

# SAINT LAWRENCE ELEMENTARY & MIDDLE SCHOOL



## PARENT-STUDENT HANDBOOK 2018-2019

1977 Saint Lawrence Drive

Santa Clara, CA 95051

Phone: (408) 296-2260

Fax: (408) 296-1068

[www.saintlawrence.org/school](http://www.saintlawrence.org/school)

Office Hours 7:30AM-4:00PM

*Parents are the first and most influential teachers.*

# SAINT LAWRENCE CODE OF CONDUCT

EVERYONE is expected to...

- ... act in a Christ-like manner.
- ... be respectful.
- ... follow the rules and policies.
- ... cooperate with classmates, teachers, peers, and adult leaders.
- ... communicate in an appropriate manner.
- ... respect the personal boundaries and property of others.
- ...promote and support a safe, fun, and healthy environment through positive participation.

NO ONE will tolerate abuse of any kind

## NONDISCRIMINATION POLICY

The California Schools in the Diocese of San Jose, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Lawrence Elementary & Middle School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, sex or disability in administration of educational policies, scholarship and loan programs, and athletic and other school administered programs.

Adopted from DSJ, Office for the Protection of Children & Vulnerable Adults

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# MISSION STATEMENT

Saint Lawrence Elementary and Middle School challenges students from diverse backgrounds to grow academically and emotionally within a supportive Catholic community. Our school fosters individuality and active learning, helping children thrive now and in the future.

## PHILOSOPHY

We, the faculty, staff, and clergy of St. Lawrence Elementary and Middle School, believe in:

- **Living Gospel values** to develop personal faith within the context of a Catholic community.
- **Pursuing academic excellence** to prepare students for high school and beyond.
- **Challenging students** in a nurturing environment to grow academically and emotionally.
- **Collaborating with parents**, the primary educators of their children.
- **Fostering individuality** that leads all members toward spiritual growth, wholeness, and a responsibility for self, others, and the environment.

## SCHOOLWIDE LEARNING EXPECTATIONS

Graduating students of Saint Lawrence Elementary & Middle School will:

### **BELIEVE as a child of God and**

- develop personal spirituality through prayer and participation in the Saint Lawrence community
- exhibit Gospel values
- demonstrate knowledge of the teachings and practices of the Catholic Church
- apply Church teaching in response to social justice issues

### **ACHIEVE as a lifelong learner and**

- increase and demonstrate academic skills
- display critical and creative thinking skills
- demonstrate effective communication skills
- apply technology as a learning tool

### **SUCCEED as a citizen of the world and**

- take ownership of his or her own actions
- display respect for themselves, others, and the environment
- work cooperatively with others
- participate actively as a member of the community

# COMMUNICATIONS

If you have a question about how your child is doing at school or a concern about something happening in the classroom

1. Email the teacher OR
2. Leave a message with the school office requesting that the teacher return your call.

If your student will be late, need to leave early or miss a day of school

1. Email the teacher AND
2. Email Gayle Wholley at [gwholley@saintlawrence.org](mailto:gwholley@saintlawrence.org) OR call 408-296-2260 if it's after hours or before 7:30am and use extension 1977 to leave a message in the attendance mailbox.

If you have a question about school policy or procedure

1. Email [gwholley@saintlawrence.org](mailto:gwholley@saintlawrence.org) OR
2. Call the school office at (408) 296-2260.

If you have a question about PowerSchool

1. Email Clarissa Barela, [cbarela@saintlawrence.org](mailto:cbarela@saintlawrence.org) OR
2. Call the school office at (408) 296-2260.

If you have a question about your Smart Tuition account and tuition payments

1. Call Smart Tuition at 1-888-868-8828 (24 hours/365 days a year) OR
2. Email Clarissa Barela, [cbarela@saintlawrence.org](mailto:cbarela@saintlawrence.org)

If you are unable to get your question answered to your satisfaction

1. Email the Principal OR
2. Leave a message with the school office requesting that the Principal return your call

**All families are expected to read the contents of the “CONNECTIONS” and the notifications on PowerSchool and Parent Square.** The following communication procedures have been developed to ensure regular communication between the school and home:

1. The “CONNECTIONS” is the electronic newsletter from the school. It is posted on the school website, and the link is emailed to all families.
2. To access PowerSchool and Parent Square you will be given links to register. Once registered, you will be able to view all your students’ information, grades and calendars. Here you will also be able to access additional flyers, forms, etc.

## Communication with Faculty & Staff

We strive to maintain a welcoming and inclusive atmosphere at Saint Lawrence. Please do not hesitate to ask questions or voice concerns at the appropriate time. Please be mindful that teachers are "on duty" with their

classes during the school day and cannot address questions or concerns during that time. Make an appointment with your child's teacher by emailing them or calling the office and leaving a message for them to return your call.

Teachers check their emails and message boxes daily and return all calls and messages within 24 hours. If you do not receive a timely reply, it is wise to resend the email and/or call the office.

## **Complaints**

While it is understood that parents will not always agree with the employees of Saint Lawrence Elementary & Middle School, it is expected that all disagreements are handled in a calm and respectful manner.

Confrontational interactions are strictly prohibited. Every effort should be made by all parties to resolve issues or concerns respectfully, expediently and independently.

Should you have a complaint about **an employee** the following procedures should be followed:

1. Contact the employee/teacher directly and to seek resolution or mutual understanding at that level.
2. If the matter is not resolved, request assistance from the Principal in writing. Provide a brief summary of the issue and include any facts surrounding the complaint.
3. If the matter is not resolved, you may submit a written complaint to the Pastor for consideration and possible resolution.
4. If the matter is not resolved, the Superintendent may intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral. After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the Superintendent will only determine (a) whether the local policy is in accord with applicable Diocesan policies and regulations, and (b) whether the policy is fairly and equitably applied.

Complaint or conflict with other **non-employee** members of the community should be resolved privately, peacefully, and respectfully. Parents are strictly forbidden from disciplining any child other than their own. If you see a situation between children that warrants an adult taking action, please bring it to a teacher or the administration immediately.

# FACULTY AND STAFF

Rev. Ernesto Orci	Pastor	eorci@saintlawrence.org
Fr. Joseph Page	Parochial Vicar	jpage@saintlawrence.org
Carina Lares	Principal	clares@saintlawrence.org
Michael Freitas	Director of Athletics K-8 Physical Education	mfreitas@saintlawrence.org
Gayle Wholley	Office Manager	gwholley@saintlawrence.org
Clarissa Barela	Business Manager	cbarela@saintlawrence.org
Helen Greene	Development Coordinator	hgreene@saintlawrence.org
Eileen Madej	Preschool Director and Extended Care	emadej@saintlawrence.org
Kelly Flores	Pre-K - 5 Spanish	kflores@saintlawrence.org
Mayra Cruz	Preschool Teacher	mcruz@saintlawrence.org
Claudia Chavez	Preschool Aide	cchavez@saintlawrence.org
Leticia Freitas	Preschool Aide	lfreitas@saintlawrence.org
Lesia Cassidy	Kindergarten Teacher	lcassidy@saintlawrence.org
Tina Gorham	First Grade Teacher	tgorham@saintlawrence.org
Marylinn Fleming	Second Grade Teacher	mfleming@saintlawrence.org
Mary Kate Currier	Third Grade Teacher	mcurrier@saintlawrence.org
Samantha Jacowitz	Fourth Grade Teacher	sjacowitz@saintlawrence.org
Hayley Huston	Fifth Grade Teacher	hhuston@saintlawrence.org
Michelle Varnau	Science Teacher S.T.E.M. Teacher	mvarnau@saintlawrence.org
Tim Pingel	6th grade Homeroom, 6th grade Social Studies, 7th Social Studies and Reading, 8th grade Social Studies	tpingel@saintlawrence.org
Sherry Scott	6th grade Homeroom, Middle School Religion, Religion Coordinator, Elementary Music	sscott@saintlawrence.org
Moira Delumpa	Eighth Grade Homeroom, 6th ELA, 7th Writing, 8th ELA	mdelumpa@saintlawrence.org

John Schmitt	6th, 7th, and 8th grade Math	jschmitt@saintlawrence.org
Trini Martinez	Children's Center Director Instructional Aide	tmartinez@saintlawrence.org
Laure Vierra	Children's Center Assistant Director	lvierra@saintlawrence.org
Robert Fried	Instructional Aide	rfried@saintlawrence.org
Marisela Ochoa	Instructional Aide	mochoa@saintlawrence.org
Candy Volta	Instructional Aide	cvolta@saintlawrence.org

# Daily Bell Schedule 2018 - 2019

Middle School Schedule- M, T, TH, F	
Time	Location/Event
7:45 - 8:00	Homeroom
8:00 - 9:05	Block 1
9:05 - 10:10	Block 2
10:10 - 10:25	Break
10:25 - 11:30	Block 3
11:30 - 12:05	Electives
12:05 - 12:45	Lunch
12:45 - 1:50	Block 4
1:50 - 2:55	Block 5
2:55-3:00	Homeroom

