

**ST.LAWRENCE SCHOOL
1020 CARSON AVENUE
CINCINNATI, OHIO 45205**

TELEPHONE NUMBERS

School – 921-4996
School Nurse – 471-6507
Cafeteria – 921-4230
School Fax – 921-5108
Rectory – 921-0328
Modular – 471-3113
Social Worker/Counselor – 921-6328
St. Lawrence Website: www.stlawrenceparish.org

*It is vital that the school be able to maintain correct information regarding each student at all times. Any changes in names, addresses, telephone numbers or other pertinent information must always be **promptly** given or sent to the school office.*

DAILY ORDER

7:15 AM– 7:35 AM	Arrival for breakfast
7:45 AM – 8:00 AM	Arrival for school
10:30AM - 11:20AM	Lunch and Recess for PreK 3 and 4a
11:00 AM- 11:50 AM	Lunch and Recess for PreK 4 b and 4c
11:00 AM– 11:50 AM	Lunch and recess for Grades 1, 2
11:30 AM – 12:20 PM	Lunch and recess for Grades 5, 6
12:00 PM – 12:50 PM	Lunch and recess for Grades 3, 4
12:30 PM- 1:20 PM	Lunch and recess for Grades K
12:40 PM – 1:30 PM	Lunch and recess for Grades 7, 8
2:45 PM	Dismissal

MISSION STATEMENT

St. Lawrence is a Roman Catholic Elementary School committed to the spiritual, academic and personal development of a diverse community of students. Inspired by the Gospel of Jesus Christ, we nurture students so they will become compassionate and confident life-long learners.

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Note: Any and all policies in this Handbook are subject to change given the current COVID-19 Pandemic.

Up to date policies and procedures can be found in the 2022-2023 St. Lawrence School Reopening Plan

ABOUT ST. LAWRENCE SCHOOL

Established in 1870, St. Lawrence School has been serving the families of Price Hill for almost 150 years. We are accredited by the Ohio Catholic Schools Accrediting Association. Our curriculum surpasses the standards specified by the Ohio Department of Education. The Archdiocese of Cincinnati Graded Course of Study provides our school with identifiable and measurable objectives in each subject area. These documents communicate the nature and content of our academic program and are available for review in the school office.

A. WELCOME

Dear Parents and Students,

Welcome to St. Lawrence School! It is our hope that the current school year will be the most beneficial to you both spiritually and educationally. As you read and become acquainted with this handbook, you should become aware of three key thoughts that will help in achieving an education here at St. Lawrence:

1. FAITH

Through our daily prayers, religion classes, and liturgies, we develop a relationship with God, our loving Father. This we manifest by the manner in which we show concern and respect for each other.

2. KNOWLEDGE

As the school year progresses and report cards are received, we should see progress in our studies. After all, only by working hard and developing good study habits will the fruits of successful studies be seen.

3. CHARACTER OF LEADERSHIP

The principles set in this booklet are meant to guide us in developing a Christian spirit that is characteristic of our school - one of charity, concern, generosity, and respect. These expectations will enable us to mature and grow in our relationships with each other.

STATEMENT OF BELIEFS

We **believe** that we are called upon to carry out the message of Jesus Christ and His teachings.

We **believe** that each child is special in the eyes of God.

We **believe** a student's spiritual growth and personal development are equally as important as his or her academic goals.

We **believe** every child is capable of learning.

We **believe** parents are the primary educators with our school community serving as co-educators, assistants, and supporters.

We **believe** students learn in different ways and should be provided with a variety of instructional approaches to support their learning styles.

We **believe** in mutual respect among the school faculty, staff, parents, and students that provides a safe, productive learning environment.

We **believe** that every child can be a leader.

NON-DISCRIMINATION POLICY

St. Lawrence School will not discriminate or deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, disability, religion, gender, sex at birth or age.

PARENT TEACHER COMMUNICATION

We encourage frequent communication between parents and teachers throughout the school year. We are accountable through the following channels of communication:

1. Parent Communication envelopes on Thursdays
2. ClassDojo
3. Notes in student's planner
4. Parent-Teacher conferences
5. Personal telephone calls
6. Progress Reports
7. Sharing Standardized Test Scores/STAR Reading and STAR Math Reports
8. E-mail
9. Option C Student Management System

Pre K holds parent conferences twice a year and on an as needed basis. Progress reports go home to Pre K parents twice a year.

Any parent wishing to contact a teacher can do so by e-mail or by sending a note to the teacher or calling the school office and leaving a message. When emailing a teacher, be sure to write your child's name in the title. The teacher will respond at his/her earliest convenience. **Parents must not come to the classroom unless they have an appointment.** Appointments with teachers should be made after school hours (2:45 PM). Preschool parents may visit classrooms at any time, however they must ring the bell, and sign in at the Main Office.

Issues and concerns should be handled at the lowest possible level; persons with concerns about a teacher should first address the matter with the teacher. Only after such attempts have failed should the principal or pastor be contacted.

NON-CUSTODIAL PARENTS POLICY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

State law requires us to release a child to either parent unless court ordered custody papers saying otherwise are filed in the office.

B. ENROLLMENT

ADMISSIONS

St. Lawrence Parish School admits to grades K-6 students of any sex, race, ethnicity, religion, and national origin to all rights, programs, privileges, and activities generally accorded or made available to students in the school. Students with disabilities will be considered if we have a program to meet their needs. Students are eligible to attend the school upon request of the parents and with the consent of the pastor and principal. In order to be officially registered as a student at St. Lawrence School, all the requirements below must be met. No student may officially enter St. Lawrence School until this process has been

completed.

1. Interview with parent and student by the principal
2. Academic screening
3. Most recent report card must be presented at the interview
4. All registrants must show a final report card showing passage to the next grade.
5. Payment of bills from previous school.
6. Payment of tuition according to current policy.

TUITION AND FEES

1. Tuition is \$5600.00 per child.
2. Some tuition assistance, based on need, is available. Forms are available in the school office.
3. Tuition may be paid in ten monthly payments, beginning in July and ending in April. There is a one time \$25 fee to use the payment plan.
4. A registration fee of \$100 per child, not to exceed \$300 per family must be paid at the time of registration.
5. A late fee of \$10.00 will be added to all accounts that are received after the 20th of each month.
6. Checks should be made out to St. Lawrence School.
7. A \$35.00 fee will be charged on all checks returned for insufficient funds. Anyone who bounces two checks will no longer be permitted to pay by check. Only cash or money order payments will be accepted.
8. If tuition is not paid up-to-date at the end of each trimester, the child may not continue into the next quarter and the report card will be held.
9. Requests for transfer of records will be denied if tuition and fees are not paid.
10. If a registered child is withdrawn before the first day of school, the registration fee is non-refundable.
11. Beginning with the first day of school, no refunds on registration fee will be made.
12. Parents will be charged a \$20 fee for any student left after 3:00. An additional charge of \$20 will be charged for each 15 minute increment.

