

Saint Lawrence Academy

Student-Parent Handbook 2010 - 2011

**2000 Lawrence Court
Santa Clara, CA. 95051**

School Phone: (408) 296 - 3013

School Fax: (408) 296 - 3794

Office Hours:
school year 7:30 am - 4:00 pm
summer 8:00 am - 2:00 pm

Web site: www.saintlawrence.org

Table of Contents

I.	Personnel	3
	Administration	3
	Faculty and Staff e-mail addresses	4
II.	Introduction	6
	History	6
	Philosophy	6
	Expected Schoolwide Learning Results	7
	General Code of Conduct	8
III.	Academics	9
	Graduation requirements	9
	Course requests and schedules	10
	Repeating a Course	11
	Grades	12
	Academic policies/ Honor Code	16
IV.	Attendance	18
	Regulations	18
	Procedures	20
V.	Campus Ministry	22
VI.	Computer Usage	24
VII.	Disciplinary Policies and Procedures	30
	General Philosophy	30
	Organization	31
	Behavior Regulations	32
	Disciplinary Offenses and Penalties	38
	Substance Abuse Policy	41
	Disciplinary Procedures and Actions	42
VIII.	Dress Code	48
IX.	Extracurricular Programs	51
	Activities	53
	Athletics	53
X.	Guidance and Counseling	55
XI.	Health and Safety	58
XII.	Miscellaneous Information	62
XIII.	Bell Schedule	66

Personnel

Pastor	Father Thuc Si Ho
Parochial Victor	Father Ernesto Orci
Principal	Christie Filios
Assistant Principal Academics Discipline	Anne Eubanks
Academic Services Liaison	Amy Olein
Director of Campus Ministry	Martin Argenti
Admissions Director	Mary Dixon
Counseling	Laura Stoll Cheryl Weeks
Main Office Staff	Marie Reid Kelly Schlernitzauer
Director of Technology	Ken Johnson
Athletic Director	Joe Endaya
Activities Director	Julie Tsutsui
Director of Marketing	John Bennett

St. Lawrence Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, scholarship and loan programs, or athletic and other school programs.

Faculty and Staff

Personnel E-mail address	Job
Mr. Martin Argenti margenti@saintlawrence.org	Director of Campus Ministry; Foreign Language Instructor
Mr. John Bennett jbennett@saintlawrence.org	Social Studies Instructor; Director of Marketing
Mr. Kevin Carroll kcarroll@saintlawrence.org	Religious Studies Instructor
Ms. Mary Carroll mcarroll@saintlawrence.org	Fine Arts, English, Religious Studies Instructor; Fine Arts Director
Ms. Jennifer Claudio jclaudio@saintlawrence.org	Science and Zacchaeus Instructor
Ms. Kelly DeBarr kdebarr@saintlawrence.org	Foreign Language Instructor
Mr. Michael DeCarlo mdecarlo@saintlawrence.org	Mathematics Instructor
Dr. Jerry Egusa jregusa@pacbell.net	Educational Consultant; Zacchaeus Director
Mr. Joe Endaya jendaya@saintlawrence.org	Athletic Director; PE Instructor
Mrs. Anne Eubanks aeubanks@saintlawrence.org	Assistant Principal
Mrs. Christie Filios cfilios@saintlawrence.org	Principal
Sr. Peggy Hurley phurley@saintlawrence.org	Business and Zacchaeus Instructor; Bookstore Manager
Mr. Jason Ingebrigtsen jingebrigtsen@saintlawrence.org	English and Zacchaeus Instructor

Mr. Ken Johnson kjohnson@saintlawrence.org	Director of Technology
Mrs. Sophie Lobry Alvarez slobry@saintlawrence.org	Foreign Language and Religious Studies Instructor
Mr. Richard Louie rlouie@saintlawrence.org	Science Instructor
Mrs. Natalie Murphy nmurphy@saintlawrence.org	Mathematics and Computer Instructor
Mrs. Amy Olein aolein@saintlawrence.org	English, Social Science, and Zacchaeus Instructor Academic Services Liaison
Mr. Ryan Olein rolein@saintlawrence.org	Art, Photography, Computer Graphics, and Yearbook Instructor
Mrs. Marie Reid mreid@saintlawrence.org	Office Manager
Mrs. Kelly Schlernitzauer kschlernitzauer@saintlawrence.org	Administrative Assistant
Mr. Brien Schmuck bschmuck@saintlawrence.org	English, Social Studies, and Zacchaeus Instructor
Mr. Mike Seidler mseidler@saintlawrence.org	Social Studies and Zacchaeus Instructor
Ms. Laura Stoll lstoll@saintlawrence.org	Counselor
Mrs. Julie Tsutsui jtsutsui@saintlawrence.org	Mathematics Instructor; Activities Director
Mr. Andrew Ward award@saintlawrence.org	English and Zacchaeus Instructor
Mrs. Cheryl Weeks cweeks@saintlawrence.org	Counselor
Mr. Brent Woodcock bwoodcock@saintlawrence.org	Science, PE and Zacchaeus Instructor

History

Saint Lawrence the Martyr Parish was established in 1959, under the leadership of the founding Pastor, Victor Wilkiemeyer, and Saint Lawrence Elementary School was opened in 1961. Saint Lawrence High School was opened as a girls' high school in 1968, but closed in 1973 after the Sisters of Loretto withdrew from the Parish. In 1975, Father Wilkiemeyer established Lawrence Academy as a coeducational secondary school separating the sixth, seventh and eighth grades from the elementary school and moving them into the present Academy building. The first class of seniors graduated from Lawrence Academy in 1980. The school's name was changed to Saint Lawrence Academy in 1989. In 1994, the sixth and seventh grades moved to the newly constructed Middle School, followed by the eighth grade in 1995. Therefore, Saint Lawrence Academy has been established solely as a high school only since 1995.

Philosophy

Saint Lawrence Academy is a Catholic college-preparatory community committed to the mission of Jesus Christ. Striving to create a caring family environment, we share our Christian beliefs with all students regardless of race or creed. We nurture our community through prayer, worship and service.

In cooperation with students and parents, we seek to encourage our students' moral and spiritual potential; to recognize the uniqueness and dignity of the individual; to develop intellectual, emotional, social and physical growth; to encourage them to achieve to their fullest potential.

Throughout the curriculum we promote the growth of the whole student in a school with a diverse population. We empower the students to become responsible leaders who will fully share their gifts and talents with family, church and their immediate and global communities.

Expected Schoolwide Learning Results

Each student reflects on and responds to issues of life and faith in light of the Gospel. S/he:

- Journeys in faith by our faith communities.
- Demonstrates the compassion of Christ by committing to a life of community service
- Nurtures spirituality through communal worship, prayer and ministries
- Knows and respects the core teachings of the Catholic Church
- Develops a personal conscience from an understanding of the perspective of Catholic teachings
- Acknowledges and respects the diversity of all religious traditions

Each student assumes the responsibility for his/her intellectual growth, masters academic courses required for graduation in a manner commensurate with personal ability, and is motivated to acquire wisdom and knowledge through the lifelong pursuit of learning. S/he:

- Possesses the ability to think in a critical, logical and abstract manner
- Demonstrates proficiency in computational and quantitative skills.
- Understands, experiences, and applies life science processes and the laws of Nature
- Articulates viewpoints in both oral and written expression using appropriate techniques and styles
- Appreciates literature and is familiar with literary genres.
- Recognizes the inherent values of the fine arts and applied studies
- Appreciates other cultures through their language, customs, and history
- Appreciates the past and its influence in the present and future
- Makes judicious use of technology to explore, access, apply and share information

Each student strives to develop a sense of personal responsibility, confidence and altruism. S/he:

- Achieves personal growth by assuming responsibility for personal and social behavior
- Cultivates individuality by identifying and accepting personal strengths and limitations
- Becomes a self-directed individual who is able to set goals to achieve and maintain physical, emotional and intellectual well-being
- Appreciates and respects cultural diversity and individual differences
- Thinks independently and works collaboratively
- Applies individual experience and knowledge to the challenges of personal development.
- Recognizes the importance of participating in extracurricular activities

Each student will become a productive and involved member of society. S/he:

- Demonstrates personal responsibility in daily life at school and in the community
- Participates in civic life
- Respects and cares for personal and global environment
- Possesses an awareness and knowledge of maintaining a healthy lifestyle
- Displays a genuine interest in others through mutual care and respect.

General Code of Conduct Covering Students and Parents/Guardians at Saint Lawrence Academy

In order to create a quality, value-based education and maintain a positive learning environment for our students, all members of the Saint Lawrence Academy community must work together to support the mission and philosophy of the school. Therefore, it is a condition of enrollment that a student behave in a manner, both on and off campus, that is consistent with the principles and philosophy of Saint Lawrence Academy as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in our **Student-Parent Handbook**. It is also a condition of enrollment that the parents/guardians of a student shall also conform themselves to these standards of conduct when interacting with the Saint Lawrence Academy community.

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

1. Parents/guardians may respectfully pursue concerns about a student's progress or behavior in a class or activity by contacting the student's teacher, coach, moderator or counselor. If matters are not resolved with school personnel at that level, the procedure is then to contact the administrator in charge of the area.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel to the proper authorities. However, they must do so in a courteous manner that is not disrespectful, disruptive, threatening, hostile or divisive.
3. These expectations of the general code of conduct for students, parents and/or guardians include, but are not limited to, all school-sponsored programs and events.

Saint Lawrence Academy reserves the right to determine, in its discretion, which actions fall short of meeting the principles and philosophy 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, for the students, the appropriate disciplinary action as articulated in the Student-Parent Handbook. Saint Lawrence Academy reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action (suspension of student or suspension of parent/guardian's privilege to come on campus and/or participate in school activities) or require parents/guardians to withdraw their child with or without previous warning.

***** Students and parents are responsible for knowing and adhering to the policies in this book. Students and parents acknowledge this responsibility with their signed Student-Parent Handbook form.**

Academic Policies

The Principal is the official representative of Saint Lawrence Academy in all matters pertaining to the scholastic life of the entire student body. Interpretations made by the Principal regarding the regulations contained in this Student-Parent Handbook have the same force as the regulations themselves.

The regular day at Saint Lawrence Academy consists of six periods of classes and one period of lunch. Students will be scheduled into a class or activity every class period. Whenever possible the student's choice of elective subjects will be honored in scheduling.

Graduation Requirements

In order to graduate from Saint Lawrence Academy, a student must successfully complete a minimum of 240 semester periods of course work. Included within the 240 credits are the following required courses and credits:

Religious Studies	7 semesters; 35 units*
English	8 semesters; 40 units
Mathematics	6 semesters; 30 units
Foreign Language	4 semesters; 20 units****
Physical Education/Health	2 semesters; 10 units
Science	5 semesters; 25 units
Social Studies	6 semesters; 30 units**
Computer Technology	1 semester; 5 units***
Visual and Performing Arts	2 semesters; 10 units
Electives	7 semesters; 35 units
Community Service Hours	100 hours
Retreats	4 experiences offered

* Or five semester units for each semester in attendance.

** Including World History, U.S. History, Government and Economics

*** The computer literacy requirement can be met by successfully completing the Saint Lawrence Academy computer literacy course or the equivalent, or by demonstrating competency on a computer literacy exam.

