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Introduction

We are happy to offer you the St. Lawrence Catholic School Student-Parent Handbook. With this handbook, it is our intention to present the rules of our school and an explanation of our Catholic religious-based curriculum and educational services offered. Most importantly, our focus at St. Lawrence School extends to the spiritual, moral and ethical expectations of our students.

In partnership with the home and parish community, St. Lawrence School recognizes each student as a beloved child of God and works to foster the Seed of Faith in the heart of each one.

In the progressive years to follow, it is our hope that the religious and educational curriculum will help nurture and deepen the unique Catholic identity of Jesus Christ waiting to be discovered and embraced by every student at St. Lawrence School.

With your help, may every child at St. Lawrence School be engaged in becoming a productive, model citizen in society of tomorrow and saint in the life to come.

We, the staff of St. Lawrence School, will pledge ourselves to serve faithfully every child and family throughout this coming year, and entrust ourselves to our patron, St. Lawrence, deacon and martyr and to the loving hearts of Jesus and Mary.

Effective: August, 2021

I. ST. LAWRENCE SCHOOL PHILOSOPHY

TO KNOW, LOVE AND SERVE

Catholic Education has as its root the Latin verb 'EDUCARE' which means essentially to lead "from darkness to light." (Eph. 5:7) For St. Lawrence School, we work together to prepare a conducive, Catholic academic environment that lights the way for young minds. In our daily learning experiences, we desire that students begin to see the reality and truth of why they are created – to recognize personally what it means to KNOW, LOVE and SERVE God.

It is clear that there can be no true Catholic education unless its purpose is wholly directed towards the fulfillment of each student's higher calling - "*life on high in Christ Jesus, Our Lord*". (1Thes. 5:23) Thus, St. Lawrence School seeks to reveal and develop the personal giftedness, talents and attributes of every student. *The Teacher becomes the guide and mentor in the Catholic educational process and helps students to gain this profound, personal knowledge of Jesus Christ.*

St. Lawrence School knows that parents are the first educators of their children. We take seriously the *sacred partnership with our parents*. Nurturing and educating children outside of the home is everyone's job at St. Lawrence School. All staff members are dedicated to the spiritual, moral, emotional, aesthetic, social, physical, intellectual and technical development and well-being of every student.

All learning is presented from the Catholic point of view, and we uphold and abide by the tenets of the Catholic Church in our educational programming. We render an account to parents, not only for the academic performance and skill attainment of students, but more importantly, we take responsibility for the imparting of authentic Catholic doctrine while their children are with us. This is the starting point for every teacher; and the goal of every parent in sending their child to St. Lawrence School.

From Pre-School to Grade 6, we propose a process of learning that is *Christ-centered and child-centered*. Utilizing a sequential and coordinated curriculum, St. Lawrence School hopes to create an atmosphere of positive growth in a dynamic Catholic educational community which allows for individual differences, gifts, talents and cultural diversity. We wish all to grow and flourish!

The future of every student rests in the proper learning environment. St. Lawrence School desires to prepare its students to meet an ever-changing world beyond the classroom. For this reason, we pledge to teach and give our students, to the best of our abilities, the means to become productive, enthusiastic and responsible individuals today and tomorrow. And more, we hope that every student of St. Lawrence School may witness to the light of God's love, through the image of His Divine Son, and be a positive, contributing member of society and to the global-community at large. Teaching as Christ taught, We, the teachers at St. Lawrence Parish School want students to KNOW, LOVE and SERVE GOD and to reach the fullness of Jesus Christ in their own lives.

Mission Statement

St. Lawrence Parish School, in partnership with families, fosters the Spiritual and Academic growth of our students.

Our mission is to educate in the Catholic tradition, providing students the tools necessary to achieve their personal best and to be productive, responsible and authentic witnesses of Jesus Christ in the world.

Staff Directory

Superintendent	Father Gary	gkderouchey@yahoo.com	605-432-5353
School Phone Number			605-432-5673
School Fax Number/ website		http://stlawrence.k12.sd.us	605-432-5846
Principal	Brenda Anderson	Brenda.Anderson@k12.sd.us	
Pre-K	Vanessa Brehmer	Vanessa.Brehmer@k12.sd.us	
Kindergarten	Shelly Loeherer	Shelly.Loeherer@k12.sd.us	
1 st Grade	Andrea Wiese	Andrea.Wiese@k12.sd.us	
2 nd Grade	Mary Hagen	Mary.Hagen@k12.sd.us	
3 rd Grade	Sarah Whipkey	Sarah.Whipkey@k12.sd.us	
4 th Grade	Sara Johnson	Sara.J.Johnson@k12.sd.us	
5 th Grade	Candee Cloos	Candee.Cloos@k12.sd.us	
6 th Grade	Paula Rausch	Paula.Rausch@k12.sd.us	
Computer	Susie Wendland	Susie.Wendland@k12.sd.us	
Music	Elizabeth Schulte	Elizabeth.Schulte@k12.sd.us	
Secretary	Julie Landmark	Julie.Landmark@k12.sd.us	
Maintenance	Ken Vanorny	Pvanorny@wat.midco.net	
Custodian	Marvin Powell		
Custodian	Mel Rewitzer		

II. STATEMENT OF OBJECTIVES

The major objective of St. Lawrence School is to provide an authentic Catholic Education that will foster within the hearts and minds of young people, the abilities to KNOW, LOVE AND SERVE God.

As these are main objectives of which St. Lawrence School Staff is committed to:

- 1) Impart the Catholic-based curriculum and spiritual programs so students may KNOW Jesus Christ and His Gospel revealed in word and deed in their daily lives;
- 2) Inspire the students to LOVE the beauty and the truth of the Catholic faith – its moral, ethical and social teachings – as the guide for purposeful living;
- 3) Instill an awareness of the dignity of the human person who is imbued with God-given talents and attributes; and to challenge each student to use these gifts as a personal response to SERVE God and neighbor;
- 4) Help students develop a learning strategy that uses critical thinking and problem-solving skills;
- 5) Model an active and enthusiastic participation in weekly Mass; in the daily devotional life and personal prayer; and in the opportunities for Sacramental preparation and on-going Catholic faith formation training;
- 6) Promote high standards of professionalism and undertake a guided pursuit of excellence in the fulfillment of their spiritual, intellectual and physical potentials;
- 7) Create effective, Catholic learning partnerships, marked by reciprocal respect and cooperation among, parents and students and other professional personnel.
- 8) Appreciate their cultural heritage and develop a refinement of taste and manner in all activities of their life; and to assist in making a clear, wise choice for vocation and life work.

III. PARENTS - TEACHERS – STUDENTS

The primary responsibility of educating the child is placed with the parents. St. Lawrence School is committed to assist all parents/guardians in fulfilling this sacred obligation. Knowing that each student is unique and special, the Catholic school environment depends upon the cooperative effort from all parents/guardians with teaching staff. This requires *Active Commitment & Involvement* by all parents/guardians with St. Lawrence School, and adherence to the following:

A Covenant of Active Commitment and Involvement

1. Parents/Guardians will send student(s) to school on time; fed, physically fit and well-rested; clean and properly dressed.
2. Parents/Guardians will set a good example of healthy living – upholding fairness, mutual respect and courtesy; of upholding Christian values of family prayer and self-discipline – and refraining from any activity that would violate Catholic teaching, school policy or be against the law.
3. Parents/Guardians will assist student(s) in their spiritual, academic and moral development through supervision of homework and study, family prayer and the modeling of mutual cooperation and love among family members.

4. Parents/Guardians will act on all requests made by teachers and other school staff to assist in matters of school activities, academics, and discipline and to reinforce the personal responsibility on the part of the student(s) for choices made and for the resulting outcome while at school.
5. Parents/Guardians will send a written explanation each time the student is absent from school. In cases of extended illness, a doctor's return-to-school form will be required.
6. Parents/Guardians will pay careful attention to student's special talents and interests and encourage the development of these gifts to their fullest degree.
7. Parents/Guardians will take an active role in the L.I.F.E. (Living In Faith and Education) group and in any or all school fundraising activities or other service opportunities as requested by St. Lawrence School.
8. Parent/Guardians will sign the agreement verifying that they have read the Student-Parent Handbook and agree to be governed by it.

