

St. Lawrence Family Handbook



1020 Carson Ave
Cincinnati, Ohio 45205
School Office (513) 921-4996
www.stlpricehill.org

School Hours

8:00 a.m. – 2:57 p.m.

Breakfast

7:15-7:45 a.m.

*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.*

Rev. 2025-2026

TABLE OF CONTENTS.....	Pages
2-3	
WELCOME.....	Pages
3-4	
Principal Letter, p. 3	
History of School, p.3	
Mission Statement, p.3	
Belief Statements, pp.3-4	
ACCREDITATION, p. 4	
ADMINISTRATION, p.4	
RIGHT TO AMEND, p.4	
ADMISSION AND REGISTRATION.....	Pages
4-7	
Non-Discrimination Statement, p. 4	
Registration Requirements for All Students, p. 4	
School Age, pp. 4-5	
Educating Students with Special Needs, p.5	
Admissions Process, p.5	
Registration, p.5	
Tuition and Fees, pp.5-6	
Accuracy of Information Statement, p.6	
Voluntary Withdrawal of Students, p.6	
FAITH FORMATION.....	Pages 6-7
Religious Education, p.6	
Sacramental Preparation, pp.6-7	
ACADEMIC PROGRAM	Pages 7-11
Academic Expectations, p.7	
Homework, p.7	
Guidelines for Homework Completion, p.7	
Grades and Grading, p.8	
Promotion and Retention, p.8	
Special Academic Programs, pp.8-9	
Field Trips, p.9	
Records Review, p.9	
Withdrawal/Disenrollment for Academic Reasons, p.9	
Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians, p.9	
Curriculum, p. 10	
Standardized Testing, p. 10	
Reporting Student Progress, p.10	
Student Support Programs, p. 10	
Temporary Home Instruction, p.11	
ATTENDANCE	Pages 11-13
The School Day, p.11	
Daily Attendance, pp.11-12	
Tardy, p.12	
Reporting An Absence, p.12	
Appointments, Scheduled Events, Vacations, p.13	
Make Up Work, p.13	
Excessive Absence and Tardiness, p.13	
ATTENDANCE UNDER SPECIAL CIRCUMSTANCES	Pages 13-14
Student Pregnancy, p.14	
Gender Identity, p.14	
HEALTH AND SAFETY.....	Pages 15-23
Medical Information, p.15	
Administration of Medication, pp.15-16	
Medication Administered at School, p.17	
Diabetic Care Policy, pp.17-18	

School Administration of Diabetes Medications, pp.18-19	
Student Administration of Diabetes Medications, p.19	
Non-Restriction Disclaimer, p.19	
Policy on Student Use of Marijuana, p.19	
Child Protection, p.20	
Immunizations, p.20	
Health Screenings, p.20	
Safety Plan, pp.20-21	
Weapons policy, p.21	
Wellness Plan, p.21	
Handwashing Policy, pp.21-22	
School Nurse, p.22	
Counseling Services, p.23	
STUDENT CODE OF CONDUCT.....	Pages 23-31
General Behavioral Expectations, pp.23-26	
Detentions, Suspensions, and Expulsions, p.26	
Procedures to be Followed in Cases of Suspension and Expulsion, pp.26-27	
Conduct In or Out of School, p.27	
Illegal Substances, p.28	
Harassment, Intimidation and Bullying, pp.28-29	
Criminal Misconduct, p.30	
Conduct Disclaimer, p. 30	
Transportation, p. 30	
Bus Conduct, p.30	
Search and Seizure, p.30	
Cheating and Plagiarism, p.31	
Finality of Decisions, p. 31	
SCHOOL UNIFORM.....	Pages 31-32
PARENT/GUARDIAN INFORMATION.....	Pages 32-35
Procedures for Communicating with School/Staff, pp.32-33	
Confidentiality Regarding Students, p.33	
Cooperation as Condition of Enrollment, p.33	
Custody Policy, p.33	
Emergency Closings, p.33	
Parent/Guardian Service Requirements, p.34	
Social Media, p.34	
Preschool Student Directory, p.34	
Technology, p.34	
Theft or Loss of Personal Property, pp.34-35	
Use of Student Pictures/Information, p.35	
Visitors, p.35	
Volunteer Organizations, p.35	
Volunteer Opportunities, p.35	
GENERAL SCHOOL INFORMATION.....	Pages 36-38
Extra-Curricular Activities and Sports, p.36	
Gifts, p.36	
Library/Media Center, p.36	
Physical Education, p.36	
Lost and Found, p.36	
Cafeteria, p.37	
Principal's Right to Amend, p.38	
SIGNATURE PAGE.....	Page 39
Parent/Guardian and Student(s) Signature Required, p.39	
APPENDICES.....	Pages 40-50
St. Lawrence Preschool Handbook, pp.40-43	
Jon Peterson Special Needs and Autism Scholarship Handbook p. 44-50	