Middle School Wednesday - Mass		Middle School Wednesday - Early Dismissal and Mass	
Time	Location/Event	Time	Location/Event
7:45 - 8:30	Homeroom	7:45 - 8:20	Homeroom
8:30 - 9:20	Mass	8:20 - 9:20	Mass
9:20 - 10:15	Block 1	9:20 - 10:10	Block 1
10:15 - 10:30	Break	10:10 - 11:00	Block 2
10:30 - 11:25	Block 2	11:00 - 11:50	Block 3
11:25 - 12:20	Block 3	11:50 - 12:40	Block 4
12:20 - 1:00	Lunch		
1:00- 1:55	Block 4		

Elementary School Regular Schedule - M, T, TH, F	
Time	Location/Event
7:55 - 8:00	Morning Prayer
8:00 - 9:45	Early Block
9:45 - 10:05	Recess
10:05 - 11:30	Middle Block
11:30 - 12:15	Lunch
12:15 - 1:45	After Lunch Block
1:45 - 2:00	Afternoon Recess
2:00 - 2:55	End of Day Block
2:55-3:00	Dismissal

Elementary School Day 3 - Mass		Elementary School Day 3 - Early Dismissal and Mass	
Time	Location/Event	Time	Location/Event
7:55 - 8:20	Short Early Block	7:55 - 8:20	Short Early Block
8:20 - 9:20	Mass	8:20 - 9:20	Mass
9:30 - 9:50	Recess	9:20 - 10:40	Middle Block
9:50 - 11:30	Middle Block	10:20 - 10:40	Recess
11:30 - 12:15	Lunch	10:40 - 12:40	Afternoon Block
12:15 - 2:00	Afternoon Block		

# HISTORY OF SAINT LAWRENCE SCHOOL

Saint Lawrence Elementary School was established in 1961 by the founding pastor, Rev. Victor Wilkiemeyer. Staffed by the Sisters of Loretto, the school grew to include grades 1-6. A kindergarten was added followed by an extended care program. In 1993, Saint Lawrence Elementary School opened the first licensed Pre-K program in the Diocese of San Jose. The following year grade 7 was added with grade 8 following the next year.

In 2013, Saint Lawrence Elementary & Middle School introduced an elective program and continues to expand their co-curricular program across all grades.

The Saint Lawrence student community is diverse, and the school serves students from both the parish and surrounding communities, both in and outside of Santa Clara County. Ethnic diversity mirrors that of Santa Clara County. The student body is approximately 75% Roman Catholic with other major religions well represented.

The Elementary and Middle School is a parochial school of St. Lawrence the Martyr Parish. They share the site with the parish.

# CHAPTER I

## ADMINISTRATION

The school administration is under the jurisdiction of the Diocese of San Jose. Accreditation is granted through the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). The last accreditation process was in 2016; the next accreditation will be in 2022.

The Pastor, in consultation with the Principal and the Education Council, determines local policy. The School Advisory Council (SAC) consists of the Pastor, school administrators, and appointed representatives from the parent, parish and larger communities acting as a school advisory board to the Principal.

The Parent-Teacher Group (PTG) consists of parents and teachers who plan, organize, and supervise social, fundraising, and educational events for the school community. All families become members of PTG and are encouraged to take advantage of the activities provided.

Communication with the school administration is maintained through the Principal's electronic newsletter "CONNECTIONS", the school's website, the School Advisory Council, the PTG, email communications, and an open door policy. Concerns about a student's progress, grading, classroom or playground discipline, and similar areas should be taken first to the classroom teacher. If the problem is not resolved, the concerns may then be brought to the administration.

# CHAPTER II

## ADMISSION & TUITION POLICIES

Saint Lawrence Elementary & Middle School admits students regardless of race, sex, or national origin. The school gives first admission preference to students of registered, participating Saint Lawrence parishioners and siblings of students currently enrolled, secondly to Catholic students of non-parishioners, and thirdly to non-Catholics.

All new students are screened to determine their readiness for the grades for which they are applying. Admission will be determined by review of all application materials, screening test results, previous school records and recommendation forms, and if necessary, an interview with the administration. All applicants are notified of their admission status by letter.

Eligible families receive a tuition agreement, which must be signed and returned on or before the stated date in the Smart Tuition agreement letter. Tuition may be paid in full by July 1, or by monthly automatic bank debit or credit card through Smart Tuition. A student's admission process is complete when all paperwork, including the signed tuition agreement and auto debit form, are returned. Failure to complete any portion of the admission process in a timely manner may result in the loss of enrollment.

The application and registration fees are nonrefundable. If a family moves out of Santa Clara County after the registration fee is paid and before school begins, that fee will be refunded when a request for the student's records has been received from the child's new school. ***Please refer to the Tuition & Fee Schedule 2018-2019 for the current year tuition fees and policies regarding payments.***

Re-registration fees for the next academic year may not be accepted if the current or prior year(s)' tuition has not been paid in full.

Saint Lawrence Elementary and Middle School has a scholarship assistance program when funds are available. Families must complete the FACTS (formerly PSAS) application and the internal school application by the stated deadline. BASIC is a state funded program for first year private school attendees with an annual deadline in mid-late July based on state financial need criteria.

# CHAPTER III

## ADVANCEMENT & FAMILY COMMITMENT

### **ADVANCEMENT**

Advancement is the term used to define all efforts to advance the school's mission through the integration of the school's admission, development, marketing and communication programs. Advancement is comprised of both development and fundraising. Advancing the mission is a shared responsibility and all families are expected to participate in school advancement efforts. Positive promotion of the school, recruitment, financial support, volunteer support, participation and promotion of school events and fundraising are some examples of advancement.

Tuition and fees do not cover the full cost of educating a student at Saint Lawrence Elementary & Middle School. Therefore, it is necessary for the school community to generate additional income to "bridge the gap." The school relies heavily on two sources of additional income: Advancement Program and Family Commitment.

### **ADVANCEMENT PROGRAM**

The Advancement Program includes the following programs:

THE FUND is the cornerstone of our Advancement Program. The FUND is made up of financial gifts from parents, grandparents, alumni, faculty, staff and friends of Saint Lawrence. These donations are tax deductible and provide revenue that immediately benefits students and faculty during the school year. We encourage families to seek matching donations from their employers toward The FUND.

ANNUAL AUCTION & DINNER is the Advancement department's biggest fundraiser occurring each year in early spring. Each year's event is themed and 2018-2019 will be a Crab Feed & Auction. Some types of auction sponsorships will count toward your Fundraising requirement of your Family Commitment.

LUCK OF SAINT LAWRENCE LOTTERY runs all year and proceeds fund the technology program. Tickets can be purchased and entered at any point during the year leading up to the final drawing. Tickets remain in the drawing all year and winning tickets are replaced for chances to win all year. Tickets purchased in your child's name and credited toward St. Lawrence Elementary and Middle School will count toward the Fundraising requirement of your Family Commitment.

BRICK PROJECT The Brick Project supports the building and upkeep of our Jubilee Commons. You and your loved ones can have your name engraved on a brick, bench or tree and have a permanent place in the St. Lawrence Elementary and Middle School community.

RUN FOR FUN /WALK Our very own fitness fundraiser benefits our Athletic department. The event is hosted at Baylands Park in Sunnyvale and the whole family can participate in the 5K or Children's Run. Food and

festivities immediately follow the race. Some sponsorships will count toward the Fundraising requirement of your Family Commitment.

WALKATHON is our 2nd largest fundraiser and is run by the Parent Teacher Group (PTG) and occurs in the Fall. The entire student body participates in this fundraiser by walking laps around the school. Family and friends pledge a flat rate or a per-lap contribution. All donations are tax-deductible and directly fund academic programs. Pledges made in your child's name will count toward your Fundraising requirement of your Family Commitment.

## **FAMILY COMMITMENT**

The REQUIRED Family Commitment consists of two components: fundraising and volunteering. The visual below outlines the component requirements. A report will be sent three to four times a year to help families track their progress.



For more information on the Family Commitment and to learn about how to participate, please visit our website.

NOTE: eScrip no longer counts Safeway purchases. eScrip purchases at other qualifying merchants will still count toward your gross scrip purchase total.

## **FUNDRAISING/SCRIP/eSCRIP**

The Fundraising requirement of family commitment at Saint Lawrence has been simplified. Families are responsible for a given amount of money (\$350 for families with 1 child, \$500 for families with 2 or more children). This financial commitment can be satisfied by any combination of the following fundraising opportunities:

- Pledges for the Walk-a-Thon (\$1 credit per \$1 in pledges)
- Purchases of Luck of Saint Lawrence Lottery tickets (\$1 credit per \$1 of tickets sold)
- Participation in Dine Out Nights (credited at 15-20% of total purchase depending on restaurant)
- SCRIP/eScrip (credited at a rate of 5% of gross purchase, i.e. \$2000 in gross scrip/eScrip purchases earns \$100 of credit). SCRIP is available online 24/7 through Koincloud and Benefit (includes an App) and can be purchased on Wednesday mornings in the school office and after Sunday masses.