Together, may we unite our energies to work for the proper development of heart, mind and soul of every student at St. Lawrence School. Together, may we create a joyous, cooperative venture of developing the intellectual gifts of every student so they may act in true knowledge, with love and for the service of God, one's neighbor and country.

IV. DAILY SCHEDULE

7:45 am	Teacher Arrival
7:50-8:10	Gym Time
8:10 am	Dismissal to Classrooms
8:15 - 11:00 am	Morning Prayers / Announcements Instructional time
11:00 - 11:25 am	Lunch
11:25 - 11:45 am	Recess
11:45 am - 2:05 pm	Instructional time
1:45-2:00 pm & 2:00-2:15 pm	Recess
2:20 - 3:00 pm	Instructional Time
3:02pm	Announcements
3:05pm	Sending -Off Prayers /Dismissal to Buses
3:45pm	Teachers' Dismissal for Day

* Mass is on Fridays at 8:30 **Schedules may differ due to special liturgy times

V. ACCREDITATION

St. Lawrence School is fully accredited elementary school. The school goes through full accreditation reviews every five years. The review and accreditation is issued by the State Department of Education.

VI. ST. LAWRENCE SCHOOL NON-DISCRIMINATION POLICY STATEMENT

"All of the parochial schools of the Diocese of Sioux Falls admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at any of the parochial schools in the Diocese of Sioux Falls. None of the schools of the Diocese of Sioux Falls discriminates on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship loan programs, and athletic and other school administered programs." *DIOCESAN BOARD OF EDUCATION SIOUX FALLS, SOUTH DAKOTA*

NO CHILD WILL BE REFUSED ADMISSION TO ST. LAWRENCE SCHOOL FOR FINANCIAL REASONS.

St. Lawrence School will make every effort to assist families who have financial needs. If assistance is needed, please contact the principal or pastor *before* the school year begins.

VII. ADMISSIONS POLICY

Considering and adhering to the Non-Discrimination Policy Statement as set by the Diocese of Sioux Falls, St. Lawrence School grants all rights, privileges, and programs and activities generally accorded or made available to its students. Every effort is made to provide each qualifying student the opportunity to attend St. Lawrence School regardless of the financial situation of the family.

Reasonable accommodation is made for students with special needs, as the resources and capabilities will reasonably permit. St. Lawrence School reserves the right to decline admission or impose reasonable conditions and requirements for attendance.

For all admissions, the necessary forms and certificates are required:

- a. Copy of a certified birth certificate
- b. A copy of the immunization records that is current and available for verification

Registration Guidelines: Families will be accepted by the following order:

- a. Parish Families
- b. Non-parish families and children currently registered in our school
- c. Families from regional parishes who do not have children currently enrolled
- d. Families of other faiths who do not have children currently enrolled.

1. General Registration

- a) **Pre-School and Kindergarten Student Registration to St. Lawrence School** opens the first Monday in February. To enter Kindergarten, a student must be five (5) years of age by the first of September of the calendar year. Registration is generally communicated in the local newspaper, school newsletter and on-line on the website. <http://stlawrence.k12.sd.us>

- b) First Graders must be six (6) years of age on the first of September of the calendar year in which they intend to enroll or have attended Kindergarten.

2. Annual Re-Registration

All students and their families are required to re-register in the school annually.

3. Admission of Students of Other Faiths

St. Lawrence School's primary purpose is the imparting of the Catholic faith to its students as a religious school. We exist for the purpose of formation in the authentic Catholic Faith to the community of students and their families who come to our school. St. Lawrence offers a complete Catholic religious education program and makes every effort to develop the faith-life within its students so that they may be fully alive in Christ.

Students of other Faiths may be admitted to St. Lawrence School under the following conditions:

- a. Adequate facilities and space are available – without denying the admission of eligible Catholic students.
- b. The parents/guardians agree to permit their child(ren) to attend Catholic religion classes and religious functions that are offered as part of the School program / curriculum.
- c. The parents/guardians will commit themselves to accept and to promote the philosophy, goals, objectives and regulations of St. Lawrence School.
- d. The parents/guardians agree, in writing, to assume responsibility for financial obligations.

4. Communication of Upcoming Registration

Registration for School is announced in the local newspaper and in the parish bulletin. Registration fees and tuition costs are published prior to registration day in the church bulletin.

5. Other Registration Services:

a) Emergency Contact Form/Cards

St. Lawrence School requires that parents/guardians complete an Emergency Contact form for a student/family which is completed at school registration. Information on this legal document should be updated frequently or when necessary so that school personnel may contact parent/guardian in case of emergency.

b) School Pictures

On registration day, school pictures are taken of all students. There is no obligation to purchase these photos; however, St. Lawrence School does pictures independently of the Milbank Public School's Picture Day. The Public School pictures of students and their families cannot be intermingled or sent to St. Lawrence School according to the policy of Milbank Public School.

c) Activity Tickets

Activity tickets of the Milbank High School athletic events are available to purchase during fall registration. Kindergarten students and younger children are admitted free to events. Holders of tickets may attend all Milbank home athletic events by presenting the ticket to the ticket taker. A ten-punch pass is also available.

d) School Lunch

Milbank Public Schools provide the hot lunch program for St. Lawrence students. Parents may choose this option for their child or may choose to send a sack lunch. Payments for hot lunch may be made to Milbank Public Schools.

VIII. TUITION - FEES

The attendance fee for Kindergarten through 6th grade students is set by the school annually. Families are notified by the school of the method available for the tuition to be paid. Payments may be made in **one(1), two(2), four(4) or ten(10) installments** with 10% to be included at the first installment. Additional fees may be imposed without notice for such as extra-curricular activities such as field trips, books, etc.

In justice to all parents/guardians and the parish community, it is expected that tuition payments be made up to date. Both parents/guardians are jointly responsible for tuition and other fees charged by St. Lawrence School. The school administration reviews the tuition records on a regular basis.

Notice of delinquency will be delivered to the families. The student report card and/or files will not be released until the balance of the tuition owed is paid.

NOTE: Financial programs are available for those in need of assistance.

ST. LAWRENCE SCHOOL TUITION RATES 2021-2022 SCHOOL YEAR

KINDERGARTEN--\$1,500

FIRST GRADE--\$1,600

GRADES 2-6 --\$1,700

FAMILY CAP--\$3,750

Non-parish families NO family caps.

Pre - School Rates:

Tuesday – Thursday \$80.00 per month

Monday, Wednesday, Friday \$95.00 per month

There is a \$40 non-refundable registration fee for all Pre-School students!

IX. ATTENDANCE POLICY

Regular attendance in school is vital to your child's progress. The hands-on experiences and personal participation as well as group discussions are missed by the student and cannot be made up. Making consistent, regular attendance is imperative to successful school performance. Evaluation of students' academic achievement is impacted by a continual absence.

Therefore, according to South Dakota law excessive absences are cause for great concern and require immediate intervention by the school and local law enforcement personnel in cases of *potential truancy*.

ABSENCES

Excessive absence from school is defined as ten or more days absent and/or ten or more late arrivals. At ten days absent and/or ten late arrivals, parents will receive a letter indicating the total days absent and the total number of late arrivals recorded. At 15 days absent and/or 15 late arrivals, parents will receive a second letter indicating the total days absent and the total number of late arrivals recorded.

The school office must be notified by **7:55 AM** if a student is unable to attend school due to illness or other emergency. Please feel free to leave a voice mail.

Additionally, parents must send a signed and dated note on the day the child returns to school explaining the reason for the absence. A doctor's note is required for an absence of an extended nature (**3 days**) due to illness.

Should it be necessary for a child to be absent for a reason other than illness, arrangements must be made with the teacher or principal in advance.

We strongly encourage you to schedule medical and dental appointments during school vacations or after school hours, as this contributes to unnecessary absence from school.