REGISTRATION

Registration is held in February. Families must be current with tuition payments to register for the next school year.

TRANSFER POLICY

If a student is withdrawing from St. Lawrence School, due notice must be given to the principal so that all necessary information and records can be prepared for the transfer. **Parents must sign a release form so records can be sent to the new school.** Should the family be delinquent in their financial responsibility, records will be kept until these matters are cleared.

Any student who withdraws from St. Lawrence School in a given school year ordinarily may not be readmitted during the same school year. Parents may meet with the school principal to request re-admission of a student to St. Lawrence for a new school year. The final decision rests with the principal and the pastor.

C. DAILY ATTENDANCE

ARRIVAL AND DISMISSAL

ARRIVAL Children who are eating breakfast at school may arrive between 7:15 and 7:40 AM and go directly to the cafeteria. Other students may not arrive before 7:45. No one is available to supervise

students outside before that time, and St. Lawrence will accept no liability for students not following this policy. Students must be dropped off in the Church parking lot. They will proceed past the orange cones and will enter school at the breezeway. **Students must not be dropped off on the Carson Avenue side of the school, as Carson is a dangerous crossing.** Parents who prefer to walk their children to the building should first park in a designated parking space. Doors are locked at 8:00 AM.

DISMISSAL Car drivers are to park in the lower lot with the car heading out of the parking space for safety reasons. Please back into the parking space before you pick up your child. When leaving, pull forward to exit the lot at Sturm Street. Please follow the one way flow of traffic. **No students will be dismissed to the Carson Avenue side of the school. All students will be dismissed to the Church parking lot.**

Dismissal is at 2:45 pm. Students in grades K dismiss via the Music Room/ Library doors.. Grades 1 and 2 dismiss through the rear exit of the primary building. Grades 4 and 6 dismiss via the Breezeway doors. Grades 3, 5, 7 and 8 will be dismissed via the Doorbell Door. **No students will be dismissed to the Carson Avenue side of the school. All students will be dismissed to the Church parking lot.** Students who are not picked up by 3:00 will come to the office. **Should transportation home not be secured, we will notify Child Protective Services and/or the Cincinnati Police Department.**

*****Parents will be charged \$20 for any student left at 3:00. For every 15 min thereafter, an additional \$20 will be charged.*****

TRAFFIC PATTERN When dropping off students in the morning or picking them up in the afternoon, parents should enter the upper parking lot next to the church from Warsaw Avenue and drive slowly to the lower lot. All drivers should exit through the Sturm Street gate. In the interest of safety, please observe this one way flow of traffic. **For the safety of the children, do not pull into the first parking lot off Carson Avenue. St. Lawrence will notify Cincinnati Police of any unauthorized cars that enter this lot for any reason between the hours of 7 AM and 3 PM.**

ABSENCE AND TARDINESS

All students are expected to be present and on time for school each and every day unless they are ill or have other valid reasons. Absentees miss valuable class instruction, discussion, and the continuity of programs. Regular attendance is necessary if one is to be successful in school.

1. If a student is to be absent or tardy on any given day, the parent/guardian must call the school office at 921-4996 between 7:00 AM and 8:30 AM to report the reason for absence or tardiness.
2. **A written excuse is required for each absence in addition to calling the office.** The written excuse should be given to the homeroom teacher upon the child's return. We are required by law to receive a written explanation of your child's absence and these must be kept on file for one year. This note should state the reason for absence, the dates of absence, and should be signed by the parent or guardian. This letter is expected within seven days of the student's return.
3. If a student becomes ill while at school, he/she will be sent to the school nurse or office. Should the child be ill enough to be sent home, the parent or person responsible for the child will be notified and the child should be picked up from the nurse's office or school office within an hour of the phone call. The parent or person responsible for the child must first report to the school office and sign the child out.
4. Students have the responsibility to make up work assigned while absent. Failure to accept this

responsibility could result in a failing grade for that grading period. If a student is absent more than one day, parents are encouraged to make arrangements to pick up make-up work.

5. If at all possible, we encourage parents to make all doctor and dentist appointments for after school hours. Any early dismissal of a student must be requested in writing. Such requests must be approved by the principal. If your child has a doctor's appointment in the morning, he/she should return to school after the appointment.
6. Perfect attendance is defined as being present at school all day every day and arriving at school on time each day. An early dismissal negates perfect attendance. Doctor and dentist visits require absence from school and therefore do not meet the criteria for perfect attendance.
7. Tardy is defined as arrival after 8:00 AM but before 10:00 AM.
Half day absence is defined as arrival after 10:00 AM or leaving before 1:00 PM.
Early dismissal is defined as leaving after 1:00 PM but before 2:45 PM.
8. Students are considered tardy if they are not in their homeroom by 8:00am. If a student arrives at school after 8:00am, they are to report to the office.

For the purpose of reporting attendance to the State of Ohio for EdChoice, every 3 unexcused tardies will count as an unexcused absence for ALL students.

a. Students are marked "tardy – excused" if they have a written note from a parent/legal guardian explaining the reason for the tardiness WITH a valid excuse such as a doctor or dentist note. If your child rides the bus and the bus causes them to be tardy, the tardy will also be excused with no need for a note.

b. Students are marked "tardy – unexcused" when there is no valid excuse for being late. Oversleeping, running late, car trouble, or parent/guardian appointments are NOT valid excuses.

9. EdChoice Scholarship students who accumulate more than 20 absences a year are at risk of losing the Scholarship for the following year. **Late arrival and early dismissals also count toward this total.**
10. The definition of truancy is **the action of staying away from school without good reason; absenteeism.** If absences begin to become an issue, we will work with the proper authorities to file truancy charges.
11. When a student is tardy seven times per trimester, for an unexcused reason (overslept, car trouble, traffic), a detention will be issued for that tardy and any succeeding one.

TRANSPORTATION

Cincinnati Public Schools provides bus service to eligible students through First Student. Students are expected to behave appropriately while riding the bus. They are to talk quietly, stay in their seats, and obey the bus driver and bus monitor.

At the dismissal bell, bus students are to go to the main hallway and quietly get in their bus line. The bus monitor will dismiss students to the bus when it arrives. If a bus student is not riding the bus on a particular day, a parent must contact the office through note or phone call BEFORE 2:15. **Unless the office is notified by a custodial parent, the student will be put on the bus. Parents are not to remove students from the bus line.**

If there are questions regarding the bus service, call First Student bus service at 513-242-0374

Bus service is not offered for PreK students.

