

ST. LAURENCE SCHOOL
STUDENT-PARENT
2011-2012 HANDBOOK



The Mission Statement Of St. Laurence School

Forming the Whole Child to Serve the Whole World

To fulfill that mission the graduates of St. Laurence School will:

- Develop a personal relationship with Christ and an active living knowledge of the Catholic Faith and its traditions and values, which will enable them to make informed choices now and in the future;
- Acquire the knowledge, skills, and behaviors that will lead to their success at the next academic level;
- Attain the self-esteem and moral development appropriate to their age to ensure life-long service to God, the Church, and country.

NON-DISCRIMINATION POLICY

St. Laurence School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students with St. Laurence School, and does not discriminate on the basis of race, color, national or ethnic origin in the administration of their education policies, hiring policies, admission policies, scholarship or loan programs, and athletic or other school-administered programs. However, this school gives first preference in admission to Catholic students and secondly to non-Catholics.

GETTING STARTED

ADMISSIONS

Parents are required to provide evidence of the birth dates of their child(ren) at the time of enrollment. Students transferring from other schools must also present a copy of their most recent report card. All children entering St. Laurence School for the first time must have a State of Wyoming immunization form verifying they have received all required immunizations.

A pupil will be exempt from immunization requirements only when:

- (1) A physician's statement is presented that immunization would be detrimental to a child's health or
- (2) A parent or guardian certifies that the child is a member of a religious group whose teachings are contrary to the administration of immunizing agents

Children entering Pre-Kindergarten must be 3 years old by June 15 and Kindergarten must be five years of age by September 15. Pre-K students must also be potty trained. Due to health rules, faculty and staff are not permitted to change soiled pants or clothing. Parents will be called and must immediately come to the school and take care of their child.

REGISTRATION AND BOOK AND SUPPLY FEE

The following non-refundable fees are required and need to be paid by the first week of school. These fees are in addition to the yearly tuition:

Registration	\$100.00
Book/Technology/Supply	\$100.00
Activity	\$25.00
Snack Milk	\$35.00 (Optional)

TUITION

Each family is required to complete the tuition contract for the current school year, and to indicate when payments will be made. Financial assistance for tuition may be available based on need. School officials request full cooperation in meeting the terms specified in the agreement both for financial assistance and tuition. Timely payment of all fees is expected. Anyone who does not make regular tuition payments according to the schedule selected on their contract will be contacted by the pastor or the school to make payment arrangements. **A late fee will be assessed for late tuition payments. The Principal reserves the right to turn unpaid fees in excess of \$600 over for collections.** Families with **outstanding debt of \$600 or more** will not have their child's school records released to the next school until the debt is paid.

SUPPLIES

Students are provided with a list of supplies which are required for use in their classroom. Each child is responsible for his/her supplies during the school day. Consumable items may need to be replaced as the school year progresses. In fairness to the rest of the class, students are asked to bring only those items that are on the classroom supply list.

COMMUNICATION

The handbook is distributed at the start of each school year. The principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made. Parents and students are required to sign a statement that they have read the handbook and agree to be governed by it.

Newsletters, calendar of events and other information from school is sent home as available. Teachers and parents are encouraged to maintain good communication for the well-being of the students. If parents have questions or concerns, it is best to meet with the teacher first. Meetings with faculty members are available by calling the school office at 742-6363.

INTERNET & E-MAIL

School information is also available from the schools website. From hot lunch menus to a calendar of events, go to www.stlos.com. For parents and others who have access to e-mail, you can contact the school and the individual teachers through our e-mail addresses. The teachers and staff will check their e-mail as time allows. The teachers will be giving out their e-mail addresses during the first week of school.

Students will have definite internet guidelines. Those rules will be reviewed with the students and sent home for your information.

ARRIVAL AND DEPARTURE TIMES

The morning bell rings at 8:00 a.m. and the dismissal bell rings at 3:00 p.m. In the morning, Pre K students should be taken to the classroom by their parents. Supervision for children begins at 7:30 a.m. and ends at 3:10 p.m., unless students are attending After Care. At dismissal time, students in PreK and Kindergarten will be picked up at the north doors while other teachers escort classes to the south gym doors or to After Care. For safety reasons, all students not attending After Care are asked to leave the school grounds immediately upon dismissal. If children are not picked up by 3:10, they will be sent to After Care and parents will be charged accordingly. The cost of After Care is \$3.00 per family, per day from 3:10 – 4:00, and \$6.00 per family, per day from 3:10 – 5:30. The **After Care program ends at 5:30**. Students not picked up on time will be assessed a \$10.00 charge for the first fifteen minutes and an additional \$5.00 for every subsequent 15 minutes. After attempting to contact parents, children left after 6:00 will be taken to the Police Department.