MAKE-UP WORK POLICY

In order to arrange for pick-up of student's homework assignments who are absent due to illness, kindly call the school office. Homework may be picked up by a parent/guardian in the school office. School work missed because of an absence must be made up.

VACATION POLICY

The planning of family vacations is strongly discouraged during the school year. Please contact the principal directly if there is a need for the student to be away on vacation during the academic year. In the event that a child does go away, all work must be made up.

X. DAILY SCHOOL ROUTINES

ARRIVAL TIMES

Students must not arrive at school earlier than 7:45 a.m. Upon arrival students are to drop off their backpacks, coats, etc. in their respective classrooms and then proceed directly to the school gymnasium until dismissed at 8:10am. **Parents are not allowed to leave their child at school alone or before 7:45am unless special arrangements have been made with the principal. For the safety of all students, adult supervision is required at all times.**

TARDINESS

A student who arrives late to school must report to the school office. It may be required that unexplained tardiness will require a written explanation from parent/guardian explaining the reason for tardiness. Remember that tardiness affects the attendance record and the student's learning.

DISMISSAL

Students are dismissed from their classrooms at 3:05pm. No student may leave the school building without the direction of their teacher or principal.

If a student is to be dismissed early, a note signed by the parent/guardian must be brought to the school office prior to dismissal. No student will be dismissed until the parent/guardian arrives at the school office.

EARLY DISMISSAL

St. Lawrence School follows the Public School schedule for early dismissal. A notification will be given prior to the dismissal day and time via email, note, or phone call.

CANCELLATION OF SCHOOL

In case of severe weather or other school emergency, the official announcement for school closing will be sent via the Remind app as a text message, emailed, as well as aired over the local radio station: **KMSD 1510AM or 98.3FM**; and **KKSD 104.3FM** and St. Lawrence follows the calendar and emergency weather closing usually coordinated with the Milbank Public Schools. Both KELO and KSFY have internet and TV listings of schools and business closings. Parents/Guardians will also be notified by the *School Reach Phone Call System*.

BOOKS AND SUPPLIES

Every student must be responsible to carry school books to and from their classroom in a suitable backpack or book bag. All lost or damaged books will be charged in full for total replacement to the parents/guardians.

Teachers may not be interrupted during the school day. If the student forgets a lunch, books or materials, it should be left at the school office, clearly marked with the student's name and grade level.

LOST AND FOUND

Parents/Guardians are welcome to visit the lost and found area located at the coat rack across from the gym at school. All unclaimed items will be given to charity at the end of the school year.

MESSAGES AND PHONE CALLS

Students will not be interrupted for messages unless they are extremely urgent. Routinely, a message will be relayed to the teacher and will be given to the student at a time when class will not be disrupted (recess time).

Under certain conditions students may need to send a message or call home in order to stay after school for additional help, band practice, or for emergencies and may receive permission from the principal to use the school phone.

CELL PHONE AND ELECTRONIC DEVICES

Students may not have in their possession personal cell phones or any personal handheld electronic device while school is in session. Students may wear electronic watches; any infraction will lead to confiscation of the device by the principal and will be picked up by the parent.

Infractions of having electronic devices by students while at school will necessitate immediate confiscation of the item and given to the principal's office; it will be placed in a locked cabinet. The electronic device may be claimed after school by the parent/guardian. **Note:** St. Lawrence School is not responsible for broken or damaged electronic devices.

XI. ELECTRONIC MEDIA AND INFORMATIONAL TECHNOLOGY POLICY

The use of computers is a privilege. Teachers will be responsible to maintain control so that computers are used exclusively for acquisition of knowledge, study, and the mastery of critical thinking skills by the students. All students and parents/guardians will sign the *Acceptable Internet Use Policy Agreement* -- found in the registration packet or online.

RESPONSIBLE USE OF ELECTRONIC MEDIA

Internet access is limited to educational purposes. St. Lawrence School has the right to place restrictions on computer usage as needed. All users have limited privacy expectations on the school system. Individual school discipline policies are enacted and will be strictly enforced for:

- Inappropriate use of email
- Illegal activities conducted over the internet
- Installing unlicensed or unapproved software
- Use of inappropriate language over the internet
- Plagiarizing works or breaking copyright laws
- Not protecting security systems, such as passwords
- Excessive use of the St. Lawrence internet system

- Access, transmit copy or create materials that violate the school's conduct and discipline policy (such as indecent, threatening, rude, discriminatory, or harassing materials or messages.)
- No entry or use of social networking sites such as Facebook, Twitter, etc.

Parents/Guardians should know that only licensed and appropriate software can be installed or used in classrooms or in the computer lab. Please do not offer duplicate copies of materials from CDs, DVDs, or flash-drives as this violates the Copyright law of 2009. St. Lawrence School personnel will confiscate any and all pirated materials.

Teachers familiarize students with the *Policy of Internet Use* in the classroom with students particularly at the beginning of the school year.

The IT personnel at St. Lawrence School may alert the administration of *cyber intrusions* and take the necessary precautions to prevent websites or extraneous messages to be received or sent by student users, especially those that are unacceptable and violate Catholic teaching, the policies of St. Lawrence School or the law. It will also interrupt any electronic communications that may be deemed inappropriate (**i.e. cyber bullying**). All communications should be consistent with Catholic moral teaching and good communication practices and will be posted for view near classroom computers and in the computer lab.

Any Student user, who removes, repairs, reconfigures, modifies or attaches an external device in order to download unapproved programs or software onto the system *will be suspended*. **St. Lawrence School reserves the right to add or impose other regulations or restrictions without notice at any time.**

INTERNET SUPERVISION AND MONITORING

St. Lawrence School teachers and other authorized personnel will monitor the use of informational technology and its resources to help ensure that student-users are secure and in conformity with Diocesan and local school policies.

The School administration reserves the right to examine, use and disclose any data found on school networks, i.e. computers, laptops and classroom materials, that in anyway endanger the health, safety, discipline or security of any person employed by St. Lawrence or any student of the school. This information may be part of disciplinary action and may also be used as evidence by law enforcement agencies.

XII. TRANSPORTATION

In the beginning of the school year, parents/ guardians are required to designate how student(s) will be transported to and from school. The *Transportation Form*, located in the registration packet, must be completed, signed and dated by parent / guardian indicating the arrangements for transportation for student(s): Bike, Walker, Car or Bus travel.

Any change made in transportation requires a phone call by parent/ guardian 30 minutes BEFORE dismissal or by written note given beforehand to the school office, even if the changes are only one day.

1. BIKES

Bikes must be parked in the designated bike rack at the *southwest corner of the school parking lot*, off S. 6th Street. Bikes are to be WALKED to and from the bike rack once a student arrives or departs from St. Lawrence School. We wish to avoid accidents of students on bikes with incoming or exiting cars.

2. BUS

The public school district provides bus transportation for students who reside at a distance greater than one (1) mile from the school. All students on the bus are expected to behave in a safe, obedient and orderly manner. Failure to comply may result in denied privilege to ride the bus.

3) CAR PICK-UP and DROP-OFF

All Cars are to ENTER the parking lot at the *southeast entrance* on HURON ST., in single file order, picking up the student(s), and moving towards the west exit.

Please do not get out of your car to visit others or to come to the school doors to pick up your child while in the pick-up / drop-off line. The school personnel on duty will get your child to you.

If you are required to come into the school for any reason, please select a parking space farthest from the Church's gathering space. Your car may exit only after all other cars have gone. You must wait. Do not hinder the line.

XIII. CORE CURRICULUM

THE CORE CURRICULUM STANDARDS

St. Lawrence offers a state-accredited curriculum taught by certified teachers. The Catholic faith dimension is the focus of every subject and discipline to the SD state standards. St. Lawrence School also has instructors from the Milbank Public Schools with specialized training for Title I Services, Special Education, Band, and Physical Education.

CATHOLIC FAITH AS THE BASIS FOR THE CORE CURRICULUM

All students of St. Lawrence School participate in Catholic religion classes daily. All students, both Catholic and Non-Catholic, receive this training as one of the core subjects: Language Arts, Math, Science, Social Studies, Music and Computer. Throughout the school day, the students will be taught Roman Catholic traditions, beliefs, values and practices integrated throughout the entire school curriculum.