D. ACADEMICS

CURRICULUM

Grades K-8 follow the Archdiocese of Cincinnati Graded Course of Study. Preschool follows the Creative Curriculum.

RELIGIOUS EDUCATION POLICY

All students of St. Lawrence School, *whether Catholic or non-Catholic*, are required to take part in prayers, attend Mass, take religion classes, meet the academic standards, and generally promote the moral and spiritual climate of the school. Students participate in liturgical and paraliturgical celebrations as a student body and in smaller classroom groups.

The special liturgical and paraliturgical celebrations in which the students participate are:

Eucharistic Liturgies	Stations of the Cross
Prayer Services	Rosary
May Crowning	Daily Classroom Prayer

Sacraments that will be received by Catholic students include:

Sacrament of Reconciliation (Penance) grade 2

Holy Eucharist (First Communion) grade 2

Confirmation grade 7 and 8

Any child in grades 3-8 who wishes to receive the sacraments of Reconciliation and Holy Eucharist for the first time must contact the school to arrange for proper preparation for these special occasions.

SPORTS AND ACADEMICS

If at any time, a student is failing a subject, their coach will be notified and players may be benched until their grades improve to passing.

TESTING AND ASSESSMENT

Standardized tests are given regularly throughout a child's school career as one way of evaluating student progress and/or ability. The St. Lawrence testing program is as follows:

1. St. Lawrence has a screening tool to screen kindergarteners for kindergarten readiness.
2. New students in Grades 1-8 may be tested in Reading and Mathematics before placement.
3. The Iowa Test of Basic Skills (Grades 1-8), which is the alternative assessment to Ohio State Tests.
4. Cognitive Ability Test (Grades 2, 5)
5. Assessment of Catechesis Religious Education (Grades 5 and 8)
6. Preschool Assessment is TS Gold

HOMEWORK

Homework is assigned as an extension of the instructional program and to reinforce skills taught at school. Homework may include written assignments and study or reading material. **Homework must be a priority.** Students should come to class each day prepared with all assignments completed and all necessary school supplies. Ordinarily, the time allotment for home assignments will be:

Grades 1,2,3.....20-30 minutes

Grades 4,5,6.....45-60 minutes

Grades 7,860-90 minutes

Additional time might be needed for studying for tests, spelling words, and make-up work.

REPORT CARDS

The purpose of issuing report cards is to evaluate the educational growth of the students in all aspects of the curriculum. The report card indicates the educational growth of the students. Report cards for students in grades K-8 are issued three times a year. Preschool Progress Reports go home twice a year.

Interim reports are issued during the sixth week of each trimester. All report cards and interim reports are to be signed by the parent(s)/guardian(s) and returned promptly to the homeroom teacher.

PROMOTION AND RETENTION

Promotion and retention policies at St. Lawrence are handled on an individual basis. Academic progress, physical growth, and maturity of the child are important factors. The recommendation to retain a child will be made by the child's teacher(s), parents, principal and the school counselor/social worker. The final decision will be made by the principal.

Any child in Grades 1-3 who receives a failing grade (N-) for the year in Reading and any other major subject (Math or English) will not be promoted.

Any child in Grades 4-8 who receives a failing grade (F) for the year in two or more major subjects (Math, Science, Social Studies, Reading, or Expression) will not be promoted.

All students, Grades K-6, receive reading intervention daily. Any Grade 3 child who does not pass the Third Grade Reading Guarantee (3GRG) test in December will retake the test in February, April and May. Should he or she still not earn a promotion score, he or she will be required to attend a reading intervention program in June and will take the test again. Should the student still not earn promotional points, he or she will be retained, per Ohio Law.

If a child receives a failing grade (F) for the year in one major subject, he/she must go to summer school or receive 20 hours of tutoring by a certified teacher in order to be promoted.

SPECIAL ACADEMIC PROGRAMS

St. Lawrence School welcomes children with special educational needs. We have several options to help these students:

An Intervention Assistance Team (IAT) is composed of the principal, intervention specialist, speech therapist, counselor, social worker, teachers, and parent(s). Its purpose is to assist the student through a chronic difficult situation whether it is academic or behavioral. Parents or school staff may initiate an IAT meeting by contacting the school counselor who will in turn coordinate a meeting if deemed appropriate. Upon convening, the IAT will attempt to identify the root of the problem and propose interventions towards its resolution.

Our full time intervention specialist works with students who have specific learning disabilities. Students usually receive services outlined in their Individual Services Plans for a half hour each day.

Our part time speech and language pathologist works with children identified as having a speech and

language disability. Students usually receive services for their Individual Services Plan once a week.

St. Lawrence School is also a Jon Peterson Scholarship and Autism Scholarship Provider. Students with identified needs can apply for this scholarship in the spring for the upcoming school year. IEP progress reporting is performed quarterly. For more information, please contact the principal.

TEXTBOOKS

All books must be properly covered and given proper care. It is necessary for each child to have some kind of school bag to protect the books when they are being carried to and from school. Each student is responsible for his textbooks. Fines will be assessed for damaged or lost books. Textbooks, textbook covers, book bags and all other school equipment should remain free of graffiti.

E. STUDENT SERVICES

CAFETERIA

Breakfast is served each morning at 7:15 – 7:45 AM. Only those who are buying breakfast may enter the cafeteria, unless the student rides the bus. **Breakfast is not served on snow delay days.**

Hot lunches are served daily. Students must choose at least three of the five items offered and eat only the food on their own trays. Packed lunches should include a source of protein such as meat or peanut butter, a grain product such as bread or crackers, and a fruit or vegetable. No canned pop, candy, or carry-in fast foods are permitted in the cafeteria as this would jeopardize our state/federal lunch program.

Students eating in the cafeteria are expected to be courteous and polite, to speak quietly, and to observe proper eating habits and table manners. Before leaving the cafeteria students must pick up anything they dropped, return their chairs to their proper places, and take their trays to the dish window.

WATER BOTTLES

Students may bring water bottles to use throughout the day. They may be filled at our water bottle filling stations. There is to be nothing in the bottle other than water (no gatorade, pop, etc.)

FIELD TRIPS

Occasionally classes may go on educational field trips. A student must return the school's permission form signed by a parent or guardian on time in order to go. Field trips are privileges, and students can be denied participation if they fail to meet behavioral requirements.

LIBRARY

St. Lawrence School maintains a central library which is available to all students. Because the library is a place of reading, study, and research, a quiet atmosphere must be maintained at all times. A fine is charged for overdue books for each school day that the book is late in being returned. Students must pay for lost or damaged books.

PHYSICAL EDUCATION

A certified teacher conducts weekly classes for all students. Each student will participate in the physical education program unless a physician's report indicates that this may be harmful. On occasion, because of a slight indisposition, a child may be excused if a note from the parents is presented.