PARKING

Many times children are unaware of traffic problems, so we ask you to be particularly cautious when dropping off and picking up students. There should be NO double parking and children should only cross the street at the Fourth and Sheridan crosswalk. Pre- K will enter and exit on the North side of the campus at Kearney Street.

INCLEMENT WEATHER

In case of bad weather, St. Laurence follows the procedure of the Laramie Public Schools. Announcements over KOWB and KRQU will be made when school is not in session.

BIKES

All children riding bikes to and from school must walk their bikes on the playground. This is for the safety of all who are in this area. Bikes should be locked and kept in the bike rack during school hours. The school will not assume responsibility for bikes.

ATTENDANCE

Every effort should be made to have your child at school daily and on time. By making school attendance a priority, we send an important message to the student about the value of school. If your child is ill, call the school by 8:30 a.m. Students are tardy if they are not in the gym by 8:05 a.m. After two tardies the teacher will contact the parents. The third tardy in a month will require the student to complete a plan sheet.

When you know in advance that your child will be absent from school, for dental and doctor appointments, etc., please notify the school. No more than 10 unexcused absences will be permitted during the year. Students who have missed more days than that without completing the work they missed may have to repeat that grade again. Excessive truancies could lead to Laramie Police Department being involved.

Children are excused by the teacher or principal to leave the school upon the personal request of the parent or guardian. No one other than the parents or legal guardian may check a child out of school without the permission from the parent or legal guardian.

MAKE-UP WORK

As a rule the student will have an extra day to turn in missed assignments for every day missed due to illness. **St. Laurence teachers will, if given a reasonable amount of advance warning, gather homework in advance of your child's absence. All work will be made up after your child returns to school.**

PLAYGROUND

Students will spend time outside during their recess so it is important that students dress for the weather. Please send your child to school with hats, coats, boots, gloves, etc. when the weather changes.

All activity on the playground must exemplify Christian courtesy and consideration for others. This is a time for physical activity and recreation. Students are encouraged to participate in group activities. All injuries must be reported to the school office immediately. (See The Smart Expectations pages for details on playground rules.)

SCHOOL SAFETY & HARASSMENT

St. Laurence makes every effort to provide a safe environment for every student. Verbal or written threats made against the physical or emotional well-being of any individuals are taken seriously. Students making such threats (even in jest) face suspension or expulsion.

This policy extends to child custody issues as well. It is the policy of St. Laurence to uphold any court decisions regarding custody of a child/ren. Legal guardians will have full discretion as to who interacts with their child/ren while on campus. In the case of separated/divorced parents, the non-custodial parent will need to make arrangements with custodial parent for any child/ren interaction or removal of the child/ren from the school during school hours. The office asks for a copy of any written legal determinations regarding custody of the child/ren.

DRESS AND APPEARANCE (See SMART Expectations pages for details on the dress and appearance code)

DRUGS & ALCOHOL

Students who possess drugs or alcohol at school or school sponsored activities face immediate suspension or expulsion.

CHEATING AND STEALING

Cheating of any type will not be tolerated. Stealing of property or ideas (plagiarism) will not be tolerated at St. Laurence School. Students who choose to cheat or steal face suspension and/or expulsion.

SUSPENSION

Students who have been suspended will serve either in or out of school suspension, depending on the situation. Students must complete all work missed during the suspension.

EXPULSION

Students who pose a threat to themselves or others will be expelled from St. Laurence School. Expelled students may not return to St. Laurence without permission from the principal and Pastor.

PERSONAL POSSESSIONS & INAPPROPRIATE ITEMS

Bringing toys and games to school is not encouraged unless with teacher's permission. St. Laurence does not claim responsibility for any damaged or lost items on campus. Items may be confiscated by the faculty/staff and returned to parents only. The following, while not complete, are considered inappropriate items to bring to school and should be left at home or in backpacks.

questionable books, magazines, and pictures

trading cards

gaming systems

MP3 players for music and videos

laser lights

iPod's

Students may bring cell phones if left turned off in the child's backpack until after school.