The main goal of daily Catholic religion classes at the St. Lawrence School program is to assist student in their moral, faith development by learning to *know, love and serve the Lord*. In addition, our Catholic religious values will be practiced and upheld by all school personnel and staff. It is our desire that our students will see and understand that the *Catholic faith is not just a subject to learn, but a way of life to live*.

CATHOLIC RELIGIOUS PRACTICES

Ever mindful of the fact that St. Lawrence is a Roman Catholic School; our students will be introduced to some of the beauty of the Church's tradition, history, teachings, and prayers each day. Our Catholic identity is interwoven into the fabric of students' daily lives by placing an emphasis on and participating in communal prayer throughout the day at St. Lawrence School.

1. *Students will learn Basic prayers and pray them each day:*
2. *Students will also attend and participate in Mass weekly on **Fridays at 8:30am**, with the whole school participating.*
3. Students participate in many other types of prayer and liturgical services throughout the year, such as the Rosary in October; Stations of the Cross during Lent.
4. *While some of our students and staff members may be Non-Catholic, all students will attend daily Catholic religion classes and weekly Mass, and will be introduced to the inspired Catholic songs/hymns, traditions, practices and devotional practices.*

XIV. ACADEMIC POLICIES

All students of St. Lawrence School are responsible for proper preparation for class, completing all class assignments, participation and homework. Daily performance of students is assessed by the teacher. Grades on tests and quizzes should be commensurate with the student's ability.

HOMEWORK

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. Although St. Lawrence does not discourage parental help on occasion, students' assignments should be completed without undue parental assistance.

Educational research indicates that homework improves student scores, stimulates independent learning, fosters self-discipline and teaches responsibility. Homework also lets parents know what is being taught; therefore, a reasonable amount of homework is encouraged and expected. The amount of homework varies at different grade levels. The grading period includes how homework assignments are presented: for neatness, completeness of work, accuracy in content and for students original thought in the work. *Incomplete homework assignments in grades 3-6 will result in detention after the third occurrence.*

The objective is not time, but the extension of personal learning acquisition that goes beyond the classroom.

NOTE: Parents/Guardians are asked to check on a daily basis in the book bags and folders for homework. Also any communications sent by the school, L.I.F.E, or parish will be sent home in the book bags of the youngest child in the family.

1) REPORT CARDS / PROGRESS REPORTS

Learning not only cultivates intellectual skills but also personal responsibility for one's actions and choices. St. Lawrence School will issue a report card quarterly for academic achievement in the curriculum areas for students.

Grading and learning at St. Lawrence School is to help students strive to reach their fullest potential in academic, spiritual, emotional, social and moral areas. Some of the positive behaviors that contribute to successful scholarship are the following:

- Exhibits a positive outlook and attitude in the classroom
- Takes an active role in discussions
- Is courteous and shows good manners in the classroom
- Puts best effort into homework assignments
- Uses class time wisely
- Works well in groups, planning and carrying out activities

However, progress reports may be issued in support of quarterly reporting for any of the following reasons:

- Neglect of written work or personal study
- Student not working up to ability
- Failure to listen and follow directions after repeated warnings
- Lack of personal responsibility in handing in homework on time or failure to return test paper(s) signed by parents/ guardians
- Absence work not made up after a reasonable amount of time
- Repeated careless or incomplete homework assignments

2) PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice during the school year according to the Milbank Public School Calendar.

Teachers will schedule parent conference times, and will notify school administration of these times. A teacher may wish to schedule an additional special conference if the need arises.

3) CONDITIONS AND PROGRAMMING FOR ACADEMIC DIFFICULTIES

The parent(s)/guardian(s) and student will confer with the school administration and the classroom teacher. The teacher will outline the student's program for improvement.

The teacher will inform the parent(s)/guardian(s) of the student's progress.

The process will follow the stated format:

- Parent contact
- Quarterly progress reports
- Periodic meetings with the student
- Quarterly report cards

Students who habitually fail to complete assigned homework will be required to serve detention. Parents will be notified when one more late or missing assignment will cause this consequence. The student's parents/guardians will be notified when the final infraction occurs.

4) TITLE I

Title I is a program for students who require additional help in math and reading. It is available for students K-2 who qualify. Parents/guardians will be notified when a student is placed in the Title I program.

5) MUSIC

St. Lawrence School provides music education for Pre-School through Grade 6. Band is also offered for students in 5th and 6th grades who have interest in this activity.

6) STANDARDIZED TESTING

Smarter Balanced testing is administered to students in *Grades 3-6* in the spring. The results are communicated to parents and are utilized for curriculum planning.

All Fifth Grade students also take the state Science test required in the spring. The results are shared with parents and are used to drive Science instruction.

7) PROMOTION AND RETENTION

When evaluating a student's need for retention, the principal, parents, and involved teachers shall make use of all available information including standardized and teacher-made tests; teacher observation of student performance.

At the end of the first quarter report card period, the parent/guardian is informed of the student's academic, social and emotional progress. At the end of the second quarter, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services.

By the end of March, the teacher will schedule a follow-up meeting with the parent(s)/guardian(s) presenting the recommendations for the student.

Promotion or retention is at the discretion of the administration in consultation with the teacher and the parent.

8) STUDENT RECOGNITION

St. Lawrence School will recognize students at the end of the year for outstanding academic excellence in perfect attendance.

9) GRADUATION

Sixth grade students who have completed the prescribed course of study are eligible for graduation. Procedures for graduation are determined by the school administration and teaching staff of St. Lawrence School.

XV. STUDENT RECORD POLICIES

CONFIDENTIALITY

Parents can be assured that:

- 1) All records and information on any student is held in the strictest confidence by all school personnel.
- 2) Teachers shall keep confidential all personal, educational, psycho-social information regarding the students entrusted to them at St. Lawrence School.
- 3) No files, permanent records, letters should be left open anywhere in the school building.

- 4) Any written messages concerning the student(s) being sent to other professional staff members by a teacher should be stapled or sealed shut.
- 5) Parents/ Legal guardians may have access to students' records pertaining to the student(s) as per the *Federal Education Rights and Privacy Act (FERPA)* that provides parents/legal guardians the right to examine records. A copy of FERPA is available upon request.
- 6) NOTE: *In the event that a confidential oral or written communication that is delivered to a teacher or other professional personnel at St. Lawrence School, contains information that in any way may result in the personal endangerment or harm to life, health, or safety of the student(s) or others, then the school administration and the proper law enforcement or legal authorities will be notified immediately. Parents/Guardians will be notified promptly if this action is taken.*

LEGAL CUSTODY ISSUES

Accurate custodial information is collected through the application for acceptance process and is on file in the Principal's office. St. Lawrence School abides by the provisions of the Buckley Amendment with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that no information be given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

TRANSFER STUDENTS

If a student is transferring to another school, an *Exit Interview* meeting with parents/ guardians and the principal may take place to discuss the reasons for leaving St. Lawrence School. No official transcript or release of the students records may occur until tuition is paid to date.

The students will be given a transfer slip on the last day of school. It will be completed and signed by the parent/ guardian with the following information: change of address, phone number, etc.

The transfer slip will be given to the principal as soon as possible to ensure that St. Lawrence School records are up-to-date and the a copy of the slip will be attached to student's file to be sent to the new school.

XVI. DRESS CODE

The Letter to Timothy 2:9 states this requirement nicely: "Dress modestly and with decency." Therefore, the students of St. Lawrence School will dress neatly and modestly at all times.

For Regular School Day --

Tops:

Must have a sleeve, wide-strap tank tops may be worn in August, September and May

Must completely cover torso

Slogans must have a positive message

Wearing Shorts/Pants/shoes;

Shorts may only be worn before October 1st and after May 1st.