All students must wear gym shoes for physical education class. Gym shoes should have a white or natural sole. Any variation must have manufacturer's label guarantee indicating the shoe will not scuff or mar the

floor. Turf shoes or any shoes found to mark or damage the gym floor are not permitted.

INTERNET USAGE POLICY

Students shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden. Please see the separate fee schedule for lost and/or damaged technology.

LOST AND FOUND

Please label all clothing with the student's name so that any clothing turned in may be identified and returned. Articles of unidentified clothing are placed near the office. Periodically, any unclaimed articles are donated to St. Vincent de Paul. The lost and found container is located in the Breezeway.

F. DISCIPLINE

All teachers, staff members, and the principal have the responsibility for maintaining discipline and have the authority to redirect students who do not behave in conformity with our accepted rules of conduct. Serious disciplinary problems and consistent violations of regulations will be referred to the principal and parents will be contacted.

STUDENT CODE OF CONDUCT

The goal of the Student Code of Conduct at St. Lawrence School is the development of the whole child based on Gospel virtues, mutual respect, personal responsibility and natural law. The objectives of the Student Code of Conduct are:

- to teach Catholic virtues
- to promote positive behavior necessary for learning and growth
- to maintain a safe environment
- to protect the rights of all students

Each group within the school community has certain responsibilities which create the school environment.

STUDENTS have the responsibility to:

- respect the rights and dignity of teachers, principal, school personnel, and other students
- respect school and others' property
- know and obey school and classroom rules
- accept the consequences when a rule is not obeyed

PARENTS have the responsibility to:

- take seriously their role as the primary educator of their children
- respect and support teachers in their role as educators
- support school personnel in implementing the Student Code of Conduct
- teach their children respect for people and property

- inform the teachers of any change in the home that would affect the children's performance in school
- respond to school communications when a reply is requested
- accept the overall responsibility for their children's actions and the resulting consequences of those actions.

****Failure to support the school, pastor, principal or teachers in educational or disciplinary matters may result in your child's expulsion.****

TEACHERS have the responsibility to:

- respect the rights and dignity of students and assist parents in their role as the primary educators of their children
- explain and enforce school rules and implement the consequences consistently
- establish and enforce classroom rules consistent with the goal of the Student Code of Conduct
- communicate when appropriate with the principal and parents

THE PRINCIPAL has the responsibility to:

- respect the rights and dignity of all members of the school community
- establish and enforce the Student Code of Conduct
- support the faculty in enforcing the Code of Conduct
- communicate with parents when serious or consistent violation of the Code of Conduct has occurred
- suspend and, in consultation with the pastor, expel students.

It is essential that all members of our Catholic school community know **what type of behavior is expected of students and what types of behavior are not acceptable as grounds for expulsion.**

We expect STUDENTS shall treat each other, school personnel, and visitors with concern and respect.

- Disrespect, defiance, and alienation of others is contrary to the Gospel message; defiance is also grounds for IMMEDIATE expulsion at the discretion of the Principal and/or Pastor.
- Possessing, using, transmitting drugs, alcohol, or tobacco demonstrates a lack of respect for one's own and other's physical and mental health.

We expect STUDENTS shall facilitate the educational process in church, school, classrooms, cafeteria, and on the playground.

- There shall be no disruption of the learning environment such as disregard of classroom policies, talking in the halls and on the stairs, display of temper, leaving the premises, and not accepting the consequences of one's actions.
- There shall be no cheating, forgery, and vulgar language and gestures.
- There shall be no aggressive behavior such as unnecessary roughness, fighting, throwing ANY object, deliberate injury, and possessing dangerous objects, including but not limited to weapons, or weapon look-alikes.

We expect STUDENTS shall use material items with care and respect.

- There is to be no destruction of school property, other student's property or vandalism.

The above mentioned behaviors or infractions are grounds for expulsion. Other actions affecting our Christian educational process which are not explicitly mentioned above will be dealt with on an individual basis by faculty members and/or the principal and pastor.

A **system of behavioral intervention** is key in the educational process. Our system utilizes the following steps:

1. Teacher interventions
2. Parent interventions (note, phone call, conference)
3. Principal interventions
4. Detention
5. Suspension (in or out of school)
6. Expulsion

Any serious offense, such as substance abuse, possession of weapons, fighting, defiance, immoral or felonious social media usage or vandalism, terminates this process and may result in immediate suspension or expulsion.

Parents are reminded that modeling appropriate behavior at all times and especially while at school or school events is critical to the formation of our children. Parents who engage in inappropriate behaviors may result in the student(s) and family being asked to withdraw from St. Lawrence School.

GENERAL POLICIES

1. Proper respect is to be given to all St. Lawrence Faculty, Staff, and Personnel. Defiance is not tolerated, and is grounds for immediate expulsion as determined by the Principal and/or the Pastor.
2. Any conduct that is detrimental to the reputation and character of St. Lawrence School and/or our students will not be tolerated. The administration reserves the right to discipline for off-campus behavior that would significantly affect the school environment or place the reputation of St. Lawrence School in a negative light. This includes the use of social media, pictures, etc.
3. Students may use the telephone only with permission of the principal or secretary.
4. Chewing gum is not permitted on school premises. Students chewing gum may receive detention without warnings.
5. Students are to be considerate of one another on the playground.
6. Harassment will not be tolerated in physical, mental or electronic form.
7. No student may leave the playground, including re-entering the school building, without the permission of the teacher who is on duty. A student entering the school building from the playground is to enter via the doorbell door.
8. While we understand that cell phones and "smart" watches are an essential communication device for parents and students, we **STRONGLY DISCOURAGE** bringing electronic devices to school. If a student needs a cell phone for after school use, the phone must be turned off. Phones must be secured by the student during school hours.
9. A student who is using a cell phone without permission during school hours risks confiscation of said device. The school is not responsible for any electronic devices brought to school. **The school cannot investigate lost phones.**

10. The school administrator or an agent may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks and computers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, etc. An inspection does not imply wrongdoing by the student being inspected. A student and his/her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. **Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.**
11. The education of a child 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 irreparably broken.

DETENTION

Detention of students will be handled by the individual classroom teacher. If any student is to be kept after school hours, a written notice will be sent to the parents at least one day in advance of the detention.

SUSPENSION

Serious disciplinary problems will result in a temporary in-school or out of school suspension. A parent-principal conference will be held. During a suspension, it is at the classroom teacher's discretion if the child will be allowed to make up the work and will be given credit for that day's assignments. However, he/she is responsible for learning all material covered. An out-of-school suspended student is not to be present on the school grounds or at any after school activities, including sports, during the suspension.

EXPULSION

Expulsion of a student is handled in the context of the Christian educational community. Parents/Guardians will be notified of the infraction and resulting consequence.

