



**Saint Lawrence School  
Parent-Student Handbook  
2022-2023**

2200 Northeast 191 Street  
North Miami Beach, Florida 33180  
305-932-4912

Pastor - Reverend Father Cletus Omode  
Principal - Dr. Stephanie Paguaga

[www.stlaw.org](http://www.stlaw.org)

### **Mission Statement**

The mission of Saint Lawrence Catholic School is to provide a well-rounded education to students, grades pre-kindergarten through eight, in a caring environment in which Catholic faith and learning grow hand in hand.

### **Vision Statement**

Here at St. Lawrence Catholic School, we strive to provide an education that will allow our students to become instruments of God's plan for a better future and a better world. Part of our vision is to guide and nourish our students to lead an exemplary life as Catholic role models; and that every decision a St. Lawrence student makes is always based on kindness and love.

### **Value Proposition**

Kindness, Integrity, and Courage

### **Belief Statements**

- We believe each student is unique and special in the eyes of God.
- We believe Catholic education presents the Good News of the Gospel and authentic Catholic doctrine in an atmosphere of faithfulness, providing opportunities to apply faith in personal life experiences and through service to others.
- We believe strong Catholic morals and values are instilled with the cooperation of parents, the parish, and the school community so that students can successfully cope with social and cultural situations they encounter.
- We believe that real life learning is a priority in this school, and that the curriculum presented prepares each student for a healthy and well-rounded lifestyle, developing creative thinking and problem-solving skills as well as an

appreciation for the arts, utilizing a variety of teaching techniques that appeal to all modalities of learning.

- We believe a Catholic education reflects the integration of Catholic values with academic success, striving to meet the individual, as well as the collective, needs of students within a safe and comfortable learning environment.

### **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

The schools of the Archdiocese follow the guidelines of the Florida Catholic Conference with regards to the age of admission to Kindergarten or First Grade.

In matters of admission and registration, the principal may consult with the Office of Catholic Schools, but decisions of the local pastor / principal are final.

### **Hours of Operation**

School Office: 7:30 a.m. – 3:30 p.m. Monday – Friday

Before School Care: 7:00 a.m. Monday – Friday

After School Care: 3:15 p.m. – 6:00 p.m. Monday – Friday

Special Early Release Days each Friday and 3<sup>rd</sup> Wednesday of the Month

School Mascot: Lions

School Colors: Blue and White

### **Catholic Identify**

We are a Catholic school. The presence of Christ in each person is respected and influences the relationships between members of the school community throughout the day. Religion class is a special time to explore who we are as followers of Christ. All religion teachers are in the Archdiocese of Miami Catechist Certification Program. All our presentations are in accordance with the official teachings of the 1996 post-Vatican II Roman Catholic Church. No student is exempt from taking religion classes or from liturgical celebrations.

The students celebrate all-school liturgies weekly, as a student body. These will be carefully prepared, with the assistance of the religion teacher, by individual classes. On Holy Days of Obligation, announcements will remind students to come in dress uniform for Mass. Parents are normally very welcome at these celebrations. Families are invited and expected to participate in the celebration of the Eucharist together every Sunday. The 11:00 Mass is designated as the Children's Mass at St. Lawrence Church.

Students participate in the Christmas Pageant, the Reception of Ashes, Stations of the Cross, Reconciliation, Retreats, and the May Crowning, as well other Catholic religious and community – service centered activities.

### **Preparation of Sacraments**

Regular Mass attendance is vital to a child's faith development and is necessary and expected in preparation for the sacraments. Parental involvement in the preparation of their children for the Sacraments of First Reconciliation, First Eucharist, and Confirmation is required. Families wishing to have their child receive sacraments at St. Lawrence are to register in St. Lawrence Parish. Participation of parents in sacramental meetings is required. To be eligible to participate in preparation for the celebration of the Sacraments, parents must first register in the parish, then contact the Office of Religious Education at 305-932-3560. A copy of the child's baptismal record is requested to be kept on file in the Office of Religious Education. **EXCEPTIONS WILL NOT BE MADE.** All criteria must be met for sacraments to be received. The Church office will handle all paperwork, preparations, and scheduling of the sacraments.

## **Academic Policies**

### **Academics**

Curriculum: The school's curriculum follows the guidelines of the Archdiocese of Miami Office of Catholic Schools and is designed to provide for integrated growth spiritually and intellectually. St. Lawrence stresses a solid basic curriculum, with strong emphasis on English Language Arts, Mathematics, and Religion. The total curriculum includes the following subject areas: Catholic Studies (including the Family Life, Virtus-Touching Safety instructional programs mandated by the Archdiocese), Math, English Language Arts, Science, Social Studies, World Language (Spanish), Art, and Physical Education. Supplemental programs and apps will be utilized to enhance our curriculum in Math, English Language Arts, Social Studies, and Science.

Eligible students, with the principal's prior approval, may be approved to enroll in on-line, additional courses outside of school hours through The Archdiocese of Miami

Virtual School to enhance learning opportunities, especially in preparation for a rigorous high school curriculum.

**Work assigned/classwork, summative grades taken for average.**

### **Homework**

Our students are assigned homework regularly and must be done independently, by the child, at home. Homework is given to reinforce concepts and to enrich and extend new ideas.

The homework policy at St. Lawrence is:

K -2	Monday - Thursday	30 minutes/day
3- 5	Monday - Thursday	60 minutes/day
6-8	Monday - Thursday	90 minutes/day

### **Checking Grades**

Parents are expected to regularly (at least once weekly) access and monitor grades and homework on-line through PlusPortals. It is the parents' responsibility to ensure they are monitoring their child's academic progress.

### **Promotion Requirements**

To receive a certificate of promotion from St. Lawrence School, a student must meet attendance requirements and may not fail more than one core subject: English Language Arts, Religion, Math, Social Studies and Science. If a student earns more than one D, or one D and one F, summer school may be required. Eighth grade students who fail may have to re-take failed courses through the ADOM Virtual School (at the parent's expense) during the summer and provide proof of passing grades to be promoted to the next grade level.

All school fee balances must be paid in full through FACTS Tuition Management by the stated deadline in order to participate in graduation activities, receive a final report card/transcript, certificate of promotion, and/or for transcripts and withdrawal documents to be released to the next school.

The valedictorian is the student with the highest cumulative G.P.A. (Grade Point Average) in major subject areas from grades 5, 6, 7, and 8. The salutatorian is the student with the second highest cumulative GPA in major subject areas from grades 5, 6, 7, and 8. If the differences in the cumulative G.P.A.'s are statistically insignificant there may be two valedictorians or salutatorians.

## Awards

### U.S. President's Excellence in Education Award

with standardized test scores at or above the 85th percentile in math or reading, and with a cumulative GPA of 90% or above (grades 4 - 8) may be awarded the **U.S. President's Excellence in Education Award**. The principal may award the U. S. President's Educational Achievement Award to qualifying candidates in Grade 8.

### Honor Roll

Honors are awarded for exemplary performance in grades four – eight.

The school believes in the demonstration of exemplary performance for the attainment of honors recognition. Therefore, St. Lawrence School will award honors, as follows:

Principal's Honors is denoted by grades of 95- 100 in all core subject areas and Satisfactory or above marks in Active Learner Traits and Conduct.

First Honors is denoted by grades of 93- 100 in all core subject areas and Satisfactory or above marks in Active Learner Traits and Conduct.