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.

History

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.

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.

Belief Statements

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

We **believe** that each child is a special gift from God.

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

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

We **believe** home, school, and parish must work together for students to reach their full potential.

We **believe** students learn in different ways and should be provided with a variety of instructional approaches.

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

ACCREDITATION

St. Lawrence is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

St. Lawrence is a parish school which operates under the authority of the Pastor, Fr. Zach Cecil under the direction of the school principal, Jen Long and assistant principal Danielle Goertemoeller.

RIGHT TO AMEND

This handbook is not a binding contract on *St. Lawrence*. Rather, it is a unilateral set of policies which students and families are expected to, and *must* follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Lawrence solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

- birth certificates
- baptismal records
- health records
- any legal custody/parenting time agreements
- registration fees, etc

School Age

In accordance with [Section 3321.01](#) of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and

first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

St. Lawrence will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Admissions Process

Acceptance of registration at St. Lawrence is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

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.

REGISTRATION

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

TUITION AND FEES

1. Tuition is \$7200.00 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 3:10. An additional charge of \$20 will be charged for each 15 minute increment.*

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.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

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.

FAITH FORMATION

Religious Education

St. Lawrence strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

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 Sacrament of Reconciliation and Holy Eucharist for the first time must contact the school to arrange for proper preparation for these special occasions.

ACADEMIC PROGRAM

Academic Expectations

Students at **St Lawrence** are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as fine arts, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework	
Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

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-4, receive reading specific needs 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, assistant principal, intervention specialist, 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.

Intervention Specialists work with students who have specific learning disabilities. Students receive services outlined in their Individual Services Plans or Individual Educational Plans.

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

St. Lawrence School partners with OptimALL, 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.

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from **St Lawrence** if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. **St Lawrence** may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St Lawrence may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St Lawrence follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati. Preschool follows Mount St Joseph University's Project Ready.

Standardized Testing

St Lawrence follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

The St. Lawrence testing program is as follows:

1. St. Lawrence has a screening tool to screen kindergarteners for kindergarten readiness.
2. NWEA MAP will be administered for EdChoice Scholarship.
3. New students in Grades 1-8 may be tested in Reading and Mathematics before placement.
4. Assessment of Religious Knowledge
5. Acadience K-4
6. Preschool Assessment is the Peli

Reporting Student Progress

St Lawrence issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via the student management system, Digital Academy.

Student Support Programs

St Lawrence follows applicable guidelines for student support programs offered through these sources. The local school district provides student support services via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Title 1 Reading and Math Grades K-4*
Special Education Intervention
Speech Language Intervention*
Behavioral Supports through Social Workers and Beech Acres

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

The School Day

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 7:30. 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 or on the school side of Carson Ave. Students will enter school at the breezeway. Parents who prefer to walk their children to the building should first park in a designated parking space in the church lot. Carson is DROP OFF ONLY. 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 2:52 and 2:57 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 3:10 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 3:10. For every 15 min thereafter, an additional \$20 will be charged.*****

Daily Attendance

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child

- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

TARDY

Students are considered tardy if they are not in their homeroom by 8:00am. If a student arrives at school after 8:00 am, 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.