**** Must be two years of the same foreign language.

Class Standing

A student's class standing is determined by a combination of specific courses completed and the total number of semester units earned. Ordinarily at the end of the

academic year, a freshman has completed 60 units; a sophomore has completed 120 units; a junior has completed 180 units, and a senior has completed 240 units. To continue as a student at Saint Lawrence Academy, a student must be up to date on his/her academic units, and should be up to date on service hours at the start of each fall. Students who are not up to date on service hours will begin the new year on Social Probation and will remain on probation until the service requirements have been completed and accepted.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be the top two students in the graduating class based on cumulative seventh semester grades. The student with the highest grade point average will be named the Valedictorian while the student with the second highest grade point average will be the Salutatorian. To be eligible, a student must be enrolled in Saint Lawrence Academy for a minimum of three academic years. Any student who has violated the Principle of Academic Ethics or has incurred a serious offense of the Disciplinary Code of Saint Lawrence Academy as defined in the Student-Parent Handbook may be deemed ineligible to be Valedictorian or Salutatorian.

Course Requests and Schedules

A student will ordinarily be assigned to the courses which the student requests for an academic year, provided that all prerequisites for these courses are met and there is enough student interest to make the course available. It is important that a student select these courses carefully, giving consideration to future study plans, career goals and life goals. Teacher change requests will not be honored. **No schedule changes will be made after five days of the academic semester.**

Admission to Class

A student must have completed all the steps of the registration process, have submitted all required forms to the office, be up-to-date on service hours and have made payment on any outstanding financial obligations to the school before being admitted to class. Additionally, students who have not submitted immunization records (required by law) with the school will not be admitted to class.

Attendance

Saint Lawrence Academy considers regular attendance of classes an important obligation of each student. **Saint Lawrence Academy does not concede to parents the right to alter the school calendar for their own convenience.** Attendance regulations are outlined in the attendance section of the Student-Parent Handbook. Saint Lawrence Academy reserves the right to deny academic credit in any course to any student who has **ten or more** absences in a particular course per semester or a combination of 15 tardies and absences of a particular course per semester.

Schedule Changes and/or Dropping a Course

Requests to change a class must be made within the first five days of each semester. In the case of year courses, a student may drop at semester if the grade is a D or below and the course is not needed for graduation. In adjusting a schedule, keep in mind that all students must take six classes each semester. The following are steps for dropping a class within the first five days of the course:

1. Student must pick up a Course Change Form from the Counseling Office or Main Office.
2. Student must then return the form to the Assistant Principal with a **parent's signature**.
3. The Assistant Principal will approve or deny the request. The student will be notified of the Assistant Principal's decision as will the teacher whose course was involved.
4. **There is a \$20 schedule change fee.**

Repeating a Course

A student may repeat a course in which he/she received a grade of D if he/she wishes to improve his/her record or in which a C or better is required as a prerequisite to another course. The student does **not** receive units for the make up course under these conditions. Both the original grade of D and the newly earned grade will appear on the student's transcript. Repeating such a course will occur in summer school, through an on-line course or at a community college during the school year. Any make-up courses must be approved by the Assistant Principal or Principal prior to taking the course.

A student must repeat a course in which he/she has received a grade of F. If a graduation requirement, student must make up that specific course. If it is not a graduation requirement, an elective may be taken. The student will earn units for the make up course under these conditions. Both the original grade of F and the newly earned grade will appear on the student's transcript. Repeating such a course will occur in summer school, on-line or at a community college during the school year. Any make-up courses must be approved by the Assistant Principal or Principal prior to the taking of the course.

Course approval can be received after a **Summer School or Online Course Request** form has been submitted by the student and signed by the parent.

Withdrawal from School

Students whose parents wish to terminate their enrollment at Saint Lawrence Academy during the school year must put in writing their intent. If a student leaves during a semester without officially withdrawing, the student will receive a grade of F in all

courses. All financial obligations and paperwork must be handled before the school can release the student's transcript. Only completed semester credits will appear on a transcript.

Summer School, Online, or Community College Courses:

Students who take summer school classes, online courses, or community college courses during the school year must have the approval of the Assistant Principal or Principal in order to transfer these units to Saint Lawrence Academy. Students must submit a Summer School or Online Course Request. **No replacement grades will be placed on a transcript without prior approval.** A student who fails one or more semesters of a required course during the academic year is expected to make up the course in summer school, online, or by taking a community college course if the student wishes to return to Saint Lawrence Academy the following school year. **Community college courses are not recommended for freshmen or sophomore students.**

Grades for classes that are repeated in summer school are listed on a student's transcript and calculated in a student's grade point average, but are an addition, not a replacement, of previous grades. Taking a required course during the summer in order to move ahead is not recommended and must have the approval of the Principal or Assistant Principal.

If a student wishes to take enrichment courses at either a high school or a community college, Saint Lawrence Academy will accept up to a maximum of 30 units of college-recommending courses. These courses must be approved by the Assistant Principal or Principal prior to the start of the course for credit to be given.

When courses which have been approved for credit are taken online, final exams must be proctored at St. Lawrence Academy.

Grades

Grades are the expression of a student's achievement in a given class. Official grades are given at the end of each quarter and semester. Only semester grades appear on a student's transcript as grades of record.

Parents and students should regularly monitor grades using our school management system. For questions or concerns about a student's grade, the first contact should be with the teacher. For further questions, contact a member of the Counseling staff.

Grading Procedures

In an attempt to ensure consistency throughout the school, certain policies have been established for grading at Saint Lawrence Academy:

1. Each teacher must prepare a written explanation of the grading procedures which will be used in each class. Copies of this explanation must be distributed to all students in the class within the first two weeks of school. A copy of these grading procedures for each class must also be on file with the Assistant Principal. The explanation must include information on what assignments will be graded, if grades will be weighted, how a point system is used, whether or not late work will be accepted, etc.

2. All teachers are expected to collect, grade, post grades and return assignments for students to view according to the following guidelines:

- 1 week = homework , quizzes , tests
- 3 weeks = essays and projects

3. All courses are required to give a written final examination at the end of each semester. All students must take a final examination in every subject. Any student who fails to show up to take a final exam, without a valid excuse, will not be allowed to make-up the final resulting in a zero for the final examination. The schedule for final examinations is published on the school master calendar and in the school newsletter. Final exams may not be taken at an alternate time.

4. If extra credit is accepted by a teacher, it may not count more than 3% of the total points per quarter.

5. If late work is accepted by a teacher, it must be made up within two weeks of the original due date. This time frame may be shorter depending on the situation and teacher.

6. If a student knows he/she will be missing a class, the student MUST make arrangements with the teacher AHEAD OF TIME to take a test, turn in assignments, etc.

Final Exams

Semester Exam Times are as follows:

- 8:10 – 9:45 am
- 10:00 – 11:30 am

Extended Time Semester Exams:

- 7:25 – 9:45 am
- 10 am – 12:15 pm

It is the student's responsibility to adhere to the exam schedule.

* Any senior who has a "straight A" each quarter in a class during the fall or spring semester may be exempt from taking the semester examination in that subject, at the teacher's discretion.

The final grades for the first and second semesters will be based on the formula:

First Quarter Grade = 40% of first semester grade
Second Quarter Grade = 40% of first semester grade
First Semester Final Exam Grade = 20% of first semester grade

Third Quarter Grade = 40% of second semester grade
Fourth Quarter Grade = 40% of second semester grade
Second Semester Final Exam Grade = 20% of second semester grade

In order for any student to take his/her final exams, all financial obligations must be up-to-date. Any outstanding bills will prevent the student from final exams. Arrangements will be made for making up the exams after any outstanding debts have been cleared. (Examples: tuition, fines, athletic expenses, etc.)

Official Grading Scale

The official grading scale of Saint Lawrence Academy is:

100 - 97 = A	79 - 77 = C+
96 - 93 = A	76 - 73 = C
92 - 90 = A-	72 - 70 = C-
89 - 87 = B+	69 - 67 = D+
86 - 83 = B	66 - 63 = D
82 - 80 = B-	62 - 60 = D-
	59 - below = F

Although grades of D- or better satisfy the Saint Lawrence Academy graduation requirement, grades of C- or better are required to meet college entrance requirements and grades of B or better are recommended.

Grades of Incomplete "I"

This grade may be given in cases where some legitimate reason (e.g. extended illness) occurs, and, the necessary work in a class has not been completed. An incomplete grade may not be given as a permanent mark; it is a temporary mark only. If the work has not been completed within two weeks after the student returns to school, the permanent grade will be calculated with the posting of F's for all missed work. An incomplete grade will only be given at the end of a quarter. An "Incomplete" **will not be issued as a semester grade.**

An incomplete grade may be given only with permission from the Assistant Principal. For eligibility purposes, an incomplete grade is calculated as an "F" until it has been made up.

Grade Reports

All courses are included in a student's grade point average. Averages are computed for each grade reporting period. A cumulative grade point average, which appears on the report card, is also maintained for each student. These averages are computed using the following scale:

College Prep Course

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

Honors/AP Courses

A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7

*** The honors bonus point is given only for AP and Honors courses in which a student earns a C- or better.

Teacher Availability and Communication

Teachers will be available to students during the day and before or after school to clarify assignments, explain homework, review, etc. Teacher availability presents the occasion; student initiative provides the result. Responsibility for seeking help lies with the student. When questions arise regarding a student's performance, the teacher is the first line of communication. The best method for contacting teachers is via email (see email addresses on pages 4 and 5). All teachers hand out green sheets at the beginning of each course; these sheets identify the teacher's availability during a school day.

Textbooks

New and used books can be ordered online through www.myschoolbookstore.com. New students can create an account by clicking New User; Returning students can go to User ID and Password to access an account that was set up previously. Questions concerning book orders can be addressed by calling 760 246-8115.

The student's name should be prominently placed on the inside cover in each textbook as soon as it is obtained. This will help to prevent the loss of books. The school does not assume responsibility for lost or stolen textbooks.

Academic Policies

Academic Integrity at Saint Lawrence Academy is expected of all students.

Honor Code :

The Saint Lawrence Academy faculty and administration believe in academic honesty and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. Saint Lawrence Academy students are also expected to deny all requests to copy from their own work. Violation of this principle is subject to both disciplinary and academic penalties.

Definitions:

Plagiarism: “Fundamentally, plagiarism is the offering of words or ideas of another person as one’s own” (Writing Research Papers 78) It is unethical, illegal, and against our code.

Plagiarism includes the following:

1. The use of another person’s work, in part or in full. **This includes copying homework.**
2. The use of material without documentation, in part or in full.
3. Paraphrasing or rearranging original material without documentation.
4. Removing a few sentences from a text or adding or deleting a few words to another person’s work without documentation

Cheating: Cheating is an attempt to improve one’s score or to help to improve someone else’s score through dishonest means.

Cheating includes various actions:

1. The use of another person’s test/answers either before or during an exam
2. The use or possession of notes, answers, cheat sheets, or other sources not approved by the teacher during an exam.
3. The stealing/receiving of test papers prior to a test.
4. The giving/receiving of specific test information. . . . (This can include making answers easy for someone to read during an exam.)
5. Marking answers after the test period is over.
6. Talking during an exam.

7. Copying another student's homework
8. Using an unauthorized electronic device or cell phone during an exam.
9. Not following standard testing procedures.

General Testing Procedures for all Classes

In order to reach consistency in our teaching of academic ethics at Saint Lawrence Academy, the faculty agrees to a set of general procedures for all testing procedures at Saint Lawrence Academy. While each teacher has the professional right to adopt additional rules consistent with his/her philosophy, all students can expect to follow the testing procedures listed below:

1. Students must follow teacher directions.
2. Students cannot talk to other students during the examination period.
3. Students must keep their eyes on their own paper during the exam.
4. Students must cover their answers to the test.

Special Needs Testing

Any student who is legally qualified for extended time or other accommodations **must** meet with the Academic Services Liaison to formally identify the needs. In addition, the student must complete an Accommodation Request Form for each testing situation. These forms are found outside of the Main Office. It is the student's responsibility to request the accommodations.