Instructions for registering for Koincloud and Benefit, eSCRIP and Scrip order forms are available on the school website.

- Specified events and opportunities throughout the year listed in *Connections*

**SERVICE HOURS** There are many opportunities to fill in your 30 service hours (single parent household requirement is 15 hours). Restoration days, helping at PTG and Development events, and yard duty are just a few service opportunities. Service opportunities will be posted on Connections and the school website.

**BUY OUT** Unfulfilled Family Commitments will be itemized in a spring report to families. Families will have the option to buy out remaining commitments at this time. Buy outs occur at a rate of one dollar for every under-fundraised dollar and \$20/hour for unfulfilled service hours.

## **OTHER OPPORTUNITIES TO GET INVOLVED:**

### **PARENT-TEACHER GROUP (PTG)**

Throughout the school year, the PTG conducts social, educational, and fundraising events and community building events. These include the Opening Day of School Parent Coffee, New Parent Coffee Morning, Walkathon, Back-to-School BBQ, Christmas in the Library, Family Fun Night, End-of-the-Year Pool Party, and others as scheduled each year. Parent Ambassadors in each grade act as classroom coordinators for class-specific events and are the communication liaisons between the school and the class families.

Educational events are opportunities for parents to hear presentations on important topics related to parenting, child development, faith formation and school success for students. These events are publicized in advance and attendance counts for volunteer hours. PTG general membership monthly meetings are held regularly according to the published schedule.

### **VOLUNTEERS**

Parents are expected to support and uphold the authority of the school and to participate in the life of the school and the parish. Volunteer hours are self-recorded through ParentSquare. Opportunities for participation exist in every area of the school and parish community. When volunteer opportunities become available, they are published on the website and in Connections. If you have a particular skill or specific expertise that you think will benefit the school and its community, please email the Principal.

### **VOLUNTEERING CLEARANCE**

All volunteers working on the school site or in direct contact with students are required to have (1) a cleared copy of their fingerprints, (2) the certificate of completion for the Online VIRTUS: Protecting of God's Children, and (3) a current TB test clearance on file (within the last 4 years). Only those volunteers whose fingerprints have cleared through the Verify Group, Inc., completed the online course, and who have a current TB test may assist on field trips, help in the classroom or yard supervision, and other such activities in which they interact with students. Volunteers may also be given a Confidentiality Form to sign guaranteeing the confidentiality of any information acquired as the result of volunteering. Please call or visit the office for more details.

# CHAPTER IV

## ACADEMIC POLICIES

### STUDENT RECORDS

Parents have the right to view the contents of their student's cumulative record, and may do so by making an appointment with the principal at least 48 hours in advance.

### PARENT TEACHER CONFERENCES

Parent –Teacher Conferences are conducted at the midpoint of the first trimester (October) and will also be conducted before the end of the second trimester. Parents are required to attend both to discuss student progress. Middle School students (6th-8th grades) accompany their parents at both conferences.

### STUDENT PROGRESS AND REPORTING

Progress reports are distributed at conferences.

Parents should access PowerSchool and ParentSquare regularly to be fully informed regarding their student's academic progress and other school related information.

Report cards are issued three times a year for grades K-8. A standards-based report card is used for grades K-5.

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

General Behavioral Expectation marks in grades 6th-8th are agreed upon through a collaborative process by the middle school team and with input from the administration.

### HOMEWORK POLICY

Homework is assigned to support learning in the classroom. Average expected daily time allotments for homework are as follows:

<u>Grade</u>	<u>Time</u>
PreK and K	15-20 minutes
Grades 1 and 2	20-30 minutes
Grades 3 and 4	30-40 minutes
Grade 5	45-60 minutes
Grades 6-8	60-120 minutes

\*Extended projects or reports and mathematics practice often require weekend work

### HOMEWORK FOR ABSENT STUDENTS

Per request, homework for extended absences (more than two days) due to illness may be picked up in the office after school. Please email the classroom/homeroom teacher to make arrangements. Additional policies are found in the Attendance section of this document.

### LATE WORK POLICY (Middle School Only)

In the middle school, any work submitted after the posted deadline is considered 'late'. Late HOMEWORK will be accepted for one week after the posted deadline and be graded for 60% of the original point value. The late work policy for all other assignments (projects, in class assignments, etc.) will be set and communicated by the classroom teacher. Additional policies are found in the Attendance section of this document.

### PROMOTION AND RETENTION

Students will be promoted to the next grade level upon successful completion of the current year's curriculum. Students whose progress indicates a lack of readiness for the next grade may be retained. At the primary level, teacher assessment may signal a need for retention; at the intermediate and middle school level, an F average for the year in three (3) or more subjects or the strong recommendation of the teacher based on student performance may result in retention. Completion of summer school with a passing grade in the subject(s) failed may be required to consider a student for promotion. Parents disagreeing with the decision to retain a student may request that the student be assigned to the next higher grade level. If the request is granted, the parents will be required to sign a statement acknowledging that the student is being assigned, not promoted, to the next higher grade level.

Students will not be retained without consultation with parents during the second trimester and without consideration of the factors involved. Additional policies are found in the Attendance section of this document.

### MIDDLE SCHOOL ACADEMIC PROBATION

If students are struggling academically or working below grade level, a Student Success Team (SST) meeting will occur between the staff, parents and administration to create a plan. Students will be placed on academic probation if they earn three D's or lower at the end of any trimester or at the end of a school year.

Any student on academic probation is ineligible for participation in school-sponsored extracurriculars until the student's grades are at C level or better.

Any student who is placed on academic probation more than once during a school year will need to meet with their parents and the Principal to determine their status at Saint Lawrence.

### PLAGIARISM AND CHEATING

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is unintentional, plagiarism is theft. Plagiarism includes submitting someone else's work as your own, including that of tutors, friends, parents or siblings without crediting them or turning in purchased papers or papers from the Internet that are written by someone else. Plagiarized sources are not limited to the written word. Other

possible sources are: pictures, photographs, music, internet sources and works of art. In the middle school, all sources used must be cited using the MLA format that is taught in Language Arts.

Cheating includes: copying assignments and submitting them as original work, trading assignments with other students (even if you don't think they will be copied), using unauthorized notes or technology, bringing notes into a test or using a computer program to translate an assignment and turning it in as your own, and sharing answers before, during, or after quizzes or tests. Students must be responsible for their own papers and make sure others do not copy their work.

If it is determined that a student has cheated, the student will receive no credit for the assignment. Further consequences may apply including a referral to the administration.

### MIDDLE SCHOOL HONORS

Middle school students have the opportunity to earn honors and recognition for scholastic and citizenship achievements.

At the end of each trimester, any student who receives no grade on the official report card lower than an A- is awarded '*High Honors*'. Any student who receives no grade on the official report card lower than a B is awarded '*Honors*'.

Students who receive no grade on the official report card lower than an A- in areas of Effort, Conduct and Homework receive the '*Citizen of Honor*' award. Students who receive scholastic honors may also receive citizenship honors.

Honored students will be recognized at the monthly assembly following each the first and second trimesters. Students who make the third trimester Honor roll will be recognized at our first school assembly the following year.

### RELIGION

Religion class, weekly liturgies (Mass), liturgical celebrations, prayer services and other ministries that occur during the school day are considered part of the curriculum. All students are expected to be present and participate; parents are expected to support these in-school faith experiences. The Principal and/or Religion Coordinator can provide support for Catholic and non-Catholic students and families who would like more information about these activities.

# CHAPTER V

## BEHAVIOR & DISCIPLINE

### DISCIPLINE POLICY

At Saint Lawrence, conduct standards and expectations have been established to encourage behavior in keeping with the Gospel message. We strive to create and maintain a positive school climate that builds self-esteem, character, responsibility, respect, accountability, self-control, and a safe environment. Students are expected to respect the rights, person, and property of others as well as self.

The faculty, staff, and administration believe that our role as Catholic educators extends beyond the academic skills we teach and requires that we teach and support social and emotional development. We endeavor to work collaboratively with students and parents to best address challenging behaviors in a restorative manner.

The school administration reserves the right to modify any discipline policy when necessary to further or protect the underlying philosophy/mission of the school. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Parents are expected to support the discipline policy of the school and to reinforce appropriate school behavior at home, on site, and at Saint Lawrence and while participating in any school-sponsored events. Parents are expected to abide by the Code of Christian Conduct at all times.

Students must not make threats to harm self or others in anyway. All threats of such harm will be taken seriously and dealt with by the administration.

Each teacher maintains conduct and behavior standards within her/his classroom under the general guidelines of the school policy. Guidelines for classroom conduct are posted in the classrooms and reviewed with students several times each year. The systems of rewards and consequences used in each classroom are also reviewed with the students several times a year. **Every effort is made by the teacher to resolve problems within the classroom as they occur.**

Teachers practice preventive discipline by positive intervention, praise, and rewards. Teachers will consult with a student privately before further consequences are made. Students will be given the opportunity to make adjustments or improvements to their behavior. Teachers will notify parents regarding behavior as necessary and consult with the administration if any repeated pattern of misbehavior should occur. Consequences will be determined at that point.