Second Honors is denoted by grades of 85 or above in all core subject areas and Satisfactory or above marks in Active Learner Traits and Conduct.

### National Junior Honor Society

The Saint Lawrence Chapter of the National Junior Honor Society held its first induction ceremony in March 2009. Middle school students who meet the criteria of a minimum 80% cumulative average (B or higher) and who are evaluated by their teachers and the principal as to attaining acceptable standards in **leadership, service, citizenship, and character** may be nominated for this high academic honor and achievement. Sustained membership is contingent upon maintaining the standards for entry into this elite club. Students placed on probation must meet the academic and/or leadership requirements in the next grading period to demonstrate continued eligibility for inclusion in NJHS.

### Grading Policy

The following grading systems will be used, according to Archdiocesan policy for the indicated grade level:

#### Grades K – 2:

1 – 4 or NA

1 = Emerging in the development of grade level standards

2 = Developing grade level standards

3 = Proficient in meeting grade level standards

4 = Exceeding grade level standards (NOTE: A student may NOT receive a “4” during quarter 1, per ADOM policy)

Grades 3 – 8:

Percentage grades will be used, as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 or lower\*

For all grade levels:

Strengths are indicated with a +, Weakness with a -

NA means this skill was not assessed at this time

M denotes a Modified Curriculum, as approved by the Archdiocese of Miami criteria for ESE status

### **Late & Missing Work**

Each student is expected to regularly meet personal responsibilities in completing homework and class assignments on time. Late and missing work is unacceptable and will be reflected in grading and in Active Learner Traits, as indicated on the Archdiocesan report card.

### **Progress Reports & Report Cards**

The school, in accordance with Archdiocesan policy, will issue quarterly report cards. Progress reports are normally issued mid-way between each quarter. Both Progress Report forms and Report Card envelopes must be signed and returned within two school days. Report Cards will be distributed in a timely manner after the end of each quarter. The final report card of the school year will be made available for pick up during the summer.

Families who are current with their financial obligations will receive their child’s report card. Families who are not current with their financial obligations will not receive their child’s report card, as it is an official school transcript, but will still have online access to view their child’s grades.

### **Summer School & Retention**

The possibility of summer school enrollment or retention will be advised mid-year parent conferences.

If summer school or retention becomes warranted, the parent will be notified, and may be asked to attend additional conferences with the teacher(s) and / or principal as the end of the year approaches. If warranted, completion and proper attendance of Summer School is mandatory in order to be promoted to the next grade level.

### **Promotion & Retention Policies**

*Unconditional Promotion* to the Next Grade Level – A student will be promoted to the next grade level if (s)he has earned at least a cumulative average of “C”, with no more than one "D" in major subjects. The major subjects include: Religion, English Language Arts, Mathematics, Science, Social Studies, and World Language (Spanish). The minor subjects include: Art, and Physical Education.

*Conditional Promotion* to the Next Grade Level – A student may be required to attend and pass summer school in order to be promoted to the next grade level if (s)he earns fails (D or F) grades in two (2) or more major subjects. [Listed above] A student who is on an individualized learning plan (ILP) may be required to attend summer school if (s)he earns a D in the final average of any major subjects, as deemed appropriate by the principal.

Retention in Present Grade Level – A student may be retained if (s)he earns two (2) F grades in the final averages of Reading/Literature OR Math and in one other major subject.

### **School Sports**

Department of Schools Policies on Athletics:

It should be understood that all students that try out for a team may not necessarily make the team. Parents are not allowed to attend tryouts. Administration / Athletic Directors will normally not discuss tryout results with parents.

Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and or team play. All parents of participating athletes must attend the Play Like A Champion Parent Meeting at the beginning of the school year in order for their student to be eligible for sports participating.

Students may not be eligible for a tryout, or team membership, if the family’s school financial account is in arrears or if academic eligibility is not met.

If a student is absent from school, he / she may not participate in a game or practice.

Inappropriate conduct during a game may result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.

Students must meet all eligibility requirements to participate in team sports.

### **Title IX**

St. Lawrence adheres to the tenet of the Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits, or be subjected to discrimination under any education program or activity receiving federal assistance.”

### **St. Lawrence School Sport Policies:**

St. Lawrence School normally provides various types of sports, which are designed to meet the needs of, and to develop, the talents of our students and are provided for student enrichment. We strongly believe that the daily academic work of the student must always remain the first priority. For a student to be eligible to participate in an extracurricular activity, the following criterion must be met:

1. The student is to maintain a “C” average or better in each subject area.
2. Student conduct may be closely monitored, and a student must attain nothing less than an “S” in Active Learner Traits.
3. Students participating in after school sports programs are to complete and fulfill all required forms prior to participation in the activity. Parents who request permission for their children to register for sports do so with the understanding that athletes are required to make personal arrangements for transportation PRIOR TO the day of the game.
4. Students participating in sports programs must adhere to good conduct at school amongst their peers, teachers, faculty, and staff.
5. The final decision as to the student participation may be left with the teacher/coach, and the principal.

Probation may be imposed for 2 weeks, when necessary. The final decision for reinstatement as to student participation may be left with the principal.

If a student wishes to try out for a team, an Athletic Permission Form must be signed by a parent/guardian. Students must put forth best effort in order to remain on a school team. A student may be removed from a sports team for any infractions as outlined above, unsportsmanlike behavior, or a failing grade in any subject.

## **Attendance**

Students are required to come to school each day. If a child is absent, the parent MUST contact the school office with the reason. The school administration will determine if the absence will be documented as an unexcused absence or excused absence.

### **Generally accepted excuses for absence:**

- Illness of the student
- A confirmed family emergency
- A confirmed court appearance
- Participation in an approved school-sponsored activity (requires written permission from the principal)
- Death in the immediate family
- Internal or external suspension from school
- Consultation/interview with civil authorities
- Other documented student absences that are beyond the control of the student or parent(s) as determined and approved by the building principal.

### **Generally accepted non-excused absence:**

- Vacation
- Babysitting/care for younger siblings
- Personal services
- Attendance at local non-school sponsored events
- Non-school events (e.g. athletics, arts, etc.)

A student who accumulates 10 unexcused absences in a school year may have grades withheld pending implementation of appropriate interventional strategies or remediation. Such strategies can include such measures as required Summer School, additional assignments, or retention in grade.

If a student is absent during the school day, they are not permitted to come back to school for after school care, clubs, or sports.

## **Illness or Injury at School**

Especially in light of the recent viruses, if your child is ill or has a fever, DO NOT SEND HIM/HER TO SCHOOL. He/she may become sicker and could possibly infect the other children and/or the teacher. A student who contracts a contagious disease or condition (such as a virus, pink eye, chicken pox, measles, mumps, flu, Covid-19, or ringworm) may be sent home from school and must remain at home until the child is healthy and meets stated guidelines for return. Normally, the student may be readmitted

to class ONLY WITH A DOCTOR'S NOTE. In the case of head lice, the child will be checked upon return to school for absence of lice and eggs. In lieu of a doctor's note, the proof of purchase of lice killing, medicated shampoo, and the parents' written guarantee of corrective measures having been taken to remove nits and lice, will be accepted for re-entry to class. Should the problem persist, a doctor's note may be required for re-entry.

In the event that a minor injury occurs at school, parents will be notified by the classroom teacher via ClassDojo, and an accident report will be sent home and will need to be signed by the parent and returned back to school. The only treatment faculty and staff are allowed to perform on the child is ice and a bandage.