Penalties:

Plagiarism and Cheating:

The academic penalty for plagiarism and cheating is a zero on the assignment and referral to the Assistant Principal for all students involved. Multiple detentions will be assigned. A second offense will result in suspension from school.

Violation of Academic Policies

Any violation of the school's academic policies will normally result in a zero on the assignment/test and a referral to the Assistant Principal. A second violation within one year can result in suspension (See Suspension/Probation section).

National Honor Society and California Scholarship Federation

Any student who violates the principle of Academic Ethics as defined by plagiarism, cheating, or sharing of homework, will usually be dismissed from further membership in the National Honor Society or California Scholarship Federation. In addition, it may keep students from being inducted into either of these honor societies.

Disqualification

Our primary goal is to provide a value-based education for each student enrolled in Saint Lawrence Academy. We recognize, however, that there are sometimes occasions when a student's conduct and/or academic performance falls below the expected standards of the school. Therefore, the school reserves the right to disqualify from further attendance any student who fails to meet the academic, attendance and/or disciplinary conditions set forth in this handbook. The Principal is responsible for reviewing appeals brought by students or parents

Attendance Regulations

Prompt and regular attendance is of prime importance to the educational process of Saint Lawrence Academy. To miss class discussions, presentations and personal interaction with other students and the teacher is detrimental to the performance of both the class and the individual student. This is particularly true for chronic absences. Saint Lawrence Academy does not concede to parents the right to alter the school calendar for their own convenience.

Attendance records can be accessed online through the school management system.

Tardiness

Tardy students must report directly to the Main Office for a late slip. A student who is tardy to school or class will serve a detention. After 10 minutes into the class, **the missed time is recorded as an unexcused absence, not a tardy.** Work missed may not be made up and a detention will be issued. Students who receive five tardies/unexcused absences in a particular class in one semester will receive multiple detentions for each subsequent tardy or unexcused absence.

The Assistant Principal and the Attendance Secretary reserve the right to make exceptions to this policy.

Absentee Policy

A student who is absent for any reason, excused or unexcused, from 10 or more periods of any class in one semester will lose academic credit for that course.

Tardies also negatively affect a student's education; therefore, a student who totals a combination of **15** absences and tardies in any class in one semester will lose all academic credit for that semester in that course. The Assistant Principal reserves the right to deny academic credit for that course.

After a student has been absent from a significant number of days, the Assistant Principal will issue a letter to notify the student's parents of impending loss of credit. At six absences in one class period in a semester, the student should supply a doctor's note of an ongoing medical condition.

An extended medical absence may be grounds for an exception to this rule. Extended medical absences must be documented with a diagnosis signed by a doctor. In the case of a documented extended medical absence, an individual plan will be developed by the administration in conjunction with the student's teachers. The student will be placed on Social Probation until missed work has been completed. A student with an extended medical absence who misses more than 20 days of classes within one semester will be placed on a PASS/FAIL grading policy. The student will not be expected to make up all course work; however, the student must pass the final examination in order to receive credit for the class. The teacher will determine the assignments that must be made up and those that can be exempted. No incomplete grade will be given for the semester. Even with a valid extended medical absence, the school administration has the right to limit the maximum number of days a student can miss class before being dropped from the class.

Illness During the School Day

A student who is ill during the school day must report to the Main Office. A student can stay in the Main Office for only a short time; otherwise, parents will be called and the student will be sent home.

- Under no circumstances should a student go home before the school contacts the parent or guardian.
- Only with special parent permission will a student driver be allowed to drive home.
- **Students should not use their cell phones to call a parent when a student is ill. This will be considered a cell phone violation.**

Cutting a Class

Absence from one class period without a valid reason is considered a disciplinary violation. The first offense penalty will be multiple detention hours: three hours of detention for each missed class period. Repeated violations may lead to a dismissal from school. A student who cuts class may not make up missed work.

Removal from Class

Any student who is asked to leave class and is sent to the office by a teacher for disciplinary reasons or who self-selects to remove himself/herself from class and reports to the office will be given an unexcused absence and will not be allowed to make up any missed work.

Extracurricular Attendance Eligibility

All Saint Lawrence Academy students, in order to be involved in any school-sponsored event, must be academically eligible and must attend a minimum of **four** full academic classes that day. In the case of a Saturday or Sunday extracurricular, a student must attend four full classes on Friday. Any exceptions must be cleared with the Administration prior to the activity.

Attendance Procedures

School Day Absence

When a student is absent, the procedures below should be followed:

1. On the first day of a student's absence, it is the student's responsibility to have his/her parent notify the Main Office between 7:30 and 10:00 am at **408-296-3013**. If a message is not received by 10 am, the attendance office will contact the parent at home or at the place of business.

- **The parent should provide the following information:**
 - a. Student's name
 - b. Reason for absence
 - c. Name and relationship of person calling

2. Each day of a student's absence, the parent should call the school office, unless the illness is of a prolonged nature (with physician verification).

- **Failure to follow this procedure will result in student detentions.**

3 Upon a student's return to school, it is the student's responsibility to obtain a note from his/her parents which states the first and last name of the student, day/s and reason for the absence, and personally present this to the attendance secretary on the morning he/she returns to school. ***** These notes are necessary as attendance records are considered legal documents and are necessary to fulfill Health Department requirements.**

- **Failure to turn in an absence note will result in a detention.**
- **Parents may fax a note to the main office by 2:00 p.m. to avoid the student receiving a detention. The office fax is 296-3794.**
- **Parents may e-mail a note to mreid@saintlawrence.org by 2:00 p.m. to avoid the student receiving a detention.**

An absence is considered unexcused until a note explaining the absence has been turned into the Attendance Secretary. A teacher is not required to accept missed work from a student who is marked with an unexcused absence.

Leaving School during the Day

Parents and students are encouraged to make doctor and dentist appointments on Tuesday afternoons or on school holidays. If circumstances should necessitate appointments during school hours, the student must present a note from his/her parent or guardian requesting that the student be permitted to leave school for the appointment. The time that the student needs to leave campus should be clearly stated along with the student's transportation plans; the note should be presented to the Attendance Secretary **before the first bell** in the morning.

- **Not following this procedure will result in a detention.**

The student will be issued an appointment slip, which will be shown to the appropriate classroom teacher before the student leaves for the appointment. **The student must return the appointment slip, signed and stamped by the doctor or dentist, to the Attendance Secretary when returning to school. If the student fails to return the signed slip to the office, an unexcused absence will be charged to the student along with a detention.**

Truancy

Any student who is absent from school without parental or school approval for any part of the school day is truant and will be subject to disciplinary action. Assignments may not be made up in the case of truancy.

Parents Who are Out of Town

Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son or daughter during this time.

Homework Assignments During Extended Illness

When students are absent for any reason, they should check the school management system to keep updated on class work and homework. Students and parents may also wish to contact teachers via e-mail for missing assignments. Parents are reminded that in the case of an extended absence due to illness, a doctor's note will be required to identify the illness and document the student's need to stay home.

School administrators and teachers will try to work with parents and students during extended absences; however, when a student's illness results in excessive absences, students can lose all academic credit for missed work. (see pg. 18) These students may be eligible for a "home teacher" provided by their local public school district.

Make-Up Work After an Absence

If a student knows of an upcoming absence (medical appointment, school sponsored event, retreat, etc.), **it is the student's responsibility to turn in assignments or take quizzes and tests before leaving school.** In the event of unplanned absences, missed homework assignments, tests and quizzes normally must be made up within a few days, certainly within one week of the absence unless the absence was more than a week in length. **Credit will not be given for truancy or other unexcused absences.**

Excused vs. Unexcused Absences

If a student misses school due to illness, a medical appointment, a court date, or a death of an immediate family member, it is considered an excused absence.

Seniors are encouraged to visit college campuses during school breaks; however, each senior will be allowed one excused absence for college visitation.

If a student misses for any other reason, it is considered an unexcused absence. Students are usually not allowed to make up work missed during an unexcused absence. Any exceptions to this rule must be approved by the Administration. If the Administration sees validity in the absence, teachers will be given the final decision as to whether or not missed work will be accepted in individual classes. It is extremely important that the student works responsibly with his/her teachers. If the student knows ahead of time that classes will be missed, but the student has not discussed this with the teachers, missed work will not be accepted.

All absences, whether excused or unexcused, count toward the maximum number of absences (10) allowed before academic penalties are enforced.

Students should be very careful when taking personal vacation days or non-school related activity days which result in missing class time. If the student has several unexcused absences and then becomes ill and reaches 10 absences, penalties will be enforced.

Campus Ministry

Campus Ministry, a vital component of the education of Saint Lawrence Academy, provides a diversity of spiritual opportunities for students and staff. Campus Ministry is dedicated to the religious, spiritual, emotional and intellectual growth of all those who are a part of Saint Lawrence Academy. Students are offered unique and challenging opportunities through which they can deepen their understanding and experience of themselves as persons and their faith as Catholic Christians. These opportunities enable students to develop a deep commitment to be “women and men for and with others.” Saint Lawrence Academy is a diverse community and we welcome those of different faith traditions to share in our common concern for the spiritual and moral development of all persons.

Liturgies

Liturgy provides our community with the opportunity to come together in worship, to celebrate our lives, our diversity and to recognize God’s presence in our lives through the life, death and resurrection of Jesus the Christ. Liturgies are celebrated on the second Friday of each month, on holy days, and on other special occasions.

Retreats and Breakaway Days

The purpose of the retreat program at Saint Lawrence Academy is to provide time away from the daily routine of life for our students, so that they may build community, develop an awareness of their own spirituality, reflect on God’s presence in their lives, learn how to integrate spirituality into everyday life, and discover what it means to live as Christians.

A student who misses the class retreat will be required to be at school attending classes

as usual. Individual schedules will be arranged to allow for any regular classes not being held on specific retreat days.

The retreat program is as follows:

- Freshman Orientation – a one day Freshman Class experience
- Freshman Retreat – a day of reflection
- Sophomore Breakaway Day – a day of reflection
- Junior Retreat - two day, one night Junior Class experience
- Senior Breakaway Day – a day of reflection
- Senior Retreat - three day, two night Senior Class experience
- Multi-class Retreat – a one day experience

Service

We are committed to building a just society in which service to others is practiced by all. As Christians our faith and our belief in the Gospel teachings tell us that service is not an option; it is an obligation we have as Christians and as members of the human family.

Saint Lawrence Academy has a service requirement of 100 hours. The goals of the service requirement are as follows:

1. To give each student the opportunity to reflect on the Gospel message of service to others.
2. To provide the opportunity for each student to experience a variety of types of service with a variety of communities and agencies in order to clarify each student's particular gifts and talents.
3. To emphasize to the students the importance of on-going service.
4. To provide an opportunity for students to develop skills in working with people; these skills will help them in future career planning.

All service must be done at approved community, school or church agencies or organizations that place the student in direct contact with people in need. All hours must be "hands on" work directly with people in need who are not friends, relatives or neighbors. Students will not be excused during the school day to complete service.

Service hours **may** be done in the summer before the school year begins.

Students should turn in their service hour forms as their hours are completed. Service required for sophomore year may not be completed freshman year, etc. Students may complete a maximum of 10 hours per year with the hours in service to the school.

- **Students must be up-to-date on their service requirements at the beginning**

- of each school year, or they will be placed on Social Probation until requirements have been completed.
- Seniors who do not meet all requirements by the April deadline will not attend prom or walk at graduation and will not be issued a diploma until all requirements have been completed.

Service Opportunities

Information regarding service opportunities can be found on the school website. In addition, students should listen for announcements about special service opportunities throughout the school year.

