

2016-2017 School Year  
Parent-Student Handbook  
Grades Preschool - 8



*"A Quality Education In A Living Faith  
Community"*

St. Laurence School  
572 Standish Street  
Elgin, IL 60123  
(847) 468-6100

## **WELCOME TO ST. LAURENCE CATHOLIC SCHOOL**

The following pages try to furnish families with a basic outline as to the policies and practices we follow in providing our students with a quality Catholic education.

The faculty, staff, and administration of this school readily understand that parents are the first and most important teachers in the life of each child. We further understand that we can only build on and contribute to the basic Catholic identity that has been taught and fostered in the home. For school and home to succeed in developing in each child a complete spiritual, social, and academic growth environment, it is essential that there exist a relationship of mutual trust, support, and encouragement.

Please feel free to contact us at anytime with questions or any concerns that may arise.

### **SCHOOL GOVERNANCE**

St. Laurence Catholic School is run under the auspices of the Diocese of Rockford and St. Laurence Catholic Church. Final authority for the school rests with the pastor of St. Laurence through the school principal. The pastor, principal, and Education Commission work closely in formulating and supporting the Catholic philosophy of the school.

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## **FACULTY**

Pre-Kindergarten.....	Connie Johnson
Kindergarten .....	Anne Sonneman
1st Grade .....	Pamela Collins
2nd Grade.....	Norine Huber
3rd Grade .....	Diane Graffagna
4th Grade.....	Diane Graffagna
5th Grade.....	Kathleen Jones
6th Grade.....	Kathleen Jones
7th Grade.....	Joanne Trisilla
8th Grade.....	Susan Turas
Music.....	
Art .....	Jeanine Austin
Physical Education.....	Jeanine Austin
Technology .....	Andrea Monsivais
Secretary .....	Kathleen Laudont
Principal .....	Wendy Kelly
Pastor.....	Rev. Andrew Mulcahey

# ST. LAURENCE SCHOOL PHILOSOPHY

## We believe,

✠✠ That God is the Creator and Father of all. He is the source of our life and well-being, calling us to holiness through His Son, Jesus Christ, by the power of the Holy Spirit.

✠✠ That teaching the truths of our Catholic Faith, as well as instilling Christian values are primary in the education of our children.

✠✠ That parents are the primary educators of their children. The school assists parents in their role as educators.

✠✠ That each child has a profound dignity which is recognized and respected. Each child must experience this sense of self-worth as a reality in their relationship with their peers, teachers, and parents.

✠✠ That effective discipline, which in turn develops the self-discipline of each child, is critical to success. Fairness should characterize all dealings among students, teachers, and parents.

✠✠ That learning skills in reading, computation, science, music, art, literature, history, citizenship, and physical well-being enables children to become active members in the life of society.

✠✠ That, in a rapid changing world, children need guidance, direction, and a capacity to "learn how-to-learn", in order to cope with the complexities of modern life.

## MISSION STATEMENT

Saint Laurence School seeks to develop the children entrusted to its care morally, spiritually, intellectually, socially, and physically. The main purpose of an education at Saint Laurence is to instill in children the message of the Good News of Jesus Christ as set forth in the Gospel; to foster a sense of Christian community; to prepare for that community as actively committed members; and to instill a value of Christian service for others. These purposes are exemplified by taking an "active" role in the parish community through volunteer work and example.

## **ENROLLMENT POLICIES**

Saint Laurence School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, gender, national or ethnic origins in the administration of its educational policies, admission policy, athletics, or other school sponsored programs. However, due to its limitations of class size, categories of Church membership have been established to determine eligibility for enrollment. In some situations, at the principal's discretion, a student may be refused admission when he/she has academic, social, or behavior problems for which the school does not have adequate resources.