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.**

Reporting An Absence

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.

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.

An unexcused absence from school will warrant proper corrective action.

Appointments, Scheduled Events, Vacations

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.

Make Up Work

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.

Individual teachers will share their make-up work policies with students at the beginning of the year.

Excessive Absence and Tardiness

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St Lawrence is a Catholic school that abides by the teachings and rules of the Catholic Church. 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. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St Lawrence when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

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:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

St Lawrence follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students ([O.R.C. 3313.713](#))

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;

- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine auto injector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

DIABETIC CARE POLICY

St Lawrence complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

St Lawrence is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Policy On Student Use of Marijuana

St Lawrence is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St Lawrence maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St Lawrence follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Seizure Action Plans

[ORC 3313.7117](#) requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Immunizations

St Lawrence complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although St Lawrence complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly.

Safety Plan

St Lawrence files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St Lawrence also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

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 Principle 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

At least once a year active shooter drills are conducted in a way that focuses on safety as opposed to fear.

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.

Wellness Plan

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.

School Nurse

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.

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.

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.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written or verbal notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- If necessary, meetings (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.

- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written or verbal notice will be communicated to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- If necessary, meetings (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

St Lawrence reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St Lawrence to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St Lawrence reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St Lawrence reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of St Lawrence (School) that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is

consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

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.

Bus Conduct

St Lawrence will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Search And Seizure

St Lawrence reserves the right to search and inspect school property used by students at any time. St Lawrence School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Use of AI can be considered plagiarism.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

Student Use of AI

Educators, in partnership with parents/guardians, are committed to teaching students how to use AI ethically, responsibly, and in alignment with Catholic principles. Responsible uses of AI will vary depending on the context of classroom activities and assignments. Educators will clarify if, when, and how AI tools will be used, with input from students and families when appropriate, while schools will ensure compliance with applicable laws and regulations regarding data security and privacy. Below are general guidelines for the use of AI by students. The Archdiocese encourages sections A and B to be incorporated into student handbooks.

A. Responsible Uses of AI for Students

With their educator's permission, students may be permitted to utilize AI for the following purposes:

- **Aiding Creativity:** Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition. Students should not use AI to replace their critical thinking and problem-solving skills.
- **Collaboration:** Generative AI tools can assist students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- **Content Creation and Enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, and it can assist students with organizing their thoughts and content.
- **Tutoring:** AI-powered virtual teaching assistants may provide support, answer questions, help with homework, and supplement classroom instruction. Students and their parents/guardians should recognize the risks and limitations associated with newly developed technologies like AI. For example, information contained in AI tools may be unreliable or inaccurate. Additionally, students should not enter personally identifiable, private, confidential, or proprietary information into AI models or tools.

B. Prohibited Uses of AI for Students

Below are the prohibited uses of AI tools:

- **Inappropriate Use:** Using AI tools to engage in bullying, harassing, intimidating, or other inappropriate behavior is strictly prohibited. Students are expected to use AI

solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.

- **Plagiarism and Cheating:** Students are prohibited from copying any source, including generative AI, without prior approval and adequate documentation. Students are

prohibited from submitting AI-generated work as their original work. Any AI-generated content used in assignments must be appropriately cited. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. School policies will continue to be enforced.

- **Unauthorized Use:** Educators will clarify if, when, and how AI tools may be used in their classrooms. Students may not use AI without advance approval from their educator. Students are expected to review AI-generated content before using it.

- **Noncompliance with Other Policies:** The use of AI technologies must comply with all Archdiocese and school policies including, but not limited to, academic integrity policies and student codes of conduct. Students and their parents/guardians are responsible for familiarizing themselves with these policies and ensuring compliance.