RESPONSIBILITY POLICY

After the first two weeks of the school year, office personnel will determine if a student is allowed to call home for forgotten gym clothes, homework, field trip permission slips, or other items. Having to face the consequences of their actions will help children develop responsibility.

G. DRESS CODE

The purpose of coming to school is to learn. To retain this learning atmosphere, personal cleanliness along with neat, appropriate, and modest clothes are essential. **The principal reserves the right to determine what is neat, appropriate and modest.**

GIRLS may wear:

- Selected brown plaid uniform jumper (grades PreK-4)
- Selected brown plaid uniform skirt (grades 5-8). The waistband of the skirt must show and may not be rolled over. Skirts may be no shorter than one inch above the top of the knee. **The principal reserves the right to determine what is appropriate and modest.**
- Khaki or black dress pants or shorts. *Shorts may be worn in August, September, April and May only.*
- Gold or red three button knit shirt with a collar (with or without the St. Lawrence logo).

BOYS may wear:

- Khaki or black dress pants or shorts. *Shorts may be worn in August, September, April, and May only.*
- Gold or red dress shirt with a collar.
- Gold or red three button knit shirt with a collar (with or without the St. Lawrence logo).

RULES FOR EVERYONE

1. Pants must be worn at the waist.
2. No oversized shirts or pants are to be worn.
3. Blouses and shirts must be tucked in at all times.
4. Solid brown, black, red, gold, or white sweaters, sweatshirts, or vests may be worn over the uniform blouse or shirt. Hooded sweaters and sweatshirts are prohibited.
5. Only plain white T-shirts may be worn under the uniform blouse or shirt (except gym days).
6. Socks, solid black, gray or white tights, or leggings must be worn.
7. Makeup and nail polish may not be worn.
8. Small and simple earrings may be worn. A small cross or religious medal necklace may be worn.
9. Extreme hairstyles and hair colors are not permitted for boys or girls. **Weaves, extensions, spiked hair or mohawk styles are not allowed. Extreme or distracting hair is not allowed.** For boys, hair should not touch the shirt collar or the eyebrows. There are to be no designs shaved into the hair. **The definition of extreme or distracting will be determined by the principal.**
10. Face and body piercing, tattoos, and facial hair are prohibited.
11. Shoes must totally enclose the foot. No sandals, clogs, crocs, or shoes with open toes or open backs are allowed. High-heeled shoes and shoes with wheels are not allowed. This is a safety consideration.
12. If for some justifiable reason, the proper uniform cannot be worn, the parent must send a note with the child explaining the reason.

OUT OF UNIFORM DAY

Periodically an out of uniform day will be announced. Here are the guidelines for these days:

- No torn, figure-hugging, or baggy pants may be worn.
- T-shirts may be worn, but they may not have inappropriate sayings or pictures.
- Shorts are allowed in warm weather as long as they are modest and not too short.

H. HEALTH AND SAFETY

HEALTHCARE

The staff of St. Lawrence is regularly trained in recognizing and containing the signs and symptoms of Communicable Diseases. Staff will refer to the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illness. This Communicable Disease Chart is posted near the preschool classrooms. If children have been exposed to a communicable disease, an email and written note will be sent to notify parents and guardians of this exposure..

Throughout the day, teachers and staff shall closely monitor each child. If it is observed that any person has the following signs of illness a staff member will immediately notify the parent or guardian. Children with these symptoms shall be immediately isolated in the office, or outside when appropriate, and may be asked to wear a mask while he/she waits with a staff member to be discharged to his/her parent or guardian. These symptoms include: a temperature of at least 100.00° F, diarrhea, severe cough causing

the child to become red or blue in the face or to make a whooping sound, difficult or rapid breathing, yellowish skin or eyes, redness of the eye, obvious discharge, matted eyelashes, burning or itching of the eye, untreated skin patches, unusual spots or rashes, evidence of untreated lice, scabies, or other parasitic infestation, sore throat or difficulty swallowing, unusually dark urine, gray or white stool, a stiff neck with elevated temperature, vomiting or when accompanied by any other sign or symptom of illness.

Handwashing Policy

Staff members have been trained in the management of hand washing procedures by a licensed R.N.

- Children, staff and helping adults are required to wash their hands thoroughly
 - upon entering the school or classroom at the beginning of their day
 - following toileting
 - before eating and after eating
 - following the handling of pets
 - following water or sand play
 - following the handling of bodily fluids
 - upon dismissal from the classroom

Children will be instructed in proper handwashing which will be overseen by staff members.

The use of hand sanitizer is permitted under adult supervision. Hand sanitizer will only be used when hand washing is not an option. No child is ever permitted to carry hand sanitizer with him/her or in his/her school bag.

The school nurse supervises the health program in the school. Her duties include caring for children who become sick or injured while at school, maintaining student health records, and control of communicable diseases. The school nurse administers vision and hearing screenings at regular intervals.

Any pertinent information concerning the child's medical history should be reported to the school nurse so that our health records are always current.

A written request must be obtained from the physician for prescription or over the counter medication before any medication may be administered by school personnel. School personnel will administer by-mouth medicines only with the exception of emergency medications. All medications must be delivered to school by an adult and will be kept in a locked, secure place. **Students are not to have medication of any type on their person at any time This policy includes inhalers, cough drops, etc.** St. Lawrence School will allow students to carry such items on their person only when instructed in writing by the student's physician.

Parents should not send a child to school in the following situations:

- **Fever:** If your child has a fever (a temperature of 100.0 F or greater) he/she should remain at home until they have been fever free for a full 24 hours without giving Tylenol or Ibuprofen and they have returned to their typical behavior. **If your child is sent home from school with a fever, he/she may not attend school the next day.** If your child wakes up with a fever, he or she must remain at home for 24 hours.
- **Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a **full 24 hours and have resumed a typical diet.** If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

- **Cold/Cough:** If the nasal drainage is thick and green or if your child has a persistent or productive cough that makes him or her uncomfortable or is disruptive to the learning process, please keep your child at home and consider consulting with your child's physician.
- **Infection:** If your child has been diagnosed with strep throat or "pink eye," he/she must remain at home until fever free **and** has received 24 hours of antibiotic therapy. A note may be required for reentry into school.
- **Lice:** Any student who has head lice must be nit-free before returning to school.

TUBERCULOSIS SCREENING

According to the Hamilton County Health Department guidelines, schools are required to identify and screen persons who might be in a population with high risk for tuberculosis (TB). Foreign born students and staff who were admitted into the USA in the last five years from a country with a high TB rate must provide evidence of a TB screening within 90 days of school entrance or employment. Students and staff who visit in a non-tourist capacity in a country with a high TB rate must provide evidence of a TB test within 90 days of return from the foreign country.