Length of shorts/ **must be as long as fingertips**

No holes or ripped pants

Leggings must be covered with a top that extends to bottom of child's seat

No writing or designs extending across the seat

No flip flops/Sandals must have a strap around back of ankle

Wear sturdy shoes only – **no heels**

Attire on Mass Days

Students are to dress in the appropriate school attire for Mass.

School shirt w/logo or another St. Lawrence shirt along with khaki pants, shorts, or khaki skirts and dresses

If a student is found to be in violation of the dress code policy, one or all of the following may apply:

*A note will be sent home

*Student may be asked to exchange his/her T-shirt, pants, etc. with one from the office and will wash and return it on the next day

*A parent may be called to provide a change of clothing

XVII. CONDUCT AND DISCIPLINE POLICIES

OVERVIEW OF CONDUCT AND DISCIPLINE

Definition: To maintain a harmonious, educational atmosphere, St. Lawrence School, in partnership with parents/guardians, has policies and procedures that teach and support positive behaviors for students. These expectations demonstrate and emphasize the Christian moral system that promotes courtesy, respect, truthfulness and honesty among students and school personnel. Good conduct, proper discipline and its management are enforced at all times.

Some things for Parents/Guardians to Remember:

1. At St. Lawrence School, we follow an *Effective Discipline Management plan*. It is a requirement for an optimum learning environment. Each teacher has a list of rules and expectations for students.
2. Students will be informed of and taught the rules on the opening day of school. At this time, the teacher will establish and explain the consequences for behaviors that adversely affect the smooth running of the classroom, the learning process or welfare of others.
3. We know that effective discipline and moral development is a progression of learning the rules in a social, intellectual context of the classroom; and the growth and maturity of a moral code is successful when the individual student can apply these rules effectively in his/her life.
4. Moreover, St. Lawrence School encourages and supports good choice-making; students learn to live and work with others according to the tenets of the Catholic faith and also the acceptable standards of society so as to be good citizens now and later.

We also encourage a simplified method to do this.

A Student's Personal Self – Management Strategy:

- 1) The student may take out the copy of the classroom rules at any time to re-read and should refer to them when tension or conflict arises;
- 2) The student may ask the teacher for clarification of request using a calm voice;
- 3) A student must be calm, wait, reflect/pray and consider the consequence for wrong or harmful action undertaken (i.e. hitting a peer);
- 4) The student will be patient and attempt compliance;
- 5) Students that comply with school or classroom policies and rules demonstrate good self-control and reflect a positive and respectful consideration for themselves, for school staff and for their fellow students.
- 6) All students will be taught to recognize the individual differences of other students. Every student is to be helpful, kind and considerate to others at all times.
- 7) However, students who fail to comply with school or classroom policies, even after sufficient help and guidance from teacher and/or school personnel (in the form of a verbal redirection, warning or direct request), must accept the consequence and outcome for the choice made.

Some consequences of the misbehavior, depending upon severity and degree, may include:

1. Loss of privileges (i.e. extra computer time, free play and reading, etc.)
2. Missing recess
3. Staying after school
4. Visit with the principal
5. Restitution for destruction/defacement of school property (i.e. books, walls, etc.)
6. Restitution for destruction or theft of other student's property
7. Removal from classroom to the principal's office when student is totally out of control
8. Sent home for suspension/expulsion

Parents will be notified immediately if the infraction warrants a suspension and/or expulsion.

The principal, along with the superintendent's approval, has the authority on discipline matters, including the suspension or expulsion of students if required.

PLAYGROUND RULES

In addition to classroom rules there are other helpful policies that build and strengthen good personal management and social skills. Every student, parent and guardian should be familiar with *playground rules* while at school, in or outside of the building, during school hours.

1. In consideration of safety and liability concerns, students are NOT to bring hard balls, play guns, water pistols, pocket-knives, roller blades or skateboards to school.
2. Tackling games and pushing/hitting games involving hard body contact are not permitted on the school grounds. Tag games are permissible.
3. Students will refrain from playing on bicycles or going to the bicycle racks.
4. Snowballs are prohibited.
5. Students are to remain on the playground and must obtain teacher permission to re-enter the building or to go into the street to retrieve a ball or play object.
6. Climbing the basketball poles is not allowed. No standing on swings.
7. When the bell rings, everyone lines up. No balls are to be thrown after the bell rings.
8. All balls and equipment shall be carried back from the playground and returned to the proper area in the school.
9. Students are to enter the building through the assigned entrances into the school.

10. Church and rectory lawns are off limits for recesses and after school play.

CREATIVE PROBLEM SOLVING AND SOLUTION-BUILDING

At St. Lawrence School we believe that creative solutions to problems are a partnership. Both parents/guardians and St. Lawrence School personnel desire a safe and harmonious school atmosphere for all students, staff, parents and anyone who comes into our building. Together we will anticipate the necessary support and mutual respect to carry proper conduct and discipline policies.

CONDUCT REFERRALS

- 1) In order to alert parents/guardians of what is happening in school and to “keep on top” of situations with the student(s), teachers and/or school administration may send a *conduct referral notice* when a student(s) has not followed the policies of the school (i.e. conduct, discipline, safety, etc.) The intention is to inform parents/guardians of a problem before it escalates or becomes a consistent behavior that places the student(s) in potential or greater difficulty.
- 2) The *conduct referral notice* will be sent home in two forms *by a written note and via electronic mail or messenger service on cell phone* and must be returned to the school the next day. In either format the notice must be signed and returned to the Principal on the following school day. If the *conduct referral notice* is not received for whatever reason, the Principal will call parent/guardian for clarification.

Notifications of this nature allows parents/guardians and teachers to work more closely for the benefit of the student.

SPECIAL CONDUCT MEETING WITH PARENT/GUARDIAN

This is described as a conference to discuss the problem and to create a plan for consistent behavioral management for the student(s) in violation of bullying or other serious infractions that will be developed and be utilized in the classroom and supported in the home for the benefit of the student(s).

ANTI-BULLYING POLICY

St. Lawrence School has a ‘Zero-tolerance policy’ for *bullying and cyber-bullying*. These kinds of behaviors always generate a **conduct referral**.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and will not be tolerated.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it:

- (1) Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or
- (2) Has the purpose or effect of substantially or unreasonably interfering with a

student's academic performance which deprives the student access to educational opportunities.

Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her principal.

This policy is in effect while students are on property within the jurisdiction of the School Advisory Board; are in school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

The District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the principal. Anonymous reports may be given to the principal for further investigation, and name of reporter shall remain confidential. Any student engaging in an act of bullying is subject to discipline pursuant to the District's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Source: SL 2012, ch 96, § 6.

DEFINITION:

Bullying is defined as: *A pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:*

- 1) *Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either:*
- 2) *Substantially interferes with a student's educational performance: or*
- 3) *Substantially disrupts the orderly operation of a school.*

For the purpose of §§ 13-32-14 to 13-32-19, inclusive, bullying also includes retaliation against a student for asserting or alleging an act of bullying.

Incidents Involving Electronic Devices

Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by a school district for conduct determined to meet the definition of bullying in § 13-32-15.

Source: SL 2012, ch 96, § 5.

ACTION PLAN:

1. If bullying is alleged or suspected a written record is begun.
2. St. Lawrence School Administration will talk to the alleged victim, and the alleged bully (or bullies) separately, and any or all witnesses.
3. This "talk" will include in writing the following information: what happened; clarifying the 'who, where, when and how' of the incident(s).

St. Lawrence School will report to individual parents/guardians the situation of the students involved. This account is also recorded in the Principal's folder.