## **ENTRANCE REQUIREMENTS**

1. A physical examination form must be on record before entering Pre-Kindergarten, Kindergarten, and 6th Grade. This includes all required immunizations. In accordance with State Health Codes, any student who has not received the required immunizations by the start of the school year will be excluded from school until an appointment is verified or health records are completed. Students transferring from another state will be required a new physical. Please contact your physician as to immunization requirements and updates.
2. All students entering kindergarten must submit a comprehensive eye exam administered by a licensed physician/optometrist.
3. All students in grades K, 2 and 6 are required to have proof of a dental examination on file.
4. All new students must provide a legal (county) birth certificate.
5. All new students must provide a baptismal certificate if Catholic and not baptized at St. Laurence.
6. Before transferring from another school, parents may be requested to meet with the principal and provide a copy of the student's latest report card.

## **ADMISSION FOR STUDENTS CURRENTLY ENROLLED**

All students in grades Preschool-7 will be guaranteed placement for the next year before any new admissions are accepted. All financial commitments need to be up to date and a pre-registration fee is required (no later than March 15) to hold their seat. All fees paid prior to March 15 will be credited to the first month's tuition payment.

## **ADMISSION POLICY FOR NEW STUDENTS**

### **Order of Priorities**

1. Children of registered contributing parishioner families with children currently enrolled.
2. Children of registered contributing parishioners.
3. Children of non-parishioner families with students already enrolled.

Specific pre-registration deadlines will be posted in the parish and school bulletins. All pre-registration fees and forms must be completed to secure admission.

## **FINANCIAL SUPPORT, TUITION, FEES**

Saint Laurence School is supported financially through a percentage subsidy of normal parish income during the year.

All fees, with the exception of milk, are non-refundable.

1. A Pre-registration fee is required. This fee is due no later than the posted date. This fee is non-refundable and only secures the student's place in the class until the posted August registration date.
2. Because the primary purpose of Saint Laurence School is to educate the children of Saint Laurence Parish, the registered families of the parish will have the first opportunity to register their children in the school.

The date of registration in the parish; the length of registered parish membership; commitment to stewardship as evidenced by regular (weekly) use of envelopes; proven membership in a previous church community for new members of Saint Laurence are all factors which will be used to determine acceptance or non-acceptance in Saint Laurence School. A commitment to stewardship is a responsible means of rendering financial support to the parish of Saint Laurence. In order to qualify for the in-parish tuition rate, a regular stewardship

donation needs to be recorded during the calendar year and subscription to the Observer current. Active parish status will be evaluated in December and June to determine whether a family remains eligible for in parish tuition. If the total amount of the parish contribution agreement has not been met, the balance, plus \$50.00, will be added to the tuition. A stewardship contribution is also required of parishioners who have children attending St. Edward High School.

3. The entire family's tuition of 8th graders is due May 1st and is a necessary graduation requirement. No graduate will be allowed to participate in the ceremonies if full tuition has not been paid.
4. Tuition will be paid on a timely basis. Tuition is payable in 10 monthly payments, August through May, due on the second Monday of every month. If the payments should fall in arrears more than one month, a discussion, in person with the Pastor and bookkeeper must be held. It is the responsibility of the parent(s) to set up the meeting by calling the parish office. At that time, the parent may choose to initiate a suitable payment plan or withdraw the child from school. Failure to follow the payment plan, resulting in two tuition payments past due, will constitute grounds for automatic dismissal from the school unless the family authorizes direct debit from their checking or savings account.
5. All families are required to sell/buy 30 Tuition Trifecta Tickets. This method of raising income was chosen as an alternative to higher tuition. Ticket monies must be submitted by registration day for the current school year. Charges for unsold tickets will be added to the tuition of the current school year.
6. Fund-raising programs, such as Manna, add a substantial amount of money to the school. Volunteers support 100% of these programs. Parents are encouraged to pledge service to these programs.
7. Students entering or withdrawing after the start of the school year are responsible for payment of the entire quarter's tuition in which they enter or withdraw.
8. A \$30.00 fee will be charged to tuition for any NSF check

received. After 2 returned checks for payment of any school charges, families will provide the school office with authorization for direct debit from their checking or savings account before their child is allowed to attend class. All School tuition must be current to ensure enrollment of your child in any ancillary programs such as after school programs, summer camps or field trips.

