. Wednesday Cunnington
	Food Service Coordinator	Mrs. Karen Albertson
	After-School Care Supervisors	Mrs. Brinson, Mrs. Cope, Mrs. Moore
	After-School Math and Reading Tutors	Mrs. Everhart (K-2), Mrs. Devine (3-5)
	Substitute teachers	Mr. Schenkel, Mrs. Jones, Mrs. Gayda

Amendments to the Handbook*

The principal reserves the right to amend the handbook at any time for a just cause. Amendments will be communicated to parents/guardians in writing.

School Cancelation

In the event of severe weather or other circumstances, school may be canceled. The decision to cancel will be made by the principal after consultation with the pastor. Parents will be notified immediately via the Harmony system. In the event of excessive absences (30% of the students or more) the school may cancel. If severe weather conditions arise during the school day, school personnel will take precautions to protect students. Sending students home in adverse weather in the middle of the day makes it difficult to reach parents or other caregivers.

The Indiana Department of Education requires us to attend school 180 days. If we were to fall below that number due to serious weather, the principal will schedule enough make-up days to assure that Saint Lawrence meets the state minimum. Consult the school calendar for built-in snow days.

Section B: Admissions

Admissions Policy*

We have an open, non-discriminatory admissions policy. Practicing Catholic families will be given preference in admissions decisions, but students of all faiths are encouraged to attend. We seek a qualified, diverse student body who add to the quality of our academic, religious, and social life. We accept students with special needs when minor adjustments can be made to meet their needs. SLCS reserves the right to grant or deny admission in our sole and absolute pastoral discretion.

The school will accept students based on the following priorities: 1) students from families in Saint Lawrence Catholic Parish; 2) students from families that are members of other Catholic parishes; and 3) other students who request to be enrolled. The admissions deadline for returning students and new Catholic students is April 10. After this date, non-Catholic students will be considered for admission.

Classroom enrollment is limited to 20 students in grades K-2 and 25 students in grades 3-5.

All students admitted to SLCS must satisfy the following criteria:

- All students requesting admission must be assessed for placement. Results will be reviewed by the principal and the classroom teacher. A decision will be made based on placement test and a review of past school records.
- Kindergarten students must be at least five years old on or before August 1 preceding the academic year of enrollment. See “Kindergarten Enrollment” for more details.
- All transfer students must have complete academic records from previous schools.
- All new students must have up-to-date health records before being admitted.
- To remain in school and to comply with state laws, all students must have a record of all necessary immunizations on file each year by September 15.
- All students, regardless of religious affiliation, are required to attend Religious classes and liturgical services, fulfill Religion class requirements and participate in daily prayer.

A note for Catholic parents: Worshiping at Mass is an essential component in developing our faith life. Your attendance at Mass is an important witness, not only to your children, but to all parish children and adults. This is to be demonstrated by giving a parish envelope in the offertory basket on a weekly basis (even if empty) or enrolling in automatic deposits. We encourage you to engage your children in additional forms of family prayer as well. In order to pay the Catholic tuition rate you must fill out the Contributing Catholic Agreement.

Non-Catholic Students in Catholic Schools

Non-Catholic students are welcome to enroll in Catholic schools and are expected to cooperate in the religious instruction and attend formation experiences. Cooperation will include, but is not limited to Mass, Morning Gathering, prayers, Sign of the Cross, praying the rosary, Stations of the Cross, participation in religious instruction and discussion, attending funeral Masses, genuflecting, singing, and visiting nursing homes.

As a ministry of evangelization, non-Catholic students are welcome to enroll in the Catholic schools if they and their parents accept the philosophy, values, and objectives of the school. As the prime purpose for Catholic schools is to transmit the faith to Catholic young people, the Church has a primary responsibility to educate the baptized.

(Approved by Bishop William L. Higi, 2 July 1990)

Non-Discrimination Clause*

Saint Lawrence Catholic School admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, scholarship, and loan programs. In addition, the schools are not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation. Saint Lawrence, as a member of the Local Church of Lafayette, supports the following "Resolution on Non-Discriminatory Procedures for Catholic Schools" signed by Bishop William L. Higi (December 1987):

"It is the policy of the Catholic schools of the Diocese of Lafayette-in-Indiana to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations discussed thereto, to the end that no persons in any diocesan educational system listed below, and further listed in The Official Catholic Directory (published annually by P. J. Kennedy and Sons) shall, on the grounds of race, color, national and ethnic origin, sex, with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school."

Registration*

When parents apply for kindergarten admission, they must provide a birth certificate, health certificate, immunization record, and Baptismal Certificate, if baptized Catholic, unless the Baptism occurred in the parish where the student enrolls. When students transfer from another school, parents must arrange for academic and health records to be sent before completing enrollment.

Grade Level Placement

Students new to Saint Lawrence will be screened for placement at the appropriate grade level. This screening shall be done by a teacher at the grade level the child is requesting or by one from the preceding grade level. The screening process will take from fifteen to sixty minutes, depending on age. The teacher may use a variety of screening devices, including written samples, readiness tests and interviews. Records from previous schools also will be examined.

After the screening process, the teacher who conducted the screening and the principal will meet to discuss grade placement. The school maintains the right not to enroll the child in a grade requested if, in their opinion as professional educators, the child is not ready for said grade level.

Kindergarten Enrollment

We enroll kindergarteners if the child has reached their fifth birthday on or before August 1. Prospective students are given an admissions test to determine academic and social readiness.

Parents should be advised that kindergarten is a rigorous academic and social development program. Sending a child to kindergarten early is not recommended. Even an intellectually gifted child may struggle with social interaction, fatigue and staying on-task. If parents wish to enroll a child that is younger than five years old, the child must test at a level that indicates that they are ready for full-day kindergarten. Students who test well above age level will be considered for enrollment. No student will be admitted if they have not had their fifth birthday by October 1.

State law does not allow students who are not five years old on or before August 1 to receive an Indiana Choice Scholarship or an Indiana Tax Credit Scholarship. Students who enter kindergarten early may apply for Tuition Assistance, but will otherwise be required to pay full tuition and fees.

Students entering kindergarten are required by Indiana law to have a physical examination.

Enrollment Lottery Process

If the number of applicants for enrollment at Saint Lawrence under a Choice Scholarship exceeds the number of seats available, the school will randomly draw in a public meeting the names of applicants who are entitled to a Choice Scholarship from among the applicants who meet the requirements for admission to Saint Lawrence.

Preference for a Choice Scholarship will be given to: 1) students who are currently attending Saint Lawrence via the benefit of a Tax Credit Scholarship, 2) siblings of students already attending Saint Lawrence, and then 3) to students of families currently registered in a Catholic parish.

The deadline for submission of an Application for Admission will be July 15 each year, with the deadline being extended to the following Monday if July 15 should fall on the weekend.

Lottery will be held on or around August 1 each year. Impacted families will be notified in advance.

Acceptable Use of Technology Policy*

SLCS offers Internet access to our students and staff. Use of the Internet for educational purposes will assist in identifying resources, gathering information, and developing technical skills.

Even though Internet usage will be supervised and we employ firewalls, we cannot guarantee that students/staff will not be able to access information that might be objectionable. Therefore, it is imperative that both students and parents, as well as staff members, be aware of each individual student's responsibility for ethical and appropriate Internet use. All computer users are expected to behave responsibly while using school networks. Technical resources are provided to help meet informational needs within the context of teacher-planned assignments and school sponsored activities. Access to these resources is a privilege, not a guaranteed right. It is permitted only on the condition that users agree to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any person who violates these policies. Similarly, Internet use is subject to all policies and regulation that govern student behavior in other school activities. The purpose of Internet access is to promote the exchange of information, to further education and research and to be consistent with the mission of SLCS. School Internet connections are not for private or commercial business use or political purposes. Any use of SLCS computer networks for illegal activity is prohibited.