Disciplinary Steps:

1. Student(s) will be warned verbally to end the observed bullying behavior; this verbal warning must be recorded in the anti-bullying record which is kept in the locked file in the school office.
 2. When determined necessary, a separate parent/guardian conference will be called for the individual students involved.
 3. The purpose of the meeting is:
 1. To state the problem and/or behavior to parents;
 2. To explain actions taken to insure safety and security for all students;
 3. To problem solve the situation and to create a just and fair solution together for the betterment of students involved;
 4. To offer assistance, or counseling agency if required that will be used for prevention of bullying.
 4. Regarding the students involved in bullying behaviors: Separate follow-up meetings with those involved may be arranged in order to explain the resolution made and the procedures to be carried out. Forgiveness and Christian tolerance is the goal. This can have a therapeutic effect of reconciliation and restorative justice for everyone involved.
- e. Some creative solutions to bullying may include:
1. Exclusion from break/lunch times for a specific number of days.
 2. Loss of specific privileges as appropriate.
 3. Parents may be requested to escort their child to and from school.
 4. Participation in parent/student anti-bullying initiatives where counseling and/or therapeutic behavior planning may be utilized.
 5. Each individual record, of all incidents of bullying and the subsequent investigation will record the outcome and the course of action taken.

NOTE: Even after parent conferences and resolutions have been made, if the student(s) continue to offend by bullying, the result may be recommendation for a fixed period of suspension from school not to **exceed three (3) school days. In cases in which the bullying continues after suspension, the student, under the directive of the superintendent, may be expelled.**

OTHER SERIOUS VIOLATIONS TO THE CONDUCT AND DISCIPLINE POLICY

There may be other occasions in which violations to the St. Lawrence School conduct and discipline policy is seriously violated with situations that go beyond the simple classroom difficulties or infractions. In such cases these are of a serious nature and will result in the potential suspension, dismissal or removal from school. **This is not an all-inclusive list of possible, serious misconduct or discipline violations.**

Here are some examples:

- a. Truancy;
- b. Violent behavior - fighting and physical contact that causes injury to others or being involved in a fight;
- c. Repeated use of profanity and obscene language or gestures;

- d. Intimidation or harassment of any kind;
- e. Insubordination;
- f. Blatant disrespect to teachers, school personnel, volunteers, parents and other students;
- g. Forgery, plagiarism, cheating and theft of school/church property or other's property;
- h. Destruction of and vandalism to property belonging to staff, school, parish or others;
- i. Severe and repeated violation of dress code;
- j. Possession of firearms, knives or any instruments that may present a danger to others;
- k. Bomb scare or triggering a false alarm in the building/church.

These categories do not cover every possible situation. All serious violations result in immediate contact with parent or guardian.

Anyone acting on the behalf of students to dissuade them from properly following student discipline or education practice of St. Lawrence School (i.e. siblings or other students) may cause an immediate disciplinary action including, but not limited to, immediate suspension. The Principal will determine if the infraction is considered severe and warranting further action.

WEAPONS

St. Lawrence School strictly prohibits any student, parent, guardian, staff, faculty, or visitor from possessing a weapon on school property. School property includes the school parking lot. The superintendent will, in writing, permit possession on an individual basis.

Policy

- 1) Any person, other than law enforcement officer or as otherwise approved in writing by the superintendent, who intentionally carries, possesses, stores, keeps, leaves, places, or puts into the possession of another person, any dangerous weapon, firearm, or air gun, (collectively, "weapons") whether or not the weapon is designed, adapted, used, or intended to be used primarily for imitative or noisemaking purposes, on or in any elementary school premises, vehicle, or building, or on or in any premises, vehicle or building used or leased for elementary school functions (collectively, "school premises"), whether or not any person is endangered by any action under this section, is in violation of this policy. The provisions of this section do not apply to:
 - a. Any firearm or air gun at a:
 - i. Supervised school or session for training in the use of firearms; or
 - ii. Ceremonial presence of unloaded weapons at color guard ceremonies
- 2) St. Lawrence School will not tolerate weapons on school premises. Compliance with this policy by all persons is a strict condition for a person's explicit or implicit invitation to, and lawful presence on, school premises. Violation of this policy is a criminal trespass and is punishable pursuant to South Dakota Codified Law 22-35-5. Without prejudice towards all available criminal and civil remedies, violation of this policy in any manner by a student will result in an expulsion recommendation to the superintendent. Without prejudice towards all available criminal and civil remedies, violation of this policy in any manner by a parent, guardian, staff, faculty, or visitor will result in a prohibition from entry onto school premises.
- 3) This policy defines the term "dangerous weapon" to include: "any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or

designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily injury.”

CONDUCT AT SCHOOL FUNCTIONS

Students are expected to act responsibly and to show respect for themselves and others while attending activities at St. Lawrence School and Milbank Public School. Conduct unbecoming of a student will constitute unacceptable behavior and corrective measures will be taken.

LEAVING THE SCHOOL GROUNDS

At no time may a student leave the St. Lawrence School grounds without permission from his/her teacher, the Principal and the parent / guardian. No child will be allowed to go home from school because of sickness without first notifying the parent and the office personnel.

Students leaving school without the necessary permission(s) are considered **truant**.

No Student will be allowed to go home from school because of sickness without first notifying the School Administration, the parent and making arrangements for pick-up of the student.

XVIII. HEALTH SERVICES

St. Lawrence School is fortunate to have the service of a volunteer, Certified Nursing Assistant CNA. Under the direction of the School nurse, the CNA may carry out any and all scheduled periodic (annual) screening for sight and hearing, lice control, and heights and weights and blood pressure. The health records will be kept up-to-date, including the immunization records, in the child’s cumulative locked file.

IMMUNIZATIONS

St. Lawrence School enforces the immunizations required by the South Dakota state law as follows:

[South Dakota Codified Law 13-28-7.1](#) (Rev. 2016) requires that any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola (measles), rubella, mumps, tetanus, meningitis and varicella (chickenpox), according to the recommendations of the State Department of Health.

This law applies to ALL children entering a South Dakota school district for the first time. This would include children in early intervention programs, preschool, as well as kindergarten through twelfth grade. Children under 4 need to be age appropriately immunized.

Minimum immunization requirements for kindergarten through twelfth grade are defined as receiving at least:

1. Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 years or older needing the primary series only need three doses. Children receiving six doses before age 4 do not require any

additional doses for kindergarten entry. The maximum a child should receive is six doses. If a child 7 years or older has an incomplete DTaP primary series, please contact the Department of Health for assistance.

2. Four or more doses of poliovirus vaccine, at least one dose on or after age 4. (Although not the recommended schedule - If a child has three doses of polio with the third dose administered on or after the age of 4 and at least 6 months after the second dose, no other doses are required.)
3. Two doses of a measles, mumps, and rubella vaccine (MMR or MMRV). Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. Two doses of varicella vaccine (Varicella or MMRV). The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided the minimum interval between the two doses is 3 months.

REQUIREMENTS FOR 6TH GRADE ENTRY:

1. One dose of Tdap is required for 6th grade entry IF the child is 11 years old. If the child is 10 years old when entering 6th grade they have 45 days after their 11th birthday to receive the Tdap vaccination. If a child has a contraindication to Tdap, Td is acceptable. If a child aged 7 through 9 years receives a dose of Tdap as part of a catch-up series, an adolescent Tdap vaccine dose must be administered by the 45th day following the child's 11th birthday. A dose given at age 10 will count for the 6th grade Tdap requirement. If a child 7 years or older has an incomplete DTaP primary series, please contact the Department of Health for assistance.
2. One dose of meningococcal vaccine (MCV4) is required for 6th grade entry IF the child is 11 years old. If the child is 10 years old when entering 6th grade they have 45 days after their 11th birthday to receive the meningococcal vaccine. If a child receives a dose at age 10 or after, the dose does not need to be repeated.

NOTE: Hib, Hepatitis A, Hepatitis B, HPV, annual Influenza, and Pneumococcal vaccines are recommended but not required.

Note: Parents/Guardians who do not wish to vaccinate the student and not to follow this state regulation are required to have certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health.

HEALTH, SAFETY, and MEDICATION ADMINISTRATION POLICY

For medical treatment and drug administration, St. Lawrence collects information from parents/guardians for first aid treatment or administration of FDA approved medications for

their students. All medicines are kept in a locked cabinet to be administered by qualified personnel. It is the responsibility of parents/guardians to provide the medication and will agree to pick up any and all expired and unused medication within one week of notification by staff.

A. MEDICAL PERMISSION FORM

At the time of the annual School registration, parents/guardians are required to have completed and signed the *Medical Permission Form*. Its completion will direct and assist the school as to the type of medical treatment required; and in case of an emergency, how medical services shall be rendered.