Service Hour Commitments

Students are expected to complete the following minimum number of hours each school year: Hours must be documented and turned in to the Director of Campus Ministry.

- 9th grade = 20 hours plus a reflection paper
- 10th grade = 30 hours plus a reflection paper
- 11th grade = 30 hours plus a reflection paper
- 12th grade = 20 hours

In completing their service hour requirements, students must complete service in **three** of the five service categories:

- Disabled
- Economically Disadvantaged
- Elderly
- Environment
- Children

Educational Computer Initiative

Computer Usage Agreement :

The following agreement is between Saint Lawrence Academy and the student user of the *hp* Compaq 6510b computers.

Please read this document carefully. Parents will have to sign that they have read this handbook along with their student. Also, a signed copy of the Student Laptop Distribution Memorandum and Agreement needs to be on file prior to students' use of the computer system at Saint Lawrence Academy.

Saint Lawrence Academy offers students access to the Internet. This access includes classroom activities, career development and some discovery activities. It has not been established as a public access or public forum, or for personal, non-education related use by students. **Any misuse can result in disciplinary action.**

It is unacceptable to use the Saint Lawrence Academy school name, initials, logo, or pictures of staff, students, the school, or school activities with anything that is degrading, lewd, threatening, violent, negative, or against school policy. Deliberate publication on the internet, or anywhere else, may result in serious disciplinary action including expulsion.

Student Responsibility

Each student is responsible for his/her laptop. The computers are worth more than \$1,000 and should be treated as expensive equipment. **Students should never leave their laptops unattended either inside or outside of the school building.** The computers should not be left in cars, unattended backpacks, or in other areas where they can possibly be stolen or damaged. When not in use, computers should be kept closed and carried in protective cases or safely stored in backpacks. In turn, the carrying case or backpack should not be thrown, stepped on, or overfilled with books that sit on the computer. Students should always handle their computers with care being sure to avoid dropping, hitting or damaging the computers. Students should not use the computers around liquids that could spill onto the computers.

Students should not walk down the hallways with their computers open; they can be easily damaged if dropped.

If a student is experiencing problems with his/her computer, the computer should be brought to Mr. Johnson, Technology Director, in the library. (This should **not** be done during class time.) Mr. Johnson will attempt to make any repairs on grounds. In the event that the computer must be sent off campus for repair, the student will be given a temporary replacement computer. **If it is determined that the student caused the damage, the student will be responsible for any repair costs.**

Any computer that is left unattended should be turned into the Main Office. The student assigned to the computer will be required to pay a **\$20 fine** for its return.

If a computer is missing or stolen, the student should report the problem to the Main Office immediately. In the event of a stolen computer, the police will be contacted and a report will be filed. **The student is responsible for the cost of a lost or stolen computer.**

The insurance policy which each student must purchase for his/her computer covers computer maintenance with normal or routine use. A student must take proper care of the computer. In the event that a student purposefully or through improper usage breaks a computer, the insurance will not cover the damage. A student will be required to pay for the repair expenses.

Students are responsible for saving their work to the server or to a memory stick. If a computer crashes, students are still responsible for their assigned work.

Rules of Computer Use

First and foremost, the laptops are the property of the school and are not a student's personal property. No programs or games are to be run or downloaded onto the computers.

- **The downloading of non-school issued software will result in an automatic suspension.**

Students are not to disconnect or attempt to circumvent the programs installed by the school.

Students must agree to the following conditions:

While using a computer issued by Saint Lawrence Academy, students will abide by the following guidelines:

- Back up academic material to the server or on a memory stick on a regular basis.
- Keep the area around the computer clean and not eat food or drink liquids while using it.
- Do not access another student's password, directory or files.
- Do not copy, change, or read another person's files or in any way go beyond authorized access.
- Do not make copies of any software found on the network, unless instructed to do so by Saint Lawrence Academy personnel.
- Do not access, print, download or run any inappropriate material.
- Do not vandalize or dismantle any part of the computer or cause any damage to electronics equipment at the school.
- Do not deliberately attempt to disrupt the computer system or data by spreading computer viruses, or by any other means.
- Do not post contact information (name, phone number, etc.) about self or any other person unless it is done with the express permission of a member of the Saint Lawrence Academy staff, for classroom purposes.
- Do not play games, visit chat rooms, send messages, or participate in

- other computer activities that are not educational in nature during class.
- Do not send any inappropriate images, comments, etc. to anyone.
- Do not agree to meet in person anyone met online, without specific approval of parents and a member of the Saint Lawrence Academy staff.
- Do not use the computer for personal business during school hours.
- Report to school authorities any electronic contact you feel is inappropriate.
- Use the computer in class only when instructed to do so by a teacher.
- Print only school related materials on campus; send these print requests to appropriate printers and do not make numerous print requests for the same material.

Computer Security: Student Guidelines

DO NOT give your password to anyone.

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.

You will immediately notify a member of the Saint Lawrence Academy staff if you have **identified a possible security problem. Do NOT look for security problems, as this may** be construed as an illegal attempt to gain access. Any user identified as a security risk is subject to appropriate disciplinary action, including being denied access to the network completely.

Inappropriate Language

On any and all uses of the Internet, students will not use inappropriate language, including prejudicial or discriminatory language.

Social networking, Chat rooms, bulletin boards, etc.

Use of social networking sites, chat rooms, instant messaging, bulletin boards or the use of chat software of any type is not allowed under any circumstances. These activities waste a significant amount of student time and student bandwidth, and are not to be used. Disciplinary action will result from a violation of this rule including detention and loss of computer privileges.

Plagiarism and Copyright Infringement

Students will not plagiarize words or information found on the Internet. Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by copyright. If you are unsure as to whether you can use something, you must request permission of the copyright owner.

Direct your questions about copyright to an instructor or administrator. Also, refer to page 16 of this handbook regarding plagiarism.

Respecting Resource Limits

There is a limited amount of internet bandwidth at Saint Lawrence Academy. The computers and the network should be used only for educational and career development activities. Downloading of files, applications, etc. is not allowed unless a student gets specific permission to do so from the Technology Director, the computer teacher or an instructor. Students will also be limited to the amount of printing they will be allowed to do while on campus. Students should print only necessary materials and in appropriate quantities. Abuse of computer resources can result in disciplinary action.

Any student involved in computer misuse either on or off campus will receive disciplinary action.

E-mail Policy

School email accounts have been provided to students. Students should check their e-mail daily and should regularly delete all old and unnecessary e-mail from their computers.

Policy Coverage

This e-mail policy covers all uses and users of Saint Lawrence Parish and Education Center E-mail Facilities (hereafter known as SLPEC E-mail Facilities). Any user of SLPEC E-mail Facilities consents to all provisions of this policy and agrees to comply with all of the terms and conditions set forth herein, all other applicable SLPEC policies, regulations, and procedures.

Users of SLPEC E-mail Facilities whose actions violate this policy or any other SLPEC policy or regulation may be subject to revocation or limitation of e-mail privileges as well as other disciplinary actions or may be referred to appropriate external authorities.

Access to E-mail

SLPEC provides e-mail for legitimate SLPEC-related activities to faculty, students, staff, and other individuals and entities granted e-mail privileges at SLPEC, as well as connections between on-campus electronic mail systems and external data networks. The use of SLPEC E-mail Facilities – like the use of any other SLPEC-provided resources and like any other SLPEC-related activity – is subject to the normal requirements of legal and ethical behavior within the SLPEC community.

Acceptable Use

SLPEC provides e-mail for faculty, staff, students and associated administrative functions supporting its mission of learning, discovery, and engagement. Although modest personal use of SLPEC e-mail is allowed, e-mail should be used primarily for

SLPEC-related educational and administrative purposes. Any use of SLPEC e-mail that interferes with SLPEC activities and functions or does not respect the image and reputation of Saint Lawrence Parish and Education Center constitutes improper usage.

Policies and regulations that apply to other forms of communication at the SLPEC also apply to electronic mail. In addition, the following specific actions and use of SLPEC e-mail are unacceptable:

- Concealment or misrepresentation of names or affiliations in e-mail messages
- Alteration of source or destination address of e-mail
- Use of e-mail for commercial or private business purposes
- Use of e-mail for organized political activity or political solicitation
- Use of e-mail to harass or threaten other individuals
- Use of e-mail that degrades or demeans other individuals
- Unauthorized use of e-mail sent to entire classes or entire student body. (E-mail sent to large student groups must have teacher or administrator approval.)

Public Policy and Privacy

Any e-mail sent from users at SLPEC E-mail Facilities may be considered a public record. SLPEC does not monitor the content of electronic mail as a routine procedure. SLPEC reserves the right to inspect, copy, store or disclose the contents of electronic mail messages, but will do so only when it believes these actions are appropriate to: prevent or correct improper use of SLPEC E-mail Facilities; ensure compliance with SLPEC policies, procedures, or regulations; satisfy a legal obligation; or ensure the proper operations of SLPEC E-mail Facilities.

Use of e-mail for Saint Lawrence Parish and Education Center Business

The SLPEC E-mail Account shall be considered an official means for communicating SLPEC business, and may in some cases be the sole means of communication. Because the contents of such e-mail are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and personnel records.

Disclaimer

SLPEC makes no warranties of any kind, whether expressed or implied, with respect to the SLPEC E-mail Facilities it provides. SLPEC will not be responsible for damages resulting from the use of SLPEC E-mail Facilities, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a SLPEC employee, or by the User's error or omissions.

SLPEC specifically denies any responsibility for the accuracy or quality of information obtained through SLPEC E-mail Facilities.

Disciplinary Policies and Procedures

The administration and staff of Saint Lawrence Academy believe that a clear and concise written statement of disciplinary policy and procedure, understood by parents, students, teachers, and administration is necessary for the effective and orderly pursuit of educational and organizational responsibilities.

Students are expected to behave with respect for the rights, dignity and property of others. To help students learn that inappropriate behaviors result in negative consequences, disciplinary action will be taken by school authorities in response to student misconduct. Since individual differences exist among students, school situations, and the specific nature of the prohibited behavior, there are choices for appropriate disciplinary action. The Administration will make decisions on appropriate behavior for a Catholic school setting.

It is important to stress that open parent-teacher communication is essential in an effort to remedy student's inappropriate behavior at the onset.

Standard of Respect

As a Catholic school, Saint Lawrence Academy should be a place where the Christian principle that we must love one another is followed by all, teachers and students alike. Respect for teachers, administrators, staff and fellow students is expected and required by all. Students are called upon to respect the worth and dignity of all people, and to live their lives in the image of Christ.

1. Respect means that we esteem others as people created and loved by God and treat others as we wish to be treated ourselves. We do our best to help and support others.
2. Respect also means that we never say or do anything that offends especially in regard to another's race, religion, gender, sexuality, social status, personal difficulties, disabilities or differences. This includes public displays of affection.
3. Respect for others should be given at all times and in all places, not just during school time and on school grounds.
4. Respect extends to all people, not just to members of the Saint Lawrence Academy community.

Reserved Rights

The disciplinary regulations, procedures and penalties outlined in the Student-Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. **The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.**

Organization

Administration

The Administration is primarily responsible for maintaining a positive learning environment for both students and staff. The Assistant Principal acts as a resource for both students and teachers, mediating conflicts, and providing direction in terms of student behavior. The Assistant Principal is empowered to impose penalties for violation of school policy or philosophy, to suspend students, to issue formal warnings regarding improper behavior, and to refer to the Discipline Board any student who is not meeting the behavior expectations of the school.

Discipline Board

The Discipline Board is an advisory group whose purpose is to aid the administration by providing additional views of disciplinary situations. Board members review policies and procedures relating to discipline in general, discuss specific discipline problems, and make recommendations on cases related to student discipline.

