

# Saint Lawrence Catholic School

## Parent – Student Handbook

2019 – 2020

2200 Northeast 191 Street  
North Miami Beach, Florida 33180

Pastor: Rev. Father Cletus Omode  
Principal: Mrs. Dian Hyatt  
Child Care Center Director: Ms. Iliana Medolla

### IMPORTANT CONTACT INFORMATION

St. Lawrence Elementary School                    305-932-4912  
St. Lawrence ASC Emergency – Call CCC 305-932-5366  
St. Lawrence Child Care Center                    305-932-5366  
St. Lawrence Rectory                                    305-932-3560  
St. Lawrence Religious Education Office 305-931-6650

St. Lawrence School Website: [www.stlaw.org](http://www.stlaw.org)  
St. Lawrence Child Care Center website: [www.stlawrencechildcarecenter.com](http://www.stlawrencechildcarecenter.com)  
School Email: [schooloffice@gmail.com](mailto:schooloffice@gmail.com)  
Office Manager's Email: [mrcrespo@stlaw.org](mailto:mrcrespo@stlaw.org)  
Principal's Email: [hyattprincipal@stlaw.org](mailto:hyattprincipal@stlaw.org)  
Assistant Principal / Financial Assistant's Email: [mmpaguaga@stlaw.org](mailto:mmpaguaga@stlaw.org)  
Child Care Center Director Email: [StLawrenceCCC@aol.com](mailto:StLawrenceCCC@aol.com)  
PTO Contact E-mail: [schooloffice@gmail.com](mailto:schooloffice@gmail.com)  
Religious Education E-mail: [stlawrencere@gmail.com](mailto:stlawrencere@gmail.com)  
Religious Ed. Calendar Ed site: <https://sites.google.com/site/stlawrencereled>

**EMERGENCY INFORMATION begins on PAGE 17-18**

**INTRODUCTION**

An interesting and challenging experience awaits you as a student or parent of the 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.

**WELCOME TO ST. LAWRENCE SCHOOL**  
**...Where Catholic faith and learning grow hand in hand**

August 15, 2019

Dear Parents,

The teachers, staff, and I are looking forward to the new school year with enthusiasm for continued growth. We are thankful for the opportunity to work with you and your child in a positive, caring environment, nurturing the development of faith and a life-long love of learning.

I am pleased to share that the school proudly received full re-accreditation status through Florida Catholic Conference (FCC) as a result of our site visit in April, 2016 (valid through 2023), and we continually work to meet our CIPA goals (Continuous Improvement Process for Accreditation.) I want to take this opportunity to thank everyone in the school and parish who assists us in this process. Truly, our spirit of unity and cooperation with one another is a blessing! This year we anticipate our 3<sup>rd</sup> year, one day site visit to provide evidence of our continued efforts to meet our CIPA goals and are proud to announce that the St. Lawrence Child Care Center is now under the umbrella of St. Lawrence School, in accordance with the directive of the Archdiocese of Miami.

We are very grateful for YOUR support, for the many talents you donate to the school and parish, and for our diverse cultural heritages, which enrich our school and our lives. Together, we serve as role models, preparing our children to live a faithful life in a global society. We all strive daily to live our dedication to *truly* being a “No Place for Hate” school.

We dedicate ourselves to the task of providing a well-rounded education, helping each student reach his or her greatest potential- academically, spiritually, and socially. With our faith to guide us, and our teamwork to support our efforts, I know we will continue to grow in greatness. Truly, we at St. Lawrence live our motto. That is, to be a school, “...Where Catholic faith and learning grow hand in hand.”

Sincerely,

Dian Hyatt, Principal

**MISSION STATEMENT**

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

## **STATEMENT OF OBJECTIVES**

To develop an awareness within the students that they are unique and special in the eyes of God by promoting self-confidence and serving as positive, Catholic role models.

To present the Good News of the Gospel and authentic Catholic doctrine in an atmosphere of openness and faith, relating it to the students' own life experiences.

To instill strong, Christian morals and values with the cooperation of parents, the parish, and the school community so that students can successfully cope with social and cultural situations they encounter and thrive in a global society.

To center the community through the Eucharist celebration by providing meaningful and frequent children's liturgies.

To expand the vision of our students beyond their own interests and the interests of their personal community to include a respect and appreciation for all people everywhere and for the earth on which we live.

To strive to meet the individual and collective needs of students within a safe and caring environment while implementing a wide variety of teaching techniques, innovations, and educational resources to appeal to all learning styles.

To present a curriculum which stimulates a life-long love of learning, encourages creative thinking and problem-solving skills, provides opportunities for cooperative and collaborative learning, develops an appreciation of the arts, and prepares students for real life experiences.

To encourage students to accept responsibility for their own learning and to use time productively and wisely.

To emphasize the importance of exercise, a healthy lifestyle, and life balance, providing opportunities for physical activity.

## **BELIEFS 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.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Catholic nature of the school and a desire to participate in that mission.

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

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

#### **GENERAL SCHOOL INFORMATION**

## **School Profile**

St. Lawrence School is a Catholic, co-educational, elementary school for children in grades Kindergarten through Eight, originally established in 1957. The St. Lawrence Child Care Center serves early childhood-aged children from the age of 18 months – Pre-K 4, including the VPK program. The school is located at the northeast corner of Greynolds Park, one mile west of Biscayne Bay and one mile south of the Miami Dade / Broward county lines at the junction of urban, multi-ethnic communities of diverse economic backgrounds. The school was reaccredited and honored in 2016 by the Florida Catholic Conference (FCC). The school is also a provider for School Readiness conducted through the Early Learning Coalition of Miami-Dade County.

The ethnic composition is diverse. In 2018-19, statistics were as follows: 54% Black/African American (many from Caribbean Islands), 37% White/Hispanic, 6% Other (Multi-racial), and 3% Asian. Approximately 75% of the children are Catholic. Approximately 25% of the children are comprised of different faiths.

Elementary class size is capped by accreditation standards at 35 students, but the student / teacher ratio is kept much lower to maximize learning. The instructional staff consists of one principal, one assistant principal, 11 full-time teachers, one full-time teacher aide, one part-time Title I teacher, and a part-time counselor. There are currently 149 students enrolled, grades K – 8. Support staff includes an office manager, a cafeteria manager/office assistant, and after school care personnel for both the lower and upper grade levels.

## **Hours of Operation**

School Office: 7:30 – 3:30 Monday through Friday

Before School Care: Begins at 7:00 a.m. Monday - Friday

Students: 8:00 – 3:00 Monday – Thursday; 2:30 Fridays (1:00 on early release days)

After School Care: 3:15 – 6:00 Monday – Friday (Note: Hours may be limited on announced days)

**School Mascot:** Lions

**School Colors:** Blue and White

## **ST. LAWRENCE SCHOOL STAFF 2019- 2020**

**PRINCIPAL:** Mrs. Dian Hyatt  
MS *Florida International University*

**ASSISTANT PRINCIPAL:** Dr. Stephanie Paguaga  
Ed. D *Nova Southeastern University*

### **TEACHERS:**

**Kindergarten:** Mrs. Marcia Alvarez  
MS *Florida International University*

**Teacher Aide:** Ms. Mercedes Moreno

**Grade One:** Miss Lisa Genuardi

**Grade Two:** MS *Barry University*  
Ms. Mercedes Lambert

**Grade Three:** MS *St. Thomas University*  
Mr. John Burrillo

**Grade Four:** BS *Florida International University*  
Ms. Florence Legoute

**Grade Five:** BS *Nova Southeastern University*  
Mr. Christopher Souza

**Grade Six:** BA *University of Florida*  
Ms. Marian Hunker

**Grade Seven:** BA *University of Miami*  
Dr. Tricia Miller

**Grade Eight:** Ed.D *Nova Southeastern University*  
Ms. Anne Davis

BS *Florida International University*

**SPECIAL PROGRAMS TEACHERS/CO-ORDINATORS:**

**STAR/AR, Moby Max K-8:** Dr. Stephanie Paguaga  
Ed. D *Nova Southeastern University*

**Spanish/Art/Media Center:** Ms. G. Adrienne Cristancho  
BS *Externado University (Colombia), MBA Escuela Superior de Marketing y Administracion, Barcelona*

**Physical Education K – 8 & IT:** Mr. Miguel Braga  
BS *University of the State of Rio De Janeiro, Brazil*

**SCHOOL OFFICE MANAGER:** Ms. Grisel Crespo  
BPS-HR *Barry University*

**CAFETERIA MANAGER/OFFICE ASSISTANT:** Mrs. Maria Sampallo

**AFTER SCHOOL CARE:** Ms. Otiniano, Ms. Solano

**PARISH DIRECTOR OF RELIGIOUS EDUCATION:** Joanne Lambert  
MA *St. Thomas University*

**SCHOOL COUNSELOR:** Ms. Clara Dugrot-Harris  
MSW *Barry University*

**TITLE 1:** TBA

**CAMPUS MINISTRY**

## Spiritual Program

### SPIRITUAL FORMATION

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.

Each day begins with prayer, as an entire school community. Prayer services dedicated to praying of the rosary are periodically scheduled, as announced on the school calendar.

The students celebrate all-school liturgies (Mass or prayer service) normally weekly, as a student body. These will be carefully prepared, with the assistance of the religion teacher, by individual classes. All students will attend Mass and/or prayer service together. Students are to wear their normal uniform for weekly School Mass. On Holy Days of Obligation, announcements will remind students to come in dress uniform for Mass. Parents are very welcome at these celebrations. Parents and students 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.

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

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. In order 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 305-931-6650.** 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.

Regular Mass attendance should continue after celebrating First Holy Communion.

Dates for celebrations are announced at the parent meetings and are subject to change, dependent upon the availability of priests and/or bishops.

The financial committee, including the pastor, bases qualification for financial assistance for school tuition upon the family meeting participation hour requirements and parish support requirements, as tracked by using the church tithing envelopes when attending weekend Masses.

The religious program includes, but is not limited to, the following:

1. The school day begins at 8:00 with school-wide prayer and the pledge of allegiance.

2. Religion classes are an integral part of the daily curriculum and may include personal as well as group prayer.
3. Prayers are said before going to lunch, and before dismissal each day.
4. School Masses are scheduled weekly and on Holy Days of Obligation, as well as to celebrate special events throughout the school year. Appropriate dress is required for Mass days. Students will be advised ahead of time when they are expected to wear dress uniform for Mass on Holy Days of Obligation, which include attendance by parishioners.
5. School liturgies are held weekly, normally on Wednesday morning. Parents are encouraged to come celebrate the school liturgies.
6. The Sacrament of Reconciliation is normally held for students who have received First Communion at least once a year, during Lent, at the pastor's discretion and availability.
7. Parent and student sacramental preparations take place at appropriate grade levels for First Reconciliation and for First Eucharist, as well as for Confirmation, planned in conjunction with the Parish Religious Education Office.
8. During the school year, a wide variety of religious programs and activities, including class Masses, Stations of the Cross, Respect Life Presentations, Sacrament Re-enactments, The Annual Christmas Show, community service projects, and special guest speakers from the community may supplement the religion program.
9. Community service-learning projects are incorporated throughout the year so that students (and their parents) may participate in Catholic charity projects, bringing faith formation and a strong foundation into daily consciousness and ethical thinking.