The *Medical Permission Form* includes pertinent personal information of the student, contact information of parent/guardian, as well as the name of the doctor, phone number, and name of family health insurance carrier. Where this form is missing, and a necessary treatment is required, standard first aid will be administered until parent/guardian is contacted (example – severe injury).

The Medical Permission Form delineates the Over-the-Counter (OTC) medications to be administered for simple conditions such as cuts, bumps, bee stings, sore throat, cough, fever or headache.

Note: First-aid materials and medications are kept in the locked cabinet located in the nurse's room in the school office.

B. MEDICAL ADMINISTRATION

Students who depend on a particular prescription medication in order to stay in school must adhere to the following procedures:

- a. The Medication Administration and Authorization Form is completed, signed by parent/guardian and is on file;
- b. The Prescribed medication must be in a container provided by the pharmacy with a label that includes the student's name, age, dosage, doctor's name and the phone number.
- c. If the medication is OTC (over the counter) medicine, it also must be in a container or zip-lock bag with a label that includes the date, student's name, parent/guardian name, phone number and dosage.

IN CASES OF INJURY, ILLNESS & ACCIDENT

A parent/guardian will be notified if a child is seriously injured or becomes ill. A child running a temperature is sick and must be removed from school as soon as possible.

Students who are afflicted with a communicable, contagious, and/or infectious disease or who are infected with communicable parasites, or who are liable to transmit such a disease or parasite will be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis under the direction of the Principal and / or Parish Nursing Staff.

In the cases of:

- *Strep Throat* - may return to school after having been on antibiotic medication for at least 24 hours and there is no temperature.
- *Chicken Pox* - may return to school 7 days after onset and sores have crusted over.
- *Impetigo* - may return to school when treatment has begun and sores are covered.
- *Pink Eye* - may return to school 24 hours after being treated and eyes are no longer weeping.
- *Head Lice* - may return to school after being treated.

Any questions can be brought to the attention of the nursing staff.

PEANUT FREE ENVIRONMENT

In the case of a peanut allergy of a student, St. Lawrence School will become a peanut free environment.

XIX. PARTIES

Room parties are at Halloween, Christmas, and Valentine's Day. Personal party invitations, gifts, etc., should not be sent to school unless all children in the class are included. Please be conscious of allergies within the classroom before sending treats.

XX. LUNCH AND NOON BREAK

St. Lawrence School provides a well-balanced nutritional hot lunch program for a 30 minute period each day. The lunch program operates under the Milbank School District. All other balances will carry over to the following year.

1. **Price and Payment**
 - a. **Hot Lunch** - Checks are made out to the Milbank Public School at the beginning of the year. Parents will be notified if a student's lunch account gets low.
2. **Free or reduced lunches** - For those who qualify, an application may be picked up at the school office or available at registration.
3. **Special diets** - Students with allergies or special dietary needs must submit an annual medical statement signed by a licensed physician each year.
4. **Parents/Guardians for lunch** - You are welcome to join the children for lunch. Please notify the office by 8:30 a.m. and please arrive on time for lunch. We cannot guarantee a lunch for anyone who has not called ahead or is late. Bringing siblings that are smaller children and not students is the parents/guardians responsibility. Correct payment for meal(s) is required at lunch time.
5. **Sack Lunches** - To help instill healthy choices in all children, sack lunches from home should contain a balanced meal. Pop and candy are prohibited from the lunchroom area.
6. **Lunch out of the Building** - If a parent/guardian wishes a student to leave school during the lunchtime period, prior arrangements must be made to the school office. We ask that you notify the office by **8:30am** of that day.

XXI. SENDING MONEY TO SCHOOL

Money sent to school for lunch payment must be enclosed in an envelope with the child's name, grade, teacher's name, and amount.

Example: Student's First and Last Name
Lunch \$3.60

Any appreciable sum of money should be brought to the school office where it can be placed under lock and key. *Example: fundraisers*

XXII. FIELD TRIPS

Students occasionally participate in day field trips only as an extension of the classroom learning experience. Every field trip experience is a privilege and may be taken away if a student's inappropriate behavior warrants it. If a parent/guardian does not wish the student to attend the field trip for any reason, the child must still attend school all day or be counted as absent. A permission slip is given to each school family and must be signed by a parent/guardian before a student will be allowed to participate.

XXIII. VISITORS AND VOLUNTEERS

St. Lawrence School welcomes and encourages visitors and volunteers to our program. Because the safety and security of our students and staff is most important, we require that the following procedures be followed:

1. A visitor is any person who offers services for the intent of maintenance and care of the school building, church and grounds this may include deliveries, inspections and work on site.
 - a) Both visitors and volunteers must sign the Visitor's Log each time they enter the building. The Visitor's Log is located in the school office.
 - b) The Visitor's Log will include: both the signed and printed name, the reason for visit, and the time of arrival.
 - c) All visitors will receive a blue lanyard with a yellow VISITOR tag to wear while in the school building and/or program.
 - d) Upon completion of the activity or visit and before leaving the building, all visitors **MUST** return the lanyard and sign out, along with the time of exit and the initials of the Secretary or Principal.
2. Volunteers are often parents/guardians or interested individuals who render service directly or indirectly to students in the classroom or for a particular program or event participating as a chaperone, room mom, library aide, and driver for one-time event.

Volunteers will follow the same procedures as Visitors, 1-4. In addition, a volunteer is required to participate in the Safe Environment Training Program offered at St. Lawrence School/Church. Volunteers who are drivers will also follow the vehicle safety policy.

PETS/ANIMALS IN THE CLASSROOM

Pets or animals may be brought into the classroom for the purpose of educational enrichment. St. Lawrence School reserves the right to refuse admittance of pets or animals due to students with allergies in the classroom.

XXIV. VEHICLE SAFETY

As mandated by the Diocesan insurance carrier, the following policy is to be adhered to whenever a school activity involves the use of a vehicle for transportation purposes. The goal is to reduce the number and severity of accidents by insuring that drivers *are qualified and responsible*, vehicles must be safe to operate, are in good working order and are equipped with proper seatbelts for passengers. All driving laws of South Dakota will be followed and enforced.

The Volunteers Driver's Form is to be completed by all volunteer drivers. This form is completed annually during registration.

NOTE: If the review of this form indicates that a volunteer driver does not meet the criteria established by the Diocesan insurance carrier, the person shall not be allowed to drive.

XXV. LIBRARY

The School library is staffed by volunteers who make available its use to students on predetermined days. Books may be checked out only on the classroom's appointed library day. Popular books are frequently requested, and may be loaned to a student for a maximum period of one month. Lost or damaged books will be the responsibility of parents/guardians for the full cost of replacement. At all times, students will maintain good and quiet behavior while in the library.

XXVI. SCHOOL ADVISORY BOARD

The School Advisory Board is established to assist the School Administration in the interest of students, parents/guardians for the programs and policies of St. Lawrence School. It is an advisory board and holds no legal or binding decision making power.

XXVII. L.I.F.E. / FUNDRAISERS

St. Lawrence parish heavily subsidizes the school program. Therefore, the LIFE (Living In Faith and Education) Association was established to help raise funds and also a greater awareness of the wonderful programs at St. Lawrence School. Parents/Guardians are strongly encouraged to be active in their membership.

LIFE offers different fundraisers throughout the year (Mardi Gras, Gala, etc.). It is essential that all families help in these events. A fee of **\$50.00** is assessed at registration time.

A refund is granted at the end of the year when parent/guardian actively participates in required events. In April, a form will be sent home requesting whether a refund, a roll-over or a donation is selected.

NOTE: Parents/Guardians may also be permitted to BUY OUT an event in case of an emergency or conflict which constitutes the inability to participate, and may use the fee for this intent.

XXVIII. SAFE ENVIRONMENT POLICY

St. Lawrence School's policy on Safe Environment includes: child abuse/neglect, sexual harassment and discrimination.