FOOD ALLERGY POLICY

St. Lawrence School is committed to the safety and health of all students and employees. The purpose of this policy is to provide a safe and healthy learning environment for students with food allergies.

The parent will notify school personnel in writing of the student's food allergy. Parents will note allergy on school's emergency forms and complete all emergency information.

Parents, principal, school nurse, teachers, and cafeteria staff will, as a team, develop an accommodation plan including cafeteria menus, emergency action plan, medication plan, and staff education.

Parents will provide written instructions and medication for emergencies. Medication will be kept in the school office or the classroom as needed.

Ongoing education of students, families, and staff will be provided by the school nurse and parents. This will include emergency management, symptoms of allergic reaction, and administration of emergency medication.

Alternative treats for the student with food allergy will be provided for parties by the parent.

Classroom projects will be monitored by staff to eliminate food allergens.

COUNSELING SERVICES

St. Lawrence School has a counselor and a social worker who provide family and student support services, crisis intervention, counseling, tutoring, and classroom intervention/programs. If parents want their child to see the counselor or social worker they should contact the Counselor/Social Worker Office at 921-6328.

The counselor and social worker may see a student for up to three times without parent notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

St. Lawrence is proud to offer the services of a counselor from Beech Acres. For more information about this counseling program, please contact the Counselor/Social Worker Office.

CRISIS PLAN

There are unusual occasions where crisis intervention situations arise. There is a plan to address those occasions. Examples of such situations may be but are not limited to the following:

1. Talk or threats of suicide or causing injury to self or others.
2. Incidents of child abuse or child neglect.
3. Sudden death or serious illness of a staff member or student.
4. Bomb threats, or other threats of violence.
5. Intruder alert.

Teachers, pastor, principal, social worker, psychologist, counselor and other staff members constitute the crisis intervention team.

HARASSMENT POLICY

Our Christian faith embraces each individual as a gift from God, worthy of love and respect; therefore, harassment or bullying in any form including, but not limited to, race, gender, religious belief, nationality, disability or sexual orientation is prohibited. Harassment is defined as pervasive or severe, unsolicited, aggressive behavior or intimidation. It may be verbal jokes, insults, innuendos, propositions or threats. It may also be non-verbal gestures, touching, or assault. All harassment should be reported to a teacher or administrator. All allegations of harassment will be taken seriously and promptly investigated. Disciplinary action against students may include detention, suspension, expulsion and/or notification of the civil authorities. **Parents are reminded that this policy includes parents' use of social media as well.**

BULLYING POLICY (Adopted 8/2018)

St. Lawrence School takes bullying very seriously, and has personnel and processes in place to prevent, report and minimize its negative effects.

To understand what bullying is, one must first understand what bullying is and isn't. The website <https://www.stopbullying.gov/what-is-bullying/index.html> is a wonderful resource to parents, teachers, students and guardians. StopBullying.gov defines bullying in the following ways:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- ☒ **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ☒ **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

- ☒ **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - ☒ Teasing
 - ☒ Name-calling
 - ☒ Inappropriate sexual comments
 - ☒ Taunting
 - ☒ Threatening to cause harm

- ☒ **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - ☒ Leaving someone out on purpose
 - ☒ Telling other children not to be friends with someone
 - ☒ Spreading rumors about someone
 - ☒ Embarrassing someone in public
- ☒ **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - ☒ Hitting/kicking/pinching
 - ☒ Spitting
 - ☒ Tripping/pushing
 - ☒ Taking or breaking someone's things
 - ☒ Making mean or rude hand gestures

Students are encouraged to report bullying to a teacher, parent or trusted adult *as soon as the actions occur*, preferably during or right after the incident(s). There are three methods that can be used to report bullying:

1. Verbal notification to a trusted adult at school (all adults have been trained and are familiar with bullying notification and reporting);
2. Written notification using the *Bullying Report Form* and dropping it off at the Counselor/Social Workers' Office;
3. Email notification using the stopbullying@stlawrenceparish.org.

The verbal, written, or emailed protocol will be monitored by a member of the Counselor/Social Worker Team. A member of the Team will reply to and act on any report within 24 hours and the following action(s) will be taken:

- The initial report will be filed in a disciplinary binder for record keeping
- The Team member will decide (in consultation with the Administration) if disciplinary action should take place.
 - If no disciplinary action is to take place, the student(s) involved will enter into an ad-hoc relationship with the Team, discuss possible outcomes/means of managing the situation and preventing its recurrence;
 - If disciplinary action is warranted, the Principal will become involved, and action will be taken to prevent further occurrences.
- In either case, parent(s) will be notified as to the situation and outcomes.
- If the behavior repeats, further action will be taken. As a rule, we don't discuss disciplinary action with anyone other than the individual parent(s) and student involved. This is a private matter between the Principal (or designee) and the parent(s) or student.

St. Lawrence Incident Reporting Form (*sample*)

Any adult in the school can help you complete this form if you need help.

Name of Student Reporting:

Date:

People Involved in Incident:

Specific Details of Incident (where were you, what was said, and what happened):

I told a parent or responsible adult at the time:

_____ Yes

Date:

Person Notified:

_____ No

Please turn this paper into the mailbox outside the Counselor/Social Workers' Office.

SAFETY DRILLS

FIRE DRILLS

According to state law, a fire drill is conducted each month (August through June). When the fire alarm sounds, students leave the building in absolute silence and remain silent in lines outside the building in assigned places. Teachers use walkie talkies to report to the Principal that all children in that classroom are out of the building and accounted for.

TORNADO DRILLS

Tornado drills are conducted in April and May. When notification of a tornado warning is given, everyone quickly and silently goes to the basement and sits on the floor in their designated area with crossed legs and with hands covering the head. The Principal checks areas to see that all students and adults are accounted for. Students will not be dismissed from school during a tornado warning.

SHELTER IN PLACE

A shelter in place drill is conducted once each year. In the event that a shelter in place is advised for the area that includes St. Lawrence School, all persons in the building will be notified to go to their assigned places of safety on the third floor. Everyone will remain there until the "All Clear" is issued. No one will be allowed to enter or leave the building during a shelter in place.

LOCKDOWN DRILLS

At least once a year the lockdown procedure is practiced. During a lockdown, no one is allowed to enter or leave the building.

ACTIVE SHOOTER DRILLS

EMERGENCY CLOSINGS

If weather conditions or some emergency would require school to be closed, delayed, or dismissed early on a given day, the following procedure will be followed:

St. Lawrence will follow the announcement for **ST LAWRENCE SCHOOL, EAST PRICE HILL**. If there is a two hour delay, St. Lawrence will start at 10:00 AM with no morning preschool or breakfast. Full day preschool will be in session starting at 10:00 AM. We will endeavor to inform parents via OptionC as well.