The Discipline Board is composed of the following members:

1. Assistant Principal, Chair
2. four teachers

Meeting with the Discipline Board

A student may be called before the Discipline Board due to a major offense or numerous minor offenses. Students will be expected to speak on their own behalf, explain their actions, and state how they plan to improve their behavior. Parents do not attend these meetings but will be notified if expulsion is a possible consequence. In cases of possible expulsion, see pg. 47 for more information.

The Review Process

The Principal is responsible for reviewing appeals brought by students or parents concerning dismissals.

Behavior Regulations

Assemblies, Rallies and Liturgies

Assemblies, rallies and liturgies are offered to enhance the school's academic, social and spiritual programs. Inappropriate behavior or actions, contrary to the Mission or Philosophy of Saint Lawrence Academy, will be referred to the Assistant Principal. Students are to attend all assemblies, rallies and liturgies. Students are expected to sit in their assigned section and should be attentive and respectful during the service. Students are to remain until officially dismissed from the service. Cutting any of these events will result in a three hour detention. A second cutting incident will result in suspension and possible dismissal.

Athletic Contests

Proper behavior is expected at all athletic contests whether home or away. Athletes and spectators (students as well as parents) should always display an attitude of good sportsmanship toward opposing players, coaches, fans and referees. Sportsmanship means treating one's opponents with fairness, courtesy and respect. Students whose behavior is inappropriate will be referred to the Assistant Principal.

In accordance with CIF/CCS and league sportsmanship policies, **the following behavior is considered unacceptable at all high school athletic contests:**

1. Insulting your opponent's school or mascot
 2. Insulting opposing players
 3. Making unsportsmanlike, derogatory, or obscene cheers or gestures
 4. Signs meant to be derogatory toward one's opponent
 5. Using artificial noise makers
 6. Insulting officials verbally or through gestures
 7. Fans proceeding onto the playing court or field before, during or after the contest
 8. Acting disrespectfully during the national anthem or during opposing team introductions
 9. Visiting an opposing team's campus before or after a contest with the intent to perform a prank or commit vandalism
- Misconduct is not limited to these specific actions. Any behavior judged to be inappropriate by the administration will have consequences.

Classroom Conduct

Within the general framework of the school's philosophy and policies, the classroom teacher maintains discipline within the classroom. Individual teachers will implement discipline measures according to the rules of the school. While all school rules must be followed within the classroom, teachers will have additional, specific rules that will be implemented in their classes.

In the classroom, students are expected to participate in all academic activities and not disrupt the learning process. Students must follow specific classroom rules given by teachers and substitutes. In addition, the following rules should always be observed:

1. Students should be in their seats when the final bell rings and not leave their seat without a teacher's permission.
2. Students should be prepared for class with the proper books and materials.
3. Students are to be attentive to their teachers and do all assigned work. Students should not be working on material for other classes.
4. Students should not call out, push desks, pass notes, throw objects, make noise or distract others in any way.
5. Students should not gather around the teacher's desk unless permitted. All items on the teacher's desk are personal and should not be touched or read by students.
6. Students should not touch the belongings of other students.
7. Students are responsible for their desks and the area around them and should keep them clean; aisles between desks should be free of belongings.
8. Students should not argue with a teacher, but instead see the teacher after class to discuss grades, tests, punishments or other disagreements.
9. Classroom equipment--desks, windows, blinds, thermostats, lights, lab faucets, etc. - should not be touched or moved by students without permission.
10. Students are not to eat or drink or chew gum in the classroom. Gum is not to be chewed anywhere on campus.
11. Cell phones are not to be seen or heard in the classroom; they should be left in the students' lockers during the school day.
12. Students are to use computers only when requested by teachers.

13. Students are responsible for knowing the individual teacher's rules/policies as stated in the class guidelines (Green Sheets).
14. If a teacher is not in the classroom due to an emergency, students are expected to study quietly until a faculty member arrives and gives instruction. **If a faculty member does not arrive within five minutes, a single student should notify the front office.**
15. Students should never be out of class without an Office Pass.
16. No student is to be in the parking lots, Community Center, Weight Room, along the side or behind the school during lunch. The only exception is when the Community Center is open to students because of a proctored activity.
17. Guests are not allowed on campus anytime during the day, including lunch. Exceptions to this rule are detailed on page 58.

***Any referrals written as a result of misconduct during a science lab situation will result in a minimum of two detentions.**

Closed Campus

- Once on campus, students may not leave campus during the school day without approval through the Main Office.

Damaging School or Student Property

Any student who damages school property or the property of other students by misuse or negligence will be held responsible for replacing the item or reimbursing the school. Disciplinary action will also result.

Dances

Dances offer a great chance for students to participate together in a special weekend activity. Sponsorship of the dances is rotated among the various classes and clubs.

Admission: Students from Saint Lawrence Academy may attend school-sponsored dances unless they are on social probation. The admission price is set by the sponsoring group, and dances are closed to students from other schools unless guest passes are obtained from the Director of Student Activities. Tickets will be sold at the door. Prom is pre-sale tickets only. Student ID cards are needed for admission.

Failure to have an ID card may result in not being admitted to the dance.

Behavior: Standards of Christian morality are expected at all dances, and chaperones will confront any student behavior that is disruptive or unbecoming. Behavior regulations and school policies apply to school dances, on or off campus. **Students who are in violation of school policies will have their parents called to pick them up. Discipline issues will be directed to the Assistant Principal for additional**

consequences.

Dance rules include:

1. No bending over and touching the ground.
2. No straddling.
3. No back to front or front to back dancing.
4. No sandwiching (3's, 4's or 5's)
5. No freaking or grinding.

Dress: The modified school dress code applies to all dances, unless specific announcements are made to change the dress code. **Students who fail to meet the dress code requirements will not be admitted to the dance.**

Students are encouraged to leave purses, backpacks, cell phones, etc. at home as the school cannot monitor them during the dance. Students bring valuables at their own risk.

Guest Policy: All students wishing to bring guests from another school must complete a guest pass. Guest passes are available from the Director of Student Activities and must be signed and returned by the Wednesday prior to the dance. **Late guest passes will not be accepted.** Saint Lawrence Academy students are responsible for the behavior, conduct and appearance of their guest/s. Each student is limited to **two** guests from other schools.

- **Students who have been dismissed from Saint Lawrence Academy are not eligible to attend any school dances.**
- **Guests may be no older than 20 years of age.**

Time: All school dances begin at 7:30 pm and end at 10:30 pm. Once students arrive on campus, they are required to enter the dance. Students will not be admitted after 8 pm or be able to leave before 10:00 pm unless a note signed by the parents has been received and permission has been given by the Assistant Principal. (This should be done in advance.) Students should make transportation arrangements prior to the dance and are expected to leave campus immediately following the dance.

Electronic Devices

Electronic devices are not allowed in classrooms. Like cell phones, they should not be seen, heard, or used while school is in session (8:10AM—2:45PM) Radios, electronic games, iPods, MP3 players or other similar devices are the student's responsibility. If students choose to bring them onto campus, then such items should be kept in lockers during the school day. St. Lawrence Academy will not accept responsibility for lost or stolen items.

Facilities

Students are expected to be respectful of the school facilities, the school grounds, and everyone associated with the school community. Students are expected to clean up

after themselves and to keep noise at a reasonable level throughout the entire day. Students are allowed to eat in the pavilion area, in front of the Academy building, or in front of the Community Center. All other areas are off limits without permission. In cold weather students will be allowed to eat indoors. Students visiting or eating in out of bounds areas will be issued a detention.

- **Gum chewing is not allowed at any time anywhere on campus.**
- **Students should never be in a classroom without a teacher present.**

Library Conduct

Appropriate behavior is expected at all times within the library. Furniture should be used in the manner in which it was designed; students should not sit on tables or bookcases. Students should refrain from making unnecessary or disturbing noises in and or around the library area. Students should follow the instructions of the staff and comply with any additional rules or regulations that may be posted from time to time inside the library.

- **Students should never be in the library without a staff member present.**
- **No food, gum or drinks of any kind are allowed inside the library.**

Cell Phones

Cell phones should be kept in student lockers during the school day. They are not to be seen, heard or used during the school day (8:10 am - 2:45 including lunch). A student found to be using his/her cell phone will have the phone confiscated and a detention will be assigned. If confiscated, the school reserves the right to check who the student is calling or text messaging. Multiple offenses of this rule will result in suspension and the cell phone will be checked in and out at the office each day.

- In the event of an emergency, parents should call the Main Office and a message will be forwarded to your student. **Do not call your student on his/her cell phone.**

Locks and Lockers

- Each student enrolled in the school will be issued a locker and lock at the beginning of the year. The lock and locker remain the property of the school, and as such, can be searched by school authorities at any time with reasonable cause.
- Student valuables should be locked up at all times. Lockers should be kept secured and **combinations should be kept private.** (Students will be charged \$7 for a replacement lock.) Opening another student's locker without permission will result in disciplinary action. The school is not responsible for anything taken from lockers or any items left unattended.
- Lockers must remain locked when not attended by the student.
- Only school authorized locks loaned from the school should be used on hall lockers. Other locks will be removed.
- No food should be left in lockers overnight.

- No permanent pictures or materials should be glued to the inside of lockers. Items must be easily removed. Items that are in poor taste, suggestive or contrary to the Christian philosophy of the school are inappropriate and will be removed by school officials.
- **Students are not to move or change assigned lockers.** If there is a problem with your lock or locker, report it to the Main Office immediately.

Lost and Found

All articles of clothing, school materials, and other items should be clearly marked with the student's name and grade. Lost and found articles will be temporarily stored outside of the Main Office. The Lost and Found will be emptied every two weeks. Items of great value will be held by the Main Office.

Motor Vehicles

The school has limited on-campus parking for students; thus, most students will park off grounds. Please be cognizant and courteous to our surrounding neighbors.

- Only a student with a valid driver's license is to operate a motor vehicle on school grounds.
- The school speed limit is 10 m.p.h. Excessive speed, careless driving, illegal parking, excessive noise, etc. are disciplinary violations and will result in disciplinary action, which may include losing the privilege to park on campus.
- Saint Lawrence Academy reserves the right to follow up on reckless driving or parking violations that occur to and from school.
- All state motor vehicle laws apply on campus.
- Students should never ride on the outside of automobiles or hang out of open windows.

All students who drive to school must register their vehicles with the school whether or not the student parks on campus. A form will be mailed home in the summer packet or may be picked up in the Main Office.

Assigned parking spaces are available to students for \$60.00 per year. There are a limited number of spaces, issued on a first come basis. Vehicle registration and insurance information must be turned in to the office before the parking space can be issued.

Students who do not have an assigned parking space must park on the street.

The student parking lot is the only legal place on campus for students to park.

All students operating vehicles should follow the traffic pattern and should be cognizant of the fact that there are small children on the grounds and in the neighborhood.

The school reserves the right to search any vehicle on school property or in the

surrounding neighborhood or at any school-sponsored activity.

Other Modes of Transportation

Bicycles, scooters, skateboards, and motorcycles are not to be operated on campus.

Police

The school cooperates with all police investigations. In addition, the school reserves the right to contact the police when discipline issues occur involving illegal substances, weapons, issues of harassment or fighting, etc. The school reserves the right to dismiss any student that is involved in a police investigation.

Performance Policy

Whenever a student performs or represents Saint Lawrence Academy or any of its officially endorsed activities, the following guidelines must be observed:

1. All performances should follow both the letter and the spirit of the Saint Lawrence Academy Mission and Philosophy.
2. Every student should conduct himself/herself in a manner worthy of honorably representing the institution of Saint Lawrence Academy. Any problems will be referred to the Assistant Principal.