SCHOOL UNIFORM

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

The principal reserves the right to determine what is neat, appropriate and modest.

GIRLS may wear:

- Selected plaid uniform jumper (grades PreK-4)
- Selected 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 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. **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.
- uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc.
- Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

PARENT/GUARDIAN INFORMATION

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. MAP scores
8. E-mail
9. Digital Academy 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 (3:00 PM). Safe Parish approved 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.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that **St Lawrence** is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St Lawrence requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

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.

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 breakfast. Full day preschool will be in session starting at 10:00 AM. We will endeavor to inform parents via Class DoJo and Digital Academy as well.

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.

Parent/Guardian Service Requirements

Parents wanting to volunteer at St Lawrence should call the rectory to receive information on how to be Safe Parish approved.

Social Media

St Lawrence reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Preschool Student Directory

Preschool students have a directory by class. Parents will receive a letter allowing them to opt off if desired.

Technology

Use of the internet at St Lawrence is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for the parent's/guardian's signature before a student can use the internet at school.

While St Lawrence attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St Lawrence policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

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.

Theft or Loss of Personal Property

St Lawrence shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St Lawrence, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St Lawrence will report to authorities and prosecute all thefts or vandalism to property.

Use of Student Pictures/Information

Parents will receive a permission form for use of student pictures in marketing campaigns and social media. This does not include Class DoJo because that is a private platform controlled by St Lawrence.

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 to a child’s classroom, please make an appointment with the classroom teacher.

Volunteer Organizations

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:

Cafeteria helpers

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 Monday should be directed to the bingo staff members:

Margie Panzeca 451-5694

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

GENERAL SCHOOL INFORMATION

Extra-Curricular Activities and Sports

A student who is suspended from school will not be allowed to participate in athletics at St. Lawrence School during such suspension. The suspended student will not be allowed to begin participating in St. Lawrence sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behave the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Gifts

No birthday or celebration food may be brought to the cafeteria. A small treat may be brought to school to celebrate a birthday if approved by the teacher.

Library/Media Center

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.

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.

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.**

Lunch Program

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.

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.

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.)

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.

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Lawrence Family Handbook.

PLEASE PRINT THE FIRST AND LAST NAME OF EACH STUDENT IN YOUR HOUSEHOLD

Parent 1 Signature:

Date:

Parent 2 Signature:

Date:

Student 1 Name (print) _____

Student 1 Signature:

Date:

Grade:

Student 2 Name (print) _____

Student 2 Signature:

Date:

Grade:

Student 3 Name (print) _____

Student 3 Signature:

Date:

Grade:

Student 4 Name (print) _____

Student 4 Signature:

Date:

Grade:

Student 5 Name (print) _____

Student 5 Signature:

Date:

Grade:

Student 6 Name (print) _____

Student 6 Signature:

Date:

Grade:

St Lawrence Preschool Handbook additions

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 on 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 records, 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 \$11000.00 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.

Jon Peterson Special Needs and Autism Scholarship Handbook

Saint Lawrence Jon Peterson/Autism Scholarship Program

Saint Lawrence is a provider for the Ohio Department of Education's Jon Peterson Special Needs and Autism Scholarship Programs. Students needing special education services can receive intervention and direct instruction from an Intervention Specialist and most often in the regular education classroom in their school. Intervention Specialists provide direct instruction as guided by a student's IEP. We are able to provide services to students who qualify for particular services based upon location and availability of staff. These services may include Intervention Services and paraprofessional services.

Once a student has been identified as needing special education services through an ETR, parents may be provided with a scholarship application form. Saint Lawrence submits the completed form to the Ohio Department of Education on your child's behalf. Parents will need to schedule a meeting with your local public school district to request an evaluation for an IEP (Individualized Education Plan). If an evaluation is approved and an IEP is established, the student will be eligible for the scholarship program.