**Bullying is defined as repeated negative actions targeted at a specific person.** Bullying can be physical, social, or psychological. It is based on an imbalance of power and is designed to hurt, demean, intimidate, or ostracize another student. Cyber bullying involves intimidation and repeated negative messages via social media sites, email, IM, text messages or other online platforms. Saint Lawrence uses the 'No Bully' program in all grades to deter and stop bullying. No form of bullying will be tolerated. Students who experience bullying

should report it to their teachers immediately. Bullying is documented and referred to the 'No Bully' coordinator to address. (see the Harassment/Bullying Policy for more information)

### DETENTION NOTICE

Students in grades 5 through 8 may receive a detention for behavior which interferes with the learning of that student and/or others. Some of these behaviors include, but are not limited to: disrespect or disobedience, eating or drinking in class, chewing gum, inappropriate language, repeatedly out of uniform, disrupting the classroom, serious lunchtime misconduct. Parents will be contacted when their child has been issued a detention notice and their student will bring home white detention notice.

Students who receive a detention notice are required to return the detention notice, signed by a parent, the next day and to serve the detention from 7:00 AM to 7:45 AM on the last morning of the week in the the issuing teacher's classroom. Students who fail to show for detention will receive an additional detention. **Three detentions** in a single trimester will result in a parent/student/teacher conference.

**Four detentions** in a single trimester will cause the student to meet the Discipline Board, a group of two teachers and a member(s) of the Leadership Team, who will meet with the student and his/her parents to recommend to the principal appropriate action to change the student's behavior. These consequences may involve: behavior contract, disciplinary probation, Saturday Work Day, suspension or expulsion.

In the middle school, a detention is issued on the second tardy in any one class and for all subsequent tardies in that class.

Other forms of disciplinary action include, but are not limited to:

Principal Conference: the student or the student and his/her parents are required to meet with the Principal to determine what will be effective in supporting the student in the necessary behavior changes.

A Disciplinary Contract is a written agreement between the school, the parents, and the student specifying the required behavior improvement(s) and the consequences for continuing misbehavior.

Disciplinary Probation means the student is placed on behavior probation, which may involve the loss of privileges such as sports, dances or other social activities, for a specific period of time. If the student receives another detention or other disciplinary action during the specified time period, the next level of consequences will result.

### Suspension

Students may be suspended for one or more days depending on the severity of their infraction. Most suspensions will require the student to be picked up from school, and their suspension will be spent at home. Under less severe circumstances, however, a student may be required to serve an in-house suspension at school. During a suspension period, the student is denied the privilege of participating in any or all school-sponsored, extracurricular events such as athletics, field trips, etc. Suspended students may not return to school until the parents have met with the Principal.

Suspension may occur as the cumulative result of misbehavior or as the immediate consequence of a serious offense. Serious offenses include, but are not limited to, stealing, smoking or possession of tobacco, possession of weapons (including pocket knives and toy weapons), possession or use of drugs or alcohol, fighting, possession of explosives (including any and all fireworks), possession of "stink bombs," vandalism,

bullying/harassment/cyber bullying, or leaving school grounds without permission.

A formal letter of suspension is issued to the Principal, Pastor, and the family of the student being suspended after the parent/guardian has been contacted regarding the student's suspension.

### Expulsion

A student may be expelled from school for misconduct of a very serious nature, for conduct contrary to the teaching of the Roman Catholic Church, and/or for repetition of conduct for which the student has been suspended one or more times. The Pastor must approve all expulsions.

### PLAYGROUND

Children are expected to play in ways that are safe and cooperative. Yard supervisors strive to maintain a positive environment by intervening and redirecting activity to prevent problems or infractions of rules. Rules for conduct and for the use of the outdoor areas for each recess time have been developed for the primary, intermediate, and middle school play yards. These rules are discussed with the students at the beginning of each school year and reviewed frequently until all students have acquired the necessary personal restraint and conflict resolution skills, as taught through the Safe Environment Curriculum, to play successfully in the large group setting.

Yard supervisors may issue consequences for violations of the rules. All disciplinary actions will be communicated to the student's homeroom teacher.

### PLAY YARD RULES

1. Off Limits Areas (during all break and lunch times)
  - a. Quad area near elementary bathrooms
  - b. Community Center
  - c. Resource Center
  - d. Rectory
  - e. Church parking lot
  - f. Children's Center (except for Kindergarten during assigned playtime)
  - g. Middle School ramps
  - h. Bushes, trees, and fences
  - i. Maintenance yard
  - j. Lacey Hall
  - k. Pool and Pavilion
  - l. Coned-off areas
2. Unsafe games are not allowed.
3. All equipment used during recess and lunch will be provided by the school. Requests for play equipment should be made by the teacher to the Athletic Director.
4. Recess Rules
  - a. At morning recess, the elementary students are to "freeze" when the bell signals the end of playtime. When the whistle is blown, they are to line up in the designated location. Lines must be orderly, and the students are to hold all play equipment.
  - b. At lunch recess, the first bell signals elementary students to "freeze." At the sound of the second bell, students should line up quietly, holding all

- play equipment.
- c. Students must ask the yard supervisor before going to the restrooms or the water fountains.

#### RULES FOR THE PLAY STRUCTURE

1. Walk on the play structure
2. No jumping off any of the platforms
3. Go down the slide on your bottoms only (not feet, knees, or tummies)
4. One person on the slide at a time
5. Only one student going one direction on the monkey bars at a time
6. Keep hands to self
7. Keep food, drink, and play equipment outside of the fenced area

# CHAPTER VI

## ATTENDANCE POLICIES

### ABSENCES

When a student is absent from school for any reason, a parent or guardian must phone or email the school office ( [gwholley@saintlawrence.org](mailto:gwholley@saintlawrence.org) ) to report the absence. If no call is received by 9:00 a.m., the office will contact the parent at home or their place of business to verify the student's absence. All unexcused absences will be verified and recorded.

Students may not participate in any extracurricular activity during any part of a day or evening of absence; nor may they be signed into either the Teen Center or the Children's Center for extended care.

For any excused absence (note or email from parent), a student will be given the opportunity to make-up missed school work without penalty. The makeup work must be completed and submitted within a reasonable timeframe, one day for each day of absence. Medical/dental appointments, illness, personal emergencies, accident, quarantine, or attendance at the funeral services of a member of the pupil's family, and 8th grade shadow days are examples of excused absences. Parents are urged to keep such absences to a minimum.

### EXCESSIVE ABSENCE

Students who accrue 20 or more days of absence in a school year without a substantiated medical cause, or whose parents have not made the necessary arrangements for home tutoring, may not be recommended for promotion or may be required to attend summer school. The principal has final and absolute discretion in such cases.

Any pupil who is absent from school without valid excuse more than three days or who is tardy in excess of 30 minutes on each of four days or more in one school year is a truant and can be reported to the attendance office of the local public school district. Habitual truancy can result in expulsion.

### TARDINESS

School begins at 7:55am when the bell rings for morning announcements. Students who arrive late to school should go directly to the main office.

Student will not be admitted to class without a tardy slip.

Students who are tardy in excess of 30 minutes on three or more school days in one year will be considered a truant and can be reported to the attendance office of the local public school district. Habitual truancy can result in expulsion.

### LATE ARRIVALS/EARLY DISMISSALS

Every Wednesday is an early dismissal day (2 P.M. dismissal) except for one Wednesday of the month, which is a minimum day (12:40 dismissal). Therefore, to minimize absences, parents are asked to make all medical, dental, orthodontic, counseling, etc. appointments on Wednesday afternoons.

If a student arrives late to school or leaves early because of a medical/dental appointment, parents must come to the school office to sign the child in or out. Parents may not go to the child's classroom to remove or to return their child.

#### RELEASE FROM SCHOOL

A dated, written request or authorization signed by the parent/guardian is required for a student to leave school before the time of dismissal.

#### DISMISSAL TO A PERSON OTHER THAN A PARENT OR GUARDIAN

Students will be dismissed ONLY to those persons listed on the Emergency Card in the school office, the Emergency Form at the Children's Center. The Emergency forms should be kept updated.

Notes received via Fax 408-615-1343 or email [sleminfo@saintlawrence.org](mailto:sleminfo@saintlawrence.org) will be honored. Under NO circumstances will a child be released to an individual whose name has been provided over the phone. If a staff member does not recognize an individual who is authorized to pick up a child, the staff member will not release the child until the individual's identity has been verified by a picture identification card.

Emergency dismissals may be made at any time by the Principal, or someone of like authority, when a serious condition such as sickness, accident, emergency home conditions, etc. warrant it.