Students must **never**:

1. Consciously employ or use tasteless or offensive language or gestures.
2. Emphasize sexually explicit language, gestures or behavior.
3. Exploit unnecessary references to sex or drugs.
4. Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.

These guidelines apply to all members of the Saint Lawrence Academy community at all times. Our purpose is to represent our school in the most positive manner possible. Students should always check with their teachers, coaches, moderators, proctors, chaperones, and supervisors for approval before publicly presenting any material in order to ensure that each performance is as positive and successful as possible.

Disciplinary Offenses and Penalties

Dishonesty

Saint Lawrence Academy holds honesty as one of its most important values. Honesty is expected from the students at all times and Saint Lawrence Academy cannot accept dishonesty in communication, schoolwork, notes or tests. **Lying or misleading a faculty or staff member or intentionally omitting important information is unacceptable and is a major violation of the disciplinary system. Dishonesty in a disciplinary situation will compound the penalty, and continued dishonesty can**

lead to dismissal.

Falsification of Notes and/or Misrepresentation by Phone

Forging a parent's signature on a note, altering the note, or misrepresenting parent phone calls or e-mails to the school is dishonest and will result in disciplinary action. Repeated violations will result in suspension or even dismissal.

Disrespect, Harassment or Bullying

Should a student be the object of behavior that is perceived as being offensive, he /she should tell the individual perpetrating the behavior that his/her conduct is offensive and must stop. If the objectionable behavior does not cease, the individual should **immediately** report this to the Assistant Principal.

There are some forms of gross disrespect so grave that they can be classified as intolerant behavior or harassment, even if they only occur once. The following types of behavior are some examples of gross disrespect:

1. Demeaning others with intent to ridicule, intimidate, humiliate or cause fear through verbal, physical or written contact.
2. Distributing or posting, on campus or off, in person, by mail, or electronically, any written materials, tapes, pictures, or forms of communication demeaning of any group or individual.
3. Sending letters, making telephone calls, sending e-mail, passing notes, making inappropriate gestures or communicating racist, insulting or intolerant messages in any way whatsoever.
4. Making someone feel uncomfortable due to words, gestures, pictures or by disrespecting another's personal space.
5. Defacing the property of another, or school property, with any form of racist, intolerant, humiliating or insulting language, symbols, drawings or pictures
6. Sexual harassment in any form: any unwanted or unwelcomed sexual behavior that makes a person feel uncomfortable or interferes with a person's school day or school-related activity. Specific examples of sexual harassment include but are not limited to:
 - making unsolicited sexual advances
 - using sexually degrading words to describe an individual or the person's body
 - displaying sexually suggestive objects or pictures
 - telling inappropriate or sexually related jokes
 - making reprisals, threats of reprisals or implied threats following a negative response to sexual harassment
7. Disrespectful, intolerant behavior or harassment of any Saint Lawrence Academy student or employee on or off campus including their residence. Incidents involving this type of behavior may result in dismissal.

All complaints are investigated in a confidential manner. Disciplinary actions, when warranted, may include some or all of the following:

1. Counseling
2. Parent/student conferences
3. Student/student conferences
4. Special educational activities
5. Suspension, detention hours, probation or dismissal from Saint Lawrence Academy.

Threats to harm the community including, but not limited to phone calls, bomb threats, and verbal or written threats, are grounds for immediate dismissal from Saint Lawrence Academy and police intervention.

Gang-Related Conduct

Gang-related conduct/activity is a threat to the safety of others and is strictly prohibited. Gang-related conduct/activity includes but is not necessarily limited to symbols, graffiti, apparel, colors, hazings/initiations, and hand signals commonly associated with gangs. Students who engage in gang-related activity shall be subject to expulsion.

Illegal substances

The sale or distribution of illegal substances (alcohol, drugs, nicotine, etc.) by any student or any student who facilitates this transaction will result in dismissal. Saint Lawrence Academy reserves the right to contact local police agencies when a student is found to have used, been in possession of, sold or distributed any illegal substance.

The school reserves the right to conduct searches and or seizures for the purpose of enforcing this rule. Such searches and seizures shall include, but are not limited to searches of any student, student belongings, or items in the possession of the student, any locker or any student vehicle.

Students who are found to possess or use illegal substances either on or off campus will receive a disciplinary penalty.

Possession of Weapons

Any student found in possession of weapons, firearms, explosives, any other illegal or dangerous items or any item with the appearance of being a weapon (including any toy or recreational item) will face immediate dismissal from Saint Lawrence Academy and police intervention.

Substance Abuse Policy

Statement of Policy

As a Catholic coeducational high school, Saint Lawrence Academy respects and promotes the dignity and worth of each human being. As such, we find the use and abuse of alcohol and drugs incompatible with our Mission and Philosophy. Saint Lawrence Academy expects its students to avoid any use, involvement or possession of alcohol, tobacco or drugs. Saint Lawrence Academy also recognizes substance addiction as a treatable illness and students who initiate help on their own will be confidentially referred for outside services.

Each case of a student under the influence or in possession of alcohol, narcotics, and/or drugs shall be considered on its own merit. However, any student who is found to have used or been in primary possession of alcohol, tobacco, or illegal drugs, or is found to have been involved in a drug or alcohol situation, should the student be on or off campus, is subject to disciplinary penalty and a loss of privileges at Saint Lawrence Academy.

Violation of these rules can result in the following action:

First Offense:

Minimum one day suspension

Parent conference

Disciplinary and/or social probation

Referral to a drug and alcohol education program (with the cost borne by the family)

Random drug testing (with the cost borne by the family)

Possible expulsion

Police action

Any student who violates the substance abuse policy shall be subject to a suspension from all extracurricular programs (i.e. dances, games, etc.). This Social Probation can range from 20 - 50 **school days** or removal from extracurricular activities for the remainder of the activity or of the school year, or in the most serious cases, dismissal from school.

If a student is participating in athletics at the time of the violation, the student may be removed from the team for the remainder of the season.

A student who is on Social Probation shall not attend or participate in any extracurricular activity or athletics, including games, practices, tryouts, rehearsals, performances, meetings, conferences, dances, special events, etc. until the probation period has been served.

A student in violation of the substance abuse policy will also be placed on Disciplinary Probation with detention hours. Once on Disciplinary Probation, should a student be

involved in a series of minor discipline violations or a major violation, (not necessarily drug or alcohol related) the student may be dismissed from Saint Lawrence Academy.

Second Offense:

Parent conference
Expulsion

Theft

Any student who takes anything, without permission, from another student, staff member, visitor, locker or from the school itself is guilty of theft. Items found around the school should be returned to the students who own them or should be brought to the Main Office. Intentionally keeping the items for oneself is also considered theft. Theft is a disciplinary violation and any student found guilty of theft will be subject to disciplinary action and possible dismissal. A second violation of theft is grounds for immediate dismissal from Saint Lawrence Academy. Police can be contacted in the matter of theft.

Vandalism, Trespassing, Computer Misuse and Pranks

Deliberate damaging of property on campus of other students, staff members, or the school is considered vandalism. This includes desks, computers, printers, lockers, buildings, fields, etc. Students who enter the school grounds or buildings at unauthorized times for the purpose of vandalism, pranks, or attempted vandalism will be treated as trespassers. Any student involved in trespassing on campus or involved in vandalism or a prank will receive disciplinary action. Any student who damages property at another school site is subject to disciplinary action. Students must make financial restitution and are liable for further action including suspension, immediate dismissal or legal action. Seniors face a loss of some or all senior privileges, and final transcripts will not be issued until all financial and disciplinary aspects are settled.

Witnessing or being aware of vandalism and failing to report it to a school authority may be interpreted as assistance to the vandalism and will be subject to disciplinary action.

Disciplinary Procedures and Actions

Faculty and Staff Action

Students are expected to follow all school rules as well as basic good behavior while on campus or while visiting another campus. Misbehavior will result in disciplinary consequences whether or not the misbehavior takes place during a class, a school activity, or during unstructured time before or after school.

Students are to take direction from and show respect to all teachers and/or staff members of Saint Lawrence the Martyr Parish and Education Center.

The following actions may be taken by any teacher or staff member when a student has misbehaved:

1. Warning –

Students can be verbally corrected for any infraction of the school's discipline code or asked to see the faculty member later that day.

2. Discipline Referral --

A referral is a written statement by the teacher or staff member that a problem exists with a student. The Assistant Principal will contact the student about the referral as well as his/her possible detention hours.

3. Removal from Class--

If a student is highly disruptive or uncooperative, a teacher may remove a student from class. The student must report immediately to the Main Office. This is considered an unexcused absence which counts against a student's attendance record. Failure to report immediately will result in additional disciplinary penalties. Students are not allowed to make up missed work due to their removal from class.

Disciplinary Referral Notice

A written notification to the parents that the student has been involved in a violation of the Discipline Code, as well as the penalty for the violation, will be forwarded via e-mail for each disciplinary violation. **This e-mail is to be acknowledged by the parent and returned by the following school day.** These notices identify the offense and the consequence (detention date, offense, teacher, etc.) Failure to return the acknowledged notice will result in an additional disciplinary violation.

Detention

Students will be issued detentions for disciplinary violations or for being late to class(tardy). **Detention takes precedence over all personal, extracurricular, or athletic commitments, with the exception of Saint Lawrence Academy sponsored games and performances. Any exception to this policy must involve special circumstances, and be approved in advance. If a student fails to report for detention or changes his/her detention date, the student will be required to serve two detentions.**

The following are violations which ordinarily result in a one hour detention:

1. Uniform violation
2. Tardy
3. Running, pushing or shoving in the hallways
4. Eating or drinking in a classroom or other unauthorized areas
5. Gum chewing –anytime of the day while on campus

6. Minor computer violations
7. Misconduct at assemblies, rallies or liturgies
8. Inappropriate classroom behavior
9. Using electronic items (MP3 players, phones, etc)
10. Student parking violation
11. Failure to follow attendance procedures
12. Failure to return signed disciplinary referral notice
13. Inappropriate language or gestures
14. Inappropriate behavior towards another student, faculty or staff member.
15. A public display of affection that is sexual in nature

***** Repeated violations will result in increased penalties.**

The following are violations which ordinarily result in a **minimum** three hour detention:

1. Serious classroom disruptions
2. Cutting class or any assigned activity (3 hours for each missed class)
3. Theft
4. Cheating on a test or class assignment, plagiarism of any written work, or copying homework (1st offense = 3 hours; second offense= suspension)
5. Continuing inappropriate behavior or language
4. Tampering with or purposely setting off any fire safety apparatus
5. Possession or use of a lighter or matches
6. Vulgar, distasteful or indecent language or acts

Saturday Detention

Saturday detention may be issued for violations of the discipline code when a student receives more than one hour of detention, for repeated violations of the same offense, for suspensions, and for excessive tardies. Students who receive Saturday detention are expected to be on campus from 8:30 - 11:30 am on an assigned Saturday. Failure to report will result in suspension.

Social Probation

Students may be placed on social probation for major offenses as well as for multiple detentions or repeated violations for the same offense may lose social privileges. This includes but is not limited to athletic participation, extracurricular events, games, dances, club activities, etc.