Once the application is approved, Saint Lawrence will submit invoices to the state on a monthly basis for services your student has received. The state then issues a check in both your name and Saint Lawrence's, which you sign over to reimburse Saint Lawrence. For your convenience, there is also an option to waive your right to sign monthly checks.

If a child is unable to remain in school because the child is hitting or abusing Saint Lawrence staff, having personal care issues, is sick, or for other safety, security, staffing or educational reasons, the child's parents/guardian may be called to pick-up the child during the school day and Saint Lawrence reserves the right to terminate services.

At Saint Lawrence, we foster independence and self-advocacy.

As long as Ohio continues the Jon Peterson and Autism Scholarships, Saint Lawrence will be able to provide these services to qualifying students as long as staff is available. We look forward to working with you in this commitment to educating your child.

Non Discrimination Policy

Saint Lawrence does not discriminate on the basis of race, color, ethnicity, national origin, religion, gender, sex, sexual orientation, disability, age, or ancestry.

Privacy of Student Records

St Lawrence utilizes best practices and does not release student records without a release form signed by the parent.

Admission

See page 4

Attendance

See page 11

Withdrawal and Transfer Policy

See page 9

Method of Instruction

Saint Lawrence's Special Education Specialists provide direct instruction to meet the varied learning needs of all our students.

Specially designed instruction is aligned with Ohio's Learning standards and where necessary may be aligned with Ohio's extended standards..

Saint Lawrence will be responsible for reporting progress of annual goals served by Saint Lawrence Intervention Specialists every three months. Parents receive a report based on each goal that states the progress of the specialized services that are implemented. This report is made available to the parent quarterly.

Parents are welcome to contact staff at any time. Every Saint Lawrence staff member has an email address and can be reached at (513) 921-4996.

We encourage communication so that we can provide the best opportunity for your student. If you have concerns, please contact the Principal, Jen Long. We pride ourselves on developing and improving our programs based on the requests and feedback we receive from parents.

Student Discipline and Termination

See pages 23-31

Discipline

The quality intervention received by our students at our organization is a partnership with parents. All program successes are a result of this cooperation. If, in the opinion of the administration, the partnership is no longer positive and supportive and irrevocably broken, Saint Lawrence reserves the right to end the partnership and cease providing special needs services to the student. Saint Lawrence can also refuse services to protect the physical safety of our staff.

Assessment and Reporting

Interim reports by Saint Lawrence can be accessed through the Parent Portal on the state's website. All parents receive direction from Saint Lawrence on how to set-up and access this website quarterly.

Students participating in a state scholarship program are also monitored by their resident school district through this secure web portal operated by the State of Ohio for the purpose of maintaining scholarship applications, related documents, and student progress.

Parents of students on a state scholarship are strongly encouraged to set up their own access to the parent portal of the scholarship system. Directions for signing up for access will be provided at the time a student accepts their scholarship. Parents can use the parent portal to download a copy of a student's IEP or ETR, view progress reports, or scholarship invoicing. A printed progress report can be provided to parents upon request.

Students, starting in grade three, who participate in the Jon Peterson Scholarship, are required by state law to participate in state tests unless the student's school administers qualifying tests. The schedule for testing is developed cooperatively with a child's teachers to minimize impact on the child's education. If a child's school administers a state approved alternative test, Saint Lawrence will use those test results to fulfill the scholarship requirement.

Special Education Services

The special education staff at Saint Lawrence supports the students with direct services. Many of these services are provided in the general education classroom.

Our Intervention Specialists are highly trained in meeting the needs of students with special education needs and providing direct services. AIDEs provide direct services under the direction of the intervention specialist.. Saint Lawrence does not provide services to students who need full-time AIDE services (one on one services for the entire full day.) It is imperative that students can function within the school setting without Saint Lawrence Special Needs staff for short periods throughout the day.

We consult with parents to make the most beneficial changes that will produce maximum results in learning.