## **CURRICULUM**

The curriculum at St. Laurence, as prescribed by the Diocese of Rockford, offers a comprehensive approach to Mathematics, English, Spelling/Vocabulary, Social Studies, Science and Reading/Literature for grades K-8. Foremost to all subjects, Religion class enlightens each student to the fundamentals of our Faith. The celebration of Mass compliments the prayer life of each student. Enriching this curriculum are the areas of Physical Education, Music, Art and Technology that aim to develop the total child.

## **HOMEWORK**

Homework guidelines for each grade level will be provided to parents during the first weeks of school at Parent Information Night. Homework is an important part of the academic process, for it enhances concepts and skills presented in class and gives students opportunities to increase his/her academic achievement. Homework includes the following areas:

- written assignment
- long range projects
- oral presentations
- studying for quizzes and tests

## **COMPUTER AND INTERNET USAGE**

Usage of the internet is available in the library and classrooms. All students are required to sign a computer and internet Acceptable Use Policy form.

Students are held responsible for actions and activity on computers.

## **ACADEMIC ASSESSMENT**

- Each homeroom teacher will provide to parents, at Parent Information Night, their grading policy and homework and testing procedures. Parents with students in grades K through 8 can access grades anytime through the electronic grade book, School Speak.
- Progress reports are continually viewable through School Speak. These reports allow parents to know if their child is experiencing academic difficulty. Progress reports may also highlight a student's outstanding performance or effort. Midway of the each quarter all progress reports are to be signed by the parent within the School Speak system.
- Report cards are distributed on a quarterly basis, which is approximately every 9 weeks. The School Speak system will be shut down the week after the quarter end. This allows teachers time to work on report cards. Report cards are viewed electronically and signed by the parent within the system once released. Report cards cannot be accessed earlier than the published date.
- Parent - Teacher Conferences occur at the conclusion of the 1<sup>st</sup> quarter. Parents are highly encouraged to communicate with their child's teacher on a regular basis. Appointments to see individual teachers can be made through the school office or teacher's email.
- The Grading Scale is as follows:
  - A = Excellent (100 - 93)
  - B = Very Good (92 - 85)
  - C = Average (84 - 77)
  - D = Below average (76-70)
  - F = Failure (below 70)

## **HONOR ROLL**

### High Honors

- Any student in grades 5-8 maintaining a 3.8 average or higher

- Students in High Honors may receive no more than one B (no C's) in all of their subjects including specials (P.E., art, music, technology)

### Honors

- Any student in grades 5-8 maintaining a 3.5 average or higher
- Students in Honors must receive A's or B's (no C's) in all subjects, specials included, (P.E., art, music, technology).

Students in both Honors must not;

- Receive any C's, D's or F's in any subject area
- Receive any 1's in Effort or Conduct
- Point System A=4 B=3 C=2 D=1
- Specials grades will be averaged into one grade.

### **SUMMER SCHOOL**

A student who fails two or more quarters of a basic skills course (Math, Reading, English, Social Studies or Science) must successfully repeat the course or its equivalent during the summer. Promotion is conditional upon the successful and verifiable completion of course work.

### **RETENTION**

If, in the judgment of a child's teacher or teachers, a student does not satisfactorily complete a course study for a particular year, the child may be retained at the discretion of the principal. The decision concerning retention will be made in collaboration with parents and teachers.

### **STUDENT RECORDS**

Parents may request a copy of student records by written communication. The request will be granted within 7 days of the request.

### **STANDARDIZED TESTING**

St. Laurence students are administered the Iowa Test of Basic Skills in the fall of the school year. The test is given to students in grades 2 through 7.