### **Retreats**

The faculty and principal are encouraged to participate in at least one annual retreat.

The faculty normally plans at least one retreat on campus each year, sometimes sharing this day of reflection with neighboring schools' faculty to build community.

Middle school students are encouraged to participate in retreats, as announced through the school and the Religious Education Office, in preparation for their Confirmation in grade eight. Retreats for younger students may be planned with age appropriate activities.

## **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, intellectually, mentally, emotionally, and physically. St. Lawrence stresses a solid basic curriculum, with strong emphasis on Language Arts, Reading, and Math. The total curriculum includes the following subject areas: Catholic Religious Studies (including the Family Life, HIV – AIDS, and Virtus /Touching Safety instructional programs mandated by the Archdiocese), Math, English Language Arts including: Grammar and Composition, Handwriting, Reading / Literature, Spelling and Vocabulary (as related to specific subject areas) and Computer Literacy (as an applied skill), Science, Social Studies, Foreign Language (Spanish), Art, Physical Education, and Music. 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.



## Homework

Our students are assigned **HOMework REGULARLY, NEARLY EVERY NIGHT**, at the discretion of the teacher. Homework is to be done independently, AT HOME. We depend upon the parents to provide a quiet, well-lit place to study where your child will be free from the distractions of phones, video games, unmonitored use of the internet, televisions, popular music, and background noises. Homework is given to reinforce concepts and to enrich and extend new ideas. *Parents should supervise THE COMPLETION OF homework, but should not actually do the work.* If frustration and sincere inability to complete the assignment is noticed by the parent, it is recommended to Dojo or email the teacher so that he/she can be made aware of the problem to better help your child.

Parents are expected to regularly (weekly) access and monitor grades and homework on-line through PlusPortals, accessible via the school website, [www.stlaw.org](http://www.stlaw.org). During Orientation, teachers will discuss grade posting patterns. Email for communication regarding work is also available through this site. The school holds the right to deny access to grades in cases where financial balances are significantly (2 or more months) past due. The Dojo App is also regularly used to promote increased communication between teachers and parents.

If your child regularly says he/she has no homework, email or call the teacher immediately. Projects, reports, presentations, and/or safe experiments may be assigned ***well in advance of the due date*** to provide ample time for successful completion, especially in the case of group projects.

The homework policy at St. Lawrence is:

K -1	Monday - Thursday	30 minutes/day
4 - 5	" " "	60 minutes/day
6, 7, 8	" " "	60 minutes/day

Children, at appropriate grade levels, should read individually, or be read to, daily (including weekends). Families are encouraged to promote reading for fun. If homework is finished early, the remaining recommended minutes should be spent studying, in preparation for tests, or as a review of the day's lessons. AR (Accelerated Reading), Moby Max (Math), and Wonders assignments at various grade levels will be assigned, and may need to be completed at home, sometimes with the need for on-line access.

## **2019 – 2020 Archdiocesan School Calendar**

*This is a tentative calendar. Please watch for monthly calendars on the website or in the Friday folder. The school year is divided into quarters/semesters by ADOM policy.*

August 12 – 16	Teacher Work Days (Meet & Greet Date: August 17, 8-10 am)
August 19, 2019	First Day of School for Students – 1:00 NO LUNCH OR AFTER SCHOOL CARE
September 2	Labor Day - NO SCHOOL
September 6, 18	Early Release (1:00 with lunch and After School Care)
October 4, 16	Early Release (1:00 with lunch and After School Care)
October 14	Professional Day (No school for students)
October 17	End of the first quarter (42 days)
October 21 – 25	ACRE Testing Grades 5 & 8
November 1	All Saints Day (MASS - Holy Day of Obligation), Early Release (1:00 with lunch and After School Care)
November 2	Catechetical Day
November 11	Veterans' Day – NO SCHOOL
November 27	Early Release 1:00 <b>NO AFTER SCHOOL CARE</b>

November 28 & 29	Thanksgiving Holiday - NO SCHOOL
December 7	Catholic High Schools Entrance Exam (at High School locations)
December 8	Feast of the Immaculate Conception (Mass - Holy Day of Obligation)
December 16-19	Dual Enrollment Mid-term Exams
December 20	1:00 Dismissal; End of 2 <sup>nd</sup> Qtr. and 1 <sup>st</sup> Sem. - Last day of school before vacation (43 days)
Dec. 23–Jan. 5, 2020	NO SCHOOL - Christmas Break
January 6	School Resumes after Christmas Holiday
January 15	Early Release (1:00 with lunch and After School Care)
January 20	Martin Luther King Day - NO SCHOOL
January 27-31	Catholic Schools Week
February 7	Early Release (1:00 with lunch and After School Care)
February 17	Presidents' Day - NO SCHOOL
February 19	Early Release (1:00 with lunch and After School Care)
Feb. 24-Mar 13	Terra Nova Testing (Grades 2 – 8)
March 6	Early Release (1:00 with lunch and After School Care)
March 13	End of the 3 <sup>rd</sup> Quarter (48 days)
March 18	Early Release (1:00 with lunch and After School Care)
March 1	Early Release (1:00 with lunch and After School Care)
March 23	No School for Students - Professional Development Day
April 3	Early Release (1:00 with lunch and After School Care)
April 18	Holy Thursday – School IN SESSION
April 10-19	NO SCHOOL – Good Friday & Easter Break
April 20	Classes Resume after Easter Vacation
May 1, 13	Early Release (1:00 with lunch and After School Care)
May 27	Memorial Day - NO SCHOOL
May 8-22	Dual Enrollment Finals
May 22-28	Middle School Finals
June 3	Last Day of School K - 8, End of 4 <sup>th</sup> Qtr./End of 2 <sup>nd</sup> Semester (47 days)
June 4 & 5	Teacher Work Days

\*The PTO Executive Committee will meet tentatively the first Thursday of each month at 7:45 a.m. in the school library.

\*\*“3 Floating” holidays have been reserved for emergency/individual school need closures. If not used for emergencies, notice of these 3 “Floating” days off will be announced through monthly calendars and/or newsletters. **There are 3 Tentative float days: TBA**

### Graduation Requirements

To receive a diploma from St. Lawrence School, a student **must meet attendance requirements** and **may not fail more than one core subject**: Reading (Literature), Religion, Math, Language Arts, Social Studies and Science. If a student earns more than one D or one D and one F, summer school will be required.

All school fee balances must be paid in full (by cash or money order at the office’s request) by stated deadline dates to receive a report card, to receive a diploma, 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:** Students 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) will 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.

### **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)

Note: The goal is to have all students reach a level 3 (proficiency) by the end of the year.

#### **Grades 3 – 8:**

Percentage grades will be used, as follows:

A = 100 – 90

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59

For all grade levels:

Strengths are indicated with a +, Weakness with a -

NA means this skill was not accessed at this time

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

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 formative assessment grading and in Active Learner Traits, as indicated on the Archdiocesan report card.

The school, in accordance with Archdiocesan policy, will issue quarterly report cards. Progress reports are normally issued mid-way between each quarter. ***Parents are expected and encouraged to regularly check their child's progress via the on-line grade book***, which is linked to the school website.

### **DISTRIBUTION OF REPORT CARDS and Access to On-line Grades (Dates tentative)**

**Families who are current with their financial obligations will receive report cards on the normal distribution dates and will have access to the on-line grade book.** Others may pick up report cards from the office when all financial obligations are met. The final report card is mailed to parents in good financial standing who have remitted a self-addressed, stamped envelope prior to the close of school. Others in good financial standing may pick the report card up from the office.

Report cards will be distributed in a timely manner after the end of each quarter. **Tentative dates:** 1<sup>st</sup> Quarter: October 28; 2<sup>nd</sup> quarter: January 13; 3<sup>rd</sup> Quarter: March 24; 4<sup>th</sup> Quarter – mailed on June 15 via self-addressed, stamped envelopes to parents who have met school financial obligations.

The possibility of summer school enrollment or retention will be advised at the time of mid-year parent conferences. Close supervision of your child's progress should be maintained to improve achievement.

**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.**

Tuition payments and all other bills are to be paid before exams will be graded, before students may graduate and/or receive a diploma, before report cards can be taken home, or before transcripts and records are sent to another school. Failure to pay tuition payments promptly may force the administration to refrain allowing your child to attend class OR to request the withdrawal of your child from the school. Final payments made prior to withdrawal, or for large amounts on past due accounts, must be paid in cash, by money order, or by credit card for the full amount due. NO personal checks will be accepted. Collection fees may be added to school accounts which become overdue.

*St. Lawrence School, in accordance with Florida Statute 61. 13(3), will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.*

## **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:

**First Honors** is denoted by grades of 90 or above in all subject areas and Satisfactory or above marks in Active Learner Traits.

**Second Honors** is denoted by grades of 80 or above in all subject areas and Satisfactory or above marks in Active Learner Traits.

## **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.

## **AWARDS**

**The Principal's Award:** At the recommendation of a faculty or staff member, a student may be nominated for receipt of The Principal's Award. This special award recognizes outstanding citizenship, greatly improved or outstanding academic achievement, or other note-worthy behavior. Recipients' names are published in the school newsletter.

**The Green Team Award:** The school-wide behavior plan is called, “Staying on the Green Team.” Each day, each student begins the day on green. If any infraction(s) occur which are deemed sufficient to detract points, the student may drop down to disciplinary status. If a student attains red status, he/she is sent to the principal’s office. Any student who remains on green team to the satisfaction of the class/team plan will be eligible for positive reinforcement awards.

**The Pride’s Pride Award:** A student nominated and confirmed by all their teachers and the principal may qualify for this elite award which recognizes all –around excellence in serving as a positive role model to others in the school. Attainment of a high positive Dojo point percentage, as determined by the principal and faculty, is considered in assessing eligibility for this award.

At the end of the school year, an Awards Ceremony is held to honor those students who excelled in effort, service, academics, and sports.

#### **DISTRIBUTION OF PROGRESS REPORTS** (Note: All are tentative dates)

Progress reports will be given to the student approximately midway through each quarter, anticipated for distribution as follows: September 18, November 19, February 7, and April 24.