If a serious injury occurs, 911 will be called and the parent will be notified immediately. The school principal and/or the school's principal's designee will accompany the child until his or her parents reach the hospital.

### **Medication Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication. Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

### **Peanut Free School**

Please be aware St. Lawrence School has a no peanut, no peanut butter, hazel nut, and/or no tree nut policy due to the possibility of severe allergic reaction.

### **Make Up Work**

Students who are excused absent normally have two (2) days to complete make up work which will be assigned by the classroom teacher. Teachers delineate their classroom policy regarding make up work during Orientation at the beginning of the school year.

### **Tardy**

Elementary school children are dependent upon their parents to get them to school by 8:00 a.m.

The school administration allows for a 5-minute grace period in order for student to enter the building. As of 8:05, a student is considered late. After five (5) tardy arrivals, a warning may be issued. When repetitious tardiness occurs, the student and parent may be required to meet with the school counselor and/or principal to determine the cause of continued late arrival to school. If excessive tardy arrivals continue to accumulate, the school reserves the right to contact appropriate authorities, to request withdrawal from the school, or to not accept re-registration for the following school year.

### **School-Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **Special Event Days**

Throughout the school year, the school sponsors special event days to promote school and community spirit among students and faculty. On such days, it is important for

students to follow special dress code instructions in order to meet uniform rules for that day. Students who DO NOT ADHERE to the special dress code MAY BE SENT TO THE OFFICE to phone parents at home/work to bring their regular school uniform immediately. THEREFORE, it is advisable to have your child bring his/her PE uniform to school on those days. No student is required to wear special clothing on special event days; the regular uniform for that day is fully acceptable. Monies and canned goods collected on such days are used to support the school as well as the parish food pantry for those in need.

### **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

### **Parent – Teacher/School Communication with Parents**

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to remain informed of the programs of the school. Dojo messages, emails, and/or texts are regularly sent to parents to keep them informed of activities and notices.

### **Parent - Teacher Conferences**

Faculty members are eager to discuss a student's progress with parents or guardians at appropriate times. The proper time to confer with teachers is on conference days when report cards are distributed, or at other scheduled times. Teacher conference appointments may be arranged through the school office and can either be in-person or via Zoom, which will NOT be recorded per ADOM policy.

### **Complaints**

Please follow the "chain of command." That is, complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with that teacher. Only after such attempts have failed should the parent contact the principal. If the parent continues to be dissatisfied after meeting with

administration, the parent could contact the pastor. ONLY after such attempts have failed should the Department of Schools be contacted.

## **SCHOOL REGULATIONS**

### **Arrival**

#### **Before School Care**

The school offers Before School Care at a monthly rate of \$25. If you choose to use this service, parents are to park their car in the Child Care parking lot and walk their child to the front gate, where a school personnel will open the gate. Before School Care starts at 7:00 a.m. and concludes at 7:45 a.m. Do NOT drop off unaccompanied children prior to this time, as supervision is not available. All students who arrive on campus before 7:45 a.m. are to report directly to Before School Care for their own safety and protection.

If not using Before School Care, ALL families MUST make the car line for morning drop off. Families enter the car line through the first gate where a school official will be directing you where to go. Every family must be respectful not only to the school official but to all other families making the car line. No family is to “skip” another family in the car line, nor honk horns, or any other inappropriate behavior. While in the car line do not play with your phone and be fully aware of your surroundings, in order to prevent an accident. Again, it is to be reiterated that all families must go through the car line. If you park alongside our school or in another parking lot to bypass the carline, you will be reported to the school principal and will be required to have a meeting.

If your child walks from home to school, then a written request must be submitted to the school principal and will need her approval.

If you have a child attending St. Lawrence Child Care Center, you will need to contact the school office to obtain permission to have your child enter through the office gate.

#### **Release of Students**

A child should not be released early without the knowledge of the parent / guardian. The school may release a student only to an authorized adult, ordinarily submitted in writing on the registration papers by the custodial parent. Special arrangements on any given day for a particular reason, such as for a sports or community service outing, must be submitted in writing to the school office at the beginning of the school day to authorize release if the authorized adult is not already listed on the registration form.

Parents or other authorized, responsible adults are required to pick up the students of all grades through the published pick-up procedure by 3:15 p.m. Please be on time. Parents

are required to complete a dismissal form as part of the registration papers. This form lists all persons who are authorized to pick up the child from school. The school reserves the right to require the presentation of proper identification from anyone who is listed on this form and/or who comes to school to pick up a student. Failure to comply may result in refusal to release the child. Parents will be called in such an event. Students remaining after 3:15 p.m. will be taken to After School Care and charged accordingly.

**Dismissal from After School Clubs and Activities** – Students who are enrolled in after school clubs and activities will be escorted to After School Care. The supervisor of the activity will pick up and return students to the appropriate After School Care location. In the event an activity is cancelled, or a student is not picked up promptly from an activity.

**Early Release by Parent** – Only the parent or guardian may request special permission from the principal regarding the early dismissal of his/her child for valid reasons.

**Early Release Days by School**- The school will follow the early release dates and times required by the Archdiocese of Miami Office of Catholic Schools. Dismissal on those dates is 1:00. Lunch will normally be served prior to dismissal on those dates. The school will have 2:30 dismissal on Fridays so that faculty meetings may be held and to allow time to work collaboratively on curriculum planning and special school events.

### **Visitors**

Visitors to the school will be required to provide a picture identification (and driver's license number) when signing in to visit the school during school hours. They will be given a badge and required to wear it during their stay.

Visitors (including parents) are not permitted to go directly to a classroom while school is in session, nor to other areas on campus, as this disrupts the learning environment. Parents are expected to have their child(ren) come to school prepared, thus avoiding forgotten homework, lunches, books, supplies, permission forms, etc. Parents should NOT bring forgotten items to the school office. Parents and visitors are expected to wear appropriate attire and shoes when they are on campus.

### **Change of Address / Telephone Number**

Parent contact information is included on the registration and re-registration forms. The school also requests the completion of emergency contact and student information forms for quick reference. In order to be able to reach the parents in emergency situations, including when your child becomes ill or gets injured during the course of the school day, it is imperative that phone numbers are current and working. If the numbers on record change at any time throughout the year, it is necessary to

immediately notify the school office either in writing, by phone, or by email so that records can be updated to reflect any changes. The office will then so advise the teachers of any changes.

### **Search and Seizure**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **Use of Cell Phones and / or Electronic Devices**

If a parent so wishes, students MAY carry a cell phone at the bottom of their book bag for emergency use ONLY. The cell phone is to be OFF at all times. It may not be used for any purpose during the school day, except with the express permission of the teacher or supervisor, and under that adult's direct supervision, or in a life-threatening, dire emergency. Failure to comply may result in the confiscation of the phone or device until the parent comes to the office to retrieve it, and the student may no longer be eligible for this privilege

### **Drop Off**

For your child's safety, as well as that of cars exiting the church parking lot, children are not to be dropped off on the street in front of the school. The drop off area is located at the front school gate during morning loop drop off. This area is cordoned off with yellow poles (pilons). Students are to wait behind the poles until escorted by an adult to the car at pick up.

All elementary school parents or their designees are to use the church parking lot ONLY. For the safety of the children, do not park in the FIRE LANE along the curb beside the church. Also, do not park on the street in front of the school. Do not park in the school lot when children are present, or when the fence/gates are blocking the entrance.