## **ASBESTOS MANAGEMENT PLAN**

The U.S. Environmental Protection Agency promulgated in October 1987, the Asbestos Hazard Emergency Response Act 40 C.F.R. Part 763, the law regulates asbestos containing building materials in schools. In compliance with this law, the Rockford Diocese hired Cape Environmental Management to inspect and write management plans for its' parish schools. This 1988 plan gives the guidelines for operations and maintenance. All work performed is accomplished by the guidelines and regulations set forth by all of the appointed government agencies.

A Management Plan is on file at the school office for your inspection.

## **DRESS CODE**

St. Laurence Schools supports the tradition of school uniforms and dress code policy. Among the benefits of this rich and proud tradition are a sense of unity and belonging to our Catholic Community, and it is a visual sign of each family's commitment to our faith and values. In addition, the uniform discourages fashion related fads and competition among students. A judgment as to the appropriateness of uniform items will be determined by the principal.

All uniform clothing is to be purchased from Land's End or Dennis Uniform. To avoid expenses in purchasing additional clothing or shoes, please adhere to the Dress Code Policy approved by the Education Commission. Parents are to monitor their child's appearance before their arrival at school. Violations of the dress code will result in the following consequences:

- 1<sup>st</sup> Offense- The student will receive a verbal warning.
- 2<sup>nd</sup> Offense- The student will receive a written uniform violation that must be signed by the parents.
- 3<sup>rd</sup> Offense- The third violation will result in the parents being called and the student will be readmitted to class once the student is in proper uniform.

4<sup>th</sup> Offense-The fourth dress code violation will result in forfeiture of any dress down privileges for the rest of the year.

### **GIRLS UNIFORM**

- Grades K-4 Blackwatch plaid jumper
- Grades 5-8 Blackwatch plaid skort
- White, long or short sleeve polo shirt with logo
- Navy blue cotton or cotton blend chino dress pant
- Tights, ankle or knee-high socks (solid white or navy with no patterns)
- Crew socks with pants only (white or navy)

### **BOYS UNIFORM**

- Navy blue cotton or cotton blend chino dress pant
- Blue long or short sleeve polo shirt with logo
- White crew length or solid dark socks

### **ALL STUDENTS**

- Solid navy blue or white sweater (cardigan, crew or v neck)
- Sweatshirt -St. Laurence embroidered logo only.  
Sweatshirts with hoods are not allowed during the school day.

### **SHOES**

- Low cut gym shoe mostly solid color - *white, black, navy blue, gray only*
- No patterned, lite-up or bright colors are allowed on shoes
- Crocs, sandals or backless shoes may not be worn at any time (including no uniform days).

### **WARM WEATHER UNIFORM**

The warm weather uniform will be in effect for the months of August, September, May & June. The uniform is as follows:

- BOYS & GIRLS - Chino dress navy shorts
- GIRLS - navy uniform skort only

### **SPECIAL NOTES**

- Make up and nail polish may not be worn

- Boys may not wear earrings
- No body piercing and no visible tattoos
- Shirts are to be tucked into the pants
- All shirts(including camis) under the uniform shirt are to be white
- Bracelets and necklaces are to be religious in nature
- Boys hair must not hang below the collar, over the ears or into the eyes
- Girls hair accessories need to match the uniform
- No dyed, streaked, beaded, shaved or extreme hairstyles

### **GYM UNIFORM**

St. Laurence gym uniform shirt must be purchased through the school office.

- Gold PE T-shirts (mandatory grades 1-8)
- Solid black sweat pants or shorts
- Gym shoe (mandatory PreK-8)
- Gym uniform should not be worn under the daily uniform

### **SPECIAL NO UNIFORM DAYS**

Students are to follow guidelines set by the school and teachers. All t-shirt graphics need to depict an appropriate theme for a Catholic school. The uniform shoe policy applies on these days.

### **PHYSICAL EDUCATION**

Students are only excused from gym with a physician's note. A note from the physician allowing the student to return to gym class is also required. If a child has a minor physical problem that does not merit a visit to the doctor but which might limit his/her ability in gym class, the parent is to send a written note to the child's teacher. The student's participation in that day's class will be limited accordingly.