#### **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, and if his/her daily work and ITBS scores are on grade level. The major subjects include: Religion, English Language Arts (includes Reading/Literature, Writing (Grammar, Composition, and Penmanship in manuscript and cursive writing), Speaking and Listening, and Spelling / Vocabulary), Mathematics, Science, Social Studies.

The minor subjects include: Art, Physical Education, Music, and Foreign Language (Spanish).

**Conditional Promotion to the Next Grade Level** – A student may be required to attend and pass summer school **through the ADOM Virtual School** in order to be promoted to the next grade level if (s)he earns failing (D or F) grades in two (2) or more major subjects. [Listed above] A student who is on a modified curriculum plan 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.

There are times when children face extra-ordinary circumstances that affect their ability to succeed. If your child is being affected by a physical illness or condition or by traumas such as illness/death of a family member, a difficult divorce, an accident or act of violence, please notify us and let us help you provide him/her with all the counseling we can. If the school, in its experienced professional judgment, believes that your child needs a physical exam or psycho-educational evaluation due to insufficient progress or repetitive misbehavior, this will be explained this to you. The school can provide a resource list for referral as an option to help schedule such evaluations but does not have the resources on-site to conduct such evaluations. Referral to outside programs and/or recommendation of withdrawal for enrollment in special programs may be made to best meet a child’s academic needs.

## Summer School

If summer school is required, **this obligation may only be met through registration in the ADOM Virtual School**. Your child is to attend/complete all assigned classes for the full session. Submission of official transcripts or documentation verifying passing grades in summer school, are required by the school. If the principal deems it necessary (due to low multiple D and/or F averages), you may be advised that your child will require retesting in August at St. Lawrence before being advanced to the next grade.

## EXTRA-CURRICULAR AND SPORTS ELIGIBILITY

Department of Schools Policies on Athletics:

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily 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.

Students may not be eligible for a tryout, or team membership, if the tuition 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 will 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."

## Local School Policies:

St. Lawrence School provides various types of extracurricular activities, 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 will 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. If a practice or game is cancelled due to inclement weather, students will automatically be sent to After School Care, and charged accordingly. EXCEPTIONS will NOT be made.
4. The final decision as to the student participation will 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 will 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, current teacher(s) and the principal. A student may be placed on academic or behavior probation at the discretion of teacher and /or administration. Students must put forth best effort in order to remain on a school team. A student may be removed from a team for just cause, which may include infractions as outlined above, unsportsmanlike behavior, or a failing grade in any subject.

### **Attendance**

#### **DAILY SCHOOL SCHEDULE**

**TIME: 8:00 a.m. - 3:00 p.m. Monday – Thursday**

**Archdiocesan Early Release Days: 1:00 (WITH LUNCH)**

**Fridays 2:30 for Faculty Meetings and Staff Professional Collaboration**

*On “Limited After School Care” days, pick up is required by announced times to avoid the assessment of late fees.*

### **Attendance**

To receive the maximum benefit from classroom and instructional preparation, it is important that a child report to school each day. ***The parent is to notify the school office by 9:00 a.m.*** to inform of absence.

When a student has been absent, the school requires a written excuse from the parent or guardian. The school may report “truancy” to the Department of Children and Families when there is an extended absence without written explanation from the parent. ***A student who is absent for more than 20 days per year (or 10 days by mid-year) will not be promoted to the next grade or will not receive credit for courses in which this absence occurred unless the principal grants an exception and determines a way in which the student may receive additional instruction. The principal has the right to refuse an excused absence in cases where the parents’ reason for keeping the child out of school does not seem valid.*** It is the student's responsibility to make up all assignments, projects and tests he/she missed during his/her absence. Failure to bring a note to excuse an absence may result in “F” grades on all assignments, tests, and work done during the absence, and will NOT be allowed make up at a later date. Students who frequently do not meet the attendance / prompt arrival policy requirements may be asked to withdraw from the school or may not be invited to re-register in the school the following year.

*Medical and dental appointments are to be scheduled outside of school hours.* If it is unavoidably necessary for a child to leave the school during class time, the parents are to bring or send a note to the teacher/school office the day before the scheduled absence. This will allow the teacher to make special arrangements should a test be scheduled, or to allow the student enough time to write down homework or assignments prior to pick up. The parent or designated responsible adult must pick up the child from the school office. If students are absent for part of the day, it may be counted as a half-day absence. ***ANY TRIPS and VACATIONS, especially out of the country, should be carefully considered with regard to the probability of prompt return, and should be scheduled to coincide with school holidays.*** Children should not be taken out of school for trips that may jeopardize attendance requirements. In cases of emergency, consult the principal before taking the child away. Lengthy unexcused absences may be treated by the administration as an implied withdrawal from our school. Students will not be permitted to take final exams early, nor will report cards be issued without the results of exams.

### **Illness or Injury at School**

Especially in light of the recent H1N1 virus, if your child is ill or has a fever, please **DO NOT SEND HIM/HER TO SCHOOL**. He/she will get sicker and could possibly infect the other children and the teacher. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, measles, mumps, ringworm or impetigo will be sent home from school and must remain at home until the condition or disease is corrected. The student will 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.

Some students may need medication during the school day. The following procedure **IS TO BE FOLLOWED**: An Authorization for Medication (MIS - 12702) (11-81) Form must be filled out by the physician and also signed by the parent. This form needs to be on file in the school office. Without it, school employees are not even permitted to give aspirins or apply ointment to a cut. A labeled bottle with the student's name and dosage is required and must be left in the school office. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day. Likewise, students with an Epipen may carry their medication in their book bag for immediate access throughout the school day, with the parent's approval and the school's permission.) Some medications need to be refrigerated.

For the sake of the child, **PLEASE NOTIFY EACH OF HIS/HER TEACHERS AND THE OFFICE STAFF ABOUT ANY CHRONIC CONDITIONS SUCH AS ALLERGIES, ASTHMA, EPILEPSY, DIABETES, ETC.** Additionally, please tell us what behavior to look for and how we can best help your child.

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

Archdiocese of Miami Policy regarding Peanut Allergy:

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

**All allergies must be listed in Emergency Cards that are part of the registration forms.** If an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

In case of an accident involving a serious injury, you will be called to take your child to the doctor immediately. Accident forms need to be filled out by the school, the parent, and the doctor as soon as possible. It is critically necessary, therefore, that we have an **UPDATED** emergency card for your child. All numbers listed must be working and current to eliminate wasted minutes in times of emergency. **PLEASE** return this card to the school office and call us or send us any changes as they become necessary throughout the year.



*By signing the Parent-Handbook Acknowledgment Page, you agree to the following:  
In the event my child becomes ill or is injured while under school supervision, I approve school authorities taking the following steps:*

- 1. Contact the parent and follow his/her instructions.*
- 2. In the event neither parent can be reached, contact the child's physician and follow his/her instructions.*
- 3. If neither parents nor doctor can be reached, the school's authorities will use their own discretion in contacting emergency assistance.*

*If my child needs medical or surgical services which require my consent before being supplied and I cannot be reached, I hereby authorize, appoint, and empower the school authorities of St. Lawrence School to take my child to a properly licensed and practicing physician. I hereby release St. Lawrence and authorized personnel from any liability which may arise from the giving of such authorization as it is my desire that my child be furnished with such medical services as soon as possible after the need arises.*

*I request permission for my child to take part in all school activities, including sports and school sponsored trips from the premises, and absolve the school from liability to me or my child because of any injury to my child at school or during an activity.*

### **Make Up Work**

Students who have been absent normally have two (2) days to complete make up work which was assigned during the absence. Parents are encouraged to call the school office to arrange pick up of books and assignments at the end of the day. Students are encouraged to access on-line assignments (in appropriate grade levels) so as not to fall behind in work. Teachers delineate their classroom policy regarding make up work during Orientation at the beginning of the school year.

### **Tardiness (Lateness)**

Elementary school children are dependent upon their parents to get them **to school by 7:55 a.m.** You set the tone and the example. Children need to arrive on time, relaxed and prepared for the day. Arriving late (after 8:05) upsets them, causes them to miss the opening instructions for the day, and distracts the remainder of the class. ***It is imperative that you plan accordingly so your child arrives at school daily, and ON TIME. After each three (3) tardy arrivals per quarter, negative Dojo points may be applied, and after five (5) tardy arrivals, detention may be assigned. 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.** Failure to meet attendance requirements will be reported to Step Up, which may jeopardize receipt of scholarship money.

### **Cancellation of School or Class and Emergency Notification**

**Emergency Information** – The policy of the school with regard to school closings in cases of general emergencies (hurricanes, tropical storm alerts, etc.) is to **follow the decisions of the public school district in which the school is located (Miami – Dade Public Schools).** Parents should listen to broadcasts and keep their children home on days when the local public schools close for emergency

conditions. More specific information can be found at the website for the Department of Schools by logging in as follows:

Go to: [www.miamiarch.org/CatholicDiocese.php?op=Office\\_of\\_Schools](http://www.miamiarch.org/CatholicDiocese.php?op=Office_of_Schools)

News notices will appear on screen

Tune to the radio station WINZ, 940 Am for advisory updates

Tune to TV stations (CBS, NBC, or ABC) for news updates for Archdiocese of Miami Schools

A decision about the release of students from our school in the case of a local emergency is up to the principal / pastor. In such cases, the school follows our Safety Plan. **In the event of an evacuation, the school office will send out a notice via text, Dojo, or email as to the evacuation site.** A note stating that the school has been evacuated will be posted **on the front school gate and office gate.** For security purposes, the designated location of the evacuation site will NOT be posted on gates nor in this handbook. Each student grades K - 8 is expected to memorize emergency contact phone numbers should guardians need to be contacted.

### **EMERGENCY CONTACT NUMBERS FOR EVACUATION / ASC WHEN THE OFFICE IS CLOSED:**

In the event the school office has closed, the After School Care Director may be contacted by calling St. Lawrence Child Care Center, the Rectory Office, or the Religious Education Office. Ask for the message to be delivered to the After School Care Director.

Parish Hall / Kitchen: 305-935-7099

Child Care Center 305-932-5366

Rectory Office 305-932-3560

Religious Education Office 305-931-6650

### **School Events / Activities**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**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 attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** 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 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. (For example, on a “Jeans Day”, the jeans clothing worn must be appropriate in length and condition for the school environment. Similarly, on a “Dolphin Day”, clothing is to have Dolphin insignia and/or be of true Dolphin colors, not of the Dallas Cowboys, etc.) Students who DO NOT ADHERE to the special dress code WILL 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, especially if they are unclear as to the specific directions, to avoid unnecessary trips to school on your part. Additionally, these students

will be assigned detention, as applies to the regular uniform code. 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.