Drive slowly in the parking lot. Use the SOUTH gate in the fence, close to Temple Sinai, traveling to the back of the parking lot to make a big loop. Circle around, continuing next to the curb. Loop back out to NE 22 Ave, then loop into the school parking lot for drop off.

When parking, or waiting for your turn to enter the loop, park facing NORTH (toward the school parking lot) to facilitate exiting through the NORTH exit (nearest the curb.) Follow the flow pattern, as directed, to eliminate the need to back up, which is a safety hazard for pedestrians. Do not use the exit opening for entry. Remember that N.E. 22nd

Avenue is a school zone. Follow posted speeds and encourage your neighbors and friends in the community to do the same for the safety of our children. Be advised, the police frequently monitor this street for speeding vehicles and issue tickets for speed violations.

Be patient and take your appropriate place in line (not cutting in) and when in exiting to avoid accidents. Be generous and polite in letting someone in or out on NE 22 Ave. Kindness is contagious and starts your day on the right foot! Parents of students in grades K – 8 are not to park in the Child Care Center section (the north section of the parking lot). That area is reserved for parents of our pre-school students. Please set a good example to your children by treating parents, teachers, patrols, and other children with Christian charity, dignity, and respect.

### **Parked Cars**

When parking, it is highly recommended to lock your car and not to leave any items visible in your car, especially items of value, such as purses or electronic devices, while on parish and school grounds. Car window break-ins are commonplace crimes in Miami-Dade County. Carry your valuable, personal items with you when you exit your car to enter the school, even if your visit will be for just a few minutes. The school, parish, and Archdiocese of Miami are not responsible for any lost or stolen items. The best protection is to carry items of value with you whenever you exit your car.

Never leave a child/children unattended in your car.

Avoid backing up in the parking lots. This is critical, especially if you have an SUV, as small children are on campus. Again, PLEASE DO NOT USE THE Child Care Center parking lot unless one of your children attends that facility.

### **Safety Policies:**

The drop off / pick-up loop circles through the church parking lot and into the school parking lot. Students will be called down to be picked up via the pick-up point in front of the school gate in the school parking lot. Parents, or authorized adults, are to enter the normal car loop for drop off and dismissal, in accordance with our safety policies.

ALL PARENTS, or authorized adults, are expected to remain in their car until the child(ren) come(s) out/ down for dismissal. To maximize safety in our school, and to minimize visitors on campus for the safety of the children, parents and authorized adults are no longer to go to classroom doors. Adults coming into the building during school hours are to report to the office for a visitor pass before going to any location on campus.

To facilitate the flow of the traffic line, do not park in the school lot. If a parent needs to go to the office, it is expected the parent will head-in park on 191 Street and walk down the sidewalk close to the rear of the Child Care Center and enter through the school office/ breezeway gate entrance.

Dismissal from After School Activities: The supervising adults of clubs and after school activities will escort the children to the ASC space for dismissal by ASC personnel. Other gates will be kept closed.

### **Parish / School Ground Use**

St. Lawrence Parish and School grounds may NOT be used as a designated meeting place for carpool use without the express consent of the pastor.

### **Safety and Security**

For the safety of the children and staff, the perimeter gates are to remain closed once the school day has begun and are to remain closed until opened for dismissal. Students are not to open the gates to visitors, and should immediately report to their teacher, or supervisor, if someone requests entrance to the school. All visitors are to be directed to the school office entrance. Visitors receive a visitor's pass upon gaining clearance to enter other areas on the campus.

Fire drills, tornado drills, lockdown procedures, and evacuation drills are reviewed and practiced on a regular basis for familiarity of safety procedures. Our local police department, in accordance with our Safety Plan, will work cooperatively and collaboratively with the school in deterring problems by randomly being present on grounds at various times throughout the school year.

All school staff members and school volunteers undergo the mandatory Archdiocesan fingerprint clearance and must meet all Archdiocesan requirements, including participation in the Archdiocesan Virtus program, a workshop for sexual abuse awareness, and follow up readings on-line. Parents are highly encouraged to grant permission for their child to participate in the Archdiocesan Touching Safety program. Parents who do not wish their child to participate in the Touching Safety Program need to so notify the school each year in writing.

### **Transportation Arrangements**

Be sure your child fully understands transportation arrangements for after school before leaving home in the morning. Students who walk or take public / private buses to or from school must submit written, yearly parental permission. Such letters will be

kept on file in the school office. These students are to leave school grounds immediately upon dismissal from class.

The school does not recommend, endorse, nor take any responsibility for public or private transportation to / from school or school – related events or activities, nor for students who walk home from school.

### **Dismissal for students who use private transportation companies**

Students who have written authorization on file in the school office to go home with a private transportation company will be dismissed at 3:00. Please advise your bus company and arrange accordingly with your company/driver so that your child will be picked up through the normal drive through pick-up line for your child's grade level. Private drivers (Uber, Lyft, etc.) are not authorized to transport unaccompanied minors. Please do not arrange for such travel unless an authorized adult accompanies your child in such a manner. Such arrangements require pick up from the school office gate area, not the car line.

### **RULES OF CONDUCT**

**Dress Code** – Students are required to wear the appropriate school uniform in its entirety, including belts, socks, and dress shoes, not tennis shoes.

Students are required to wear *full* school uniforms each day. Parents are expected to support the school in the enforcing full uniform compliance.

Dress uniforms may be purchased at **Ibiley Uniforms & More**.

Girls' Uniform: light blue, white and navy-blue St. Lawrence School approved shirt, plaid skirt.

Boys' Uniform: light blue, white and navy-blue St. Lawrence School approved shirt, navy short, and/or navy pants (school approved)

Parents are NOT permitted to purchase similar items and embroidered our school logo. Such instances will be taken as student not adhering to uniform rules.

On cool days a school official cardigan or school sweater can be worn. Parents are NOT permitted to purchase similar items and embroidered our school logo. Such instances will be taken as student not adhering to uniform rules.

The dress uniform is to be worn on Holy Day of Obligation Mass days and on field trips, as directed. Students may be prohibited from entering class or from participating in special events or field trips if dress is not deemed appropriate by the principal or her designee.

The Physical Education (P.E.) uniform shirt and appropriately sized shorts are to be purchased at St. Lawrence School and are worn with shirts tucked in and shorts at the waist on the days the students are scheduled to have P.E. Clean sneakers in good condition and plain white, blue or black socks complete the outfit.

**Jewelry:** The only jewelry allowed to be worn is a lightweight cross and lightweight chain, watch, and/or religious bracelet. Girls with pierced ears may wear 1 pair of small, inexpensive, post earrings. No dangling earrings or multiple sets of earrings are not allowed. No nose rings or extra piercing jewelry may not be worn. Boys may not wear earrings. No smart watches allowed.

**Hair:** Boys: Hair is expected to be traditional, clean cut, no dye. Boys' hair should not reach the collar of their shirt. Girls: Cannot have any dye on their hair.

Make-up of any kind is not to be worn, or brought, to school. Nail polish is not to be worn, and may be asked to be removed. Tattoos and hair tinting are not permitted. Haircuts and hairstyles for girls and boys are to be traditional and conservative and are subject to approval by the administration. Boys are to be clean shaven.