#### FAMILY VACATIONS

**Parents are strongly advised against taking their children out of school for personal reasons.** The classroom experience cannot be replicated and students lose valuable instruction and practice when they are out of school extended periods of time. Teachers are not required to prepare assignments in advance for the child to complete while away from school. Please let the office know in advance if your child will be out of school for several days, and make every effort to schedule family vacations for the several vacations built into the school year.

#### CUSTODY

Divorced or separated parents must file a court-certified copy of the custody order with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

#### ATTENDANCE AT SCHOOL FUNCTIONS

Certain school activities and functions conducted on weekends or in the evening are integral parts of the school curriculum and school experience. These functions include, but are not necessarily limited to, the Christmas program and school-sponsored Sunday Masses. All students are encouraged to attend and participate in these functions.

#### ABSENCE AND MISSED CLASS/HOMEWORK

Students and parents are responsible for obtaining all missed work from teachers during or upon return to school from an absence related to illness. If a student is ill, he/she has the same number of days that he/she was out of school due to illness to return missed work. If a student has a planned absence, parents may request work ahead of time from the classroom teacher.

# CHAPTER VII

## UNIFORM POLICIES

### PERSONAL APPEARANCE

**Good grooming and appropriate dress is expected of all students, and the school's standards for personal appearance are conservative and designed to ensure that all students demonstrate pride in Saint Lawrence school.**

No makeup or artificial fingernails are permitted. Middle school students **may** wear a single color of natural looking (nail or skin colored) or clear nail polish. Simple post earrings or hoops no larger than a dime, and thin chains with a cross or other religious symbol are permitted.

Hair must be neat and clean and out of the student's eyes. No hair dyes or highlights are permitted. Hair accessories may only be worn if in simple and understated colors such as blue, red, white etc.

Boys' hair may not extend below the shirt collar. Sideburns are not allowed and bangs must be trimmed above the eyebrows. Hair must be trimmed clear of the ears. Extreme haircuts or styles are not permitted. Older boys must come to school clean shaven. As a prerequisite for 'walking' at graduation, all boys must ensure they are clean-shaven for all their end of the year activities.

**The school administration has the final authority in determining whether or not a student's dress and grooming are in conformity with school policy.**

### UNIFORMS

The purpose of the school uniform is to ensure students' focus at school is on their academic progress. All uniform pieces should be purchased from Merry Mart unless otherwise noted.

#### **PRE-KINDERGARTEN**

For GIRLS and BOYS includes:

- Saint Lawrence Pre-Kindergarten T-shirt
- Navy blue shorts, sweatpants, pants, or skirts (can be purchased anywhere)

#### **KINDERGARTEN-GRADE 5**

The uniform for BOYS includes:

- Navy blue trousers, shorts twill (REQUIRED as part of formal uniform)
- White polo shirt with logo, long and short sleeves (REQUIRED as part of formal uniform)
- Grey polo shirt with logo, long and short sleeves
- Grey button-up cardigan with logo (REQUIRED as part of formal uniform)
- Grey full-zip fleece with logo
- Navy full-zip waterproof hooded logo jacket

**A Formal Uniform is required** and will be worn on mass days, picture day, and special celebrations throughout the year.

The uniform for GIRLS includes:

- Navy blue trousers, shorts twill (OPTION 1 as part of formal uniform)
- White polo shirt with logo, long and short sleeves (OPTION 1 as part of formal uniform)
- Grey polo shirt with logo, long and short sleeves
- Grey button-up cardigan with logo (OPTION 1 as part of formal uniform)
- Grey full-zip fleece with logo
- Navy full-zip waterproof hooded logo jacket
- Plaid jumper (OPTION 2 as part of formal uniform)
- White short-sleeved blouse (only worn under jumper) (OPTION 2 as part of formal uniform)

**A Formal Uniform is required** and will be worn on mass days, picture day and special celebrations throughout the year.

### **PE for 4th & 5th Grades:**

Boys and girls are REQUIRED to wear a PE uniform on their assigned PE days. The PE uniform must be purchased from Merry Mart and requires the PE shirt and shorts. A PE uniform sweatshirt and sweatpants can be purchased from Merry Mart during cold weather.

Students in 4th and 5th grade can wear their PE uniform all day on their regularly scheduled PE day. Students who do not wish to wear their PE uniform to school, may change into their PE uniform at lunch and will remain in their PE uniform for the remainder of the school day.

### **MIDDLE SCHOOL GRADES 6-8**

The uniform for BOYS includes:

- Navy blue trousers, shorts (REQUIRED as part of formal uniform)
- White polo shirt with logo, short or long sleeves (REQUIRED as part of formal uniform)
- Gray polo shirt with logo, long and short sleeves
- Navy v-neck pullover sweater with logo (REQUIRED as part of formal uniform)
- Navy full-zip fleece with logo
- Navy full-zip waterproof hooded logo jacket
- Belts** (in one color, such as black or navy only) **must be worn with shorts and pants**

**A Formal Uniform is required** and will be worn on mass days, picture day, and special celebrations throughout the year.

The uniform for GIRLS includes:

- Navy blue trousers, shorts (OPTION as part of formal uniform)
- White polo shirt with logo, short or long sleeves (REQUIRED as part of formal uniform)
- Gray polo shirt with logo, long and short sleeves
- Navy v-neck pullover sweater with logo (REQUIRED as part of formal uniform)
- Navy full-zip fleece with logo
- Navy full-zip waterproof hooded logo jacket
- Plaid Skirt (OPTION as part of formal uniform)
- Belts** (in one color, such as black or navy only) **must be worn with shorts and pants**

**A Formal Uniform is required** and will be worn on mass days, picture day, and special celebrations throughout the year.

**The required P.E. uniform for BOYS and GIRLS includes:**

- Navy blue PE shorts
- Grey P.E. shirt
- Sweatshirt and sweatpants are optional

Note: On days when students have PE in their 1st block that is NOT a mass day, they may come to school in their P.E. uniform and bring their regular uniform to change into afterwards. If PE is the end of the day, they need not change back to uniform after PE.

All uniform items are purchased through the **Merry Mart** in Santa Clara, or the school used uniform sale, to ensure uniformity of style and color. Items purchased elsewhere do not meet the dress code.

Uniform shirts are to be worn tucked in at all times, and no oversized clothing will be permitted. Tucked in is defined as “waistband visible” and oversized is defined as shoulder seams more than one (1) inch below the shoulder and/or larger than a student can be expected to grow into in a reasonable period of time and pants that sit below the natural waist and/or sag in the crotch. Girls’ skirts may be no shorter than 3-4 inches above the knee. Please purchase skirts that have sufficient hems to be lengthened as the girl grows taller. Wearing shorts under uniform skirts and jumpers is encouraged.

Dress shoes or sturdy athletic type running shoes are required at all times. No slip on shoes, open toe shoes, plastic shoes, sandals, mules, high heels or wedges, boots, or athletic shoes with flashing lights or other gimmicks are permitted. **Socks must be worn.** Girls may wear tights or leggings (solid colors) with jumpers and skirts.

All students must be in uniform on all school days except non-uniform days. Boy Scouts and Girls Scouts may wear their Scouting uniform to school on the days of their Scout meetings only.

Only plain white undershirts may be worn under the uniform shirts.

Parents are asked to make certain that students are dressed in accordance with the school dress code as well as appropriately for the weather. Students in violation of the dress code will receive a Dress Code Violation. Three dress code violations in any one trimester will result in a conference with the Principal and notice home . We expect parents to monitor students for compliance with the personal appearance policy.

### **NON-UNIFORM DRESS POLICY**

There are occasional non-uniform dress days throughout the year. Students are expected to honor the following standards:

#### **BOYS:**

- Jeans, cords, dress slacks or pants, shorts (no shorter than 3/4” above the knee)
- T-shirts, long sleeve shirts and sweatshirts
- Footwear in accordance with policy above

## GIRLS:

- Dresses and skirts (no shorter than 3/4" above the knee)
- Jeans, cords, other dress slacks or pants, shorts (no shorter than 3/4" above the knee)
- T-shirts, long sleeve shirts and sweatshirts
- Footwear in accordance with policy above

Specifically excluded items include:

- Cut-off or boxer shorts
- Spandex (biker shorts, yoga pants, jeggings, leggings worn without skirt or shorts on top)
- Tank tops
- Ripped, tattered or worn through clothing
- Any brand, writing, logo, image that is derogatory, inappropriate or reflects a negative attitude.
- Oversized, tightly fitted, see through clothing
- Hats

## JACKETS

Students must wear uniform outerwear. Students may also wear a non-uniform jacket over their uniform during cold or wet weather when outside the classroom.

The school administration has the final authority in determining whether or not a student's dress and grooming are in conformity with school policy.

# CHAPTER VIII

## STUDENT SERVICES

*Topics in this chapter are arranged in alphabetical order.*

### BICYCLES

Students who ride bicycles to and from school are required to walk their bikes between the street and the bicycle rack. All bicycles must be locked in place in the rack with a lock provided by the student, and the school assumes no responsibility for lost or damaged bicycles. Bicycles may **NOT** be ridden on campus. Rollerblades and skateboards are not permitted on school grounds.