LUNCH PROGRAM

1. Students may either purchase a hot lunch at school or bring a lunch from home. The cost of a hot lunch, which includes milk, is \$2.50 a day or \$50.00 for 20 lunches. Milk for cold lunch or extra milk may be purchased for \$.35 per carton or a 20-carton milk ticket for \$7.00. Adults lunches are \$3
2. St. Laurence participates in the Free & Reduced Lunch Program. Applications may be obtained at the office and are found in the registration packets. Information is kept in the strictest of confidence and is not shared with teachers, staff, or the public. Eligible families will be notified by letter from the school.
3. Students may go home for lunch with a parent, but this should be scheduled so no school time is lost.
4. Students will not be allowed to go off campus unless accompanied by a parent.
5. Food may not be taken from the lunch area.
6. Any unacceptable behavior in the lunchroom will result in the student being removed.
7. Reminders will be sent home when lunch tickets are needed

Because of the number of students in the lunchroom, staff will no longer be able to heat up food for students. A hot lunch is served from the school kitchen every day and is available to all students.

CLASSROOM

PROGRESS REPORTS

The student's progress will be evaluated four (4) times yearly and evaluation reports sent home after each nine- (9) week grading period.

Pre- Kindergarten and Kindergarten Grading System

Symbol	Grade
+	Above Average
S+/-	Satisfactory
U +/-	Unsatisfactory
√	Need for Improvement
NA	Not Applicable at this reporting

Grading System for Grades 1 - 6

Symbol	Grade
A	Excellent: 90%-100%
B	Very Good: 80%-89%
C	Good: 70%-79%
D	Improvement Needed: 60%-69%
F	Not Working to Capacity: Below 65%
S*	Satisfactory
U*	Unsatisfactory

* S/U grades given for Art, Music, Physical Education, and Christian Growth in Grades 1 & 2

PROMOTION/RETENTION

When a child is promoted / retained over the advice of the professional staff, parents are required to sign a statement that they realize the transfer is against the professional advice of the staff.

PHYSICAL EDUCATION

Physical Education classes are under the direction of the University of Wyoming Physical Education Department. The classes are taught as part of its teacher-training program. Students are required to have a pair of non-marking gym shoes for PE. The gym shoes do not need to be new.

RELIGION

Students shall participate in religion classes, weekly Mass, and other religious activities and assemblies. When lessons from the Family Life series are presented, parents will be notified and given the option for their child's participation.

SACRAMENTS

Catholic students in second grade receive the Sacraments of Penance and Eucharist. The classroom teacher assists the parents in this preparation. Students in other grades are encouraged to receive the Sacraments on a regular, frequent basis with their families.

HOMEWORK

Homework is an important part of our school program. Although some is written, it often also involves study, projects, and reading. If a child spends excessive time on home study, the teacher should be contacted. Likewise, parents should question children who rarely have homework. A regularly scheduled study or reading time is suggested for home. Should the child have no definite assigned homework, he/she should be encouraged to use this time for independent reading or supplementary study (math facts, spelling words, sentence writing, etc.). If your child is having problems with homework, please contact your child's teacher.

TEXTBOOKS

The school textbooks are the property of the school. Students are assigned specific books at the beginning of each school year and are responsible for the books. Fines will be levied for tears and excessive marks in books. Fees for books not returned at the end of the year are \$30.00 for new books, \$20.00 for books 5 years old, and \$5.00 for all others.

FIELD TRIPS

Field trips are for the classroom students only. Siblings and extended family members may not participate. The only exception is if the relative is acting as a sponsor/driver and then, only that individual may attend. A copy of proof of insurance must be submitted for all volunteer drivers. A blanket permission slip to travel within the city limits of Laramie is signed the first week of school. No other permission slip is required, but teachers will let parents know when and where these local field trips are scheduled. Permission slips for students will be sent home prior to the activity/trip that is out of the city limits, and only students returning the written and signed form may attend. **Verbal permission over the telephone will not be accepted in lieu of proper written forms.** Field trips are privileges and students can be denied participation if they fail to meet academic and behavioral requirements.

MISCELLANEOUS INFORMATION

ACCIDENTS/EMERGENCIES

In case of serious accident or illness, every effort will be made to contact the parent/guardian. When this is impossible, the person designated on the emergency sheet will be contacted. In case neither of these can be contacted, St. Laurence School personnel will attend to the child and make appropriate decisions.

BIRTHDAYS

Students may bring birthday treats to share with their class. We encourage simple, individual treats such as cupcakes, individual ice cream treats, cookies, etc. As a courtesy, please try to inform the classroom teacher of the kind of treat to be shared, and furnish any plates, cups, etc. The school will not host student birthday parties. **Please send only simple treats!**

Invitations to birthday parties may be distributed at school only if your child is including either all boys or all girls or, if possible, the entire class. Otherwise, please make other arrangements for sending the invitations.