Tuition Fee for Students on Scholarships

The fee applies to all students regardless of identification. The fee will cover tuition at \$6160 per year, and it will be billed at a maximum \$900 per month for up to ten months during the scholarship year, not to exceed the 2026/2027 tuition fee of \$6160 per school year.

Intervention Specialists and Aides

We expect support services to take place in the regular classroom, either in small group activities or as one to one assistance, but we customize to the needs of the student to make the most efficient learning environment. When necessary, or as indicated on a student's IEP, services may be provided in a room outside of the classroom. This typically addresses the need for a quiet environment such as when working on listening skills or phonics instruction.

The Intervention Specialist directs the AIDE, making certain goals are met as outlined in the IEP.

Fee Structure

The Saint Lawrence Special Needs Services Department has a history of continuing to serve our students even when the scholarship is already exhausted. Our fee structure also ensures the availability of a staff during the duration of most scheduled school days, not just the scheduled time with the students. Saint Lawrence plans staffing to serve children throughout the school year. If 100 percent of the scholarship is not allocated to Saint Lawrence, Saint Lawrence will charge the fees listed below and will terminate services once scholarship dollars are no longer available. This is critical for the program.

All services are dependent on the availability of staff and the location of services.

Intervention Specialist Rates and Description

The Intervention Specialist may work in the regular classroom and in small groups and provide individual support, behavior management, pragmatic skill development, organizational and independent life skills.

Billing for a session or class is based on a 45-minute period.

- Large Group: \$380/class or session—Support is in the regular classroom. Services are designed to meet individual needs to foster independence within the grade level curriculum.
- Small Group \$390/class or session— Instruction is for three to four students. Support can be in a regular classroom or include some small group work.
- Individual \$400/class or session— Instruction is individualized or with one other student. Regular classroom support with some pullout for re-teaching.

Aides Description and Rates

The AIDE will assist the Intervention Specialist with regular classroom, small group and provide individual support, behavior management, pragmatic skill development, organizational and independent life skills.

Typically, a Saint Lawrence AIDE is a general education teacher, a reading or math specialist. Parents are informed about the AIDEs specific background before they begin working with their student.

All services are dependent on the availability of staff. Billing for a session or a class is based on a 45-minute period.

- Large Group: \$280 /class or session—Support is in the regular classroom.
- Small Group \$290/class or session—Most support is in the regular classroom and some small group work.

Individual \$300/class or session—Instruction is individualized or with one other student. Regular classroom support with some pullout for re-teaching.

Cost of Services - Funding Special Education Services

Saint Lawrence is a provider of services for the Jon Peterson and Autism Scholarship Program, offered by the state of Ohio. All special education students who have been offered an IEP (Individualized Education Plan) by their local school district may apply for a Jon Peterson or Autism Scholarship and use those funds to pay for services at the provider of their choice. Scholarship amounts are determined by the special education identification of the student as determined by the most recent ETR (Evaluation Team Report). Parents are responsible for costs of services not identified in the Individualized Education Plan (IEP).

Ohio Scholarship Programs

The Special Education Office will provide the necessary applications for the Jon Peterson Special Needs Scholarship Program and the Autism Scholarship to parents of qualifying students. In order to qualify for one of these, an ETR (Evaluation Team Report) with special education identification must be on file in the student's district of residence. Once an ETR is completed, and the student is enrolled, an IEP must be requested from the student's public school special education office.

Category Description

Maximum Scholarship Amount. This can change when allowed by the state.

Speech or Language Impairment- \$10,045

Specific Learning Disability, Intellectual Disability or OHI minor - \$13,069

Hearing Impaired or Emotional Disturbance - \$20,069

Vision Impaired or OHI-major - \$24,080

Orthopedic Impairment or Multi-handicapped - \$29,750

Autism, Traumatic Brain Injury, or Hearing and Vision Impaired - \$34,000

IEP's are conducted annually by parents and the district of residence.