A student not in full school uniform may lose points in the behavior plan for repetitive infractions of the uniform expectations, as assigned by the teacher or principal. If there is a legitimate reason for the student's inability to be in full uniform on any certain day, the parent may send a SIGNED NOTE on that day with an explanation.

Students are expected to dress appropriately for a Catholic school environment on special "dress down" days. Parents may be called to bring the uniform if an outfit is deemed inappropriate by the principal. Students are encouraged to bring the PE uniform with them on such days to avoid parents having to return to campus with appropriate clothing.

### **Cheating / Plagiarism / Forgery**

Cheating is not tolerated. Students caught cheating (giving or receiving answers for work) will earn a grade of zero on the assignment, test, project. Depending upon the situation, appropriate consequences will be determined and assigned. Repetitive acts of cheating may earn more serious consequences. Parents will be notified and are expected to support school expectations and disciplinary measures.

Plagiarism is not tolerated. Students should not violate copyright laws and may not plagiarize. Students may not make unauthorized copies of software or give, lend, or

sell copies of software to others. Students may not submit documents from the Internet as their own personal work. Depending upon the situation, appropriate consequences will be determined and assigned. Repetitive acts of plagiarism may earn more serious consequences. Parents will be notified and are expected to support school expectations and disciplinary measures.

Forgery is not tolerated. Students may not forge another's signature (including parents' signatures). Depending upon the situation, appropriate consequences will be determined and assigned. Repetitive acts of forgery may earn more serious consequences. Parents will be notified and are expected to support school expectations and disciplinary measures.

### **Stealing**

Stealing is not tolerated. Theft of personal or school property will be considered a serious violation of good conduct. Anyone caught stealing, or cooperating in the act of theft, will be sent to the principal. Appropriate consequences will be determined and enforced. Parents will be notified and are expected to support school expectations and disciplinary measures.

### **Vandalism**

Damaging or mishandling any kind of school or personal property (including, but not limited to, desks, walls, books, computers, railings, bathroom facilities) will be considered a serious violation of good conduct. Book covers are to be maintained throughout the year. Violation of this policy may result in appropriate consequence, as determined by the teacher and / or principal.

### **Inappropriate Language**

Students are to show respect to all adults, and to other students at all times. Therefore:

- no rudeness, use of vile, vulgar, or indecent language, or unsatisfactory moral behavior will be tolerated.
- no physical or verbal roughness and/or fighting in the classrooms, lunchroom, after care, or during other events on the school grounds at any time nor during off - campus school-sponsored activities will be tolerated
- no derogatory name-calling, bullying, or demeaning ("put down") behavior will be tolerated.

Failure to observe these guidelines may result in the determination and assignment of appropriate consequences, depending upon the severity of the situation, as determined by the teacher and / or principal.

### **Contraband**

Illegal substances and / or items may not be brought on school grounds. Any possession of, or any use of, alcohol or other drugs while in school or during school sponsored activities may warrant expulsion from Saint Lawrence School.

### **Smoking**

Any possession of, or any use of, drugs (including tobacco and vaping) while in school or during school sponsored activities may warrant expulsion from Saint Lawrence School.

### **Disciplinary Policies & Guidelines**

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

### **DISCIPLINE POLICIES / STUDENT EXPECTATIONS**

#### **Regulations and Behavior Policy / Behavior Management**

All new and returning students are accepted for enrollment on probation. The administration reserves the right to require the immediate withdrawal of any student for behavior which endangers any person or which flagrantly violates school policy.

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected from all students and consequences of choices made will be fairly treated. During orientation, teachers will discuss with parents the school/classroom policies. Parents are expected to support these policies.

Students must learn and understand the need for order, discipline, and obedience of rules in our shared world. They must be responsible for their actions, behavior, and the consequences that may occur as a result of their actions. This portion of the handbook delineates, in a compact manner, student behavioral policies and consequences if rules are broken.

#### **Expectations**

Students are to show respect to all adults and to other students, at all times.  
Therefore:

- -no rudeness, use of vile, vulgar, or indecent language, or unsatisfactory moral behavior will be tolerated.
  - -no physical or verbal roughness or fighting in the classrooms, lunchroom, after care, or during other events on the school grounds at any time nor during off-campus school-sponsored activities
  - -no derogatory name-calling, bullying, or demeaning (“put down”) behavior will be allowed.
  - -no selling of personal items is permitted.  
Chewing of gum is not permitted on the school grounds or in the church building at any time. Food is to be eaten only during lunch, snack time, or with the authorized adult’s permission, and only in the designated areas.
1. Damaging or mishandling any school or personal property (including, but not limited to, desks, walls, books, and computers) or theft of personal or school property will be considered serious violations of good conduct. Book covers are expected to be maintained throughout the year.
  2. Students who arrive to school before 7:45 a.m. are to report to Before School Care to ensure their safety. Students may not leave school grounds during the day unless an authorized adult signs them out in the school office. Students who are not promptly picked up at dismissal will automatically be enrolled in After School Care. Students are not permitted to remain at school after dismissal without adult supervision approved by the principal. Students may not return to school after dismissal without the principal’s consent and/or approval.
  3. All students are to wear the complete uniform, as expected, at all times during school hours. If an emergency arises necessitating the wearing of an incomplete uniform, a note is to be promptly submitted, stating the reason, and giving the approximate date when the student will return to complete uniform attire. It is at the discretion of the teacher and/or principal as to whether a student may attend school out of proper uniform, or whether an appropriate consequence should result from repetitive infractions of the uniform policy.
  4. All students are to behave in a kind, Christian manner at all times. Poor behavior in addition to that outlined above, may be subject to disciplinary action, as approved by the administration.
  5. Theft is not tolerated. Anyone caught stealing will be sent to the principal and the parent(s) will be called. Appropriate consequences will be determined and enforced.
  6. Students who are tardy are to report to the school office for a late pass before they are permitted to enter class. **Excessive tardiness may result in a parent conference with the counselor and/or principal** to devise a plan for prompt

arrival. If excessive tardy arrivals accumulate, the school reserves the right to request the withdrawal of the student, to not accept the student for re-registration the following year, and may also require contact appropriate authorities. Students on class exchange must move promptly and remain with their class.

### **Reporting Bullying**

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal.

### **Disciplinary Action**

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

**Harassment / Threats** - A student who harasses or threatens harm to another person or property by action, verbally, in writing, or via the Internet will be referred to the school counselor and may be suspended or may face expulsion. If any student feels that (s)he has experienced or witnessed harassment or a threat, it must be reported immediately to a teacher, supervisor, principal, or the closest adult in charge. All such reports will be treated confidentially and will be investigated and evaluated for appropriate response.

- *Sexual harassment* involves unwelcome sexual advances, implicit or explicit requests for sexual favors.
- *Verbal harassment* involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.
- *Physical harassment* involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement. This includes intentional exclusion.

- *Visual harassment* involves derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, artwork, and gestures, as generated by notes, e-mails, computer/electronic messages.

Any student who, for any reason, is found to have a weapon, or any inappropriate object that could be considered a weapon (e.g., firecrackers), may be subject to expulsion.

Any possession of, or any use of, alcohol or other drugs while in school or during school sponsored activities may warrant expulsion from Saint Lawrence School. Tobacco and vaping are forbidden.

### **Conduct, whether inside or outside the school**

The student is considered a student of the school at all times. A student who engages in conduct, whether inside or outside the school, including virtually, that is detrimental to the reputation of the school, may be disciplined by school officials. The principal reserves the right to determine the appropriate disciplinary measure to be taken.