A. Educational Purpose

1. The SLCS computer networks have been established for limited educational purposes. The term "educational purposes" include classroom activities, career development, and limited high-quality self-discovery activities.
2. The SLCS computer networks have not been established as a public access service or a public forum. SLCS and its designees have the right to place reasonable restrictions on the material accessed. It is expected that all persons will follow the rules set forth in the Family Handbook and the law in the State of Indiana regarding use of the Internet while attending SLCS.
3. SLCS Internet connections cannot be used for commercial purposes. Users may not offer, provide, use or purchase products or services through SLCS computer networks.
4. SLCS computer networks may not be used for political lobbying. SLCS computer networks may be used to communicate with elected representatives and to express opinions on political issues.

B. Student Internet Access

1. All students who have parental and teacher permission will have access to the Internet via one or more of the following: the classroom computers, the Media Center computers or handheld devices such as iPads.
2. Accessing e-mail, social media networks such as Facebook, instant messaging, visiting chat rooms, and posting on message boards are not permitted.

C. Unacceptable Uses

1. Personal Safety
 - a. Personal contact information may not be posted. This includes address, telephone number, school address, work address, SSN, etc.
 - b. Meeting someone or contacting someone online without parent/guardian's approval is not permitted.

- c. Disclose to teachers or other school employees any messages received that are inappropriate or confidential in nature.
 - d. Should a network user transfer a file, shareware, or software that infects the Network with a virus and/or causes damage, the network user will be liable for repair costs to make the network fully operational, and may be subject to disciplinary measures.
 - e. The misuse of computer equipment is not allowed, and may be grounds for loss of access privileges and/or disciplinary action.
2. Illegal Activities
- a. Do not attempt to gain unauthorized access to the Internet or to any other system through SLCS computer network or go beyond the authorized access. Attempting to log in through another person's account or access another person's files is illegal.
 - b. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means are illegal.
 - c. Do not use the Internet connection at any SLCS computer network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, conspiring, etc.
3. SLCS Computer Network Security
- a. Users are responsible for their account and should take reasonable precautions to prevent others from being using their account. Under no conditions should a password be given to another person.
 - b. Immediately notify a teacher or the system administrator if a possible security problem has been identified. Do not conduct your own search for security problems, as this may be construed as an illegal attempt to gain access.
 - c. To avoid the inadvertent spread of computer viruses, users will only download programs with the express permission of the teacher or other SLCS employee or their designee.
 - d. The user is responsible for making a backup copy of any critical documents.
4. Inappropriate Language
- a. Do not post information that could cause damage or a danger of disruption.
 - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Users must stop communicating when instructed.
 - d. Do not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. Users will not re-post a message that was sent privately (outside school) without permission of the person who sent the message.
 - b. Do not post private or embarrassing information about another person.
6. Respecting Resource Limits
- a. SLCS computers are to be used only for educational and career development activities and limited, high-quality, self-discovery activities.
 - b. Users will not download large files unless absolutely necessary, and only with permission from a teacher or SLCS designee.

7. Plagiarism and Copyright Infringement
 - a. Do not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. Respect the copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If unsure whether the work can be used or not, request permission from the copyright owner. If there are questions, ask a teacher.
8. Inappropriate Access to Material
 - a. Do not use the SLCS computer networks to access material that is profane, pornographic or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parents/guardians have approved.
 - b. If inappropriate information is mistakenly accessed, immediately report the incident to a teacher or another SLCS employee immediately.
 - c. SLCS connections have a firewall and URL & content-based software to help protect users from inappropriate material. Teacher supervision also helps to protect you.

D. Limitation of Liability

SLCS makes no guarantee that the functions of the services provided by or through SLCS system will be without defect. SLCS will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. SLCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. SLCS will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Personal Responsibility

When using a SLCS Internet connection, it may feel like the user can easily break a rule and not get caught. Please remember that whenever the user does something on a network, “electronic footprints” are left. Your online actions can be traced at a later point.

F. Network Etiquette

1. Be polite. Abusive or inappropriate messages to others are prohibited. Using programs that harass SLCS users or infiltrate a computing system and /or damage the software components are prohibited.
2. Use of SLCS connections to intentionally access objectionable material is prohibited.
3. Make the most efficient use of network resources to minimize interference with others.
4. Any use of SLCS connections that accesses outside resources must conform to their “Acceptable Use of Technology Policy”.
5. Subscriptions to list servers, bulletin boards, and online services are prohibited.
6. The user is expected to abide by the generally accepted rules of network and internet etiquette.
7. Do not reveal personal information online.
8. Do not use the network in such a way that the user would disrupt the use of the network by other users.
9. All communications and information accessible via the network should be assumed to be private property.
10. As the rules and guidelines for network etiquette evolve, users are responsible for understanding and abiding by the accepted rules of the Internet.

G. Conclusion

The use of SLCS computer networks/Internet is a privilege, not a guaranteed right.

Inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Policy are within the sole discretion of Saint Lawrence Catholic School. Any questions or issues regarding this policy should be directed to the school principal. Violation of any conditions of use described here can be cause for disciplinary action.

Tuition and Fees Policy

For details regarding this year's tuition, see: stlawrencemuncie.org > Admissions > Tuition and Fees

Fees are broken down into two payments due on July 1 and August 1.

Tuition is broken down into ten monthly payments.

- Tuition is due on the 1st or 15th day of each month. This begins with the September payment and ends with the June payment.
- If two monthly payments are missed, it will be necessary for the family to meet with the principal. The delinquent family will be provided a written balance and due date for all money owed. If payment is not received by the due date, the balance may be submitted to a collection agency.
- If a delinquent family is on scholarship, the remaining fees must be paid. The family will not be eligible for future scholarships unless all previous balances are current.
- If a family is behind at the end of the year, a payment contract will be issued. All fees must be paid before the beginning of the next school year in order for the student to enroll.
- If a student is withdrawn from school for any reason, the balance of the account must be paid in full. Accounts left with unpaid balances will be submitted to a collection agency after 10 days of the withdrawal date.

A \$50 per family non-refundable deposit is due at registration to insure a spot. This amount must be paid by the due date in order for a spot to be saved for a student. If a child does not ultimately end up attending SLCS, the deposit will not be refunded.

- You can save \$50 by paying your tuition in full for the year before school starts.
- Students who withdraw will receive refunds for remaining days paid at the time of withdrawal. Refunds will be based on a per-day basis at 180 days per school year.
- If you anticipate difficulties in paying tuition, speak with the principal before falling behind on your payments. A collection agency will be used as a last resort.

Section C: Student Life & Conduct

Attendance and Tardy Policy*

Attendance Policy

Accurate attendance records must be kept and reported in a timely manner. Parents or guardians should notify the school (765.282.9353) when students are absent, no later than 9:00 am. Parents who do not report an absence must be contacted by 10:00 am to make sure the student is not missing. If an absence is anticipated in advance, please let the school know as soon as possible.

On a typical school day, instruction begins at 8:00 am and ends at 3:00 pm. Students are to attend school each day unless they have a valid excuse (illness, bereavement, medical emergency, therapy, etc.). Make every effort to have appointments scheduled outside of school hours. If this is not possible, students who miss school time due to medical appointments must present the office with a slip (with date and time) from the medical professional as soon as possible. Students with excused tardies due to medical appointments may still be eligible to receive perfect attendance awards.