Possible Extra-curricular Activities:

Safety Patrols  
Academic Olympics  
Gardening/Environmental Club  
Cooking/Food & Fiction Clubs  
Service Club  
Helping Hands Club  
Happy Hands Club  
Peer Tutors  
Arts and Crafts  
Student Council  
Coloring Club  
Girl Scouts and Boy Scouts  
Library Club  
National Junior Honor Society  
Robotics Club  
Technology Assistants  
Yearbook  
Board Game Club  
Reading Club  
G.L.A.M. Club  
Science Club  
Performing Arts Club  
Movie Days  
Karaoke Days  
Fun Walk/Runs

Possible Sports:

Soccer Club &/or Team  
Volleyball Club &/or Team  
Basketball Club &/or Team  
Cheerleading  
Cross Country Club &/or Team

Parish Activities:

**Family Sacrament Workshops**  
CCD  
Acolytes  
Sacrament Preparation  
Mass Greeters

St. Lawrence School plans extra-curricular activities which appeal to all the students' age levels. We strive to adhere to each scheduled activity as advised on registration forms and sign-up sheets. Unfortunately, at times, due to circumstances beyond our control, an activity needs to be cancelled or postponed. If an activity is cancelled, an attempt will be made to contact the parents to advise them of the change. If we are unable to reach parents, students will automatically be sent to After School Care, and charged accordingly.

**After School STUDY CLUB**

All students will be given as much individual help as is possible during the regular school day. If and when tutoring is recommended by the school or is desired by the parent, it is to be conducted under the direction of a Florida certified teacher *after 3:15 p.m.* It is against the Florida Professional Code of Ethics for any teacher to accept remuneration of any kind for tutoring a student currently in his/her class for that subject.

If you wish to receive extra assistance from our school's instructional staff, CONTACT THE SCHOOL OFFICE and we will advise you of who is available for that subject and grade level through our after

school STUDY CLUB. Checks for participation in this program must be made **payable to ST. LAWRENCE SCHOOL**, and submitted prior to or on the day of tutoring. The two or more teachers on duty for specific days will remit a log sheet to main office, indicating the children's & teachers' name for that date to ensure proper record keeping. Participation is dependent on pre-registration and will be limited.

At no time is any teacher from our school to be paid for tutoring one of our students between 7:45 a.m. and 3:00 p.m.

### ***Archdiocesan Statement regarding Private Tutoring, Coaching or Lessons***

*Except as specifically noted in the Faculty Handbook, the school does not sponsor, oversee, or otherwise provide tutoring services. Parents who engage school staff members for the provision of tutoring 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 of Miami, and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring services, regardless of where they may occur.***

### **Parent – Teacher 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.

### **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. The teachers often arrive early to get organized in the morning, so this can be a convenient time to schedule meetings. Appointments may be arranged through the school office. It is not acceptable for a parent to continually go to the classroom in the morning for individual conferences without an appointment, as the teachers use this quiet time for daily preparation. At no time should parents try to contact faculty at their residence. Parents should not distract a teacher's supervision responsibilities at any time; therefore, **no parent is to go directly to a classroom once students have entered the gate in the morning.** If a problem should arise concerning your child and a classroom situation, please follow the chain of command: contact the teacher first for resolution.

### **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming 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 acknowledgements 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 acknowledgements. **In addition, Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.**

## **Orientation Nights / Open House**

There will be **important Meet & Greet and** back-to-school orientation meetings during the first weeks of school. It is vital and mandatory that an adult family member participate to represent each child. It is critical to begin the year together and to maintain open communication, explaining expectations and developing understandings that will help us work together for your child's maximum benefit. This is your opportunity to meet the teacher, become familiar with anticipated curriculum and procedures; see the textbooks and learning materials; discover his/her policies on class work, homework, tests, individual educational plans, conferences, discipline; and, to ask general questions. Technology and iPad policies and expectations are explained during orientation so that parents can become familiar with access, use, and best practices for monitoring the use of these technologies.

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

## **Weekly Communication Folder (Friday Folder)**

Each student will be given a communication folder, called The Friday Folder, to take home on the last day of each school week. It may include forms, letters, notices, coming events, weekly highlights for that grade, monthly newsletters, monthly calendar updates, meeting announcements, papers and tests to be completed, corrected and/or signed, progress reports, happy grams, awards, etc. ***It is required that you sign the folder and return it with your child on the first school day of each week.*** The teachers will notify the principal each week regarding students who fail to comply. Repetitious failure to return the folder signed may be deterred through the deduction of points on the behavior reward plan. Continued failure to comply may result in detention.

## **Website & Updates**

The front page of the school's website, [www.stlaw.org](http://www.stlaw.org) is continually edited for up to date information. Parents, students, alumni, parishioners, friends of the school, and the community at large are expected to regularly access current information through this convenient and eco-friendly source. On-line grades should be checked by parents *at least once a week*. Links are updated, as appropriate.

In the school's effort to "go green" as well as to save the expense of paper copies, the school intends to continue limiting the number of hard copies sent in Friday folders. ***It is assumed that every family has access to some type of computer, tablet, or smartphone as many communications are conducted electronically, and homework may be computer reliant.***

## **SCHOOL REGULATIONS**

### **School Rules**

### **School Philosophy**

St. Lawrence, a Catholic elementary school grades kindergarten through eight, is an integral aspect of Christian formation in St. Lawrence Parish. The teaching of Catholic doctrine and the translation of the Good News of the Gospel into action prepares our students to take their rightful place in global society. We advocate Christian service to the community, encourage model citizenship and responsibility, and emphasize the importance of peacemaking.

The philosophy of St. Lawrence School is founded on a firm commitment to promote the spiritual, intellectual and creative development of students, based on recognition of their developmental stages and their individual needs. St. Lawrence strives to provide a spiritual and academic environment that encourages each student to further his or her capabilities, energies, interests, and potentials.

Because of the diversity of the students' backgrounds, St. Lawrence School endeavors to teach:

- knowledge, understanding, appreciation, and respect of all cultures
- the importance of peace and justice towards all people
- respect for the rights of the individual
- awareness of the nature of the ever-changing world
- and responsible membership in a global community.

We believe that cultural and ethnic diversities should be reflected and celebrated in daily life as well as through faith – filled liturgies from which we go forth strengthened to meet the challenges and needs of the good earth and of all God's children. The school is very proud of earning and maintaining its “No Place for Hate” status and emphasizes the importance of living this philosophy every day.

St. Lawrence fosters a strong bond of unity among the parish community, staff, parents, and students by mutual sharing and active involvement in the affairs of the school community. A warm, friendly, loving and caring family spirit permeates St. Lawrence School, a unified community deeply committed to Christ.

## **Arrival and Dismissal Procedures**

### **Arrival**

BEFORE SCHOOL CARE (BSC) is normally held in Room 3 from 7:00 a.m. to 7:50 a.m. Do NOT drop off unaccompanied children prior to this time, as supervision is not available. All students who arrive on campus and remain unaccompanied by a guardian before 7:45 a.m. are to report directly to the Grade 3 classroom for their own safety and protection. EXCEPTIONS WILL NOT BE MADE. BSC is occasionally moved to a different classroom, as becomes necessary.

All students in grades K – 8 should arrive in time to be dropped off via the school car loop located near the front of the school by 7:45 and no later than 7:50 daily. Students may be escorted by a family member to opening prayers in the church. **Students should be seated for prayers by 7:55 daily.** Morning prayers, the flag salute, the national anthem (on Fridays), and the day's announcements are normally held as a school family, in community, when weather permits. Students are marked as **TARDY after 8:05 a.m.** **Students who arrive after 8:05 must report to the school office to obtain an admit slip before going to class.** Parents are expected to accompany late students to the office.

For increased security during the school day, parents and any other visitors to the school need to enter through the school office gate. Parents picking up from After School Care (including after school clubs and activities) are to pick up directly at the Parish Hall, entering through the parking lot door.

### **Dismissal –**

**See also “Students walking home / using the city bus system (page 26)**

## **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.* Any other person seeking the release of the child needs to have the approval of the parent with legal custody. The school will attempt to contact the custodial parent in such cases to ascertain authorization for release.

Parents or other authorized, responsible adults **are required to pick up the students of all grades through the published pick-up procedure** at 3:00 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 will 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. Please contact the school office for After School Care rates. Registration for Before and After School Care will be billed automatically with first attendance in the program. **No student is permitted on school grounds after 3:15 p.m. unless officially enrolled in after school activities or after school care. Students may only return to campus, or remain on campus after dismissal, with an accompanying parent, who is then responsible for proper, mindful supervision of the child.**

**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, the student will automatically be enrolled in After School Care for that day and charged accordingly. Students will be normally be given the opportunity, before the close of school, to use school telephones to notify parents of the change in schedule. Students may only use cell phones in the presence of supervising school personnel, with the supervisor's permission, to make alternate pick up arrangements in such cases.

**Early Release** – 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** - The school will follow the early release dates and times required by the Archdiocese of Miami Department of 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 for our CIPA work, so faculty members will have time to work collaboratively.

## **Visitors**

Students are not to open the gates to any visitors. Any visitor that asks to enter during the school day should be directed to go via the sidewalk by the Child Care Center to the school office gate entrance or to the Parish Office (the new building on the south side of campus). **ALL SCHOOL VISITORS (including parents) ARE TO REPORT DIRECTLY TO THE SCHOOL OFFICE** and need to obtain clearance and a visitor's pass when coming on campus during the school day.



### **New Visitors - Sign-in Requirement**

New 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.

**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 who bring in forgotten homework, lunches, books, supplies checks, permission forms, etc., must leave these items in the school office. Parents and visitors are expected to wear appropriate attire and shoes when they are on campus. Conferences need to be scheduled with a teacher(s) before 7:55 a.m. or after 3:15 p.m.

**SCHOOL PERSONNEL AND STUDENTS ARE EXPECTED TO IMMEDIATELY REPORT ANY UNAUTHORIZED VISITOR TO THE OFFICE.**

### **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**

Having a cell phone is a privilege. **Students are strongly discouraged from bringing cell phones to school and may not loan phones or any other device to anyone while on campus without the express permission of authorized school personnel.** If a parent so wishes, students MAY carry a cell phone at the bottom of their book bag for use to make arrangements for transportation after games under the supervision of school personnel. **The cell phone is to be turned 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 will 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

*Electronic equipment and software or app use is limited to educational purposes.* Parents are expected to support the school in developing appropriate electronic device usage and habits. See specific acceptable use policies. The loss of any electronic device is the sole responsibility of the owner. Misuse of electronic equipment will result in consequences, as deemed appropriate by the principal and/or pastor and may include in-school suspension.