Suspension

Suspension is the temporary removal of a student from the school community due to a serious disciplinary infraction. The parents or guardian of a student will be notified immediately. Any student who is suspended from school shall not be readmitted until Parent/Student/Administrator contact has been made. Depending upon the nature of the violation/s which led to suspension, the suspension may be served either on or off campus as determined by the Administration. **A suspended student may not participate in any school-sponsored event including games, performances, or any other activity, during the suspension. In addition, students may not make up any school work that was missed due to the suspension.** Serious offenses may result in multiple day suspensions. Suspended students are automatically placed on Disciplinary Probation. (see next page)

The following violations will ordinarily result in suspension:

1. Lying to a faculty or staff member
2. Any substance abuse policy violation
3. Rude or insolent behavior towards a faculty or staff member
4. Causing, attempting to cause, or threatening to cause physical injury to another person
5. Causing or attempting to cause damage to school property
6. Second violation of cutting class or a school activity
7. Students involved in activities, on or off campus, which are investigated and cited by the police
8. Fighting on or off campus
9. Gross disrespect to the institution, another student, staff member, or anyone associated with the school either on or off campus
10. Gross violation of the school computer usage policy — downloading software, pornography, accessing other students' material, using a program not

sanctioned for student use, etc.

11. Harassment, bullying or intimidation of any student or staff member.

12. Second offense for cheating.

Discipline Board Decisions

As identified on page 31, the Discipline Board is an advisory group that meets monthly in order to aid the administration in regards to student discipline. The board attempts to be proactive when dealing with students in that its primary focus is to help students correct misbehavior; however, at times, students will be brought to the board for possible expulsion.

The Discipline Board may make the following recommendations regarding a student's disciplinary status:

- **Disciplinary Monitoring**
 - Periodic review: Students who are involved with repeated minor violations will be assigned to meet with the board on a monthly or quarterly basis. Their discipline records will be reviewed to verify improved behavior.
 - Weekly check in: Some students will be assigned a weekly check in with a board member. These students must meet with the assigned board member at a designated time and place each week in order to review behavior, discuss ways to improve behavior.

- **Behavior Contracts:** Students who are involved with repeated violations or a single major offense may be called before the board. The students will be questioned by board members and will be asked what plan the student has as to how to improve his/her future behavior. These students will be given a behavior contract written by the board that mandates specific conditions to follow and places the student on probation. Failure to follow the contract will result in serious consequences including possible expulsion.
 - **Social Probation:** Students on social probation may not participate in any extracurricular activities such as games, dances, club activities, etc.
 - **Disciplinary Probation:** Students are automatically placed on Disciplinary Probation for any violation which results in suspension; however, a student may be placed on Disciplinary Probation without having been suspended.
 - **Disciplinary Probation may last for as long as two semesters.** Students on Disciplinary Probation might not be allowed to run for student body or class office. They can be removed from certain organizations such as National Honor Society. Students on Disciplinary Probation do not qualify for certain activities such as Homecoming Court.

- **Should a student on Disciplinary Probation be involved in a series of minor violations or involved in a single major violation, the student will automatically go before the Discipline Board.**
- The student may be required to seek professional, medical or psychological help as a condition of probation.

Parents will meet with the Assistant Principal when a student is placed on probation.

- **Expulsion:** Students on Disciplinary Probation may be dismissed from Saint Lawrence Academy at the end of the semester or anytime during the school year if they violate their probation by a series of minor violations or a single major violation.

Any student who incurs a substance abuse policy violation while on probation will be expelled from school.

Students expelled from Saint Lawrence Academy are not eligible for readmission to the school at a later time.

In some cases, immediate expulsion may be necessary for students involved in a single major offense that is determined by the school as completely inappropriate for a Saint Lawrence Academy student either on or off campus. In such a case, the Discipline Board may not be called to meet.

Disciplinary violations including, but not limited to, those listed below may be grounds for **immediate expulsion** from Saint Lawrence Academy:

1. Any behavior that initiates police investigation or action
2. Gang related conduct
3. Possession of weapons or illegal/dangerous items
4. Sale or distribution of an illegal substance
5. Threats to harm the community
6. Serious vandalism to the school or school computer network
7. Any serious offense including gross disrespect, vandalism, theft, harassment or intolerant behavior

A student who is expelled is no longer allowed on the school grounds and is not eligible to attend any Saint Lawrence Academy dances. Additionally, an expelled student is not

eligible to participate in athletics at the school to which he/she transfers.

Disqualification

Our primary goal is to provide a value-based education for each student enrolled in Saint Lawrence Academy. We also recognize that there are sometimes occasions when a student's conduct and/or academic performance falls below the expected standards of the school; therefore, **the school reserves the right to disqualify from further attendance any student who fails to meet the academic, attendance and/or disciplinary conditions set forth in this handbook.**

Uniform/Dress Code

Personal Appearance

In the interest of overall good order and discipline, Saint Lawrence Academy students will maintain basic standards in grooming and dress as described in this section. Students, parents, and guardians are expected to fully cooperate with the observation of these standards by students.

A student must be in full uniform during school hours (8:10 - 2:45). **Uniforms are to fit properly and be in good condition** - no holes, ripped seams, writing, patches, etc

- A uniform check will take place each day.

A student who violates standards of the Uniform/Dress code will be sent to the office. If the violation is severe, the student will either be sent home or will have a parent bring the appropriate clothing to school. **Any class time missed due to dress code violations will be considered unexcused, and the student will not be allowed to make up the missed work.** The student will also be issued a disciplinary referral. Numerous dress code violations may result in a suspension.

In all cases regarding acceptable clothing, hair, and jewelry, the judgment of the administration is final.

Hair, Body Piercing, Jewelry and Make-Up

- Hair is to be neatly trimmed and groomed at all times. Extreme hair styles, colors or hair decorations are unacceptable. **The definition of 'extreme' is ultimately determined by the administration.** Male students may not wear their hair along the back of the neck longer than the top of the collar nor may it extend below the eyebrows nor cover more than the top half of the ears. Two-tone hair is not allowed. Males may not wear their hair in a pony tail or clipped up in any fashion. Detentions will be issued to anyone not following these guidelines. No warnings will be given prior to a referral being issued.
- Body piercing decorations except for earrings worn on the ear are not allowed. Examples include but are not limited to tongue, nose, eyebrow studs, or earring bars.

No fishhooks or fishing lines, spacers, tunnels, gauges, plugs, tapers, or chains are allowed. Covering a piercing with a band-aid or clear stud is not allowed.

- Excessive or inappropriate jewelry or make-up is not permitted. (The administration is the final judge as to what is excessive or inappropriate.) . Jewelry is limited to one necklace, one bracelet per arm, one ring per hand, and two earrings per ear.
- Makeup and nail polish of any kind is prohibited for males.
- Tattoos of any type, permanent or temporary, are not allowed. Students are not to write or draw on themselves or others.
- Sunglasses are not to be worn in the building during the school day.

Shaving--

Boys are to be clean shaven at all times. Sideburns are to be kept trimmed and blocked and are not to extend below the bottom of the ear. Any student appearing with a moustache, goatee, or not cleanly shaven will be sent to the Main Office to shave.

Uniform/Dress requirements

Slacks/Shorts - Boys and Girls

Style: Shorts, slacks, or capris (for girls) may not be athletic style. Pants may not be cargo style. Pants must not be too big or too tight and must not be spandex or form-hugging materials. No pocket or chain loops are allowed on the legs of pants (wallet chains.) **No corduroy pants, no sweat pants, no jeans, no pajama bottoms, and no yoga pants are allowed.**

Color: Black, khaki tan, or gray. Pants are to be a solid color. No contrasting stitching is allowed.

Size: Slacks should be long enough to reach the shoe; rolled up pants are not acceptable. Shorts must be no more than **five** inches above the knee and no more than five inches below the knee. Slacks and shorts are to be worn at the waist. Underwear is not allowed to show. Pants must be the correct size—not too big or too tight and must not be spandex or form-hugging materials.

Belts

If a student chooses to wear a belt, **brown and black** are the only acceptable colors. No silver studs or any other type of adornments are allowed. **Pants which fall below the natural waistline require a belt.**

Skirts - Girls

The Academy approved SLA plaid skirt is available at Merry Mart. Skirt length must be appropriate for the classroom. Girls should not roll their skirts. **Repeated violations will result in the loss of the privilege to wear a skirt to school.**

Tops - Boys and Girls

Style: **All students must wear a school issued polo shirt each school day** regardless of any other clothing worn over or below.

Undershirts: Students may wear a solid **white or black** t-shirt under their school issued polo shirt. Contrasting stripes or designs that can be seen through the polo shirt or on the sleeve are not allowed. **Undershirts must be tucked in.** Sweatshirts or sweaters may not be worn as undershirts.

Size: School polo shirts are to fit appropriately and not be excessively long. Midriffs should not be seen. Back knots are not acceptable.

Polo shirts may be untucked provided that they do not look sloppy or they do not hide sagging pants. **On formal occasions such as liturgies or special assemblies, the student body will be required to tuck in shirts.**

Footwear - Boys and Girls

Shoes and socks must be worn at all times. **The only acceptable colors are black, brown, white or gray.** This means there may be no red, green, blue, etc. on the shoe. Shoes may be two-toned as long as the colors are a combination of the acceptable colors. Any design within the colors must be appropriate for school. The only appropriate shoe style is closed toe and back; shoes must be made of leather or canvas. Thongs, rubber swim sandals, soccer sandals, slippers, high heels, wheelie shoes, boots, moccasins, Uggs or similar type footwear are not allowed.

- Black, white, brown and gray are the only acceptable shoelace colors.
- Socks must be worn in **school colors** and as a matching set.
- Leggings are allowed under skirts. Leggings may not be lace in appearance and must be a solid color: white, green, grey or black.

Hats

Hats, caps, visors, bandannas, sweatbands, thermal ear bands are not to be worn during school hours. Sweatshirt hoods may only be worn outside the school building.

Outerwear

Coats, jackets, sweaters, and sweatshirts are to be **school-issued** apparel and must be worn over a school-issued polo shirt. Outerwear that is not school issued is not to be worn during the school day.

- Scarves are not school issued and should not be worn with uniforms.

Modified Dress Day Policy

There will be occasions when students will not be required to wear their school uniform. The following dress guidelines apply on these announced days:

- Pants:** Students may wear jeans or denim or any pants which would normally fit the school uniform guidelines. Sweats, camouflage, pajama bottoms, torn or ripped pants, fatigues, or excessively tight or baggy pants are not allowed. Only school-issued sweats are acceptable.
- Shorts:** Shorts should either be uniform or may be cargo-style. Shorts are not to be more than 5 inches above the knee and should not be tight or baggy. Athletic shorts are not allowed.
- Tops:** On Celtic Pride Days, tops must be club-issued shirts, class shirts, or school event shirts. On any other modified dress day students may wear polo shirts of their choice or cotton, collared shirts that button down the front.
- Hats:** Hats are not allowed on these days.
- Dresses:** Skirts and dresses are not allowed on modified dress days.
- Shoes:** Shoes and socks must be worn at all times. The only appropriate shoe style is closed toe and back shoes made of leather or canvas. Shoes of any color may be worn on modified dress days. Thongs, rubber swim sandals, soccer sandals, slippers, high heels, boots, wheelie shoes, or similar type footwear are not allowed. Any color is acceptable. Uggs or boots are acceptable.

There will be special dress up days throughout the school year. Some of these days will be theme days (college day, beach day, etc.) while others will be of a more formal nature (Junior Ring Ceremony, College Faire, etc.) Special guidelines will be in effect on these days and students will be notified of the standards.

Club/Athletic Team Policy

Clubs and athletic teams will have the opportunity to wear club or team shirts on game or club meeting days. The dress code for clubs and athletic teams is as follows:

- Uniform pants
- Uniform shoes
- Shirts - On game or club meeting days, members may wear their SLA-approved team shirts or dress shirts and ties depending on the coach's instructions. When wearing shirts and ties, athletes must keep the shirts tucked in.
All team/club members must wear the same type shirt—either team shirt or dress shirt.
- Uniform issued outerwear.