Students are not to enter the building before 7:30 am because there is no one available to supervise them. At 7:30 am, students may enter the After-School Care room and stay until classes begin. A written note from the parent is required if a child must leave school before the regular dismissal time. Students are to be signed out by an adult in the school office.

Makeup work should be completed as soon as possible. Teachers will grant one day for each day missed to complete missed work (ex: two days absent = two days to complete missed work).

Saint Lawrence students must enter the building through our door on the southwest corner of the school. Saint Lawrence students may not enter through any of INSPIRE Academy's doors, and INSPIRE students should not enter through the Saint Lawrence door. Parents who have children at both SLCS and INSPIRE should make two stops.

Student attendance issues are recorded using this classification system:

Tardy:	Student was not in their seat at 8:00 am, but was in their seat by 10:00 am
½ AM:	Student is absent for the morning, but present for the afternoon (11:30 cutoff)
½ PM:	Student is present for the morning, but absent for the afternoon (11:30 cutoff)
Early Dismissal:	Student left school before dismissal, but was present at 1:00 pm
EXC Absence:	Student was absent all day and the absence was excused
UNX Absence:	Student was absent all day and the absence was unexcused

In Indiana, school attendance is compulsory by law (IC 20-33-27). If student absenteeism becomes a significant barrier to a child's learning, the parents will be reported to Child Protection Services.

Absentee rates in excess of 20% must be reported to the local health department and the state attendance officer in accordance with IC20-33-2-47 and 512 IAC 1-2-2. This does not apply on days immediately before or after a scheduled vacation day or before or after days when school is canceled due to weather related emergencies.

Tardy Policy

The teachers and staff at SLCS begin educating students at 8:00 am sharp. At 8:00, students should be in their classroom seats and ready for morning procedures, not in the parking lot, at their lockers or in the restroom. Parents are responsible for having their child(ren) in the building by 7:50 am.

Students are marked tardy beginning at 8:00 am, and tardies will be recorded in the school's attendance database. The exterior door will be locked at 8:00, parents who arrive late are asked to come to the main office and sign in their child. Please do not drop off your child late and drive away. Attending mass at Saint Lawrence Church is part of the instructional day. On Mass days, a tardy will be issued if your child is not seated in their pew by 8:00 am.

As habitual tardiness can have an adverse impact in a student's learning, SLCS imposes the following consequences for unexcused tardiness:

Unexcused Tardy 1:	Verbal warning from teacher to student
Unexcused Tardy 2:	Verbal warning from teacher to student
Unexcused Tardy 3:	Verbal warning from teacher to student and a Tardy #3 Slip is sent home
Unexcused Tardy 4:	Student misses one recess on day of tardy
Unexcused Tardy 5:	Student misses one recess on day of tardy
Unexcused Tardy 6:	Student misses one recess on day of tardy
Unexcused Tardy 7:	Student misses one recess on day of tardy and a Tardy #7 Slip is sent home
Unexcused Tardy 8:	Student misses one recess on day of tardy and a Discipline Slip is issued
Every tardy beyond 8:	Student misses one recess on day of tardy and a Discipline Slip is issued

Extended Leave Due to Travel

Families are strongly encouraged to use the existing breaks in our school schedule to take vacations.

If a student is absent for a period of more than three days because they must travel, the student will not be penalized academically. The student may either work ahead or complete missed work when they return to school, whichever the teacher chooses. While the student may not be doing the usual assignments, students are to take advantage of their unique learning opportunities. Activities such as keeping a daily journal, writing a letter to the class, or finding information specific to the trip are encouraged. These activities may be assigned by the teacher and may be scored for a grade.

Truancy*

A single isolated incident of unexcused absence is not defined as truancy. Habitual truancy is evidenced by the following:

- refusal to attend school in defiance of parental authority;
- accumulating ten absences from school over a semester or seven absences over a trimester without justification ; and
- three or more judicial findings of truancy.

General Conduct

Staff members will make every reasonable effort to ensure that students are supervised at all times.

Students will: Keep hands and feet to themselves
Not run inside the building, except for during Physical Education class
Not chew gum at any time
Not possess cell phones, beepers, pagers, or other electronic equipment
Stay out of classrooms before and after school unless accompanied by school staff
Use the office landline phone in emergencies only
Not eat candy or other food during Before-School Care, recess, or in the hallway
Plan ahead. If specific supplies are needed for an event or activity, be prepared
Respect others
Stay in our designated areas so as not to disturb others in the building
Clean up after themselves
Not possess drinks in the Media Center

Code of Christian Conduct*

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in this Family Handbook. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in writing and shared with all parents.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These include, but are not limited to, any policies set forth in this Family Handbook.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to school-sponsored programs, performances, After-School Care, athletics, field trips, etc.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Athletic Policy

Saint Lawrence's athletic teams, which include Volleyball, Basketball and Track, are open to students in grades 3, 4 and 5. Before a student can participate in a practice, scrimmage or game, a current Sports Physical must be on file.

The purpose of athletics at SLCS is to:

- Develop good sportsmanship
- Have an opportunity to participate
- Learn skills
- Improve techniques

All students will be given a chance to participate if they are on a team.

Practice and game times will be made available to parents as far in advance as possible.

Uniforms will be issued. Uniforms must be returned to school once the season is over. Parents should make sure that uniforms are washed regularly throughout the season.

A Christian attitude is to be displayed at all athletic events. We want to leave opponents, referees and fans with a positive impression of SLCS. Athletes and their family members are to conduct themselves in a spirit of encouragement and support. City regulations mandate proper conduct by all in attendance.

Athletes who use foul language will be dismissed from the game or lose participation for one week.

Fighting or any other inappropriate conduct, either during an athletic event or otherwise, may result in dismissal from the team for one week at the discretion of the principal or the coach.

Athletes must maintain their scholastic standing. Those with a "D" or "F" in any subject on any quarterly report may not participate. The student may participate in sports once the "D" or "F" has been raised to a "C" on the next quarterly report.

The principal and coach are held responsible for the behavior of players and fans.

Bullying*

Bullying is excessive and unreciprocated teasing, taunting or physical contact that occurs repeatedly

Bullying will be dealt with swiftly. If a student or staff member witnesses an act of bullying, they should report it to the principal. The principal will assess the situation and assign consequences. Consequences may include, but are not limited to, missed recess, in-school suspension and out-of-school suspension. In rare cases, severe and repeated acts of bullying may result in expulsion.

To prevent bullying, school staff will work to continually supervise students and create a school climate of acceptance and affirmation. Staff will recognize and model good behavior and make sure that specific students are not consistently excluded from classroom or extracurricular activities.

Harassment*

The school is to be free of discrimination, inappropriate and unlawful harassment and bullying as defined in school policy. Actions, words spoken, written or internet-based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment, either on the part of the staff or of the students. Each school is to uphold the dignity of all students, staff members, and include educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school.

Hazing*

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

- Minimize risks by examining student practices and routines on and off school campuses;
- Educate the students showing how word or deed can demean others;
- Investigate if a student expresses discomfort or reports being hazed or witnessing someone else being hazed;
- Report any conduct which may constitute hazing to administrators immediately;
- Discipline students with prompt corrective action who engage in hazing;
- Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

Cafeteria Guidelines

Children are expected to use good table manners. Talking is permitted, as lunch is a social time, but yelling and screaming are not allowed. Students are expected to clean up after themselves. Tables are to be free of food and trash when students are finished. The floor is not to be littered.