### **Middle School Bathroom Breaks**

To eliminate excessive requests to use the bathrooms, which interrupt the learning environment, middle school students on exchange will use the iPad system to utilize the rest room facilities, normally once in the morning and once in the afternoon, as needed. If your child has a medical reason



that requires more frequent visits to the rest room, a doctor's note may be submitted to the office for retention in the file to allow exception to this policy.

### **Lost and Found**

Articles found on the school property are to be taken to the school office and can be reclaimed there. If no name is found inside the lost articles, and they are not claimed within a reasonable time period, they will be re-cycled, **added to the used uniform collection for re-sale**, or turned over to a needy organization. Library books should be turned in to the library **or the classroom teacher**.

### **Parking / Driving / Traffic Flow**

**Parents, please be advised: DO NOT TO USE CELL PHONES OR OTHER ELECTRONICS while on campus, especially when driving, so as to promote attentiveness while on campus for the safety of our children and staff.**

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 on the curb beside the church, in front of the sidewalk, or at the front school gate during morning loop drop off. This area is usually marked by safety cones.

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 on the school lot when children are present, or when the safety cones are blocking the entrance.

**Drive slowly** in the parking lot. **If open, use the SOUTH entrance to the parking lot, close to Temple Sinai. If that entrance is blocked off, use the MIDDLE entrance.** Circle around to drop off your child next to the curb. When parking, park facing NORTH (toward the school parking lot) to facilitate exiting through the NORTH exit (nearest the curb.) This flow pattern eliminates 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 in exiting to avoid accidents and be generous in letting someone in or out. 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 as that is reserved for **parents of our pre-school students**. Please set good examples to your children by treating parents, teachers, patrols, and other children with Christian charity, dignity, and respect.

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.

There are limited security cameras on campus for surveillance purposes, but 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.

### **Drive through Drop-Off / Pick Up**

**Do not use cell phones or other electronics while driving on school or parish grounds.** Parents are to use the Church parking lot as the drive through for drop off loop each morning **and for pick up in the afternoon.** If open, enter via the entrance on the south side of the lot, closest to Temple Sinai, or, if that is blocked, use the center entrance and circle around to drop off at the church sidewalk.

For the safety of our children, if parking, park in the middle of the lot, facing north (toward the school). Avoid backing up when driving. *It is preferred that you completely avoid the use of electronics while on campus, except in an emergency situation.*

### **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. Kindergarten students will be dropped off through the front loop and dismissed through the front loop from grade two. Parents or authorized adults are to enter the normal car loop for drop off and dismissal, in accordance with our new safety policies.**

**ALL PARENTS 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 are no longer to go to the classroom doors in the morning or at dismissal. Parents coming for individual meetings with teachers or staff 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 walk down the sidewalk closest to the Child Care Center and enter through the school office gate entrance.**

**Dismissal from Clubs and After School Activities: The supervising adults of clubs and after school activities will escort the children to the Parish Hall after the activity is finished for dismissal from the Parish Hall. Other gates will be kept closed.**

Because it is difficult to see through tinted windows, please lower your window when the adult in charge is looking to see whose cars are next in line so that your child's name can be announced for faster dismissal from the classroom. The use of name tags may be implemented to speed up the traffic flow. Please put the name tag in the dashboard of your vehicle.

### **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.

It is highly recommended to lock your car and to not leave any items visible in your car, especially items of value, such as purses, computers, or cell phones while on parish and school grounds. (See above.) There are security cameras on campus for surveillance purposes, but the best protection is to carry items of value with you whenever you exit your car.

### **Medications 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 for Medication" 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), and as authorized in writing by the school.

### **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 expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

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.

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 expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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

### **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 forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **Transportation Arrangements**

Archdiocesan Policy:

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.

Be sure your child fully understands transportation arrangements for after school before leaving home in the morning. **Unless there is a true emergency, avoid calling the school to relay a message to your child.** Your cooperation to avoid interruptions in the flow of office work, as well as of the classroom environment, is appreciated and is expected.

Students who ride bikes to school are to WALK them on school grounds, and lock them securely in the bike racks. The school is not responsible for lost or stolen items. 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 so 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.**

### **Dismissal for students walking home / using the city bus system**

Students who have written authorization on file in the school office may walk home from school, or may walk to the city bus stop. They are dismissed at normal dismissal times and are expected to immediately leave school grounds.

## **RULES OF CONDUCT**

### **Dress Code**

Students are required to wear **full** school uniforms each day. Parents are expected to support the school in the enforcing full uniform compliance, beginning at home. *To avoid being called to return to campus with proper attire for your child, please check your child's attire before leaving the house to ensure your child is wearing the proper uniform in the acceptable manner (including approved pants, shirts, shoes, socks, belt, skort, shorts, school approved sweaters, school sweat pants and sweat tops and/or jackets (in cool weather.)*

Dress uniforms may be purchased at:

Continental Uniform Company  
700 Northeast 125 Street  
North Miami, Florida  
Phone: 304 895 - 6528 / 305 899 – 1488

The official school dress uniform for the girls (K - 8) consists of the blue plaid skort with a navy or white SLS polo shirt, tucked in at all times. The skort must be of a length approved by the administration. Please purchase uniforms of sufficient length to accommodate growth. (New skorts may need to be purchased as students grow through the year.) Black school dress shoes are to be worn with the dress uniform; sneakers on P.E. days only. White, navy blue, or black socks should be visible above the top of the shoe/sneaker. White or navy blue socks are preferred with the dress uniform. Repetitive infraction of the sock rule may result in the requirement of ankle socks. Platform soled shoes, open back shoes, and sandals are not permitted, due to safety concerns.

The official dress school uniform for the boys (K - 8) consists of the navy tailored dress trousers or navy tailored walking shorts (NOT cargo pants or ¾ pants) with the white or light blue SLS polo shirt. **Black** dress shoes (not sneakers) must be worn with the dress uniform. Laced shoes must be tied. No sneakers,

boots, high-top athletic shoes, or sandals of any kind may be worn with the school dress uniform. White, navy blue, or black socks must be visible above the tops of shoes/sneakers. White or navy blue socks are preferred with the dress uniform. Repetitive infraction of the sock rule may result in the requirement of ankle socks. A “dress” belt is to be worn with the dress uniform. Pants and shorts are to be worn at the waist (not the hips or below), and shirts must be tucked in at all times.

On cool days, a navy blue, cardigan sweater, a St. Lawrence jacket, or the St. Lawrence sweat suit are to be worn. Sweat suits are available for purchase from the school office. On winter days when the temperature is below 60 degrees at 7:30 a.m., layer your child warmly.

The dress uniform is to be worn on 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. Parents may be called to bring the appropriate uniform and are expected to promptly return to school with appropriate clothing for the day.

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. For safety, NO high-heeled, fashion sneakers or sneakers with wheels are permitted. If your child has P.E. class on Wednesdays (when we have school Mass), the P.E. uniform may be worn; however, the **dress uniform should be worn on Holy Days of Obligation, as announced.**

Normally, hats or caps are not to be worn. Shoulder type, backpack book bags are preferred, but small rolling book bags with shoulder straps are permitted. Book bags are to be CARRIED up and down stairs. Students should normally be responsible for managing their own backpacks upon entering / exiting school, unless a written doctor’s note is provided for documentation warranting exception.

Jewelry (rings, necklaces, bracelets, earrings, etc.) is not to be worn to school by boys or girls. [Exceptions: a lightweight cross and lightweight chain; an inexpensive (under \$35) functional watch may be worn.] Girls with pierced ears may wear 1 pair of small, inexpensive, post earrings. No dangling earrings or multiple sets of earrings are permitted. No nose rings or extra piercing jewelry may be worn. Boys may not wear earrings.

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 or may be assigned detention 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. This may facilitate excusal from detention for multiple uniform infractions.

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.*

### **Archdiocesan-wide Harassment and Discrimination Policy**

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.

### **Archdiocesan-wide 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 expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

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.

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 expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

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

### **Archdiocesan-wide Smoking/Vaping Policy**

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 expulsion from school.

## **Archdiocesan-wide 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, 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 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.

#### Bullying/Harassment Investigation Disclosures:

While the school generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the school may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

#### **Archdiocesan-wide 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 expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

#### **Archdiocesan-wide Threats of Violence Policy Revised 9-12-19**

Students are prohibited from making threats of violence. Students whose verbal or written comments, including electronic messages, pictures or posts on social media, that threaten serious bodily harm to another students, him/herself, a member of the faculty or staff or the destruction of property or whose behavior otherwise demonstrates they may pose a threat to the safety of the school, may be subject to disciplinary including but not limited to:

1. Immediate suspension or expulsion from the school, at the school's discretion;
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; and/or
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 expelled from school.

This policy applies whether such treats or misconduct were made intentionally, unintentionally, or with or without ill will. Such misconduct may also violate Florida law and may subject the student to criminal proceedings. At all times, the school will cooperate with law enforcement investigations and maintains the discretion to contact law enforcement at any time.

Students and parents should immediately report any threats of violence or other concerning behavior that may suggest an individual intends to commit an act of violence.

### **Archdiocesan-wide Public Display of Affection Policy**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, 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 expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **Archdiocesan-wide Sexting Policy**

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 expulsion 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.

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

Cheating is not tolerated. Students caught cheating (giving or receiving answers or work) will earn a grade of zero on the assignment or test. Depending upon the situation, appropriate consequences will be determined and assigned. Repetitive acts of cheating will 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 will 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 will 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. "White Out" corrective fluid is not permitted in school for student use. Violation of this policy will 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 will 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) while in school or during school sponsored activities may warrant expulsion from Saint Lawrence School.

## **DISCIPLINARY PROCEDURES –**

### **Archdiocesan Policy: 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 expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.**

### **Disciplinary Policies as 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

1. All assignments are expected to be complete and turned in on time. Students are expected to work independently without talking, making noises, displaying rudeness to the teacher or disturbing others in the classroom. Cheating is not tolerated.
2. Students must show respect to all adults and 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.
3. 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.
4. 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. “White Out” corrective fluid is not permitted in school for student use.
5. Students who arrive to school before 7:45 a.m. are to report to Before School Care to insure 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.
6. All students are to wear 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.
7. All students are expected to behave in a Christian manner at all times. Poor behavior in addition to that outlined above, will be subject to disciplinary action, as approved by the administration.
8. 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.
9. Students who are tardy are to report to the school office for a late pass before they are permitted to enter class. **Repetitive tardiness may result in assessment of consequences, including detention. 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 also to contact appropriate authorities. Students on class exchange must move promptly and remain with their class.