The school has adopted a school-wide behavior plan to reward good behavior and to deter unacceptable behavior. Students are expected to be well behaved at all times, including in Before School Care, in all classes, at lunch and recess, during After School Care or After School Activities, and during any other school-related activities.

Depending on the nature, the extent, and the consistency of adherence to school rules, or of the violation of any of the above rules and regulations, any of the following steps may be taken:

Positive Consequences: Positive Dojo points, Recess & Fun Activities, Principal's Award, Proud Wall posting, Lion's Pride

Negative Consequences: Negative Dojo points, loss of recess, loss of club or fun activity participation, silent lunch, parent phone calls, parent conference, detention, conduct referral, parent conference, referral to outside counseling, in-school suspension, probation, request for withdrawal and/or expulsion.

### **Definition of Consequences**

Detention: Detention is normally held on Tuesday afternoons, immediately following dismissal, from 3:15 – 4:00. Teachers rotate the supervision of detention. During detention, students are to remain silent while completing an appropriate written assignment (not homework.)

Suspension: Suspension is not lightly assigned, as it is a serious consequence which remains part of the student's permanent attendance record. The principal will thoroughly investigate an incident (or incidents) which warrant suspension. A student may be suspended in school for an infraction of a rule that endangers the child him/herself, or that endangers another student or students, or that endangers any other person. Suspension may also result from serious infraction of a rule, or from excessive, repetitive infraction of rules.

Ordinarily, a conference with the parent will be part of the suspension process. A contract may be signed by the student and the parent and will be part of the process for the student to return to class. This contract will indicate the changes in behavior that are needed, and the consequences of failing to make those changes.

Suspension may be assigned in-school at the discretion of the principal and/or pastor.

Parents are expected to honor the decision of the principal and/or pastor in the matter of suspension from school. **Refusal to honor this decision will jeopardize the continued enrollment of the child in the school.** In such cases, the school principal will seek the counsel of the pastor and the Superintendent of Schools. The pastor's decision is final in such matters.

### **Probation**

New and re-enrolled students are accepted on probation in order to be able to determine the school's ability to meet academic needs and behavioral accommodations.

Students may be accepted into the school on high probation status when the principal deems successful assimilation into the school is questionable. In such cases, the parent may be required to sign a letter outlining expectations for performance and/or behavioral standards, acknowledging that compliance with the request for immediate withdrawal will be honored, if requested.

A student may be put on probation for academic reasons (as in sports eligibility) or for repetitive infractions of school rules and policies. The principal and / or pastor may determine the terms and conditions of a probation period. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Expulsion: The school reserves the right to immediately expel any student who endangers him/herself or anyone else.

## School AUP

Acceptable Use Policy  
St. Lawrence School  
2022-2023

### Procedures and iPad Use Guidelines

St. Lawrence School provides students, faculty members, and employees access to the internet to help students achieve 21<sup>st</sup> century literacy and technological skills. The following guidelines are required for all technology users in the St. Lawrence School network.

#### Student Responsibilities:

The student should / is required to:

- Keep the iPad on silent mode while on school / campus grounds.

- Always keep their iPad in a hard, damage-protective case -school issued

- Always keep the iPad configuration made by the school the entire academic year* (Google search engine, location on, Bluetooth on, etc.)

- Keep all applications and software that the school has installed on the iPad during the whole academic year.

- Only use the iPad for academic purposes during school hours (including before and after school care or any time on campus)

- Use the iPad only in classroom under teacher/staff supervision.

- Use the camera and audio recording ONLY for academic purposes, and ONLY with teacher or administrator approval and supervision.

#### iPad Care:

The student is expected to:

- Keep the iPad in its case and handle it in a secure manner throughout the day – anywhere on school grounds (parking lots, hallways, classrooms, etc.)

- Have clean hands (wash hands or use hand sanitizer) prior to using the iPad.

- Not mark or damage the surface of the iPad.

- Keep food and liquids away from the iPad.

- Protect the iPad from wet surfaces, weather, or dampness.

- Never force a charger into a port. The charger should join with reasonable ease.

NOT LEAVE the iPad unattended *at any time* to keep it from being stolen, broken, or misused by someone else. Charge the iPad battery correctly at the end of each school day.

**Internet:**

All internet access shall occur using the SLS Students wireless network. Cellular hotspots are not permitted to be used by students to access the internet at any time. Internet services are provided for educational purposes and research consistent with the school's mission, curriculum, and instructional goals.

**Prohibited Use of the Internet and iPad**

Unacceptable uses that are expressly prohibited include, but are not limited to, the following:

Any action that violates existing school policy or public law.

Plagiarism, copying or downloading copyrighted materials without the owner's permission.

Accessing any websites that contain inappropriate materials such as abusive, discriminatory, harassing, sexual, illegal information, inappropriate sites or inappropriate use of acceptable sites, etc.

Use of *any* messaging service without a teacher or administrator's express authorization and supervision.

Use of non-educational games & viewing our unauthorized videos, comics, etc... (Only the use of educational games, approved by the administrator or teacher, which in no way contradict our Catholic school principles and values, may be accessed or used under school personnel supervision.)

St. Lawrence School is permitted to keep control and supervision of ALL electronic devices, networks, and internet services on campus and the school reserves the right to monitor all computer and internet activity by students, including stored files.

**St. Lawrence Catholic School Pledge for iPad Use:**

I will follow the guidelines established in St. Lawrence School. I will follow the guidelines listed above for proper care of the iPad. I will not write on, or place any labels or stickers on, the iPad. I will report any problems or issues encountered while using the iPad to my teacher, or the technology department, immediately. I will accept and understand that the School Technology, Teaching and Supervisory Staff, and Administrator may take and check the iPad at any time during school hours (including before and after school care or during special events) or while on the school campus. I will keep my iPad locked when I am not using it. I will keep the *Passcode PRIVATE*. I understand that the iPad and all its applications are only for academic use.

## **Consequences of Violations of St. Lawrence School Technology Policies**

If a student violates any of the User Terms and Conditions outlined in this policy, appropriate disciplinary action may be taken, including suspension and / or the refusal to accept the student for re-enrollment. The school reserves the right to rescind a student's privilege to use technological devices on school grounds for repeated offenses of acceptable use policies, or to request the child's withdrawal from the school. If a student uses the iPad inappropriately while on school grounds, disciplinary action may be taken as per the iPad consequence chart.

## **Counseling Services**

The school has a full-time counselor on staff to provide instruction in the classes, and to provide individual counseling for students, as requested by parents or by teachers. Consent forms are distributed at the start of the school year. Any parent who does not want their child to be seen by the counselor should so indicate this wish in writing to the principal at the beginning of the school year. The school reserves the right to send a child to the counselor for violations of school policies at the request of the principal. The school reserves the right to recommend outside educational or psychological evaluation of any student who does not appear to make reasonable academic progress, or who fails to meet reasonable behavioral expectations, as determined by the counselor and/or principal. The counselor may not see a school student or the child's family in his/her private practice, by ADOM policy.

## **After School Care (ASC)**

After-school care is available for students in Grades K - 8, normally from 3:15 p.m. to 6:00 p.m. Classrooms, the cafeteria, and/or outdoor areas may be used to allow for increased social distancing protocols.