Queen City buses follow Cincinnati Public Schools' call for emergency closings; if Cincinnati Public Schools cancel classes and St. Lawrence is in session as usual, there will be no bus service.

PLEASE DO NOT CALL THE RECTORY OR THE SCHOOL.

VISITORS

Any visitor, parent, student, friend of present students, salesperson, or other person not expressly connected with the school must report to the office, sign in, and receive permission to go anywhere in the school. This is for the protection of all concerned as well as for the orderly operation of the school. Visitors should sign out before leaving. **The Archdiocesan Child Protection Decree does not permit parents to "drop in" for visits.** Should a parent wish to come Jo to a child's classroom, please make an appointment with the classroom teacher.

CHILD PROTECTION POLICY

All people who intend to work or volunteer in any of the Archdiocese of Cincinnati parishes, schools, or institutions, must be active and current in the Safe Parish System before you are approved to work with children. All volunteers and staff must complete a background check by being fingerprinted. An official copy of the Decree on Child Protection is available in the school office.

Any suspected child abuse must be reported to the appropriate agency. Teachers and principals are required by law to report suspected child abuse. Child abuse includes physical harassment, verbal harassment or physical neglect. Verbal or physical harassment, whether teacher to student, student to student, or student to teacher, should be reported to school authorities immediately.

WEAPONS POLICY

It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on St. Lawrence premises. Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey, a deadly weapon or dangerous ordinance into a school zone.

AIDS POLICY

Each instance of AIDS involving a student shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

GENDER IDENTITY POLICY

Local parish/school authorities are responsible for developing and promulgating written policies regarding the attendance of pregnant students, students who are cohabitating, married students in the school, and students who are Lesbian, Gay, Bisexual, or Transgender. School personnel, parents, and students should be informed of the school's Catholic identity and policies that relate to gender identity and gender ideology. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic

teachings. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. So a person's biological identity and gender identity are considered to be one and the same. In Catholic schools, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools should: Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion. Require that participation on school teams be according to biological sex. Require that names and pronouns be in accordance with the student's biological sex. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips be according to biological sex. Maintain names in school records according to the student's biological sex. In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions: i. What is the specific request of the student and/or parents? ii. Is the request in keeping with the teaching of the Catholic Church? iii. Is the school reasonably able to accommodate the request? (Catholic Conference of Ohio 2017)

PREGNANCY POLICY

In the event that a student in our school conceives a child (whether or not the partner is in our school), the principal and pastor will meet with the parents of the student in order to discuss the implications. Actions taken by the school will be directed toward protecting the dignity of the persons involved and also to protect the innocence of the rest of the student body.

ASBESTOS POLICY

A management plan regarding asbestos containing materials is available in the maintenance office. In compliance with AHERA regulations, follow-up inspections are conducted every three years as well as twice yearly surveillance of these materials.

I. VOLUNTEERS

St. Lawrence School depends on the parents/guardians of students to assist the school in a variety of ways. We deeply appreciate your services. Some ways volunteers can assist are:

Teacher-Aides

Playground Monitors

Cafeteria helpers

PTO Activities

Parish Activities

All regular volunteers must be fingerprinted by the Archdiocese of Cincinnati – no other agency – before having contact with the children, and must be active in Safe Parish.

BINGO

The St. Lawrence Sunday and Monday bingos contribute greatly to the support of our school.

We ask each family to volunteer at least three times a year for each child enrolled in school. In the event that something prevents a parent from volunteering on a particular Sunday or Tuesday, we kindly request that parent to provide an adult substitute (18 years of age or older) to replace that parent.

Twice yearly, a volunteer bingo list is sent to parents. Any questions concerning your scheduled Sunday or Tuesday should be directed to the bingo staff members:

Margie Panzeca

451-5694

If any parent can volunteer his/her services for Sunday afternoon or Tuesday evening Bingo on a monthly basis, the help would be greatly appreciated.

J. PRINCIPAL'S RIGHT TO AMEND

The principal of St. Lawrence School retains the right to amend this handbook for just cause and clarification. Parents and students will be given prompt written notification if changes are made.

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

St Lawrence plans to return to in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, St. Lawrence will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combating COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Lawrence and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Lawrence staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at St. Lawrence there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any St. Lawrence function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit St. Lawrence have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Lawrence attend any St. Lawrence function, or visit St. Lawrence.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Lawrence or any St. Lawrence function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

Staff Members

An updated list will be sent home the first week of school.

Mrs. Jen Long	Interim Principal	long@stlawrenceparish.org
Mrs. Danielle Goertemoeller	Assistant Principal	goertemoeller@stlawrenceparish.org
Ms. Erin Beiter	Preschool	beiter@stlawrenceparish.org
Mrs. Rachel Southard	Preschool	southard@stlawrenceparish.org
Mrs. Bridgette Berry	Preschool	berry@stlawrenceparish.org
Mrs. Jennifer Schutte	Preschool	schutte@stlawrenceparish.org
Mrs. Elizabeth Noschang	Kindergarten	noschang@stlawrenceparish.org
Mrs. Shawn Sand	Kindergarten	sand@stlawrenceparish.org
Mrs. Tracy Mowery	First Grade	mowery@stlawrenceparish.org
Mrs. Lisa Mauntel	First Grade	mauntel@stlawrenceparish.org
Mrs. Grace Yuellig	Second Grade	yuellig@stlawrenceparish.org
Ms. Rachel Minning	Second Grade	minning@stlawrenceparish.org
Ms. Madeleine Jett	Third Grade	jett@stlawrenceparish.org
Ms. Carlee McCarthy	Third Grade	mccarthy@stlawrenceparish.org
Ms. Bridget Hellmann	Fourth Grade	hellmann@stlawrenceparish.org
Ms. Melissa Vollhardt	Fourth Grade	vollhardt@stlawrenceparish.org
Ms. Alyssa Madl	Fifth Grade	madl@stlawrenceparish.org
Mrs. Mary Stas	Sixth Grade	stas@stlawrenceparish.org
Ms. Julia Fennen	Sixth Grade	nixon@stlawrenceparish.org
Mr. Jonathan Beer	Seventh Grade	beer@stlawrenceparish.org
Mr. Roch Fredette	Eighth Grade	fredette@stlawrenceparish.org
Mrs. Allie Smogor	Eighth Grade	smogor@stlawrenceparish.org
Mr. Paul Stratman	Intervention Specialist	stratman@stlawrenceparish.org
Mrs. Beth Shore	Librarian	shore@stlawrenceparish.org
Mrs. Mary Hahn	Music	hahn@stlawrenceparish.org
Mrs. Julie Banschbach	Computer	banschbach@stlawrenceparish.org
Mrs. Sherlyn Conrad	Physical Education	conrad@stlawrenceparish.org
Mrs. Erica Tyler	Social Worker	tyler@stlawrenceparish.org
Mrs. Kelly Starkey	Social Worker	starkey@stlawrenceparish.org
Mrs. Josie O'Toole	Title I Teacher	otoole@stlawrenceparish.org
Mrs. Emily Richmond	Title I Teacher	richmond@stlawrenceparish.org
Mrs. Rose Burck	Intervention Specialist	burckro@cpsboe.k12.oh.us
Mrs. Tabby Dudley	Secretary	tdudley@stlawrenceparish.org
Mrs. Michelle Sperber	Secretary	sperber@stlawrenceparish.org
Mrs. Dennise Macedo	Spanish Liason	macedo@stlawrenceparish.org
Mr. Nicolas Gualteros	Spanish Liason	gualteros@stlawrenceparish.org
Mrs. Denise Dugan	Cafeteria Manager	dugand@stlawrenceparish.org
Mrs. Missy Prost	Cafeteria	
Mrs. Peggy Withers	Cafeteria	
Mrs. Allie Meiners	Cafeteria	
Mr. Kevin McGinnis	Head of Maintenance	mcginnis@stlawrenceparish.org
Mr. Eddie St. Clair	Maintenance	
Mr. Anthony Eichhorn	Maintenance	