1. Child Abuse and Neglect

South Dakota's child abuse and neglect law (26-10-1) states that it is unlawful for any person to willfully, negligently, or unnecessarily expose, torture, torment, cruelly punish or neglect any child under 18 years of age, or deprive a child of necessary food, clothing, shelter or medical attention.

Report suspected abuse or neglect to the principal or the SD Department of Social Services (605-432-9588). Failure of professional persons to report child abuse and neglect is a misdemeanor.

NOTE: Persons suspecting child abuse or neglect, and reporting in good faith, are immune from liability, civil or criminal wrongdoing that might otherwise be incurred. They are also immune from liability resulting from participating in judicial proceedings resulting from such a report. Child abuse and neglect information is confidential and unauthorized disclosure by anyone is a misdemeanor.

2. Sexual Harassment and Discrimination

Sexual harassment is any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal remarks or physical contact. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent. St. Lawrence School has a ZERO tolerance policy.

Students and/or staff should report incidents of sexual harassment to the school Principal. All teachers and other employees are expected to comply with this policy as required by law in order to safe guard students and other staff.

If you have further questions please refer to <http://doe.sd.gov/title/IX.aspx>.

XXIX. CATHOLIC SCHOOLS' WEEK

As Catholics, we are called to share our faith, to build community, to be of service, AND to have fun!! At St. Lawrence School we provide an opportunity for our school community to live these four dimensions of Catholic Faith. Catholic Schools' Week is our special time to celebrate who we are and who we hope to become. Catholic Schools' Week, scheduled traditionally the last week of January, is a special and wonderful time for parents/guardians, children, and the entire Milbank Community to celebrate the joy of Catholic education and life. All parents/guardians are welcome to visit the school and join their children in having fun! The theme for Catholic Schools' Week will be announced prior to the event.

XXX. DISASTER & EMERGENCY PLANS

Overview: *The best offense is a good defense.* Our plan is to keep students and staff safe at all times. The following are some examples of the policies that St. Lawrence School to determine emergency

and disaster planning. Although these are potential life-threatening events, we know that practice and routine training of students and teachers is helpful.

Note: Emergency situations require that all remain calm and focused. Staff members are familiar with the procedures and will assist students when the situations arise. Drills for disaster and fire are held periodically throughout the year (a minimum of 4 times a year).

- a) *In case of fire:* Students and teachers must evacuate the building according to the posted Safety Evacuation guide located in every classroom and remain in the SAFETY ZONE outside.
- b) *In the event of a tornado,* students and teachers must take shelter in the main open area of the church basement along the perimeter walls.
- c) *In the event of a nuclear blast,* everyone must take shelter in the lowest level of the school (storage room).
- d) *In the event of a flood,* everyone must report to the 2nd floor hallway near the computer lab.
- e) *If an earthquake occurs,* everyone must move to an inner wall away from all windows preferably under sturdy structure.
- f) *In the case of a bomb threat,* everyone will be evacuated to St. William Care Center.
- g) *In the event of a chemical spill,* everyone must leave the building and remain a safe distance from the area of the chemical spill.
- h) *If there is an intruder/gun situation in the school building,* a Stay Safe code signal will be announced on the intercom. Teachers must lock their classroom doors and remain in their rooms. Evacuation of the building will take place only if advised by the police. Any staff member who can safely use a telephone must immediately call 911 and report the emergency. When possible, parents/guardians will be notified of these situations.

In most emergencies the students will remain and be cared for at St. Lawrence School. In the rare event of an emergency affecting St. Lawrence School that prohibits re-entry into the building (such as a gas leak or broken water main, a fire, or a sudden loss of utilities in bad weather) students and staff will be removed immediately to our alternate site, the Rectory or United Methodist Church.

XXXI. HISTORY OF ST. LAWRENCE SCHOOL

St. Lawrence School was built in 1883 and was located on the north side of the Milwaukee Railroad tracks and near the intersection of Bell and Lloyd and opened 1885. It was staffed at that time by Benedictine Sisters. From the archives, a letter from Sister Gertrude Peupi O.S.B., Yankton, dated September 1888, to Abbot Frowin Conrad, reads: "I sent four Sisters to Milbank; two will teach the English school; two the German school; Sister Gregory Clark (an Indian Sister) has 15 music pupils. Father John Herman provided the piano. He also gave the Sisters a cow to provide milk for them." St. Lawrence School remained open until 1893 when the parish could no longer support it. According to the records of the Sisters' community, it became the rectory.

The St. Lawrence School reopened in 1901. Under the pastorship of Fr. John Wulf, the Presentation Sisters of Aberdeen (P.B.V.M.) were invited to staff the School. Many of these Sisters were Irish

immigrants in their late teens who came to St. Lawrence School also began religious training and work in the United States. The student enrollment in 1901 was 75 pupils serving grades 1-8. The Presentation Sisters served the school until 2002.

In 1913, the old building was replaced by a brick structure, along with the new church and the beautiful grounds were a show place of the community. The School building was located next to the Church on Sixth Street, and nearer to the downtown core of the city. The land was donated. Also at that time, a 2 year of High School program was offered in addition to elementary school education.

In the following years, under the leadership of Fr. Thomas Shanley, St. Lawrence School grew from 12 families to a large Faith community. Major improvements in the school were apparent including the conversion of space of the basement to classrooms, modern desks, a library, and a teachers' lounge. The basement housed the Sisters' kitchen and dining room. Part of the second story of the building was converted into sleeping quarters for the Sisters until the convent was complete. For many years, the sisters provided room and board for some of the children of rural families. Parents believed it was important that their children receive a Catholic education, and were willing to make great sacrifices to keep their children as boarders at the school. The original building served the parish community for many years as the chapel was used for daily mass during the winter months. Later, the St. Lawrence Board of Education was able to secure dual enrollment and free bus service for children with the Milbank Public School.

In 1994, Bishop Paul Dudley gave Fr. Tom Roznowski, O.S.B permission to build the new school and parish center because the present school was a fire hazard and operating on a limited permit from the State Fire Marshal. On May 31, 1998 the St. Lawrence Parish Center Groundbreaking Ceremony took place with Fr. Denis Quinkert, O.S.B. Fr. Denis took on the work of serving as pastor and helping to oversee the completion of the construction project. The dedication of the new school and parish center took place on Sunday, August 22, 1999 at 2 pm.

XXXII. PRAYERS TO KNOW:

Morning Offering	Our Father	Hail Mary	Angel of God
<i>O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: The salvation of souls, reparation for sin, and the</i>	<i>Our Father, who art in Heaven, hallowed be Thy Name. Thy kingdom come, thy will be done on Earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation but deliver us from evil.</i>	<i>Hail Mary, full of grace, the Lord is with thee. Blessed are you among women and Blessed the fruit of your womb, Jesus. Holy Mary, Mother of God, Pray for us sinners now and at the hour of death. AMEN</i>	<i>Angel of God, my guardian dear, to whom God's love commits me here. Ever this day be at my side, to light, to guard, to rule and guide. AMEN</i>

<p><i>reunion of all Christians. I offer them for the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.</i></p>	<p>AMEN</p>		
<p>Act of Contrition</p> <p><i>O my God, I am heartily sorry for having offended You, and I detest all my sins, because I dread the loss of Heaven and the pains of hell. But most of all because I have offended You, my God, who are all good and deserving of all my love. I firmly resolve with the help of Your grace, to confess my sins, to do penance and to amend my life. AMEN</i></p>	<p>Acts of Faith</p> <p><i>O my God, I firmly that You are one God, in three Divine Persons, the Father, the Son and the Holy Spirit; I believe that Your Divine Son became man and died for our sins and that He will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived.</i></p>	<p>Acts of Hope</p> <p><i>O My God, relying on Your infinite goodness and promises, I hope to obtain pardon of my sins, the help of Your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.</i></p>	<p>Acts of Love</p> <p><i>O my God, I love You above all things with my whole heart and soul, because You are all good and worthy of all love. I love my neighbor as myself for love of You. I forgive all who have injured me, and I ask pardon for all whom I have injured.</i></p>