All students who walk or ride bicycles to and from school must apply for a “Walker/Biker” pass (available online). A Google Doc identifying students approved to walk or bike will be available to supervising staff when the student is entering/leaving campus.

### BIRTHDAY AND INVITATIONS AND TREATS

Birthday invitations may not be handed out at school unless every student in a child’s class receives an invitation. Birthday treats may not be handed out on the school campus. Teachers request that instead of treats (due to food allergies), birthday celebrants donate a book to the classroom library, or donate an appropriate game or puzzle to add to the classroom collection. Any balloons, flowers, cookie baskets, etc. sent or brought to school, will be left in the office until the end of the day. **NO birthday treats will be distributed during the regular school day.**

### BOOK COVERS

Students must cover all school issued hardback books that go home.

### CALENDAR CHANGES

Parents are advised to check carefully the Principal’s weekly electronic newsletter, CONNECTIONS, PowerSchool and ParentSquare for schedule changes that may occur due to field trips, liturgies, parties, holidays, and diocesan and/or local meetings or inservice days.

### CLASSROOM VISITATIONS

Parents are welcome to visit the classroom upon invitation, or prior arrangement, such as for plays, performances, other special events, as well as during their regularly scheduled classroom volunteer time. Classroom observations are scheduled during Catholic Schools Week and announced in advance. All visitors, including parent volunteers, must check in at the school office to sign in and pick up a visitor’s badge before going into the classroom or to their volunteer assignment.

### COMMUNICABLE DISEASE POLICY

The school cooperates fully with the local and state health departments, their representatives, and their directives.

Please inform Gayle Wholley in school office by phone or email immediately if your child contracts a communicable disease and/or condition (measles, mumps, chicken pox, strep throat, pink eye, fifth disease, pneumonia, or head lice). The school will then notify the parents by notice and email of those children who may have been exposed. A child who is being treated for strep throat may not return to school until 48 hours after the start of medication.

Head Lice can be a problem in schools. If we find lice in your child's hair, we will notify you by phone. You will need to pick your child up from school immediately to avoid the spread of lice. We ask you to treat your child and your home overnight. Upon returning to school the next day, the student will be examined by the office staff before being able to return to the classroom.

#### COMPUTERS (TECHNOLOGY & INTERNET USAGE)

We strictly enforce the RULES AND CODE OF ETHICS for the Diocese of San Jose Technology Users and those from Saint Lawrence. All students and parents must read and agree to the Technology Handbook by signing the Technology Signature Sheet on the last page of the Saint Lawrence Elementary and Middle School Technology Handbook.

**No student may use a school's electronic device until the Technology Signature Sheet has been signed and returned.**

**The school administration has the final authority in determining whether technology usage is in conformity with school policy and assignment of appropriate consequences for abuse or misuse.**

#### CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns. Classroom volunteers will be given a Confidentiality Form to sign guaranteeing the confidentiality of any information acquired as the result of volunteering in the classroom.

#### COUNSELING

In keeping with the mission of ministry to and development of the whole child, it is the policy of Saint Lawrence to provide counseling services to students and families. A school counselor will be on campus weekly to facilitate this program. All students will have access to counseling services and may be assigned services at administrative discretion and/or parental request. If you do not wish for your child/ren to have access to this service, please provide a written statement to the office revoking your consent.

You and your child are entitled to confidentiality unless otherwise agreed upon between all participants. No disclosure of information shall occur without your consent except as permitted by law and/or under the following circumstances:

- We are legally mandated to report reasonable suspicion of child abuse, elder abuse, dependent adult abuse, and threats of harm or violence to others. We will also act to protect your child from injury to self. You will be appropriately notified.
- Unless the therapist is licensed, he/she is under the supervision of a licensed therapist and attends supervision, therefore extending confidentiality to the supervisor, and the supervision group members.

- The counselor may, when deemed necessary for the good of your child’s counseling, be exchanging information with school personnel to be used for assessing, planning, treating and facilitating the delivery of appropriate services.
- Records will be maintained in the areas of treatment issues, reports, and legal and ethical issues. You may have the right to review and/or obtain copies of these records, except as prohibited by law, upon written request.

### EMERGENCY CARD INFORMATION

Please notify the school office of any telephone number or address changes. On the emergency card, please include the name, address, and phone number of two family members, friends, or neighbors who are willing to pick up your child if you are not available. These are the only individuals to whom we are authorized to release your child, and they must be willing to assume this responsibility. Please keep all this information current. A new emergency card must be completed each year.

### EMERGENCY PLAN

In an emergency evacuation of school buildings, Saint Lawrence Elementary and Middle School has designated the Piazza Area, in front of the Church, as a “Safe Place” to gather. The Parish and Education Center Emergency Plans are on file in the office. The school Site Safety Coordinator, under the direction of the Diocese and the Principal is responsible for planning all procedures and training faculty/staff in emergency preparedness. All parents are notified through the electronic emailing and text system when the school is experiencing a school or site-wide emergency. Additionally, wallet-sized Safety Cards from the school office are available to new families at the start of the year and contain pertinent information and tips for parents.

### EXTENDED CARE PROGRAM

Students enrolled in grades K-8 at Saint Lawrence Elementary and Middle School are eligible to enroll in the extended care program at the Children’s Center/Teen Center. Extended care provides a program of before and after school supervision and activities.

Parents whose child is attending extended care must fill out extended care emergency forms prior to the first day of attendance. **Please note, any student dropped off before 7:45 A.M. and/or not picked up by 15 minutes after the last bell of the day MUST report to extended care.**

The extended care program opens at 7:00 A.M., closes at 6:00 P.M., and is open every day that school is in session and on teacher inservice days. Applications are available in the school office and at the Children’s Center. Winter, spring, or summer camps are available during most vacation periods.

Parents who do not pick up students by 6 P.M. will be charged \$1.00/minute late fees. After two late pickups the late fees will be doubled; after five late pickups the late fee will be \$5 per minute. Parents who continue to pick up their children late will lose extended care use. Extended care fees are billed through SmartTuition at \$7.20 per hour.

### FIELD TRIPS

All field trips have an educational purpose and are planned in advance to enhance the instructional program.

Field trips are privileges and students may be denied participation if they fail to meet the school's academic and behavioral expectations. Parents are notified of the time and purpose of the field trip and must complete and digitally sign a permission form. We cannot accept permission for a field trip over the telephone.

Electronic versions of the permission form are available in the security protected section of the school site.

All efforts will be made to arrange transportation for field trips by bus, through a commercial bus company. Chaperones must also have previous volunteer requirement clearance on file at the school. Look under Volunteering Clearance section for the requirements.

Additional information directly pertaining to the specific field trip will be provided to parents by the classroom teachers.

### HARASSMENT & BULLYING POLICY OF SAINT LAWRENCE EDUCATION CENTER

We strictly enforce the harassment policy, which can be found in Chapter IX of this handbook. Additionally, all threats, even those made in jest, to self or others are taken seriously and will be investigated.

### HOMEWORK

Homework is an extension/practice of classroom learning and an important aspect of learning responsibility. Please support your student in completing homework on his/her own and turning it in on time. If your student has forgotten homework, parents can leave it in the main office for the student to pick up after the class period. Students in grades 4<sup>th</sup> through 8<sup>th</sup> can pick up homework during break time.

Please assist your child in learning to check in the office. The main office does not accept faxed or emailed homework. If your student forgets to record an assignment in their planner, they are able to find the assignment on PowerSchool.

### ILLNESS POLICY

Students who are ill should remain at home until they are free of symptoms for 24 hours. If a student becomes too ill to take an active part in the school program during any part of the day, the parent or designated emergency contact person will be called to pick the student up from school. It is absolutely necessary that we be able to reach an adult who can be responsible for picking up the student since we do not have facilities for sick children. It is also important that ill students be picked up immediately. Please keep the emergency contact numbers on your student's Emergency Card up to date.

In the event of a local or regional health emergency, the school will follow the directives of the Santa Clara Public Health Department.

### LUNCH PROGRAM

Students in grades PreK-8 may bring a healthy lunch from home. Students are encouraged to bring reusable water bottles to use throughout the day. Sugary drinks, junk food and candy are highly discouraged. Lollipops and sunflower seeds are not allowed on campus. Recycling and compost bins are both utilized on campus. No glass bottles or containers are allowed on campus. Sharing food is not allowed to avoid allergic reactions.

Parents who bring lunch for a student after the beginning of the school day must leave the lunch in the office

and inform the child to pick it up in the office at the beginning of lunchtime.