Sharing and trading food is not permitted. Packed lunches should not include fast food, candy, soda, sports drinks (such as Gatorade), energy drinks (such as Red Bull).

For more details about nutrition, see our Wellness Policy:

stlawrencemuncie.org > Parents & Students > Parents > Wellness Policy

Celebrations

Teachers plan celebrations for All Saints Day, Advent, Saint Valentine's Day and Easter. On these special days, the teacher determines a reasonable amount of treats. We do not celebrate Halloween.

Children's birthdays are important, as we celebrate each of God's creations. Birthday parties are permitted, but advanced arrangements must be made with the teacher. Celebrations will be low-key.

Some children bring a treat to school, such as cookies, cupcakes, popcorn, pretzels, pencils or stickers. Treats are not required of any child. Teachers will recognize the "birthday child" in their class, regardless of whether or not treats were brought to school.

Crisis Confrontation*

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our school is of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

- A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;

- A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, beverage or intoxicant on school property or at any school function;
- A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- A student knows but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law.

Conflict Resolution*

It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints of individuals. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness to discussion. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email may not be used for correspondence.

The following steps are recommended for staff, parents, and students if they are having difficulty:

Step One: The Oral Process

The individual must discuss the problem or complaint, as well as any proposed resolution/relief that he/she may be seeking with the principal within three (3) workdays after the problem or complaint arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following their discussion.

Step Two: The Written Process

If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well as any proposed resolution/relief that he/she may be seeking to his/her Pastor or Chief Administrator within three (3) workdays after the completion of Step One. The Pastor or Chief Administrator will obtain any additional pertinent information and provide the individual with a written decision within five (5) workdays following the submission of the individual's written complaint.

Step Three: Review by Dean

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then he/she may request a review of the process by the proper Dean. In the event that the priest/pastor involved in the process is, in fact, the Dean of the area, then the process is referred to another Dean. This request must be in writing and be given to the Dean within five (5) workdays of the receipt of the report from the Pastor or Chief Administrator.

The Dean should request a copy of the written recommendation from the Pastor or Chief Administrator. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five (5) workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

Step Four: Review by Director of Education

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Pastoral Office for Education. The written request must be sent to the Director within seven (7) calendar days of the receipt of the recommendation given in Step Three. The Director of Education may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Pastoral Office for Education will be final.

No person in authority should proceed with the grievance process unless each of the descriptive steps listed above have been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed.

The principles which should be observed when resolving conflicts are:

- 1) Deal with the conflict constructively;
- 2) Strive for effective and honest communications; and,
- 3) Help the involved parties to feel better about themselves and the other person(s).

Discipline and Disciplinary Records*

Students are expected to treat others as they wish to be treated. When they fall short, discipline issues are typically handled by the teacher. Each teacher establishes rules and consequences which are shared with parents on Back to School Night and throughout the year.

Repeated infractions may result in a trip to the principal's office. The principal will use discretion in issuing warnings, missed recess, missed activities or other consequences. In more severe cases, the principal may issue in-school suspension, out-of-school suspension, or expulsion.

Discipline issues that require parent involvement will be written on a Discipline Slip and given directly to the parent. Discipline Slips should be specific, descriptive, and verifiable. These records are to be maintained in a file separate from the permanent records and cumulative files. Disciplinary records are not transferred from one school to another at the time of a student's enrollment.

Discipline Outside of School*

Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Events that may be a cause of endangerment include:

- threats of violence to other students or teachers;
- off-campus use of addictive substances such as alcohol, cigarettes, controlled substances;
- off campus fighting linked to school behaviors;
- internet activity that is threatening or offensive to others; or
- criminal activity.

Due Process*

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents/guardians may be included in the discussion. Due process provides for a hearing, not a resolution. Disciplinary situations not able to be resolved at this level are to be presented and resolved at the level of the principal.

Suspension, Expulsion, and Exclusion*

While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the jurisdiction of the principal. In-school suspension or Saturday school is preferred. A written statement of suspension is to be sent to parents or legal guardians summarizing the student's behavior and the reasonable action taken. The maximum length of suspension in the Diocese of Lafayette-in-Indiana is ten days per incident.

Exclusion from school is rare, but may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another temporary situation which threatens an individual student or the school community. In the case that exclusion is necessary, every effort will be made to continue the student's education at home.

Notice of suspension, expulsion, or exclusion and a summary of the event are to be sent to the Superintendent within three days of the event. (AD1300)

Grounds for Suspension/Expulsion*

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

- reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
- occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
- setting fire to or substantially damaging school property or building;
- possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
- possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
- unlawful selling of a controlled or abuse substance;
- substantial instances disrupting classroom or educational function, or unlawful meeting on school property;
- continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
 - taking something of value from another person;
 - intimidating any student with the intent of bodily harm;
 - harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
 - any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
 - repeated violation of any rules; or
 - engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.

Electronic Devices

No phones or electronic devices (iPod, etc.) may be brought to school. If a student is in possession of one of these devices, it will be immediately confiscated and returned to the parent at a later time.

Field Trips

Field trips can provide cultural and educational enrichment to the learning experience. The purpose of these trips must align with curriculum standards and the value of the field trip must balance the loss of instructional time. Cost should not impose a financial burden on parents or the school. When planning field trips, transportation and safety are primary concerns. Whenever possible, bus transportation should be provided.

Field Trip / Transportation Notification and Liability Waiver forms are sent home before each trip. These important slips must be signed by parents or guardians and returned before the field trip.

Our approach on field trips is simple: No Slip = No Trip

Students with chronic conditions may require the administration of emergency medication while on a field trip. Any student who has an emergency health plan in which emergency medications are prescribed must have those medications available while on a field trip. Additionally, all students who have regularly prescribed medications normally administered during school hours must also have the medication(s) accompany them while on a field trip. Medications with documented instructions for administration must be given to school personnel who are accompanying students on the field trip. These medications, along with documentation related to their administration, must be returned to the school at the conclusion of the field trip.

Educational field trips are planned by teachers and approved in advance by the principal. Field trips are designed for and limited to a specific group of children. Siblings from other classes may not accompany brothers or sisters in another class on a field trip.

Teachers may set specific standards of behavior for the trip, and may also designate guidelines for students with discipline concerns. In situations where students must meet specific behavior requirements before being allowed to participate, the teacher's guidelines will prevail.

Any child who has an "F" in conduct or effort on any mid-term or grade card may not be allowed to participate in field trips. The safety of others is of paramount importance and will not be jeopardized by one or two who have not shown an ability to adhere to regulations. Students who are not permitted to attend the trip are to attend school the day of the trip. On the day of the trip, the student will be assigned to another classroom with schoolwork to do while their class is away.

Field Trip Chaperones

Field trips may require chaperones. The teacher will contact these adults when a chaperone is needed. Being asked to chaperone is a major responsibility and should be viewed as such.

The number of chaperones will depend on the length of the trip and the numbers and ages of the students. Chaperones are not to bring other children, friends, or relatives along. Those who are requested to be chaperones are not expected to pay entrance fees. If space is available, interested parents may accompany a class on a field trip; however, they do so at their own expense.

Field Trip Transportation

Field trip transportation may be by MITS or chartered bus. If school staff or parents transport students, they must do so in fully insured private vehicles. When students are transported by private vehicle, students must be properly restrained with a seat belt (and booster seat if necessary).