10. Archdiocesan Anti-Bullying Policy – St. Lawrence School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. We strive to maintain our “No Place for Hate” school status. 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:

- Physically, emotionally, or mentally harming a student
- Damaging, extorting, or taking a student’s personal property
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or the Catholic mission of St. Lawrence School.

**Definition:**

- a. Bullying 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).
- 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.

**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 a school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

**Reporting Complaints**

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.

**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.

11. Only approved electronic equipment may be brought to school and electronic devices are to be used only for educational purposes. The owner is self-responsible for their device(s) and their use. Acceptable use policies are in effect. Portable radios, CD players, ipods, MP3 players, head sets, video games, beepers, toys, and any other electronic items or toys of a *distracting* nature are not to be brought by students. Failure to comply may result in confiscation of the item. Such items will be held in the school office until the parent reclaims them or until June. **Students are strongly discouraged from bringing cell phones to school.** If a parent so wishes, students may carry a cell phone at the bottom of their book bag to make arrangements for transportation after games. **The cell phone is to stay on OFF at all times, and may not be used during the school day**, except under the supervision of school personnel or for a dire emergency situation. Failure to comply will result in the confiscation of the phone until the parent comes to the office to retrieve it, and the student may no longer be eligible for this privilege. A one-day in-school suspension may be assigned for any abuse of the cell phone privilege. The loss of a phone or any other electronic device is the responsibility of the owner.
12. 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.
13. 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.
14. 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 is 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, Green Team Recognition, Pride'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, discipline report, in-house counseling, written conduct referral for the record, parent conference and 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 so as 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 must 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 FACILITIES**

### **Computer Services**

#### **Computer Use**

The school may provide its administrators, faculty and students with access to computers and 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 discomfoting 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 like My Space or Facebook;
- 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 (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, communications on social networks such as My Space and Facebook. 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 social networks 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 expulsion.

### **Counseling Services**

The school has a part-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.

### **Library**

The school and class libraries are available for student and faculty use during allotted times during the school day. Books may be checked out for student and faculty use. Some publications are available for parent reference and check out. Fees and fines may be assessed for late or lost books.

Students are to follow the acceptable guidelines for technology, as well as these guidelines as they apply to print materials.

Volunteers approved by the principal who have been cleared through the Archdiocesan volunteer process may assist in the library under a teacher's direct supervision.

Students who seek to print out assignments normally expected to be printed at home, may, on occasion, request copies to be printed at school. In such a case, students are required to pay for such copies if printed from the library, or from other printers, in the school.

### **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., in the air-conditioned parish hall, classrooms, and/or outdoors in the playground and picnic areas.

Occasionally, **LIMITED AFTER SCHOOL CARE (LASC)** will be announced, in accordance with calendar events or dates. **Limited After School Care means earlier than normal pick up is required. One dollar per minute charges will be assessed for late pick up on these days.**

There is a **\$25.00 registration fee for After School Care.** Full time and part time rates are available. ***Parents who DO NOT pick up their children by 6:00 p.m., or by the announced Limited After School Care time, will be charged \$1.00 PER MINUTE thereafter.***

***NOTE: Frequent and/or excessive, repetitive late pick-up from After School Care will result in the termination of the privilege of participation in this program. The school reserves the right to withhold Before and/or After School Care service to any child / family whose Before and After School Care obligation exceeds an unpaid balance of \$160, or if the child's behavior in After School Care becomes problematic. In such cases, it becomes the obligation of the parent to make immediate, alternate arrangements for pick-up at regular dismissal. Late pick up fees will be assessed for any child not***

***picked up promptly if the family has been advised that After School Care participation privileges have been revoked.***

Bills are sent from the school office on a monthly basis. Please submit a check or money order made payable to St. Lawrence School, and note on the check memo for "after-school care". In the event of a true emergency, after 3:30, when the school office is closed, please call the following numbers, (Rectory 932-3560, Religious Education Office 931-6659, or the Child Care Center 932-5366) and ask for the message to be given to the After School Care director.

The After School Care director will also need current phone numbers in case of a medical emergency. Please be certain to provide home/work/cell numbers to the office, and to the ASC Director, *especially if they change through the year*. 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.

Please provide your child with a healthy snack or send money to purchase a snack. The children eat lunch early in the day, and they need something else to eat before 6:00 p.m. Snacks may be purchased at lunch or in the afternoon for consumption in After School Care.

After-school care will normally provide 30 minutes of "outside play"; quiet, homework time appropriate to the grade level; and quiet, indoor play activities, depending upon the weather. 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. ASC payment balances must be kept current or a child may be required to withdraw from this program. Other arrangements for after school care would then become the responsibility of the parent. PLEASE NOTE: If your family receives financial support from any government agency, the school is required to report delinquent accounts. This may jeopardize continued financial support through these scholarship programs.**

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

The school recognizes the following as **possible** sports, activities and clubs:

School Clubs: Acolytes, Arts & Crafts, Board Game, Coloring, Performing Arts, Environmental, Food & Fiction, Gardening, GLAM, Happy Hands, Helping Hands, Library, National Junior Honor Society, Peer Tutoring, Reading, Robotics, Science, Service, Technology

Major School Activities: The school participates in community service projects with outreach into the local community, both in Miami-Dade and Broward Counties. Field trips, academic challenges, and environmental-related activities (gardening, clean-up activities) are integrated into the curriculum. Fun Walk/Runs, Field Day, and other sports and health activities are regularly scheduled. Family Curriculum Nights are also scheduled throughout the year. Parents are expected to attend these events with their child.

Participation in sports and physical activity clubs is encouraged. Catholic Athletic League (CAL) teams and School Sports Clubs include: Volleyball, Soccer, Basketball, Flag Football, Cross Country, and 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 or activities.**

The school is not responsible for student participation in any sports, leagues 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.

**Completion of the "Play Like a Champion" course is required by all coaches. Parents of any student who registers to play in a Catholic Athletic League (CAL) sport during the year are strongly encouraged to complete the Play Like A Champion course. Any spectator ejected from a game by the official will not be allowed to attend another CAL athletic event until they attend a Play Like a Champion Parent Training. The Oversight Board or ADOM may impose additional penalties.**

#### **Fundraising – Archdiocesan-wide Policy**

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

#### **Field Trips – Archdiocesan-wide Policies:**

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and / or behavioral requirements. Parents may always refuse to allow their child to participate in a field trip, but all students should report to school. (Non-attending trip students are sent to a nearby classroom for the day.)

Students are required to bring a parental permission slip which releases the school from liability to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Verbal permission will not be accepted in lieu of written permission. Only the authorized, archdiocesan form distributed by the school will be accepted and used to allow a student to leave campus during school hours. If a child forgets to bring home the permission slip, the slip becomes lost, or the parent faxes a copy of the original form by the deadline date, the completed, signed original MUST be submitted to meet the requirement of parental permission by stated deadlines.

The Archdiocese not only discourages field trips that extend beyond school hours for elementary schools but also forbids overnight field trips for elementary schools. Plans / gatherings for unauthorized trips may not be conducted on school / parish grounds.

### **School policies:**

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, attach a check made payable to St. Lawrence School in the correct amount, put your child's full name and "field trip" in the bottom left corner of the check, and return it back to school (preferably to the teacher.)

ALL permission slips and checks are to be submitted by the designated deadline. IF NOT, your child may not be permitted to attend. Faxed permission slips will not be accepted on the day of the field trip. Students who are not participating are still required to attend school. They will complete assigned work in school in another classroom. At least one chaperone for every eight 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 a consequence of poor behavior.

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 or near the picnic area at the assigned time for field trips to avoid confusion in the classroom. Chaperones must personally sign in / out to earn service hours for the field trip. 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 transportation for students other than their own children.

The use of cameras for field trips is discouraged. Cameras are the sole responsibility of the owner. Anti-bullying and acceptable use policies apply.

### **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.

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

The school recognizes the following sports, activities and clubs. 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.

Major School Activities: PTO sponsored events, Student Council sponsored events, Parish events (including Carnival), Religious events (including Sacramental preparation, May Crowning, Lenten and Christmas celebrations and performances), holiday parties and celebrations, curriculum related celebrations and performances (including field trips and Fun Walk/Runs), fundraising events (including candy sales, dances, or walk-a-thons), Family Curriculum Nights, Cultural Awareness and Diversity Celebrations (including exchanges with Temple Sinai), Pizza Nights, Fun Friday activities, Project-based learning projects and Community Service Learning Projects.

Dances, Movie, Karaoke Days: scheduled throughout the school year, involving appropriate grade levels, including Jammin' in the Hall as a reward for outstanding support of Carnival raffle sales. Athletics: ACC sports teams Flag Football and Volleyball (boys and girls), cheerleading (non-competitive), on-site sports clubs (Volleyball, Soccer, Basketball, Cross Country Running), Fun Walk/Runs, Field Day, Family Fun Day, daily recess, and Physical Education classes. The school will participate in ACC athletic competitions, dependent upon student interest and sports registration each year.

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 or activities.**

The school is not responsible for student participation in any sports, leagues 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.

### **Athletic Program**

Physical Education is an integral part of the overall curriculum. The school meets or exceeds the recommended number of minutes for this subject area weekly.

Recess is normally scheduled as part of the lunch period. Kindergarten and Grade One have additional recess time in their regular schedule. Fun Friday activities may also include athletic components.

The school participates in the **Catholic Athletic League** for after school sports teams. Students are to meet all the requirements of the Archdiocese and the school prior to participation.

On-site sports clubs, often coached with the assistance of approved volunteers (normally parents, older siblings, alumni, or faculty), are planned to provide opportunities for organized play and practice, especially by younger students learning sports' skills in preparation for team membership in upcoming years.

Fun Walk/Runs are occasionally scheduled to encourage a healthy lifestyle. Parents and other family members are invited to participate in these events. A Walk-a-thon and/or Dance-a-thon may be occasionally planned, as well.

Field Day is an annual event, generally held in early spring. Approved volunteers are solicited for this event.

### **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.** Birthday treats (cupcakes) may be distributed at lunch time or at the end of the day with the teacher's advance knowledge. Healthy snacks are preferred. Treats are limited to COOKIES or CUPCAKES ONLY.

### **ADOM Policy**

#### **Peanut Allergy Policy**

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

Graduation / End of the Year parties are subject to approval of the principal. The end of the year eighth grade party will be normally be held in the Parish Hall unless the principal approves an alternate location.

## **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. Phones numbers may only be released by the principal to those parents on the phone tree committee for emergency contact. **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.)**

### **Immunizations**

The Archdiocese requires, that prior to enrollment or attendance in grades **Pre-Kindergarten** and above, each student presents or has 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 completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. 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.