We also offer an optional hot lunch program. Information is posted online or may be picked up in the school office. The hot lunch provider is an independent contractor and all questions and concerns should be directed to the 24-hour message line: 650-949-3239, [hotlunch@pastamarket.com](mailto:hotlunch@pastamarket.com), [www.thepastamarket.net](http://www.thepastamarket.net). (School code: STL63) Money must be deposited in the child's account for the child to charge against. Parents are responsible for checking their child's balance online and making deposits as needed. Neither the school nor the hot lunch provider can extend credit to students whose accounts have no funds. Checks or cash are not accepted in the school office or by Pasta Market employees on campus. ALL payments must be made online using the URL above. Students are not to purchase food for other students.

## FOOD ALLERGIES

**Saint Lawrence Elementary & Middle School is NOT a nut-free campus.** If your child suffers from a severe nut allergy, you **MUST** notify the school office by phone or email AND clearly state the allergy on the emergency form. Arrangements will be made to ensure the safety of our students and a nut-free zone can be provided upon request. **The hot lunch program, all in classroom treats, and any onsite potluck style or shared meal events remain nut-free.**

Saint Lawrence Elementary and Middle School recognizes that students have allergies with varying degrees of severity. The school's primary goal is to provide a safe environment for all children. The policy outlined below has been designed to reduce the risk to students by implementing procedures that will prevent symptoms from occurring.

### **Student Responsibility**

1. Eat only food/snacks brought from home. No sharing food.
2. Avoid food items with unknown ingredients or unknown allergens.
3. Notify school staff immediately if symptoms of a reaction occur.
4. Be proactive in the care and management of their food allergy and reaction based on their developmental level.

### **Parent Responsibility**

1. Notify the school of the child's allergies and work with the school staff to develop a plan that accommodates the child's needs throughout the school day.
2. Provide school staff with updated and complete written medical documentation, instructions and medication, both periodically and upon request.
3. Provide complete and updated emergency contact information.
4. Provide any necessary and properly labeled medication and replace medication after use or upon expiration—to both classroom and health office as necessary
5. Educate their son or daughter in the self-management of his or her food allergy, including: safe and unsafe foods, strategies for avoiding unsafe food, identifying allergic symptoms, how to communicate a need for help, and how to politely refuse unsafe food when they are offered.

### **School Responsibility**

1. Be informed of and follow all applicable federal laws.
2. Identify and train school personnel on how to properly administer medications.
3. Create an allergen free classroom as appropriate.

4. Notify parents of the students of teacher placement in a timeframe that allows for time to establish a classroom plan.

#### MEDICATION POLICY

Students may not have medications in their possession while at school. The parent of any pupil on a continuing regimen for a non-episodic condition shall inform the school and name the supervising physician.

We would prefer that no medications be brought to school. Medication that needs to be taken during the school day must be brought into the school office in its original pharmacy container indicating dosage and frequency on the label, accompanied by a note from the parents and physician, requesting that the child be permitted to self administer the medication under adult supervision. It will be stored in the school office. The school is not responsible for reminding students to take their medication or administering doses of medication.

In unusual conditions, severe hardship, or in an emergency, the Principal may make an exception to the above stated rules. In such cases, a nurse or school official may receive and release the medication to the student.

All medications stored in the health room must be picked up by the last day of school. We will dispose of any that remain.

Students whose primary care physicians so stipulate in writing, on the form provided by the school, may carry an asthma inhaler and self administer that medication as needed. There are also required forms for parents to complete, and students must never use the medication in any way other than what is intended or give the inhaler to another student.

According to state law, no medications for preschool students are allowed in the preschool. Any concerns should be directed to the Preschool Director.

#### PARENT-TEACHER CONFERENCES

Mandatory parent-teacher conferences are scheduled in the first and second trimesters. These trimester conferences take place in the afternoons. Please make every effort to honor your conference appointment as rescheduling may involve multiple families. Conferences are scheduled by parents signing up electronically through a special link sent by the office staff.

Parents are also encouraged to request a conference at any time they believe one is needed.

Please do not interrupt a teacher on outside supervision or on the way to the classroom to discuss your student's progress. You deserve to speak with a teacher who is able to give you his/her undivided attention; our teachers have many supervisory duties during the school day, which must take precedence over unscheduled meetings.

#### PARKING LOT PROCEDURES

Elementary parents **MUST** use the large parking lot next to the Church for drop off and pick in the morning and after school. The traffic pattern is marked by orange cones. At no time is anyone to park/stop longer than to pick up/drop off passengers in either drive through area.

Parents who wish to park in the lot rather than utilize the drive through pick up or drop off areas are reminded that they **MUST** escort their children safely through the parking lot to the beginning of the school's blacktop.

We work hard to ensure the safety of our students as they come and go from school. Parents must follow the directions of the Safety Patrol and the adults directing traffic at all times. Parents must consistently drive with caution and practice courtesy. Our procedures, including a speed limit of 5mph on the campus, have been developed in the interest of all the children's safety. Please do not use your cell phone when driving on campus.

Parents must give written permission if their students are to walk or bicycle from and to home. The signed permission notes are kept on file in the office, and "walker/biker" passes are issued to the students who must show them as they leave campus.

VIP parking spaces are reserved for the use of the Auction winner of this space and/or their designate during the posted hours.

#### PERSONAL PROPERTY

No athletic equipment, skateboards, rollerblades, scooters, pagers, radios, digital recorders, MP3 players, electronic games or similar personal property may be brought to school. No student is permitted to use a cell phone at any time on the school/Church campus (see: "telephone use"). The school will not be responsible if personal property is lost. Unauthorized personal property will be taken by teachers or administration and held until June when it may be claimed by a parent. E-readers are allowed under the policies outlined in the Technology Handbook.

#### PHOTOGRAPHY

No one is permitted to film/photograph/tape/record in the school/classroom and use it for any purpose without the Principal's expressed permission. Posting any of these to the internet may result in serious disciplinary action.

#### SACRAMENTAL PREPARATION

Preparation for First Eucharist occurs in the 2nd grade classroom and requires additional participation by families outside of school hours. Students, parents or families interested in other sacraments should contact the Parish office at (408) 296-3000.

#### SAFETY PATROL

Service on the Saint Lawrence Safety Patrol is open to 5th grade students. Training and equipment are provided, and students are expected to maintain high standards of responsibility and behavior. All 5th grade students are expected to participate in this service. The 5th grade teacher is the moderator for Safety Patrol.

#### SUPERVISION

- A. BEFORE SCHOOL: Early arrivals (prior to 7:45 am) **MUST** check into the Children's Center rather than waiting on the school grounds unsupervised. The Children's Center opens at 7:00 am each day. Under no circumstances is a child to be dropped off at school in the morning prior to 7:00 am. The school office opens at 7:30 am and adult supervision is on duty in the area between the primary wing and the middle school beginning at 7:45 am.

- B. AFTER SCHOOL: The school grounds are supervised for 15 minutes immediately after dismissal times for all grades. Any elementary student who is not picked up within the 15 minute waiting period will be escorted to the Children's Center, and Middle School students will report to the Teen Center for supervision until picked up by a parent. At 4:30 pm students who are still waiting at the Teen Center will walk to the Children's Center for pickup. The standard hourly fee will be charged for children who use the Center. Unsupervised use of any school facility is strictly forbidden; Saint Lawrence the Martyr Parish and Saint Lawrence Elementary and Middle School assume no liability for any student on the school grounds before 7:45 am or after 3:15 am., Monday-Friday or anytime on Saturday or Sunday.
- C. WALKER/BIKER: If a student will be walking or biking home his/her parent needs to complete the walker/biker permission slip to be kept on file at the office.

### SCHOOL INSURANCE

The Diocese of San Jose has adopted an insurance policy that covers every student enrolled in the school. The premium is included in the registration fee. Covered under the policy are injuries received going to and from school (within an hour's time) and those received during school supervised activities. Contact the office for claim forms when necessary.

### SCHOOL LIBRARY

The Saint Lawrence Elementary & Middle School library has a collection of several thousand books. The library is open for classroom use by appointment. Elementary classes visit the library regularly to check out materials and to participate in reading lessons, book talks, and library skills instruction. Middle school teachers schedule class visits to the library. Middle School students may also use the library during their lunch times.

Library materials may be checked out for two weeks. Students may check out two books. Reference materials cannot be checked out but can be used during library class, recess, and lunch. Students are expected to return items on time. If a student has overdue material, he/she must return it before checking out other items.

Overdue notices will be sent home as needed. In May, a bill will be sent to the parents for missing materials. If a lost or missing book is found after it has been paid for, the cost is refunded. Materials can be returned to the library or the school office. Please help your child grow in responsibility by returning library materials on time.

### SCHOOL SPONSORED MASSES

Throughout the school year, students serve our parish community as ministers of music, greeting, proclaiming, and gift bearing at weekend liturgies. This opportunity to be a part of, to support, and to show appreciation for the parish community that supports the school is an integral part of the school curriculum. These Masses present a unique and valuable opportunity for growth as a school faith community and as a parish faith community. Attendance is strongly encouraged and appreciated.