### **MASS AND SACRAMENTS**

Students in grades K through 8<sup>th</sup> attend Mass weekly. Second graders receive instruction for the reception of the sacraments

of Reconciliation and Eucharist. Eighth graders will receive instruction for the reception of Confirmation. Parents are required to attend an informational meeting concerning all sacraments.

### **ELECTRONIC DEVICES**

St. Laurence does not allow students to use any personal electronic devices such as **cell phones, e-readers, or iPods** during school or at any related school day activities. All electronic devices need to be turned OFF 10 minutes prior to the start of the school day and not turned ON until 10 minutes after dismissal. Unauthorized use of cell phones during the day will result in the cell phone being taken away and given to the principal. Phones will be returned to a parent or guardian only.

### **BULLYING POLICY**

Any action, word, or behavior which harasses, intimidates or causes physical, emotional, or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (cyber bullying) as a tool to harass or cause harm. Students who violate this policy will be subject to the Behavior/Discipline policy. St. Laurence follows the Diocesan wide adopted policy.

### **GUM CHEWING AND EATING**

Gum chewing is forbidden in the school building. Eating any type of food or beverage is prohibited in any area of the school outside the cafeteria unless under teacher direction. Candy, pop, etc. should not be eaten as students are dismissed.

### **BEHAVIOR/DISCIPLINE**

St. Laurence School, through its policies, attempts to foster self-discipline in all students. Corporal punishment is not a tolerated practice at St. Laurence.

- Students are expected to obey all school rules and regulations and to respect the authority that enforces them.
- Parents are expected to instruct their children to respect and obey school authorities: administrators, teachers and all other staff, including adults in a supervisory

position.

### **BEHAVIOR NOTICE**

Students may receive a Behavior Notice as a result of violations of school rules. A Behavior Notice must be signed by the parent and returned to school the next day.

### **DETENTION NOTICE**

A Detention notice will be sent home for school violations. Parents are to sign the detention notice which indicates the date that it is to be served. Detentions are held at 2:30.

The following are examples of violations, depending on the severity of the offense, may result in a Behavior Notice, Detention, Suspension or Expulsion:

- Being unprepared with supplies/materials
- Continual disruption of class
- Disrespect or foul language
- Disrespect toward authority or peers
- Failure or refusal to do assignments
- Fighting
- Possession of dangerous objects or substances
- Theft and any other inappropriate behavior as determined by teachers and principal.
- Threats, intimidation or any form of bullying through any electronic device.
- Use of cell phone during school without permission
- Vandalism

### **LUNCH SUPERVISION**

Parents can sign up for lunch supervision at registration or by contacting the principal. Lunch supervisors will receive credit towards tuition scholarship for each day worked. In respect for our students, all lunch supervisors will keep confidential any student situations occurring during their time at school.

### **HOT LUNCH PROGRAM**

An optional Hot Lunch will be offered daily. Order forms are

electronically available in advance of the two week order cycle. Order forms can be found in School Speak. A beverage will not be offered with hot lunch. Only students who order in advance will be served hot lunch.

Otherwise parents are reminded to provide their children with a sack lunch and to supply all the necessary utensils that are needed.

Food may not be taken from the cafeteria at the end of lunch.

## **LUNCH & PLAYGROUND BEHAVIOR**

Students are to behave in accordance with lunch rules posted in the lunchroom. Lunch and playground rules will be posted in each classroom and given to the lunch supervisors. Students are to play in designated areas. Any student wishing to re-enter the building must have permission from the lunch supervisor. Any student not following the guidelines will be reported to the office. In the event of misbehavior, a behavior notice or detention will be sent home for a parent signature explaining the infraction.

## **LUNCH RECESS**

Students should dress appropriately for the weather. Students will go outside unless it is raining or the temperature or wind chill are too extreme. Students required to remain in the building during lunch must have a signed note from the doctor.