Drivers of private vehicles must complete a Volunteer Driver Information form well in advance of the trip. Drivers must also complete the online Safe and Sacred training and have completed a criminal history check. These steps take time, so please plan ahead if you plan to drive.

Firearms/Weapons*

Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm. Students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.

Lockers*

Lockers are not the property of students, nor is there an expectation of privacy. School employees reserve the right to search lockers, book bags, coats or pockets at any time.

Physical Education (PE)

We has an excellent PE program taught by a licensed teacher who provides many opportunities for learning. All students are expected to participate in PE unless a physician's written excuse is presented. Students who refuse to participate or dress properly will receive a lowered grade.

For the PE Dress Code, see: stlawrencemuncie.org > Parents & Students > Students > Uniform Policy

Recess and Playground

Our school is blessed to have a large playground with updated equipment. We have large playing fields and some paved areas that are used during recess and PE class.

General rules for outdoor play include:

- ☛ No rough play. Students are not to grab clothing and drag others about. Tackling, fighting and wrestling are not permitted.
- ☛ Children who play too rough will be instructed how to be more careful. If such instruction does not result in the desired behavior, the student will lose recess time until they are able to demonstrate appropriate behavior.
- ☛ Students are permitted to play outside only when the temperature is above 25° F, including wind-chill factors, and only when appropriately dressed.
- ☛ Adult supervision is provided at all times. Students are expected to obey the adult in charge.
- ☛ Children or adults from outside our school may utilize the playground. While others are not permitted to use the playground while our students are present, we do not prohibit the use of the playground by others after school hours so long as they are respectful of the property.
- ☛ No one may use the property for activities involving projectiles (golfing, archery, etc.).

Student Pregnancy*

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort for the student to continue schooling is to be made by the principal. The principal/counselor is to reinforce Catholic teaching regarding sexual activity outside of marriage and provide information to the student and parents/guardians regarding counseling and medical services that may be needed.

The decision to willfully terminate a pregnancy is in violation of Catholic belief and practice. When it is known that a student is planning to terminate a pregnancy, the principal or designee is to inform only the student(s) directly involved, that is, the pregnant student and the alleged student-father, regarding the Catholic stance. Parents or legal guardians are to be notified immediately unless the student is emancipated or eighteen years of age.

Substance Abuse*

School environments are to be made safe for all students. Soliciting, possessing, selling, or using of a controlled or abused substance is an unlawful and serious infraction, contrary to Catholic values. This may include “look-alike” substances. Students who engage in these activities will subject themselves to suspension or expulsion and reporting to civil authorities.

Technology

School computers, Chromebooks and iPads are to be used only as tools to enhance learning. Students are not permitted to bring software programs to school. Only Saint Lawrence software is allowed on school computers.

Students are not permitted in the Media Center without a school staff member.

Students are not to alter the desktop in any manner.

Business transactions using Saint Lawrence Internet connections are forbidden.

Students will not participate in e-mail or chat room activities on school computers.

Students and parents are to sign an Acceptable Use of Technology Agreement at enrollment.

Engagement by students or family members in online blogs or social media outlets may result in disciplinary actions if the posted content includes defamatory comments regarding the school, the faculty, other students, or the parish.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or CPS whenever there is a reason to believe that any person/student is involved with “child exploitation” (Producing of nude images or images of minors engaged in sexual behavior) or “child pornography” (possession of such images) This is particularly a concern in regard to cell phone usage.

Section D: Curriculum & Instruction

Academic Honesty*

Academic Honesty is of paramount importance. Students are to do their work independently, both in and out of school, unless the assignment is designated by the teacher as group work. Parents may help students with homework, but parents should be careful to make sure that the work is the student's and not their own. Students who are found to have willingly cheated or plagiarized will face progressive disciplinary action at the discretion of the teacher and principal.

Authority for Teaching*

The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the National Catechetical Directory, The Catechism of the Catholic Church, and the Code of Canon Law (cc 394, 774). He is charged to devote himself personally to the work of the Gospel, and to supervise the entire ministry of the work in regard to the flock committed to his care.

In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.

In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, religious, clergy, and the diocesan staff.

Federal Educational Rights to Privacy Act (FERPA)*

FERPA protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians and teachers (on a "need to know" basis) are to have access to the files;
- No original document is to be released. Photocopies are to be made in the school office;
- The principal is the only person empowered to release documents in a student's file;
- Parents may be given a copy of their child's file when transferring to another school;
- Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually;
- Schools shall comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student's records. Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request.

Grading Scale

The grading scale used at Saint Lawrence Catholic School emphasizes our high academic standards:

A+	99% and above	B-	86-85%	D	74-71%
A	98-95%	C+	84-83%	D-	70-69%
A-	94-93%	C	82-79%	F	68% and below
B+	92-91%	C-	78-77%		
B	90-87%	D+	76-75%		

Teachers reserve the right to offer students opportunities to slightly improve their grades via extra credit. Extra credit is a privilege, not a right, and extra credit will not have a significant impact on a student's final grade. Teachers reserve the right to penalize scores due to late or sloppy work.

Homework

Homework is assigned on a daily basis. Students in grades K-1-2 do not have a great deal of homework, but they need to learn to discipline themselves to complete tasks. For grades 3-4-5, homework is meant to help teachers see whether students can work on their own and whether a concept was understood. Parents should check daily to see that homework is being completed.

Most children should not have more than an hour of homework each day. Any child who spends several hours every night is either not working in class or does not understand the lesson. If your child is working more than one hour on a consistent basis, contact the teacher. Homework is generally not assigned on Friday or on days prior to special events (a play, a skating party, Fall Festival, Spring Fling, etc.).

All homework should be done each evening unless an emergency arises. Students who regularly fail to do their homework will be sent to the principal's office. Homework that is more than a day late when no illness or other valid excuse is involved does not have to be accepted. Recesses and/or field trips may be withheld until the situation is rectified. The student will not be allowed to receive a grade for the late homework, although the homework must still be completed.

Honor Roll

Saint Lawrence posts and Honor Roll every nine weeks at the end of each quarter. Honor Roll standing is determined by grades during the previous quarter only and not cumulative by semester.

There are two Honor Roll designations:

"A" Honor Roll: "A" in all subjects, including Visual Art, Technology, Music, Physical Education, Conduct and Effort

"A-B" Honor Roll: "A" or "B" in all subjects, including Visual Art, Technology, Music, Physical Education, Conduct and Effort

Promotion / Retention of Students*

The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. Retention of a student is a difficult decision which should only be made after a lengthy assessment process.

A student who has applied themselves to the curriculum but lacks the ability to master all of the objectives, can be placed in the next grade if she/he can continue to profit from the school program.

Principal and teacher(s) are to collaborate with parent/guardian(s) in a decision regarding the student's promotion, retention, or placement in special education services. If the school recommends retention and parents/guardians do not agree, it may be necessary for them to enroll their child in another school the following year.

State Testing*

Indiana requires our school to conduct achievement testing, including the ISTEP+ tests and the IREAD3 test. These assessments are usually in the spring. We also participate in NWEA Skills testing. These tests are given to grades K-5 and are conducted in the Fall, Winter, and Spring. Parents will receive advanced notice of this testing so that children may arrive at school with plenty of rest and a good breakfast. Results from the exams will be sent home to parents as soon as possible.

All schools must adhere to the Indiana Department of Education's Indiana Assessment Program Manual, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity. This includes the following requirements:

All appropriate staff must participate in the mandated state training as set forth by the Indiana Department of Education. School Corporation Test Coordinators (CTCs) are responsible for overseeing that all staff are appropriately trained.