### **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.

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

## **FINANCIAL OBLIGATIONS**

### **Financial Policies**

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 disenroll the student if any financial obligations are not met.

### **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.*** Supplies, field trips, special events, uniforms, tutoring, after-school care, etc. may still be paid in the school office by cash, check, money order, or credit card. Make checks or money orders payable to St. Lawrence School. For your convenience, credit cards (Visa, MC, American Express, or Discover) may be used for school payments, but will incur a \$2 processing fee for any charge over \$100. Cash payments are discouraged, and should be kept under five dollars, as for lunch, book fines, small after school care bills, etc.

Note your child's name, grade, and purpose of payment in the lower left-hand corner, firmly attach the upper portion of the bill and submit it to the school office. **All payments are due either the 5<sup>th</sup> or 15<sup>th</sup> 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. **If your tuition account becomes two months past due, the school reserves the right to remove your child from class and to ask for the withdrawal of your child from school.** Further, if a family's personal check is returned for insufficient funds, the check will not be re-deposited. Rather, you will be charged a \$25.00 service fee and asked to replace

the check with a money order; also, ALL future payments will then be required by cashier's check or money order. In cases where a family is delinquent in paying tuition, the administration of St. Lawrence School may disallow access to on-line grading, and may refuse to allow tests to be graded, in which case the child will earn an Incomplete (I) grade for that marking period. Transcripts, records, report cards, recommendations, and diplomas will be held until balances are paid in full (in cash or by money order).

Parents whose child/children receive the Step Up for Students Scholarship or the Family Empowerment Scholarship (FES) are required to come to the office to endorse any Step Up check **within 10 business days** once the checks arrive and notification is sent. Failure to endorse any Step Up check in this timely manner will result in the scheduling of a meeting with the principal and/or pastor. **Repetitive delays in signing checks in a timely manner may jeopardize continued enrollment.**

The parent of the recipient of the 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.

The parent whose child receives support from the Early Learning Coalition of Miami-Dade County is responsible meeting eligibility requirements and for meeting deadlines to ensure receipt of this assistance. Failure to comply will result in additional out of pocket expenses for the family to compensate the school for the services provided.

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.

As is recommended by archdiocesan policy, a child whose family has an outstanding debt in the last school attended, will not be accepted into the school. Post-dated checks may not be accepted.

***To prevent accidental loss of large amounts of cash, please do NOT allow your child to carry more than TEN DOLLARS on him/her during the school day. Loss is the responsibility of the owner.***

### **Registration**

Families are expected to re-register their children by stated deadlines and no later than the close of school in order to return to class the following school year. This is important for budgetary purposes. Re-registration forms are generally distributed at the beginning of the third quarter. Please complete and return them as soon as possible. Re-registration fees are **NOT** refundable.

It is the school's policy, under the recommendation of the Archdiocese of Miami Department of Schools that students enrolled within the diocesan school system remain at the school of enrollment throughout the school year, and not be accepted for transfer within the system once the school year has gotten under way. This helps to encourage continuity of learning, eliminates the need for the re-ordering of books, and reduces the possibility of "school hopping." Likewise, the school reserves the right not to re-register students whose families chose to leave the school.

The school, therefore, normally accept applications for new, incoming students during our spring enrollment for the following school year, and again at the beginning of the school year in August or during the first two weeks of September. Throughout the course of the school year we reserve the right to accept applications for new students if the family has recently moved into the area from out of state,

or from out of the country, and if they meet the necessary requirements for enrollment. We may accept applicants from the public sector if they choose to enroll for religious reasons.

New student applications are not ordinarily accepted in grade eight, even at the beginning of the school year. Sufficient cause, as determined by the principal, would need to be established for acceptance, and the student would need to demonstrate sufficient academic skill to assume the student's ability to pass the grade in order to predict his/her probability to graduate in June.

New student applications are reviewed for acceptance based upon the results of the school's screening test, letters of recommendation from the past school, past school report cards, nationalized test scores, and may include a personal interview by the administration and/or pastor. New students, and returning students, are accepted on probation status.

### **Tuition**

Tuition rates are normally included with the re-registration materials and are posted on the website.

Families are expected to pay the set tuition in a timely manner. 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 keep tuition rates as low as possible.

### **Volunteer Hours**

Each family is expected to contribute twenty-five (25) participation hours each year. Participation hours will be tracked throughout the school year. These hours must be verified through the school office, obtaining an authorized signature. Consideration for scholarship assistance through the parish, at the pastor's discretion, is dependent on meeting this obligations.

### **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 our very limited financial aid no later than April 15th.

To be considered 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.

To do so, you must completely and honestly fill out the FACTS Grant & Aid application on line. You will need to submit certified copies of last year's completed income tax return as filed with the federal government, copies of all W-2 forms, and any proof of food stamps, government subsidized housing, Medicaid, aid to dependent children, and/or welfare benefits to FACTS, not St. Lawrence School. All submitted materials will be evaluated by the finance committee. You will be notified of the outcome. Priority will be given to those practicing Catholics in our own parish who have given of their time and talents over long periods of time and/or families already enrolled in the school. Rate reductions are evaluated yearly and are not automatically re-granted. **APPLICATION DOES NOT GUARANTEE A SCHOLARSHIP AWARD.**

Scholarship opportunities are very limited. The school accepts the Step Up for Students Florida Tax Credit Scholarship, the Step Up for Students, Family Empowerment, and Gardiner Scholarships, as well as the AAA Scholarship. The school is extremely grateful to the George and Mary Kremer Foundation

and to the Archdiocese of Miami Scholarship Foundation for the scholarship support provided to the school. The Irene Kertesz Memorial Scholarship Fund is an in-house scholarship dedicated to honoring a previous, long-time school secretary and that is funded by donations in her memory, and through fundraising efforts throughout the school year.

The administration of St. Lawrence School is also sincerely grateful to the Black Indian Mission Office for their support of the school through the Catholic Negro American Mission Board Grant. Their financial support contributes to meeting operational (salary) costs. Donations to this worthy organization are encouraged among families, parishioners, and alumni.

In efforts to make the school affordable for families who have more than one child enrolled in St. Lawrence School, a family may apply for financial assistance by completing the FACTS Grant & Aid Application. Keep in mind that all applications are subject to approval by the Pastor and the financial committee and that applying for the discount does not necessarily guarantee approval.

### **Lunch 2019 - 20**

**Parents are responsible for providing for lunch BEFORE THE START OF THE SCHOOL DAY, either by sending the child to school in the morning with a “brownbag” lunch, by providing lunch money to purchase school lunch daily, or, preferably, by pre-pay towards a lunch card monthly or bi-monthly.** Lunches may NOT be repeatedly dropped off throughout the morning OR at lunch time, and students may NOT repeatedly come to the office to call about “forgotten” lunches. Late lunch drop offs are *extremely* disruptive to the entire school environment, disrupting the work flow both in the office and in the classrooms. Your child’s concentration on learning, as well as that of classmates and exchange classes, has been affected. Therefore, **late lunch drop offs and calls to parents for forgotten lunches are not permitted.**

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 if an advance deposit has not been made, or if the advance reserve fund has been depleted. 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 graduation.

*The school reserves the right to contact proper authorities regarding neglect for any child who repetitively comes to school without lunch provisions.* The school cannot continually provide lunch to children who frequently come without a packed lunch or without lunch money. Any child with a lunch **balance over \$25** will be served a limited snack (for example, crackers and jelly), not a full lunch, until balances are cleared.

At the request of students and parents, a sincere effort has been made to vary the lunch menu, and to offer healthier, school-prepared options when possible. The cost of full lunch is \$5.00 per day. The lunch menu calendar is posted on the school website but is subject to change. Notification of any changes will be made as they occur. **Parents are strongly encouraged to pay in advance for the lunch card (by the month or every two weeks)** if buying each day, and to have an advance reserve fund paid ahead, in case lunch is forgotten on any given day.

If you send your child with a “brownbag” lunch, be aware the school has allergy restrictions: no peanuts, no peanut butter, no tree nuts, no tree nut butter, and no shellfish. This policy has been adopted due to the possibility of severe allergic reaction. **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.**

Drinks and snacks may be purchased separately. **Snacks are not considered lunch and are limited.** Snacks for consumption in After School Care may be purchased at lunch and saved for the end of the day or during After School Care. (Possible snacks include: fruit, carrot sticks, applesauce, string cheese, fruit cups, jello, yogurt, popcorn and chips.) Water, milk, and juice will normally be available for sale.

**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. A student who repeatedly chews gum may be required to perform clean-up duties on school grounds during their lunch periods. Fines may be assessed for repeat offenders.

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.

**REMEMBER: Lunch cards will be used this year to save time in processing small lunch payments daily. Lunch bills may not accumulate over \$25. Unpaid lunches will be added to the office billing. A student who repetitively does not bring lunch or lunch money will only be given a light snack and charged accordingly. The school reserves the right to report repeated, frequent incidences of neglect to authorities.**

### **Participation Service**

Volunteers are a vital part of our school. Each family is expected to assist the school through participation hours. A minimum of 25 hours per year is expected, including hours worked during Carnival. Consideration for scholarship assistance through the parish is dependent on meeting these obligations.

All parents of registered students are members of the Saint Lawrence School Parent Teacher Organization (PTO). Attendance at the General PTO meetings, normally held three to four times per year, is expected. Each meeting fulfills one hour of service participation. Parents are encouraged to become active members of the PTO, and are recruited to sit on the Executive Committee, which meets monthly to plan and coordinate fundraiser and social events.

**ALL SCHOOL VOLUNTEERS ARE TO SIGN IN AT THE SCHOOL OFFICE AND TO OBTAIN A VISITOR PASS BEFORE PROCEEDING TO AN ASSIGNMENT. SIGN OUT IN THE OFFICE WHEN FINISHED. AN OFFICE ADMINISTRATOR NEEDS TO INITIAL THE TIME SPENT WORKING IN ORDER TO EARN PARTICIPATION HOURS.**

School volunteers need to be approved by the principal. Volunteers must 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). Forms and information are available from the school office. Discussions regarding any student's progress, or comments regarding any particular student(s), should not take place at any time. Confidentiality is to be maintained at all times.