## **ARRIVAL AND DISMISSAL**

- School begins at 7:45 a.m. and dismisses at 2:30 p.m.
- Morning supervision is provided by teachers starting at 7:30 a.m.
- Students are to remain outside on the playground until the bell is rung at 7:45.
- Preschool parents are to bring students to the preschool room or to the area outside the school office.
- During inclement weather students are to enter the building and go directly to their classroom.
- For safety sake, the doors to the school are not open until 7:15 a.m.

- Students will be released from the building at 2:30. Teachers will supervise the parking lot until 2:40.
- A signed note by the parent is needed if there is a change in the normal dismissal routine, i.e. going home with a friend.

### **DROP OFF AND PICK UP PROCEDURES**

- Parents may drop off students by driving onto the parking lot from Jewett Street and exiting through the alley onto Holly Street.
- Students are to exit the car quickly. Parking is not permitted in this area.
- Parents may park in the lot across the street and walk their children onto the playground.
- For pick up, parents are to park in the lot across the street or on Standish or Jewett (not Holly).
- Parents and students are to cross at the crosswalks with the crossing guards.

### **BICYCLE RIDERS**

- Students riding bikes are to walk their bike onto the playground and cross at the crosswalks.

### **VACATIONS**

- Please refer to the school calendar when planning your vacation or trip. Regular attendance at school is important and taking the student out of school for trips is not recommended.
- If your child misses school due to a family trip or vacation, it is the child's responsibility to get caught up academically.
- Teachers will keep all missed work and present it to the child upon his/her return.
- Assignments will not be given prior to students leaving for vacations or trips.

## **ABSENCES**

- Parents should notify the school by phone before 8:15 a.m. each day the child is absent.
- If a student's absence has not been reported, the school will contact parents at work or at home.
- A written note, signed by the parent and explaining the absence is required when the student returns to school.

## **EXCESSIVE ABSENCES**

It is essential that students maintain regular attendance in order to receive maximum benefits from regular daily sequential instruction. Parents will be notified through written communication of any excessive absences (10 days). Parents may be asked to provide medical verification in cases of excessive absence.

## **TARDIES**

Any student who enters the building after 7:45 is tardy and is required to report directly to the school office before going to their classroom. Any student that has an unexcused tardy is not a candidate for the 'Perfect Attendance' award.

## **EXCESSIVE TARDIES**

Research shows that repetitive tardiness is harmful to both a child's education and success in school. It is also harmful to the class that it disturbs.

In an effort to eliminate tardiness, the following consequences will be enacted:

- 1<sup>st</sup> offense-Verbal Warning
- 2<sup>nd</sup> offense- Written warning sent to parents
- 3<sup>rd</sup> offense- Parents will be called
- 4<sup>th</sup> offense- Student will lose activity privileges which may include class parties, field trips, etc.

## **EARLY DISMISSAL**

- Parents are to provide a written request, presented to the teacher or school office, in the event of a child leaving during class hours.
- Parents must sign their student out at the school office.

- Upon returning to school, students are to report to the school office to be signed in by the parent.

## **VISITORS**

- Parents and visitors are to ring the buzzer on the north door to enter the building.
- All outside doors are kept locked during the school hours.
- Upon entering, parents and visitors are to stop in at the school office, tell the reason for the visit and sign in and out.
- Parents and visitors may not go directly to classrooms or anywhere else in the building without permission from the school office.

## **SCHOOL CLOSINGS**

In the event of inclement weather or an emergency, parents will be contacted:

- On their primary phone through the School Reach alert system.
- At [www.emergencyclosings.com](http://www.emergencyclosings.com)
- St. Laurence will close when school district U-46 closes due to inclement weather.

## **LOST AND FOUND**

Please mark all student belongings, especially lunch boxes and gym clothing with your child's name. Lost and found is located in the school lunchroom. Periodically lost and found will be given to charity.

## **ILLNESS**

When a child becomes ill, the teacher sends him/her to the school office. Parents/guardian will be contacted. If parents are unavailable, the next name on the emergency list will be contacted. The student will remain in the office until arrangements can be made for the student to be taken home.