COMMITMENT PAGE

PARENTS / GUARDIANS

My signature below means that I have read the electronic version of the St. Lawrence School Handbook and I agree that I and my child(ren) will uphold the expectations as written. I will offer my support and encouragement to the faculty and staff of St. Lawrence School as they offer my child(ren) a quality Catholic education of academics and values.

If my or my child(ren)'s conduct, attitude, or compliance shows a lack of support for the policies and expectations of St. Lawrence School, as outlined in the *Family Handbook*, I may be asked to withdraw my child from St. Lawrence.

A paper copy of this *Handbook* may be obtained from the School Office upon request.

Father's/Guardian's Signature Date

Mother's/Guardian's Signature Date

STUDENT(S)

My signature below means that I have read the **St. Lawrence *Student and Family Handbook*** and agree to follow the rules and regulations as enforced by the faculty and staff of St. Lawrence School. I will show the Christian attitude, cooperation and respect expected from those offering me a solid Catholic education. **If my behavior shows a lack of support for or compliance with St. Lawrence expectations listed in the *Student and Family Handbook*, I may be asked to withdraw from St. Lawrence School.**

Student's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

This sheet should be signed and returned to school only after the attached or digital handbook has been read by St. Lawrence students and their parents/guardians, but no later than SEPTEMBER 10, 2021. It will be kept on file in the school office during the duration of the 2021 – 2022 school year.

Additional Preschool Information

About St. Lawrence Preschool

St. Lawrence Preschool strives to provide a planned, nurturing and loving environment for three, four, and five year old children in which they can develop cognitively, emotionally, physically, and socially, each to his or her potential. To do so, our Preschool program uses Creative Curriculum for Preschool and Ohio's Early Learning and Development Standards as resources to plan and implement a developmentally appropriate program which is rich in content in literacy, math, science, social studies, and the arts, all while encouraging the social, emotional, and physical development of each individual child.

Step Up to Quality-Star Rating

St. Lawrence is proud to be a Five Star Preschool in Ohio's Step Up to Quality Program. This rating system is specifically designed to evaluate programs that offer early childhood care and education. Our program received the highest designation possible, earning Five Stars from the Ohio Department of Education. These stars were earned in recognition of our excellent child care program and our ongoing commitment to the care and education of the young child. To qualify for this award, we either meet or exceed an extensive list of quality benchmarks defined by the State of Ohio.

Licensing

St. Lawrence Preschool is legally licensed to operate by the Ohio Department of Education. This license is posted on the bulletin board in the preschool hallway. The laws and rules governing Child Day Care are available for review at the school.

St. Lawrence Preschool is currently licensed to serve 70 children per session. St. Lawrence Preschool does not discriminate in the enrollment of children upon the basis of race color, religion, sex, national origin or disability in compliance with the ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Licensing record, compliance reports, inspection reports, and complaint investigation reports from ODE along with building and fire inspections are available for review at the school.. They also can be found on the following website: <https://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>. The inspection reports and complaint investigation reports are posted in the school office for review.

Complaints can be made by filling out this form: <https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/Request-for-Review-form.pdf.aspx?lang=en-US> and emailing it to: OELSR.Licensing@education.ohio.gov.

STUDENT PROGRESS MONITORING

All students entering our Preschool program will be given the Ages and Stages Screening Questionnaire. This assessment will aid staff in determining each child's level of readiness.

If a child's parent and/or teacher suspects that he/she could have a learning concern the Intervention Assistance Team (IAT) will come together to discuss said child. This team is composed of the principal, intervention specialist, speech therapist, counselor, social worker, teachers, and parent(s). Its purpose is to assist the student through a chronic difficult situation whether it is academic or behavioral. Parents or school staff may initiate an IAT meeting by contacting the school counselor who will in turn coordinate a meeting if deemed appropriate. Upon convening, the IAT will attempt to identify the root of the problem and propose interventions towards its resolution.

If deemed appropriate, Parents can access other developmental screening services by contacting the

following:

Cincinnati Childrens Division of Developmental Disabilities: 513-636-4611
Best Point Education & Behavioral Health: 513-272-2800

Students will be issued Progress Reports twice a year. These reports will serve as one means of communicating progress with parents. Parent teacher conferences will occur twice a year and on an as needed basis.

TUITION AND FEES

1. Preschool Tuition is \$9620.99 per child.
2. Some tuition assistance, based on need, is available. Forms are available in the school office.
3. Tuition may be paid in ten monthly payments, beginning in July and ending in April. There is a one time \$25 fee to use the payment plan.
4. A registration fee of \$100 per child, not to exceed \$300 per family must be paid at the time of registration.
5. A late fee of \$10.00 will be added to all accounts that are received after the 20th of each month.
6. Checks should be made out to St. Lawrence School.
7. A \$35.00 fee will be charged on all checks returned for insufficient funds. Anyone who bounces two checks will no longer be permitted to pay by check. Only cash or money order payments will be accepted.
8. If tuition is not paid up-to-date at the end of each trimester, the child may not continue into the next quarter and the report card will be held.
9. Requests for transfer of records will be denied if tuition and fees are not paid.
10. If a registered child is withdrawn before the first day of school, the registration fee is non-refundable.
11. Beginning with the first day of school, no refunds on registration fee will be made.

STUDENT and FAMILY

HANDBOOK

2022-2023



Proudly serving the families of Price Hill since 1870