All appropriate staff must obtain a current copy of and be familiar with the Indiana Department of Education's Code of Ethical Practices and Procedures to understand how to securely administer and handle the assessments while in their possession. Staff members must sign the Indiana Testing Security and Integrity Agreement annually prior to giving state assessments and the school must keep these forms on file locally. Annual communication to staff must take place at least annually in regard to ethical and appropriate testing practices, the implementation of test administration, and any additional information that is needed to prepare, administer, and interpret test results.

Access to testing materials must be strictly controlled as listed in the Indiana Department of Education requirements. School corporation test coordinators and school administrators are responsible for the security of the school's testing materials.

Testing schedules must adhere to the Indiana Department of Education guidelines.

Staff members must provide students with testing accommodations as per the student's service plan and/or Section 504 eligibility. (Eligibility for accommodations must be documented).

School administrators must review and monitor ethical practices in regard to test preparation, test administration and test security. Any breaches or irregularities must be reported under the Indiana Department of Education's protocol set forth in the annual Indiana Assessment Program Manual.

The school must provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate, establish procedures for investigating these concerns, and must ensuring protection of the rights of individuals and the integrity of the assessment.

Teacher handbooks must include procedures that ensure the enforcement of these policies.

Any individual with a license granted by IDOE who violates the Code of Ethical Practices and Procedures may face disciplinary action under IC 20-28-5-7, 511IAC 5-5-, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7. Any staff member in the Diocese of Lafayette who violates the security and integrity of state testing may be subject to immediate dismissal.

Religious Instruction*

All students receive religious instruction as part of the curriculum. Sacramental preparations are to be integrated with parish-based programs. The religion curriculum is developed in cooperation with the Office for Catechesis. All programs and instruction are to conform to the principles, declarations and norms of the General Catechetical Directory approved by the Sacred Congregation of Clergy and published by the United States Catholic Conference (1971), the statements of the National Conference of Catholic Bishops in *To Teach as Jesus Did* (1972), the *Basic Teachings for Catholic Religious Education* (1973), *On Catechesis in Our Time* by his holiness Pope John Paul II (1979), *Guidelines for Doctrinally Sound Catechetical Materials* (1990), the *Catechism of the Catholic Church* (1994, English edition), *Sharing the Light of Faith; General Directory for Catechesis* (1998), *The National Directory for Catechesis* (2005) and "Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium" (2005).

Work, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, sacramental preparations, liturgical celebrations, social justice, and observance of the liturgical season.

Implementation of the requirements of the 2002 Dallas Charter of the USCCB requires that all students receive annual instruction in safety and self-protection from inappropriate behavior of adults. The *Protecting God's Children Safe Environment Curriculum* has been developed for this purpose. All schools must provide this instruction annually for all students and maintain appropriate documentation which must be submitted to the Office for Catholic Schools.

Religion Grading*

Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. Therefore, a religion grade is to reflect the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as religious education.

Report Cards and Mid-Term Reports

Report cards are distributed at the end of each Quarter, a total of four times each academic year. The first report card is handed out at parent-teacher conferences. Mid-Term reports are also distributed four times each year. All distribution dates are printed on the school calendar.

We do not distribute report cards early. If a child or parent is unable to pick up a report card on the designated day, the card may be picked up the next business day in the office. Report cards will not be given at the end of the school year to families unless all of their accounts (tuition, lunch, After-School Care, etc.) are paid in full.

Section E: Safety & Wellness

Accident / Injury Report*

School personnel are to be trained to give immediate and temporary first aid care for minor illness or injury. All school related incidents/injuries are to be reported to the principal as soon as possible. A parent/guardian will be informed in writing when a serious accident or injury occurs.

Allergies and Allergic Reactions*

To provide a safe environment for students with severe allergies, schools, parents/guardians, physicians, nurses, and the student must work together. A meeting should be scheduled before the student begins attending school to develop plans to treat allergies, asthma, and/or other medical conditions that require special attention. It is critically important that medications are kept up to date and that procedures are followed with the exception of the location for storage.

Students with asthma, for example, may need to carry their medication (a secondary dose) on their person to ensure timely administration. However, a primary dose of such medications must be kept in the school office in a secure, but unlocked area known to the school nurse and her/his designees. Faculty and staff should be trained to recognize symptoms of severe allergic reactions. Training should also be provided on the prevention, treatment, and management of severe allergies, as needed, with documentation kept on such training.

Any exceptions to SECTION F1700 that are necessary should be determined at the meeting. On rare occasions students who do not have known allergies will display allergic reactions. Staff members should be trained to identify these signs and trained as first responders. It is recommended that injectable epinephrine be available at the school for such emergencies and that a reasonable number of staff members are trained by a Registered Nurse to administer this medication. In the event that emergency epinephrine is administered, to any child or adult, with their own dose or a stock dose, personnel must immediately call emergency responders. A report must also be filed.

Asbestos Abatement of 1991

Official Notice of AHERA Compliance

This notice is for all parents, guardians, faculty and staff, and is being distributed in order that our Diocese and our school may fulfill an annual obligation to give public notice regarding asbestos management as required by the Asbestos Hazard Emergency Response Act. (AHERA)

We are required to ensure that workers and building occupants or their legal guardians are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance planned or in progress.

To date we have the following to report:

1. On July 5, 1991 asbestos abatement was begun in all areas of the building except around pipes above hall ceilings. Removal of all other asbestos was done according to EPA approved conditions.
2. Required re-inspection/surveillance activities have taken place at 6-month intervals on dates due.

Sincerely,

Mr. Rob Frey
Principal

Mr. Joseph Beatrice
Buildings and Grounds

Child Abuse*

School personnel who have cause to suspect child abuse or neglect have a moral and legal responsibility to immediately report such a case(s) to the principal. The principal should then, in the presence of the staff member, report the abuse to Child Protective Services (765.751.9565). A form for suspected child abuse should be completed immediately so that pertinent information is readily available to report. The principal should later (within 3 working days) send a copy of this report to the Superintendent. School personnel have the responsibility only to report the possibility of abuse, not to investigate the case. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

If a staff member suspects child abuse and the principal is not available for an extended period, the staff member shall contact Child Protective Services themselves to prevent any further abuse.

Communicable Diseases*

Each school has a responsibility to provide a safe and secure environment. In the case of severe contagious disease, strict adherence to safety measures is required. Students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community.

In the case of a communicable disease outbreak, the local Health Department is the lead agency and has responsibility to determine what measures must be taken to ensure public health. The principal shall use The Communicable Disease Reference Guide for Schools to determine when intervention from the local Health Department is appropriate or necessary.

In the case of a true disease outbreak, staff must also be able to provide proof of immunity from disease. For staff born before 1980, anecdotal history of disease is sufficient proof of immunity. Staff born after 1980 must provide documented proof of immunity from a health care provider.

If the student absence rate exceeds a threshold of 20%, the school must notify the local and State Health Department by reporting via:

<http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20>

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a child has HIV/AIDS, hepatitis B, or another serious life-threatening condition the principal should consult with the Superintendent who will provide counsel or notification to other persons as needed. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher, and possibly the classroom teacher.

Concussions & Sudden Cardiac Arrest*

Schools shall comply with IC 20-34-7, IC 20-34-8 and SEA 234 regarding the education of staff regarding prevention, diagnosis, and management of concussions and sudden cardiac arrest.