### SEARCH AND SEIZURE

All school property assigned to a student can be searched by the Principal, or a person designated by him/her, if there is reason to believe a student is hiding evidence of an illegal item, items prohibited by regulation, or items which may be used to disrupt or interfere with the educational process. This is for the protection of students and school employees. School desks and any other storage areas at the school remain in the

possession and control of the school even though they are made available or assigned for student use. When there is reasonable cause to search a student or their belongings, the school holds that right. In these rare circumstances, the school will notify the parents before proceeding.

To protect the health and safety of persons and property in the school, students shall not bring to school, any materials or devices which endanger the safety of persons or property of others.

#### SERVICE PROJECTS:

Each month the school participates in specific service projects/social justice issues and the participation of all students is expected.

#### STANDARDIZED TESTING

Renaissance STAR testing is a standardized test administered to students in grades Kindergarten through 8 three times a year (Fall, Winter and Spring), per Diocesan policy, to assess student progress. Scores and all information yielded from testing will be communicated with families. Additional testing may be conducted by classroom teachers to inform instruction and support student learning.

#### STUDENT COUNCIL

Saint Lawrence Student Council meets regularly to plan school activities and encourage student participation. Nine students are elected to serve as Student Council officers each school year. Additionally grades 3-8 each choose two students to represent the class on Student Council. Student Council officers and members are required to maintain academic eligibility and model appropriate behavior. Several faculty members serve as Student Council Moderators. Additionally, one at large student member may be selected by the staff each year. Students in grades 3-7 vote in student council elections and students in grades 6 and 7 who meet eligibility requirements can run for office.

#### TELEPHONE & CELL PHONE USE

Students are allowed to use the telephone in the office for necessary calls to parents and guardians. Cell phones are to be turned off and kept out of sight in backpacks before, during, and after school. **Students may not use cell phones for any purpose while students are on campus.**

Students who violate this policy will lose their phones until they are picked up from the school administration by a parent and the student. A second offense will result in the phone being held until the end of the school year or complete prohibition on campus. Parents are requested not to call their student's cell phone during the school day. Emergency messages may be left with the office staff and will be relayed to the classroom teachers.

#### TUITION

Failure to keep tuition payments up to date affects continuing enrollment in the school as noted in the tuition agreement. Families who pay monthly are required to elect the automatic debit payment or credit card method with Smart Tuition.

If there is any problem concerning payment, email Clarissa Barela ( [cbarela@saintlawrence.org](mailto:cbarela@saintlawrence.org) ) or contact Smart Tuition directly (1-888-868-8828). They are available 24 hours a day, 365 days a year. Our school code is 12068. If you are not enrolled with Smart Tuition, contact the front office or Carla Gerrard in Finance at [cgerrard@saintlawrence.org](mailto:cgerrard@saintlawrence.org).

### VISITORS

All visitors to campus must sign in and out at the school office. Visitors in contact with students must be in compliance with Diocesan Safe Environment requirements.

### WEAPONS

No weapons of any kind are permitted on campus or at any school sponsored event on or off site, including field trips. Uniformed and on duty law enforcement are an exception.

# HARASSMENT AND BULLYING POLICY

Saint Lawrence Elementary and Middle Schools believe that any form of harassment, bullying, or cyberbullying is contrary to belief in the sanctity and integrity of all persons and is committed to providing a healthy, holy, and safe environment free of harassment and bullying. Therefore, all students, staff, and volunteers of Saint Lawrence Elementary and Middle Schools are forbidden from engaging in any harassing or bullying behavior which is directed at any member of the community—adult, adolescent, or child—during arrival and dismissal time, during program hours, or during related activities. This policy also extends to any visitor or guest of the school

Harassment occurs when an individual is subject to treatment or to a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any or all of the following:

- A. Verbal Harassment: Epithets, derogatory comments, slurs, and jokes; threatening words spoken to another person.
- B. Physical Harassment: Unwanted physical touching or contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures.
- D. Sexual Harassment: Unwelcome sexual advances and propositions, threats or demands to submit to sexual requests, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Specific examples of sexual harassment include, but are not limited to:
  - a. Making unsolicited sexual advances and propositions.
  - b. Using sexually degrading words to describe an individual or an individual's body.
  - c. Displaying sexually suggestive objects or pictures.
  - d. Telling inappropriate or sexually related jokes.
  - e. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.
- E. Retaliation: Reprisal or threat of reprisal for having reported or having threatened to report harassment or bullying.
- F. Bullying is understood as repeated physical, verbal, or psychological attacks or intimidation directed against a person who cannot properly defend him or herself because of size or strength, or because the person is outnumbered or less psychologically resilient. Specific examples of bullying include, but are not limited to: assault, tripping, intimidation, rumor spreading and isolation, demands for money, destruction of property, theft of valued possession, destruction of another's work, name calling, bullying of staff and volunteers by students

All individuals are encouraged to report any incidents of harassment or bullying forbidden by this policy to the Principal immediately. All allegations will be taken seriously and dealt with in a prompt, confidential, and thorough manner. A charge of harassment or bullying shall not, in and of itself, create the presumption of

wrongdoing. However, if it is determined that harassment or bullying has occurred, effective remedial action commensurate with the severity of the offense (up to and including dismissal) will be taken. In addition, appropriate action will be taken to deter any future harassment or bullying. Anyone found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal.

- L. Cyberbullying is against the law as well as school policy and can warrant serious school consequences or possibly police involvement. Cyberbullying includes, but is not limited to, such actions as sending or posting harmful or cruel texts, messages, or images using the internet, phone applications, or other digital communication/media devices such as cell phones. Cyberbullying also includes falsely impersonating someone else and making slanderous or harmful statements or images about another person. Cyberbullying is taken very seriously and will not be tolerated.

## COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating harassment or bullying claim:

1. The victim (if possible) should tell the offender causing the harassment or bullying that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment or bullying to the Principal or to school staff who will report it to the Principal.
2. The individual alleging harassment or bullying will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The Principal must immediately report all allegations of sexual harassment to the Pastor and to the Office for the Protection of Children and Vulnerable Adults.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and the Office for the Protection of Children and Vulnerable Adults, will decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context, and seriousness of the harassment and can include any appropriate form including termination or dismissal.
5. If the complaint is against a person who is not a student, a staff member, or a volunteer at the school, the Principal will inform the Pastor and seek advice from the Office for the Protection of Children and Vulnerable Adults. (Copied from the *Administrator's Reference Guide*, DSJ, August, 2006).

# CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally based education can be served if students, parents, and the school work together. Typically, differences among these parties can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

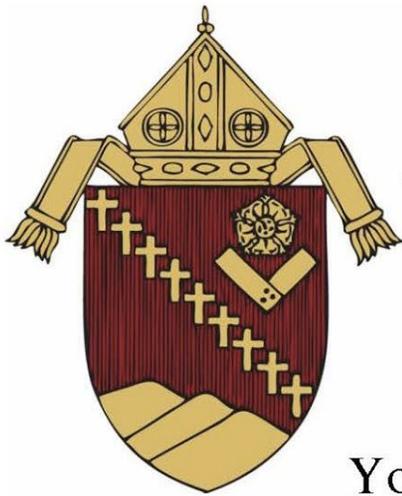
1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. The expectation for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and typically will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

The provisions in this handbook are designed to provide parents and students with information and guidance about the policies, procedures, and rules at Saint Lawrence Elementary and Middle School. The provisions of this handbook are not a contract and impose no obligation on the schools. This handbook is not part of the tuition agreement.

Saint Lawrence Elementary and Middle School retains the right to amend this handbook, and parents will be notified in the school newsletter when changes are made. Changes should be added to this handbook as they are received.



# Diocese of San Jose

## Youth Code of Conduct

- **Every youth is expected to act in a Christ-like manner.**
- **Every youth is expected to follow the rules and policies as given.**
- **Every youth is expected to cooperate with classmates, teachers, peers and youth leaders.**
- **Every youth is expected to communicate in an appropriate manner.**
- **Every youth is expected to be respectful.**
- **Every youth is expected to respect personal boundaries and property of others.**
- **Every youth is expected to promote and support a safe, fun and healthy environment through positive participation.**
- **Youth will not tolerate abuse of any kind, from anyone.**

Office for the Protection of Children & Vulnerable Adults (OPCVA)  
1150 North First Street • Suite 100 • San Jose, California 95112-4966  
(408) 983-0113 • [www.dsj.org](http://www.dsj.org) • Fax (408) 983-0203

# SAINT LAWRENCE ELEMENTARY AND MIDDLE SCHOOL HANDBOOK ACKNOWLEDGMENT

We have read the Parent-Student Handbook and we understand the policies stated herein.  
Therefore, we, the parent(s) of (please print names of all students enrolled from PreK-8)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, agree to be governed by this school handbook for the 2018/2019 school year. We recognize the right and responsibility of the school to make rules and enforce them.

Signature of parent or guardian: \_\_\_\_\_

Parent name (please print): \_\_\_\_\_

Signature of student: \_\_\_\_\_, Grade: \_\_\_\_\_

Date: \_\_\_\_\_