Students are to stay at home for 24 hours after an elevated temperature has returned to normal.

## **COMMUNICABLE DISEASES**

The school shall be notified by the parent in cases of communicable disease and absence due to an extended illness. Re-admittance to the school, in these situations, shall require the written recommendation and approval of the student's physician.

## **MEDICINE**

No medication is administered except through the school office. Medication will only be administered provided the parent submits in advance to the following;

- Parents must bring all labeled medication to the office and complete the appropriate medication form.
- Parents will provide a written request authorizing the distribution of the medication.
- A physician's order/prescription detailing the type of medication and its use is to be on file.
- Students are prohibited from carrying any kind of drug or medication in school unless approved by the principal.

## **COMMUNICATION**

- Please notify the school if there is any change in email, phone, address and/or emergency numbers.
- Weekly communication is posted for each family via our newsletter, "Tiger Tracks". Please make it a point to read all school communication promptly. The "Tiger Tracks" are posted in the School Speak system.
- Classroom and school announcements will be posted in the School Speak system periodically. Please make every attempt to read all communications.
- Teachers can be contacted through their E-mail address given to parents at the beginning of the school term or through the school office. Teachers will reply within 24 hours of receiving the message.
- Students will be given messages via the school secretary in emergency situations. Students will not be called out of class to accept calls.

- The principal is available for parent or student questions during the school day. Because of meetings and other responsibilities, it is suggested that parents call ahead to make an appointment.

## **ATHLETICS**

Students may participate in various team sports throughout the school year. Sports in which students may participate are:

- Boys' Basketball (Grades 5, 6, 7 & 8)
- Girls' Basketball (Grades 5, 6, 7 & 8)
- Girls' Volleyball (Grades 5, 6, 7 & 8)
- Boys' Volleyball (Grades 5, 6, 7 & 8)
- Cheerleading (Grades 5, 6, 7 & 8)

The athletic handbook is posted for all athletes in School Speak. The coaches and/or Athletic Director will explain all requirements and policies at the Athletic Parent meeting.

## **INSURANCE/PHYSICAL**

The Rockford Diocese and St. Laurence School does not offer student insurance. Every year students involved in extra-curricular events must provide proof of their own insurance coverage and a physical, prior to participation in games or practices.

## **MANNA**

St. Laurence School participates in the Manna Program which enables parents to earn money towards tuition payments. Enrollment forms and explanations are available in the School Speak system. Parents can enroll anytime during the year. Further information regarding the Manna Program can be obtained at the school office or at the parish center.

## **PARENT-TEACHER CLUB**

St. Laurence P.T.C. is a social organization that promotes the school's quality education through social events, school activities and fundraisers. This provides on-going financial support for materials and educational programs. All parents are considered members of this club.

## **SCHOOL VOLUNTEERS**

- Are involved in planning special events for the classroom under the direction of the teacher
- Supervise field trips
- Work with student groups
- All volunteers work under the supervision of the principal and are required to have met the volunteer guidelines of the Diocese.
- We will host Bingo once a month and there will be an expectation that each parent volunteers for at least one event.

## **ST. LAURENCE EDUCATION COMMISSION**

The Education Commission supports the policies of the Diocese of Rockford and St. Laurence School. The Commission coordinates parochial educational activities, acts as a liaison body with the local and state school officials and endeavors to create a better understanding and support of Catholic Education.

All regular meetings are posted on the school calendar and are open to the members of St. Laurence Parish. Non-members of the commission can request an opportunity to speak at meetings from the President. This request including topic must be made in writing at least one week prior to the next regularly scheduled meeting.

Openings for the Education Commission Board are posted in the “Tiger Tracks” and in the church bulletin.

## **CONCLUSION**

While every effort has been made to include in this handbook as much information needed, no handbook can be all inclusive. From time to time, changes, additions or deletions need to be made. Those changes are communicated to parents through our newsletters and web site. All parents are invited and urged to contact the principal with any concerns.