Food Service Program

Saint Lawrence has an agreement with Chartwells (www.chartwellsschools.com). We selected Chartwells because their high-quality meals are within the National School Lunch Program's nutrition guidelines. Therefore, we can participate in the Federal Free and Reduced Lunch Program. To apply, contact the Food Service Coordinator. All information is kept strictly confidential.

Lunch is \$3.05 per day, which includes a milk. If your child brings a lunch from home, they may buy a milk for 50¢. Families may pay for meals by sending payment to the school or paying online at:

stlawrencemuncie.org > Parents & Students > Parents > Cafeteria Payments

Lunches are ordered one week in advance. If you have not paid for your child's meals by Thursday, lunch will not be purchased for them for the following week. There will be no charging of meals. If your child is absent or chooses not to eat on any given day, you will not be reimbursed for the meal. If your child has a food allergy or is unable to consume dairy, inform the Food Service Coordinator. Students who cannot consume dairy may purchase soy milk with medical documentation.

Immunization Requirements*

Health tests records required in Indiana include immunizations according to age level. They are:

diphtheria; pertussis (whooping cough); tetanus; measles; mumps; rubella; poliomyelitis and; varicella (Chicken Pox vaccine); and meningococcal conjugate vaccine.

Schools must notify each parent/guardian that the child must be immunized and that immunization is required for the child's continued enrollment at school. Parents/Guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents.

Schools must update immunization records with CHIRP by the first Friday in February each year.

Medical Concerns

At the time of registration, each family completed a Registration and Emergency Information form. All allergies are to be reported, as well as any health concerns that may come up during school.

Although this form is on file in the office, each parent should take it upon themselves to directly inform your child's teacher of any serious medical concerns or medications. Be proactive!

Safe Environment*

The Diocese of Lafayette-in-Indiana is dedicated to ensuring a culture that is safe, open, welcoming and protective of all people and especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse.

The Diocese will evaluate the criminal history background of all diocesan, school and parish employees, as well as volunteers who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.

Finally, all employees, as well as volunteers with any level of contact with youth will successfully complete safe environment training on a regular basis. School staff must complete the following training and receive a certificate of completion for the following:

- Protecting Children in the 21st Century
- Internet Safety

Visit <http://dol-in.org/child-safety> to access the online safe environment training.

Or, see: stlawrencemuncie.org > Parents & Students > Parents > Safe and Sacred

Seclusion and Restraint Policy*

As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the office.

Security

Any suspicious people in or near the building are to be reported to the office immediately. After hours, anyone seen damaging property or otherwise behaving in a threatening or suspicious manner is to be reported to the police. Under no circumstances should students, staff or patrons confront questionable strangers or allow them into the building.

Our entry door will be closed and locked at all times unless a staff member is present at the doorway.

Only staff persons are issued keys and pass codes that allow access to the building. Keys may not be duplicated or lent out to anyone. Code numbers must be kept strictly confidential.

All parties should be advised that our doors and hallways are under 24-hour video surveillance.

Student Illness*

An ill child is to be sent to the principal or designee. Indiana Department of Health states that students may return to school after illness only under the following conditions:

- Temperature. Should be below 100°F for 24 hours, without medication, before returning
- Conjunctivitis (pink eye). Return to school only after being on antibiotic for 24 hours
- Head lice. May return to school after treatment has begun and there are no nits present
- Vomiting or Diarrhea. May return to school only after being symptom-free for 24 hours
- Chickenpox. All vesicles must be scabbed over and temperature below 100°F for 24 hours
- Scabies. May return to school after treatment has begun
- Ringworm. May return to school after treatment has begun
- Open wounds. Cover with a dressing, child will be sent home if drainage is not contained

Student Medication*

Before prescription medication may be distributed at school, parents must submit a completed Student Medical Health Information form. This form is found within your registration packet.

Medication administered at school must be in the original container. The label must include:

Name of student and name of physician prescribing the medication
Expiration date, frequency of dose, and recommended dosage

For over-the-counter medication, complete an Over-the-Counter Medication Permission form.

Students who require medication during school are to bring the medication to the principal or designee. The principal will dispense medication only upon written permission of a parent/guardian as prescribed by a health care professional. Medications should be kept in locked storage. Designated locked areas should be accessible to only those persons authorized to administer medications.

The person(s) responsible for administering medication and the school administrator should have access to the keys and be the only people with knowledge of the keys' location. The keys shall be in a monitored area where school personnel can ensure the security of the keys. At the end of each school day, the keys will be secured to assure that they will not fall into unauthorized hands.

Emergency medications (EpiPens, inhalers, etc.) should be stored in a secure area inaccessible to children. The medication must be unlocked and available to school personnel at all times. In the case of controlled substances, they are to be stored separately from other medications in a secure, substantially constructed, locked metal or wood cabinet or drawer. A list of controlled substances can be found at: <http://www.deadiversion.usdoj.gov/schedules/#define>

Controlled substances are to be kept under single lock (locked cabinet) when students are present and under double lock (locked office and locked cabinet) at all other times. All controlled-substance medications will be counted and recorded upon receipt. This medication shall be recounted on a regular basis and this count reconciled with the log/record. If medications are found to be missing or if there is suspicion of tampering, local law enforcement should be contacted to assist with an investigation. At no time are students to give medication to each other. A student who violates this procedure subjects themselves to disciplinary action up to and including immediate dismissal.

At the end of the school year, medications may be sent home with the child, with written permission from the parent. The exception to this is in the case of controlled substances, which may never be sent home with the child, and must be retrieved by a parent or relative over the age of 18.

Students with Diabetes*

The care of students with diabetes requires the oversight of a registered nurse and, as such, the school nurse must coordinate care between the student, parents, primary care provider, teachers and staff. The nurse will train any staff who volunteer to assist in the care of the diabetic student and both parties must document that training has occurred and that proficiency has been attained. Each school must comply with IC 20-20-34-5-4 in the care of students diagnosed with diabetes.

Wellness Policy*

Our Wellness Policy exists to promote the physical health of our students and staff. This policy is updated annually by the Principal, Food Service Coordinator, PE Teacher and School Nurse.

To view our Wellness Policy: stlawrencemuncie.org > Parents & Students > Parents > Wellness Policy

Section F: Parents & Guardians

Alternative Learning Plans*

Administrators in the Diocese of Lafayette-in-Indiana will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor adjustments can be made for their education. In some cases students with disabilities will not qualify for services from the public schools and an alternative service plan may be provided if the disability significantly limits the student's ability to learn. The LEA for Saint Lawrence is the Muncie Community Schools.

Before-School Care and After-School Care

We provide Before-School Care for our students beginning at 7:30 am each school day. Caring, responsible adults will supervise the children. There is no charge for Before-School Care. Students are not to be dropped off at school prior to 7:30 am.

We provide After-School Care for our students until 5:30 pm each school day. Families who wish to participate must submit these forms:

After-School Care Agreement
After-School Care Registration and Emergency Medical Form

Please pay your After-School Care charges promptly. Families whose fees are in arrears more than one (1) week will be charged a late fee and may be asked to find childcare services elsewhere. Parents or authorized persons are to pick children up and sign them out each day. We reserve the right to limit the number of children in the After-School care program for the safety of the children.

For details, see: stlawrencemuncie.org > Parents & Students > Parents > After-School Care

Expectations

For Catholic families, worshiping at Mass is an essential component in developing our faith life. Your attendance at Mass is an important witness to all parish children and adults that regular participation in the sacraments is essential to our way of life as Catholics. This is to be demonstrated by giving a parish envelope in the offertory basket on a weekly basis. We encourage you to engage your children in additional forms of family prayer as well.