After School Care bills are sent via FACTS, normally monthly. Any unpaid monthly balance, within two weeks of being charged on FACTS, will not only incur a \$25 late fee, but will also result in your family being unable to use this service.

In the event of a true emergency, after 3:30, when the school office is closed, please call the following numbers: After School Care (305-935-7099).

ALL the school rules and regulations in this handbook apply to behavior in after-school care as well. Students guilty of insubordination (including repetitively not following supervisors' instructions), repetitively disrupting the study period, leaving the grounds, vulgar language, and/or physical action that endangers themselves or anyone else, will lose the privilege of participating in this program for the rest of the term. Withdrawal

from the school or alternate supervision arrangements (off campus) will need to be made by parents or guardians in such cases.

Students will be dismissed by the After School Care supervisor ONLY to the guardian, or authorized person for pick up, in their respective rooms or area. Sign out by the parent/ guardian is required daily. **NO EXCEPTIONS.**

### **SCHOOL ATHLETICS, ORGANIZATIONS, AND EXTRACURRICULAR ACTIVITIES**

Participation in after school activities and sports is encouraged. Prior to participation in any sport or activity each student must complete the Parent Consent and Release of Liability form and a physician's certificate (sports) to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, practice and games. Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.

#### **Field Trips:**

Field trips are to extend classroom learning and are planned by the classroom teachers. Archdiocesan policy mandates approval of ALL field trips. The principal first seeks approval from the Superintendent regarding any anticipated field trip. After approval is granted for an educational trip off school grounds, field trip information and permission slips will be distributed in a timely manner to any student who earns eligibility to participate in the field trip. The parent is to sign the permission form.

ALL permission slips are to be submitted by the designated deadline, as many field trip locations require an accurate head count prior to the event date. Students who are not participating are still required to attend school. They will complete assigned work in school in another classroom that pertains to the same lesson the field trip is teaching. At least one chaperone for every seven students is recommended for off-campus activities. Students are expected to behave with dignity and pride, representing the school at its best. The school reserves the right to withhold participation in field trips due to outstanding financial obligations and/or as the consequence of poor behavior by the student.

Chaperone Guidelines: Chaperones must be approved by the principal and are required to meet the volunteer requirements mandated by the Archdiocese of Miami. (The office has the required forms and instructions.) Chaperones normally meet in the breezeway by the school office at the assigned time for field trips to avoid confusion in the

classroom. Chaperones must personally sign in in our school's visitor's system. Chaperones may not bring other children with them on field trips to insure proper care and supervision of students assigned to their care. Chaperones are to maintain active supervision (that is, constant visual contact and close proximity) of each and every child assigned to them throughout the course of the field trip. Chaperones and their groups are to remain under the overall supervision of the teacher in charge. Chaperones should dress and behave modestly and appropriately to properly represent the Catholic school, and to serve as proper role models for the children. Chaperones cannot provide their own transportation. Chaperones are to follow directive of the teacher and/or principal on the field trip.

### **Participation in School Athletics or Organizations**

The school recognizes sports, activities, and clubs as enrichment activities that add to our overall curriculum. The school reserves the right to modify the club list, as clubs and activities may be formed/discontinued throughout the year with the principal's approval and depending on student interest. Students' enrollment in, and/or continued participation in, clubs and/or after school sports activities may be withheld due to a family's delinquent financial obligations, for academic ineligibility, or for repetitive infractions of school rules and/or policies.

### **Parties**

The teacher plans classroom holiday parties with the approval of the principal. Only approved room volunteers may assist.

Birthday parties for students are NOT PERMITTED in school. If you would like to send your child to school with a special birthday treat (Either ONE OF THE FOLLOWING **STORE-BOUGHT** ITEMS: CUPCAKES, COOKIES, OR DOUGHNUTS) to share with the WHOLE class. The school staff will not cut any cake. These treats will be distributed by the teacher during lunch time only. Kindly remember the school has a no "nut" policy regarding outside food. Under no circumstance can parents nor teachers distribute party bags and/or candy.

Promotion /End of the Year parties are subject to approval of the principal.

## **Student Records**

### **Emergency Contact Information**

Parents are to complete the registration form, emergency contact forms, and student information sheets at the start of the school year for reference by the faculty and administration. In the event that contact information changes during the course of the

year, updates should be reported to the school office as soon as possible so that current information is available.

Personal contact information will remain confidential. Parents may give permission for information to be released for a school directory (normally distributed upon request for mailing invitations to individual birthday or holiday parties.)

### **Financial Policies**

The satisfaction of all financial obligations to the school, including tuition, fees, and miscellaneous charges constitutes a material condition for continued enrollment in the school. The school may disallow students from attending class and/or ask for the withdrawal of a student if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records, and/or disallow participation in or access to school activities. If any of your payments become 2 months past due, the school has the right to request for withdrawal.

### **Money**

St. Lawrence Policies:

To provide professional accounting and accountability and proper crediting of all funds, ***payment by FACTS Management Systems is required for tuition and other school payments.*** Supplies, lunch, field trips, special events, Before and After School Care, uniforms, etc. are paid through this system. **St. Lawrence School DOES NOT accept cash or checks.**

Parents will be able to choose from two options their personal best payment date. Be advised, to collect tuition in a timely manner, tuition payment due dates will not be changed throughout the year by the school administration nor by FACTS.

All tuition payments are due either the 5th or 15th of each month, as designated on FACTS, and become delinquent when received late, at which time a late fee will be incurred in the amount of \$25.00. All incidental/miscellaneous charges are due within 2 weeks of being posted. Since FACTS sends out multiple reminders of payment due dates, **late fees may not be redacted.**

Parents whose child/children receive the Step Up for Students Scholarship, or the Family Empowerment Scholarship (FES), are required to virtually endorse their scholarship check within 10 business days once they receive notification sent by Step Up for Students. Failure to endorse any scholarship check in this timely manner may result in the scheduling of a meeting with the principal and/or pastor. Repetitive and/or prolonged delays in endorsing checks in a timely manner may jeopardize continued

attendance in class and/or continued enrollment. In the unlikely event the child is withdrawn from the school, the parent agrees to approve the amount billed for the time the child was enrolled that quarter.

The parent of the recipient of the FES-UA (formerly Gardiner Scholarship), by signature of the Parent-Student Handbook, hereby agrees to approve the tuition and fees amount billed by the school in a timely manner. In the unlikely event the child is withdrawn from the school, the parent agrees to approve the amount billed for the time the child was enrolled that quarter.

Student participation in field trips, clubs, or after school sports may be withheld due to delinquent financial accounts until such time as the school accounts become current.

### **Registration**

Families are expected to re-register their children by stated deadlines. Re-registration fees are NOT refundable. For parent convenience, the registration fee will be dispersed over the course of the school year. In the unlikely event a student withdraws during the school year, the balance of the registration fee would become due prior to withdrawal.

### **Tuition**

Families are expected to pay their tuition either in full at the beginning of the school year, semi-annual (half in August and half in January), or in 10-month installments. Tuition is never to be more than 2 months behind. Each family is expected to support fundraising efforts through the various events, activities, and fundraisers that are held, as the profits from fundraising are used to balance the school's operational expenses.

### **Tuition Reduction Process**

The school and parish strive to keep tuition rates reasonable. The published rates do not cover the actual costs of educating your child. If you honestly believe you cannot afford to pay the assigned tuition rate, you must apply for Financial Assistance. In order to qualify for Financial Assistance, the parent/family is required to complete the FACTS Grant and Aid Application in its entirety, including the submission of supporting documents, by announced/published deadlines. APPLICATION DOES NOT GUARANTEE AN AWARD AMOUNT. The Financial Committee will review any applications and will make a decision in a timely manner.