An ETR (Evaluation Team Report) is conducted every three years. Under the supervision of your School District, your child's team will conduct the evaluation and meet with you to discuss the results. You are welcome to submit any private assessments you have completed. If it is determined

that your child continues to require specially designed services, i.e. special education, the ETR meeting will be followed by an IEP meeting.

Application Procedures

The student must first be enrolled at Saint Lawrence and parents must fill out the scholarship application each year to renew the scholarship. The scholarship application form will be provided to the parents of all qualifying students and must be completed and returned promptly for processing by our office.

Withdrawal/Termination From Scholarship Program

If you do not want your child to participate in the Scholarship Program with Saint Lawrence, you need to state in writing that you no longer wish to receive the services from Saint Lawrence.

We reserve the right to terminate services if the student has been chronically absent. Chronic absences are defined by the state as 30 or more consecutive hours.

Contact Information

Jen Long, Principal, (513) 921-4996

Questions regarding the Peterson procedures, should be directed to the Ohio Department of Education peterson.scholarship@ode.state.oh.us.

St. Lawrence's Education Plan

Setting and Services Pre-K to 8

Saint Lawrence provides special education services in an inclusive school setting for students with disabilities in grades Pre-K-8. We are committed to a high-quality differentiated instruction that meets the academic, social, and emotional needs of our students. While a push-in collaborative model is preferred, the needs of each individual child dictates the manner and location of the service provision.

The educational Specialists are all licensed and certified in Ohio and include Intervention Specialists and aides.

Eligible students within Saint Lawrence receive direct services including interventions, and direct instruction in the regular education classroom and as needed in a pull-out setting. Pull out spaces are available for students when possible. Parents are welcome to contact special educators at any time. Each staff member has an email address. We encourage open communication so that we can provide the best opportunity for your student. If you have concerns, please contact the educational specialist at Saint Lawrence. We pride ourselves on developing and improving our programs based on the requests and feedback we receive from parents.

Saint Lawrence's Intervention Staff and Specialized Instruction

Intervention Specialists and AIDES: Licensed Intervention Specialists are assigned to grade levels. Most support services take place in the regular classroom and may vary based on the needs of each student. The special educator may work with a small group, or provide one to one direct instruction. When dictated by a child's needs, services may be provided in a separate area, small group or individual, rather than in the regular education classroom.

Data is collected regularly using a variety of methods and progress on IEP goals and objectives is reported four times a year.

AIDES, who are often highly qualified certified teachers, assist the Intervention Specialist. and employ research-based strategies to assist in any of the areas mentioned above. These educational specialists work with the Intervention Specialists and align their specialized instruction with the recommendation of time specified on a student's Individual Education Plan (IEP).

Specially designed instruction is aligned with Ohio's Learning standards and where necessary may be aligned with Ohio's extended standards.

Transition

Transition goals and activities are developed in the IEP for all students turning 14. Age appropriate transition assessments are used to develop these goals and activities. Transition services are completed in partnership with Saint Lawrence's educational staff and the school to ensure the student's successful transition in the areas of education, career, and independent living. Staff will meet teachers on a weekly basis but formally at grade level meetings on a monthly basis. This will make certain everyone is aware of the student's progress. Parents will be informed quarterly with progress reports.

Assessment

As mentioned above, but a critical part of the educational plan, students in grades three through eight who participate in the Jon Peterson Scholarship are required by state law to participate in state proficiency tests each year. Saint Lawrence will administer the tests. The schedule for testing is developed cooperatively with a child's teachers to minimize impact on the child's education.

Parents of students on a state scholarship are strongly encouraged to set up their own access to the parent portal of the scholarship system. Directions for signing up for access will be provided at the time a student accepts their scholarship. Parents can use the parent portal to download a copy of a student's IEP or ETR, view progress reports, or scholarship invoicing.

***This is not covered under the Jon Peterson Special Needs or Autism Scholarship programs.**