All parents have a right to expect that their children come to school to learn, to be taught by qualified people, and to be cared for by trustworthy and competent staff. Parents will be contacted in a timely fashion if there are problems at school, and they should expect, as "first teachers," to contribute their time and energy to the education of their children by helping with homework.

As a private school, Saint Lawrence does not regularly receive major government funding. As a result, we rely on our parish, donors and in-house fundraisers to keep us financially sustainable. Money from fundraisers is used to purchase items and resources for our students. Profits may also be used to help finance awards, Catholic Schools Week activities, and other programs. We hope that all families will participate in fundraisers, especially selling tickets and attending our events.

Fall Festival

Each year in September, the Saint Lawrence PTO sponsors a Fall Festival as a major fund-raising activity. This festival is held near East Washington Street in conjunction with the Old Washington Street Festival. All parents are encouraged to lend a hand in this effort. Those who work to make Fall Festival a success usually find it rewarding and satisfying. Past festivals have helped pay for equipment for the gym and playground, computers, tables, and teachers for art and music.

Media Use of Student Pictures*

Each family must complete a Consent to Broadcast or Publish at the time of enrollment.

When using student photos in the media, social media or submitting photos for publication the following journalistic principles are to be implemented:

- Photos, videos and other sound or media recordings of students may constitute educational records under FERPA and should be used only in strict compliance with FERPA;
- Names and likenesses of persons cannot be appropriated for any reason, including trade or advertising, without their consent;
- Public disclosure of “private facts” that a reasonable person would find offensive, or other “private” information that is not of legitimate public interest cannot be used;
- Media cannot trespass on private property or other “private settings” under false pretenses or conduct “unreasonable” surveillance. Pictures taken in public places are not generally intrusive, but consents may still be required for publication;
- Pictures cannot be juxtaposed photos of persons with other negative reportage that does not involve the person or false attribution of utterance.

Pesticide Application Policy*

Saint Lawrence seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests, they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides; 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators when students and staff members are not present, such as during school vacation periods. An exceptions may be when a pest is present that poses an immediate health threat to the students, such as a swarm of bees or wasps.

If you wish to be informed 48 hours prior to pesticide application, please call the school office to have your name and phone number put on a list of parents to be informed. For further information regarding pest control at our school please contact the office.

Parent-Teacher Conferences

Twice each academic year (fall and spring), there are opportunities for parent-teacher conferences at the end of nine-week grading periods. Check the school calendar and teacher newsletters for the dates. Parents are encouraged to attend these fifteen-minute sessions. In the fall session, all parents will be scheduled to attend a conference with the teacher.

In the spring, a second conference will be scheduled for those parents and teachers who request it.

Other individual conferences can be scheduled throughout the year as needed. Teachers must tend to their professional responsibilities, so they cannot conduct unscheduled conferences. Parents should not expect a teacher to be immediately available if they show up unannounced.

Parent-Teacher Organization

The Saint Lawrence Parent-Teacher Organization (PTO) exists to support our teachers and students. The PTO plans our annual Fall Festival in September, and does other fundraisers to assist the school and each teacher's classroom needs. The PTO meets regularly, so please plan to attend the meetings and participate in our events. We need your help and your constructive your ideas. The meetings are productive social gatherings, and child care is provided.

PTO is the best way for parents (and grandparents) to feel connected with the school. Check the online school calendar for meeting and event dates, as well as the Principal's Weekly Newsletter.

Parking and Entering

Saint Lawrence staff and parents park on the west side of the building only. Our school has only one entrance, which is in the southwest corner of the building. It is clearly marked as Saint Lawrence Catholic School. Do not attempt to enter any other door. All drop off and pickup is done at this door.

Please ring the doorbell to enter the building and wait for an adult to assist you. Do not ask students to open the door. Upon entry, sign in at the office immediately. Never prop the door or leave it ajar.

Release of Records*

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD350A) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged.

Student Information*

At registration, each family submitted a Registration and Emergency Information. If information on that form changes, it is the responsibility of parents to inform the school as soon as those changes occur. Divorced, separated, or never married parents must provide a court certified copy of the custody agreement. In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record, a birth certificate or legal notification of the change is required.

Student Records*

Permanent record files must include the following:

- an academic transcript (academic grades for each semester);
- health and immunization forms;
- attendance records (including date when student enters);
- emergency information;
- standardized testing information;
- medical records may also be included if the student has any special medical needs; and
- if the student has special learning needs, records of educational or related testing.

If these last two items were generated by another agency (including the local public school) they cannot be transferred to another school. They can, however, be released to the parent.

Cumulative record files may include additional information.

- All records are to be kept in a locked, fire-proof cabinet in the school office. Permanent records should never be removed from the school premises.
- Permanent records must remain in the school in perpetuity.
- When accessing records, teachers must sign a log sheet listing the date and purpose for viewing the records.

- When parents are divorced, both parents have a right to access students and their records unless prohibited by court order.
- The Emergency Health Plans for children and staff with chronic conditions such as diabetes, asthma, and severe allergies, should be kept separately in a secure, but unlocked place known to the school nurse and his/her designees.
- Principals are advised to obtain court custodial documents. It is the responsibility of parents to inform the school of any changes in custodial arrangements. Be sure this is stated in the student/parent handbook.

Supervision

Students are to be under adult supervision at all times. Children are not permitted to roam the building before, during, or after school. When parents are in the building with their children outside normal school hours, or when any of their other children who are not students are in the building with them, parents are expected to keep close supervision.

Students are not permitted to go into classrooms or gymnasium before or after school without a school staff member present. School personnel will exercise supervisory authority if parents fail to do so. When off the school premises in school-related activities, appropriate adult supervision will be provided by the persons in charge of the activity.

Reporting to Parents*

Although the methods, formatting, and timeline for reporting progress to parents may vary, schools must consider the following criteria in determining how this will be done:

- Reporting to parents should be frequent and systematic.
- Grading should reflect content knowledge and skills.
- Grading should be consistent across grade levels.
- Criteria for the grades should be clearly defined and communicated to parents and students in advance of the grading period.
- Criteria for the assessment of individual assignments, activities, and projects should also be clearly defined to students in advance.

Uniform Policy

All students wear uniforms every school day. If children are allowed to wear something other than their uniform on a given day, such as a Field Trip or a Casual Day, you will be notified by the school.

While it is the primary responsibility of parents to oversee the appropriateness of dress for school, it is the responsibility of the school to establish guidelines. Dress codes for students should emphasize modesty and neatness in appearance. Gang symbols, colors, and gestures are always prohibited.

For the full policy, see: stlawrencemuncie.org > Parents & Students > Students > Uniform Policy

Visitors

All visitors, including parents, are to ring the bell before being buzzed in. Once inside, visitors must report to the office first and sign in on the sheet. Please realize that a teacher's schedule is hectic, it may be difficult for a teacher to meet with you or return a call during the school day.

If you wish to observe your child's class, please notify the school prior to arriving. If you wish to speak to your child's teacher, you can do so before school begins or after school dismisses. We will be happy to arrange a time during the day for a conference if needed. We ask that you do not go directly to a classroom to speak with a teacher while he/she is conducting class. The teacher cannot supervise if he/she is occupied in the hall, and it is not productive to interrupt a lesson.

Office Hours

The school office is open from 7:30AM-3:15PM each school day. Over summer break, the office is open from 10:00AM-1:00PM for the first ten business days after the school year ends. The office is also open from 10:00AM-1:00PM during the ten business days leading up to the start of a new school year.