## Lunch

Families are required to either send their child to school with lunch every day or participate in our school's lunch program. Kindly be reminded, our school is a "nut free" school. **This policy has been adopted due to the possibility of severe allergic reaction.** To limit instructional and school business interruptions, parents are not allowed to "drop" off lunch during the school day. Late lunch drop offs are extremely disruptive to the entire school environment, disrupting the workflow both in the office and in the classrooms. Your child's concentration on learning, as well as that of classmates and exchange classes, would be affected by disruptions.

If a child comes to school without lunch or lunch money, he/she is expected to order lunch at school, and the parent will automatically be billed for school lunch. These fees will be added to the family's school financial obligation. These charges become financial obligations which need to be met in be considered in good standing for receipt of report cards, withdrawal, final exam evaluation and /or promotion.

The school cannot continually provide lunch to children who frequently come without a packed lunch or an unpaid lunch bill. The school reserves the right to contact proper authorities regarding neglect for any child who repetitively comes to school without lunch provisions.

The lunch menu calendar is posted on the school website but is subject to change. Notification of any changes may be made as they occur.

School lunch may be purchased the following ways:

**Pay as You Go-** Your account will be charged at the end of each month for all the days your child ate that month.

By Archdiocesan recommendation, individual's lunches may not be heated in the microwave. Please send foods in a thermos container if they are to be eaten warm. Additionally, no soft drinks and no glass containers are permitted.

**NO GUM:** Chewing gum is not permitted on parish grounds. Adults are asked to refrain from chewing gum on grounds, serving as positive role models. Students are not to bring or chew gum on parish grounds. Candy is normally discouraged.

Students are expected to eat in a well-mannered manner, and to clean up the lunch area at the end of their lunch period. Proper table, lunchroom, and recess etiquette is expected at all times.

### **Volunteers**

All school volunteers are to check in at the school office with their State Issued ID to obtain a visitor's pass. School volunteers need to be approved by the principal. Volunteers are expected to submit all completed forms and need to meet the volunteer requirements of the Archdiocese of Miami (completion of the volunteer application, fingerprint clearance, Virtus training and on-going compliance, and the Volunteer Pledge to Promote a Safe Environment compliance).

### **Withdrawal of Students**

Family Initiated: The school should be notified at least two working days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. ALL textbooks, library books, fines and outstanding tuition and school fees are to be cleared before the student secures a transfer of records for another school.

School Initiated: The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

The school reserves the right to not re-enroll/ invite any student for the following academic year.

### **Textbooks and Supplies**

Textbooks are rented and must be kept covered and maintained in good condition. Fines may be assessed for non-compliance. If lost or destroyed, the parent may be charged the replacement value of the book.

### **Health Screenings**

Vision, Hearing, Speech and Scoliosis Screenings

Archdiocesan policy requires sixth grade students to be screened for scoliosis, per county health regulations. The school annually offers parents of sixth grade students the option of having their child screened for scoliosis. The school will notify parents of optional ON SITE screening each year. There may be a minimal cost for these screenings. If this in school option is not desired by the parents, they are responsible for

providing screening results from their child's physician by stated deadlines for school records.

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

### **Home Language Form**

The Archdiocese of Miami Office of Schools requires the completion of this form for each student upon enrollment. This form will be distributed at registration or at the beginning of the school year to new students. It is to be submitted back to the teacher, or the school office, by the stated deadline date.

## **ADOM Policies**

### **I. Anti-Bullying Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated.

Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the

individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

## **II. Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## **III. Community Service Activities**

Community service activities are not school activities and St. Lawrence School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Lawrence School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

## **IV. Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

## **V. COVID-19 and Related Items**

Attendance at school and participation in school activities poses some risks including the transmission of COVID-19 and exposure to related variants. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

## **VI. Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

## **VII. Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic

acknowledgments.

## **VIII. Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

## **IX. Fundraising**

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

## **X. Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **XI. Immunizations**

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## **XII. Introduction to Handbook**

An interesting and challenging experience awaits you as a student or parent of [\_\_\_\_\_ School]. To answer some of your questions concerning the school's policies, the school has prepared

this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

### **XIII. Medication Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

### **XIV. Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **XV. Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **XVI. Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **XVII. Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs:

1. School Clubs: Praying Lions, Arts & Crafts, Coloring Club, Cooking Club, Food & Fiction, NJHS, Student Council, STREAM Club, “Shakespeareance”, Respect Life Club
2. Major School Activities: Pumpkin Patch Day, IK Thanksgiving Luncheon, Christmas “Chill Out” Day, Christmas Show, Catholic Schools Week, Field Day, Retreats, and Academic Nights
3. Dances: Middle School Dance
4. Athletics: Volleyball, Soccer, Flag Football, Cheerleading

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician’s certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

## **XIII. Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY**

**RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

### **XIX. Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, student inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **XX. School-Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **XXI. Search and Seizure Policy**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **XXII. Section 504 – Policy Statement**

St. Lawrence School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Lawrence School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Brenda Cummings, (305)762-1268. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions

related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Jim Rigg  
Archdiocese of Miami  
Superintendent of Schools  
9401 Biscayne Blvd  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

### **XXIII. Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

### **XXIV. Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

### **XXV. Technology Use**

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:

- a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images,

photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal.

### **XXVI. Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **XXVII. Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

## **XXVIII. Threats of Violence**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
4. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

## **XXIX. Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

## **XXX. Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **XXXI. Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and**

parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

### **XXXII. Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.



## **APPENDIX: Parent-Student Handbook Acknowledgement Forms**

### **St. Lawrence School** **Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)



**PARENTAL AUTHORIZATION FOR SCHOOL EMAIL**

With the consent of your parent/guardian, you will be provided an E-mail account for instructional use. This is a privilege extended to you to aid your learning and it may be withdrawn or modified by your teacher if it is misused. By signing this document to use school provided E-mail or a school computer you become responsible for your actions with these tools and are accountable for them. This E-mail account is provided as a support to the instructional process and consequently any and all messages are open for review by the assigning instructor. In maintaining and securing the system, technology support personnel may also have access to the message traffic.

Follow these guidelines and apply common sense to evaluate your actions in using the system.

1. Messages will not contain profanity, obscene comments, or sexually explicit materials.
2. Messages will not contain racist, sexist, religious or generation derogatory content.
3. Respect for members of the school and general community is expected and should be expressed.
4. User identity will be accurately reflected in all message traffic.
5. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data, or renames or relocates files.
6. Passwords, or other access coeds or identifiers, are not to be shared by student users.  
No student is authorized to use any other person’s PID, password or E-mail account.
7. Overall message volume or routing should not absorb a disproportionate amount of E-mail system resources.

**ACKNOWLEDGMENT**

\_\_\_\_\_

Student’s First & Last Name (PRINT)	Signature	Date
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**CONSENT**

\_\_\_As parent/guardian ***I consent*** to this student being assigned an E-mail account.

\_\_\_\_\_

Parent’s Signature	Date
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**NON-CONSENT**

\_\_\_As parent/guardian ***I do not consent*** and do not want this student to have an E-mail account.  
**I understand this will result in my child’s inability to access required learning programs.**

\_\_\_\_\_

Parent’s Signature	Date
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