BUILDING

The upkeep of our school facilities and premises should be the concern of all. Students are expected to clean and pick up after themselves, and may be assigned additional tasks on a rotating basis. Parents assume liability for the willful or negligent destruction of school property by their child. **Asbestos** is actively managed by St. Laurence School. A copy of the Asbestos Report is on file at the Principal's Office and is available upon request.

GUM AND CANDY

Gum and candy is not permitted in the building or on school grounds. Violation will result in a consequence, monetary or otherwise. An exception to candy and gum will be made if it is an occasional reward or at the discretion of the classroom teacher.

EDUCATIONAL RECORDS

Student records are confidential. They may include personal data and family background information, standardized test results, and other significant material. Parents have access to this data and may give written permission for other educational institutions to obtain records. Our procedures are consistent with the Family Rights and Privacy Act.

FIRE AND TORNADO DRILLS

In compliance with state regulations, fire drills are held monthly. When the fire alarm sounds, students, staff, parents, and visitors must vacate the building in an orderly manner. Tornado drills will be held at the beginning of the school year and during the month of May.

LOCK DOWN DRILLS

In the event a dangerous person should try to gain entrance to school grounds, we will practice school safety lockdowns. Teachers and staff will secure children in the nearest lockable room to prevent dangerous persons from harming students.

FIRST AID

Students requiring first aid or minor medical assistance will be brought or sent to the school office.

LOST AND FOUND

A box for lost articles will be kept in the gym. Children and parents are encouraged to check the lost and found items on a regular basis. **After one month, items are donated to charity.**

MEDICATION

School policy prohibits school personnel from administering medication at school without written parental permission and a doctor's signature. The school Principal reserves the right to disapprove the request. All medication whether prescription or non-prescription (this includes cough drops), must be in the original container or the original prescription bottle. Medication will be kept in the office and dispensed by the secretary. The exception is inhalers such as Albuterol. If a child can show that he/she knows how to use the inhaler correctly, it may be kept in the child's desk, with the teacher, or in a backpack. Hand lotion and lip balm may be kept in the classroom with the teacher's permission. The school does not stock any medication.

MONEY

When money is brought to school for payment of a fee or activity, place it in an envelope marked clearly with: 1) student's name, 2) grade, 3) amount, and 4) activity/reason. Make sure the money is given directly to the teacher or secretary.

PHONES

Students may not use the school phone so plans for after school pick up or other appointments should be coordinated with family members the night before. Students should keep cell phones shut off and in their backpacks during school hours.

ROOM PARENTS

Parents are asked to volunteer to be room parents. They assist with the following:

1. Home and School meetings.
2. Help provide treats for Christmas and Valentine's Day.
3. Halloween Carnival and the activity for All-Saints Day.
4. Fields Trips and Field Day activities as requested by the classroom teacher.
5. Parents must fill out a volunteer packet.

VISITORS

Parents and visitors are welcome to visit the school at any time. Visitors should make arrangements through the teachers or principal prior to visiting a classroom. Parents and visitors must check in at the school office on arrival and out on departure.

VOLUNTEERS

We encourage parents to share their time and talents with the school. Volunteer lists for classroom and the school in general will be distributed during the first week of school. It is the policy of the Diocese of Cheyenne for all volunteers who will be working with children to complete a Background Check and attend Safe Environment Training. The form is available from the secretary. Even if the extent of your volunteering is to drive students on a field trip, you must have background and driving check on file. **Volunteers assisting on campus must check in with the secretary and show ID. They will also sign in and out at the office, giving date and time in and out. Volunteers must also wear a Volunteer Badge while on campus.**

WITHDRAWALS

Withdrawals from school are handled through the office of the principal. Advance notice of at least two weeks should be given to the principal when a student is transferring. Tuition payments are to be brought up to date before withdrawing. Tuition will be prorated and tuition refunds given as necessary. School and health records will be sent upon request of the school to which the student is transferring.

GROCERY CERTIFICATES

One of the school's biggest fundraisers is the sale of Grocery, Gas, Pharmacy Cards from Safeway and Albertson's. We encourage each family to purchase a minimum of \$50 of Safeway or Albertson cards **per month.**

HOME AND SCHOOL

The purpose of the Home and School Association is to provide effective channels of communication between home and school, to enable parents and teachers to meet together to share mutual concerns and interests, and to assist with fund raising events. Meeting dates will be given in the weekly newsletter. All parents, guardians, and grandparents of students enrolled at St. Laurence are automatically members of the Home and School Association.