The following are areas for meeting participation hours:

<i>Field Trips</i>	<i>Family/Academic Nights</i>	<i>Public Relations</i>	<i>Library Assistance</i>
<i>Candy Sale</i>	<i>Fundraising Planning</i>	<i>Community Events</i>	<i>Computer Assistance</i>
<i>Art Projects</i>	<i>After School Sports</i>	<i>Lunch Assistance</i>	<i>Telephone Committee</i>
<i>Walk-a-Thon</i>	<i>Carnival Planning</i>	<i>Building Improvements</i>	<i>Field Day</i>
<i>Bake Sales</i>	<i>Buddy Reading</i>	<i>PTO Executive Committee</i>	<i>Science &amp; S. S. Fairs</i>
<i>Hispanic Heritage</i>		<i>Santa's Workshop</i>	<i>Parking Lot Monitors</i>
<i>Attend PTO Meetings</i>		<i>Seeking Corporate Sponsorship</i>	<i>Recruitment</i>
<i>Landscape/Grounds Improvement</i>		<i>Multicultural Heritage</i>	<i>Alumni Contact</i>

### **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. ALL FINAL PAYMENTS are to be made in cash or by money order.

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.

### **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. Supply lists are published in June and again in August, if needed. The lists are also posted on the school website. Students are to come to school prepared with completed homework, books, and supplies which include, but are not limited to, paper, pencils, and pens. Middle school students are required to provide their own iPads, and to bring it to school with them each morning, fully charged. To prevent disruption, personal iPads are not to be dropped off in the school office.

Both the parents and students must agree to abide by the technology agreements for acceptable use. Students using iPads are to keep the school-installed apps on their iPads throughout the academic year and are NOT to have personal games or apps on their tablets. The school reserves the right to confiscate electronic devices for misuse, and to assess disciplinary measures for misuse. Confiscated electronics will only be returned to the parent. Repeated offenses may cause the student loss of privileges in using electronic devices at school and may result in suspension or a request for withdrawal or non-acceptance for re-registration in the school the following year.

Should a student's iPad become inoperable for any reason throughout the course of the year, it is the parent's obligation to repair or replace it immediately, as the student needs the device to complete assignments. If a school iPad is available for loan, it will be restricted to five day limit. The parent will be required to come to the office to check out a loaner iPad. Parents are responsible to repair or replace damaged loaner iPads. The student borrowing the iPad must check it in/out daily during the loan period.

### **Student Insurance**

The Archdiocese purchases insurance which covers the students in all the archdiocesan owned schools during the times that the students are involved in school – sponsored activities or while traveling to or

from a school - sponsored activity. The cost is built into the cost of Property and Liability Insurance, and is paid through school fees collected at registration.

The Archdiocese also arranges with an independent company to provide an opportunity for parents to purchase 24 hour accident insurance for their children. An information sheet explaining this program may be acquired through the school office for interested parents.

### **Health Screenings**

#### **Vision, Hearing, Speech and Scoliosis Screenings**

Children need to be able to see the board clearly in order to copy notes correctly and need to be able to see the print in their books so that they can read them. In order to follow directions and understand, students must be able to hear the teacher correctly without straining even when they can't see the teacher's lips. Pupils who have speech defects avoid answering or reading aloud. **It is very important that each child be tested annually to avoid these obstacles to learning or to correct them.**

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.

### **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.

### **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.



## **Rights and Responsibilities of Parents and Guardians of Students in Parish Faith Formation Programs**

Archdiocesan policy requires this form be provided to separated or divorced parents of all children enrolled in parish faith formation programs, and the legal guardians of the children if the guardians have been appointed. For children not yet baptized as Catholic, both parents and/or legal guardians must provide written consent on the Archdiocesan form, "Rights and Responsibilities of Parents and Guardians of Students in Parish Faith Formation Programs." This form will be distributed, as needed, from the school office, for completion and return to the office.

## **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.

## **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.

## **Use of Photos – Archdiocesan-wide Policy**

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.**

**PLEASE READ THE VARIOUS ACKNOWLEDGEMENTS FOR  
THE USE OF ELECTRONICS**

**SIGN THE BACK PAGE FOR THESE FORMS**

**THEN SIGN PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT PAGE**



**Saint Lawrence School**  
**Acceptable Use, Media Release, and Internet Safety Policies (2019-20)**

**Procedures and iPad Use Guidelines**

St. Lawrence School provides students, faculty members, and employees access to the internet in order 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:

Label the iPad with the owner's (child's) name.

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

Bring the iPad to school every day, with a fully charged battery.

Always keep their iPad in a hard, damage-protective case (such as an Otter box.)

Have their own, or their parent's, Apple ID in their iPad.

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

Always keep the standard screensaver or background pre-set on the iPad. (The picture of the owning student, in school uniform.) *It may not be changed.*

*The iPad is to contain ONLY the applications used in the school for academic purposes. The student/parent is not allowed to download other apps to the device (no games, no social media sites, etc.)*

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

Keep Meraki, the MDM (mobile device management), installed on the device 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) unless specifically permitted by a teacher or administrator to do otherwise.

Use the iPad only in designated areas (classrooms, library, or other parish locations 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.) and at home.

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 or 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. (Bring your own device iPads are the sole responsibility of the owner; school iPads are to be treated with extra care to prevent loss or damage.)

Not leave the iPad in a car or a location where it might be damaged by heat or moisture. (The iPad is very sensitive to moisture and extreme heat.)

Charge the iPad battery correctly to extend the battery life of the device. DO NOT constantly charge it. It is best to let the battery go to 1% before re-charging.

**Internet:**

All internet access shall occur using the STLAW 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 chat rooms. (Parents are advised to closely monitor messaging and chat room use at home.)

Use of non-educational games. (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.)

Jail-breaking iPads. (There is no expectation of privacy.)

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 during school hours.

**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 will 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 uninstalls the MDM (Meraki), eBooks, or any other application the school installs, disciplinary action may be taken. If a student uses the iPad inappropriately while on school grounds, disciplinary action may be taken, including immediate confiscation of the iPad for return ONLY to the parent. The school will install any school applications, Meraki, or eBooks only ONCE without charge.

### **Use of Photos, Pictures, Videos**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his / 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. Parents, you 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. The school also reserves the right to use student, teacher, and parent photos, pictures, and/or videos in public/social media and for marketing as approved by the principal.

## **St. Lawrence School**

### **Archdiocese of Miami Office of Schools Guidelines for Student E-mail**

Internet, Web-based, student E-mail accounts are sometimes made available to St. Lawrence School students for instructional reasons. Student access to E-mail is a privilege with a corresponding degree of responsibility for the user. As an instructional tool, student E-mail accounts are monitored and controlled by the classroom teacher.

As administrators of the student E-mail system teachers will:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student E-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the E-mail system and report incidents to the appropriate building administrator for action.
4. Maintain a file of their student's signed consent forms.
5. Adhere to the STLAW Staff Guidelines for the use of Instructional Technology.

Student responsibilities include:

1. Students should never put personal information in their E-mail messages (name, phone number, age, home address).
2. Students must not use E-mail in an inappropriate or offensive manner.
3. Students are responsible for returning a signed parental consent form before E-mail accounts will be issued.
4. Students will adhere to the STLAW Acceptable Use Policy for Computer Based Technology.

The Student E-mail system has been configured with the following constraints:

1. To conserve disk space E-mail messages will automatically be purged on approximately a monthly basis and Student E-mail accounts will be of a finite size.
2. *Students should save important documents as text or word processing documents to their desired storage location.*
3. To prevent the spread of computer viruses, the ability of the system to send and receive attachments will be controlled.

## 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 and Last Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

### **CONSENT**

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### **NON-CONSENT**

\_\_\_As parent/guardian ***I do not consent*** and do not want this student to have an E-mail account.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Archdiocese of Miami Office of Schools AUP (Acceptable Use Policy)**

**St. Lawrence School AUP Policy Acknowledgement**

RE: DEVICE MODEL #

SERIAL NUMBER

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

St. Lawrence School (referred to as School in this document) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at the School utilize devices on a wireless network. Devices and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus, clear and concise guidelines regarding the appropriate use of DEVICES. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

**E-Mail**

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

**Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

**Audio and Video**

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.

- When sound is needed, headphones provided by the student must be used.
- The use of DEVICES to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

### **Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school DEVICE that is considered inappropriate or impedes the educational purpose of the program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the DEVICES.
- Screensavers that include gaming components are not allowed.

### **DEVICES**

- Student DEVICES must not be left unattended at any time. If a DEVICE is found to be unattended, it will be turned in to the Technology Office.
- DEVICES must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your DEVICE to other students.
- Do not borrow a DEVICE from another student.
- DEVICES must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued DEVICES must be in the school-issued DEVICE case.

- Do not consume food or beverages near the DEVICES.
- DEVICES should be handled with care. Inappropriate treatment of school DEVICES is not acceptable.
- No writing or stickers will be allowed on the DEVICE and DEVICE cases, and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your DEVICE.
- Students are not allowed to create any administrative passwords on their DEVICES.
- Students are expected to come to school with a fully charged battery on a daily basis.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida IPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on DEVICES or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the DEVICES. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in DEVICE failure and will interfere with your ability to complete class work and may affect your grades.

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the DEVICE that impedes the educational purpose of the DEVICE program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the DEVICES nor may copyrighted movies be downloaded to the DEVICES from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the DEVICES
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that DEVICE, but they also slow down the operation of the DEVICE and the network connection.

### **Screensavers**

- The screensaver should be the owner's name or a picture of the owner, in appropriate school uniform. Inappropriate or copyrighted media may not be used as a screensaver.

- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the principal, the Executive Director of Technology, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and DEVICE access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.



- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- DEVICES that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the DEVICE program at the School as well as to students who are using the school's DEVICES and on campus.
- Any DEVICE with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student may earn disciplinary actions on a consequential basis.
- In the case of repeated DEVICE abuse and/or damages, the school has the right to revoke the use of the school's DEVICE and the student will be restricted to using it only on-campus.

Repeated AUP offenses or DEVICE abuses may lead to the loss of a student's privilege of using a DEVICE on campus.

- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student DEVICES will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the DEVICES or materials stored on the DEVICES, or the school's network.

## **Florida Laws**

### Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

### Fla. Stat. 815.06 Offenses against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

### **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.

**GO TO THE LAST PAGE NOW. PRINT OUT LAST PAGE.**

**AFTER YOU REVIEW STUDENT POLICIES WITH YOUR CHILD/CHILDREN,  
SIGN AND DATE WITH YOUR CHILD/CHILDREN.**

**RETURN THE SIGNED PAGE TO YOUR CHILD’S TEACHER  
OR  
TO THE SCHOOL OFFICE  
NO LATER THAN SEPTEMBER 16, 2019.**

**Thank you for your cooperation.  
We look forward to working together to make  
“Catholic Faith and Learning Grow Hand in Hand.”**

**Saint Lawrence School**  
**Parent-Student Handbook Acknowledgement Form**  
**2019-2020**

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)

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(Print Student Name)

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(Print Student Name)

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**Revised 9-17-19 8:20am DLH**