Mass Days

Students are required to be in regulation school uniform on Mass days. Shirts must be

tucked in. No clubs or athletic teams will be allowed to wear their club/team shirts to Mass.

Extracurricular Programs

One of the best ways to foster the critical social development of students is through active participation in and involvement with varied activities. This philosophy is at the core of the school's mission and philosophy to develop the well-rounded student. In order to reach this goal, Saint Lawrence Academy provides a wide range of extracurricular experiences for students.

Extracurricular Eligibility

The following academic eligibility guidelines are in effect:

In order to participate publicly in an extracurricular activity at Saint Lawrence Academy, a student must be on track to graduate and maintain a grade point average of at least 2.0 for the prior grading period (Q1, S1, Q3, S2). If a student does not attain a 2.0 grade point average, he/she becomes ineligible until the next official grading period, at which time they must attain a 2.0 GPA or better to reinstate his/her eligibility. Failure to attain the required GPA will continue a student as being ineligible.

Probation Period

A student who does not attain a 2.0 GPA in an official grading period will be granted probationary eligibility if the student's grade point average is a 1.8 - 1.99 and he/she has **no semester F's** for the grading period. If a student's grade point average is below a 1.8 for the official grading period, no probationary eligibility will be granted.

When granted probationary eligibility, the student will remain eligible until the next grade reporting period (Q1, S1, Q3, S2) at which time the student must attain a minimum of a 2.0 GPA to remain eligible. If the probationary student does not attain a 2.0 GPA for the next grading period, the student then becomes ineligible.

A student will be granted only one probationary period during any school year, and it will be granted for the reporting period immediately following the student's first failure to attain the required 2.0 GPA. There will be no probationary eligibility granted after the second semester reporting period. Thus, if a student does not attain a 2.0 GPA at the end of the second semester, he/she will be declared ineligible for the first reporting period of the following school year. The student, however, could go to summer school to make up his/her deficiency and become eligible.

Extracurricular Transcripts

The school monitors extracurricular participation in clubs and sports. In order to receive extracurricular credit, a student must fulfill all club or sport requirements. In the area of club involvement, a student will be considered an active member by participating in a

minimum number of meetings and events as determined by the club moderator. In the area of athletics, a student must participate in the entire sports' season. Students who do not meet the requirements will be listed as inactive. Students who drop out of extracurricular commitments will have it noted on their extracurricular transcript.

Activities

Student Government

Saint Lawrence Academy encourages active participation of students in the operation of the school. An important structure for this purpose is the student government (Associated Student Body, ASB). Student Council meets regularly to consider school activities and policies and to plan for the future. Consultation with the administration is fostered because students are extremely valuable to the school's success.

In addition to the student body organizations, each class (grade level) has its own elected officers who comprise the governing board for that class. **Elected officers must maintain a "C" average and satisfactory conduct in order to run for and remain in office.**

School-Sponsored Co-curricular Activities

School-sponsored co-curricular activities are an integral part of the educational experience at Saint Lawrence Academy. It is the policy of Saint Lawrence Academy that all students participate in some form of school-sponsored activities.

Students have the opportunity to propose new clubs each school year by submitting a proposal through the Activities Office and the Student Council. For more information on club proposals, see the Director of Activities.

Athletics

Saint Lawrence Academy student-athletes participate in a variety of sports in the small schools division of the Central Coast Section (CCS) of the California Interscholastic Federation (CIF). In recent years, our teams have won several league championships and have represented their leagues in CCS post-season competition.

Sports Offered (based on student interest)

Season	Boys	Girls
Fall	Soccer Cross Country	Volleyball Cross Country Tennis

Winter	Basketball	Basketball Soccer
Spring	Baseball Swimming Track Golf Volleyball Tennis	Softball Swimming Track Golf

Eligibility

In addition to the academic requirements necessary to be eligible to participate in an extracurricular activity, students must also meet the following criteria:

- **Physical Examination:** Prior to participation in athletics, students must have a physical exam by a physician and provide the school with evidence of such an exam. The physical is good for one year from the date of the exam.
- **Transfer Students:** Any transfer student should see the Athletic Director to determine eligibility and see if the proper paperwork has been filed. Failure to do so could result in the forfeiture of contests and the suspension of the student from CIF competition.
- **Outside Competition:** According to CIF rule 600, a student on a high school team becomes ineligible if the student competes in a contest on an “outside” team in the same sport, during the student’s high school season of sport. A violation of this rule results in the student being declared ineligible for the remainder of the season, and any games that the student participated in after this infraction would be forfeited.

Athletic Policies

Saint Lawrence Academy offers a unique approach to athletics in its “no cut” policy. Any student who tries out for an athletic team, follows all team rules, and attends practices on a regular basis will be a member of an athletic team. It is still considered a privilege to participate in athletics. As a member of an athletic team, a student athlete represents the school, his/her team, and his/herself. A student athlete, therefore, is responsible for his/her actions and understands that violations of school policy and/or disruptive behavior, either on or off the athletic field or court, could lead to the loss of this privilege.

If a student athlete is involved in a violation of the school’s Substance Abuse Policy, he/she may be removed from the team for the remainder of the season. A student who is suspended shall not participate in any extracurricular activity or athletics, including games, practices, tryouts, rehearsals, performances, meetings, dances, conferences,

etc. until the suspension period has been served. In the event of the suspension extending past the conclusion of the school year, the suspension shall be extended into the beginning of the next school year.

Student commitment to a team

Students who sign up for a team become members of that team and are expected to participate with full commitment throughout the season of that sport. **Any student who removes him/herself from a team for any reason may not join another team in that same season.** Any student who is removed from a team for disciplinary reasons or for not following the team guidelines outlined by the coach may not sign up for a Saint Lawrence Academy athletic team the same or following season without the approval of the Athletic Director.

Transportation for Athletic Events

Saint Lawrence Academy will attempt to provide as much transportation to contests and practices as possible; however, our ability to provide transportation is limited. When it is not available, students are responsible for providing or seeking their own transportation. Students who are driven to a contest in school provided transportation are allowed to go home from a contest with their parent/guardian only. Students are not allowed to go home in any other vehicle or with anyone else unless the teacher/coach has a written note from the student's parent/guardian permitting such transportation.

Guidance and Counseling

Academic and College Counseling

Counselors assist students in selecting appropriate course schedules and in completing graduation requirements. In the freshman and sophomore years, counselors help students form and strengthen study habits and study skills. In junior and senior years, counselors assist students in researching and organizing their college goals. All students are encouraged to meet regularly with their guidance counselor regarding any particular academic problems they are encountering or about their college choices.

Parents and students may see a counselor by arranging an appointment. Depending on the circumstance, a student may "drop in" to see the counselor without an appointment. The counselor will make every effort to serve the needs of students and parents as soon as possible.

Listed below are some examples of specific concerns with which the guidance and counseling department can assist students and parents:

1. Academic difficulties
2. Graduation requirements

3. School scheduling
4. College applications and materials
5. Scholarships
6. Educational testing information (SAT, ACT, AP, etc.)
7. Parent Education Nights
8. Support for students with learning differences
9. Referral information for outside resources

Social/Personal Counseling

Each student is encouraged to talk to a counselor about any school-related or personal concerns, especially if he/she feels these personal/social issues are affecting the student's academic progress. Students who need on-going treatment are referred to outside therapists or support agencies.

Parents are encouraged to contact the counseling department with any problems and concerns they have regarding their child. Calls will be returned as promptly as possible. When appropriate, a student's teachers will be gathered to discuss the student's progress, issues, and concerns.

The Counseling Department offers a series of presentations and talks throughout the year to support students and parents in the areas of drug and alcohol education, sexuality, communication skills, etc. These presentations are noted on the school calendar.

The Counseling Center offers on-going support group meetings throughout the school year. Previous support groups have included ADHD, Test Anxiety, Bereavement.

Confidentiality

Counselors will respect the confidentiality of students and parents and will help in decision-making processes that require input from the department. It is a major objective of the counseling staff to promote good will and positive feedback to all students, parents, and faculty members and to provide a fair and consistent model of educational leadership. Students will be expected to learn to accept responsibility for their own educational success with the aid of the counseling office.

Certain information of a personal nature shared with a counselor or administrator is confidential and told to no one else without the student's permission. Some exceptions to this are that a counselor, teacher or administrator is required by law to report the following issues:

- suspected child abuse or child neglect to Child Protective Services.
- information to persons outside of school when the school counselor deems a student to be a threat to harm him/herself, threat to harm another person, or a threat to destroy property.
- situations that may be potentially disruptive or damaging to the school's mission and philosophy, personnel, and property.
- information deemed to be confidential when ordered to do so by a court of law.

Learning Differences

Saint Lawrence Academy welcomes students of diverse academic backgrounds and skills. Saint Lawrence Academy is the only Catholic high school in the Diocese of San Jose which offers a formal program for students with documented learning disabilities; this program is named the Zacchaeus Program. Formal application must be made to the Zacchaeus Program. If accepted into the program, students will receive accommodations appropriate to their learning needs. These accommodations may include, but are not limited to, extended time testing, word banks, access to computers for class work, books on tape and more.

Students who are eligible for extended time or an alternate test site must request this accommodation in advance. A written request form must be turned in to the Main Office. These forms are available on the wall outside the Main Office.

More information about the Zacchaeus Program is available through the Assistant Principal or the Academic Service Liaison. Literature concerning the program is available through the Admissions Office.

Mentoring

Each student will be given a mentor who will work with the student during the four years of high school. Each mentor will be assigned a group of 10 - 15 students and will meet with these students on a regular basis. These mentoring sessions will provide opportunities to discuss academic progress, scheduling, extracurricular involvement, communication skills, upcoming events, and students' needs.

College or University Applications

College requirements vary from school to school and from state to state. The guidance and counseling department offers materials and interpretive advice to any student seeking assistance in admission to college. **Students can gain additional college information through Naviance, a web-based college tool.** Counselors will help students become acquainted with the use of Naviance.

Entrance into a university or college is dependent upon a combination of the following criteria:

1. The courses taken in high school
2. The student's grade point average in college recommending courses
3. Scores on standardized tests: SAT (Scholastic Aptitude Test), ACT (American College Test), SAT II (Scholastic Aptitude Test in particular subject areas), AP (Advanced Placement Test), etc.
4. College essay/s
5. Extracurricular (activities and athletics)
6. Community service
7. Recommendations

The entrance requirements for the University of California system and the California State University system can be met at Saint Lawrence Academy. Students should strive to earn a C- or better in all course work; **a grade of D is not acceptable for most four-year institutions.**

Reporting to Colleges

Saint Lawrence Academy will comply with official college requests regarding academic or disciplinary violations that result in probation, suspension or dismissal of a currently enrolled student.

We will report to the colleges the specific academic or disciplinary code from our handbook that was breached as well as the resulting disciplinary penalty. Our experience has shown that a student is well served by writing a letter to the college admissions office to explain the incident from his/her perspective.

Saint Lawrence Academy reserves the right to inform a student's prospective college or university of any significant behavior or academic changes that result in probation, suspension or dismissal right up until the time he or she graduates from our school.

Health and Safety

School Safety

The safety of our students is a primary concern of the administration and faculty of Saint Lawrence Academy, and the following regulations have been established to help ensure student safety during the school day.

1. Once a student arrives on campus, the student is to **remain on campus** throughout the school day. If a student is leaving campus with a parent, the Main Office must be informed and a pass issued.
2. Saint Lawrence is a closed campus; students from other schools are not allowed on grounds. Guest speakers, alumni, or those conducting business on grounds must check into the Main Office and obtain a visitor's pass. Visitors may not attend classes, observe teachers, or meet with students individually.
3. Students are to maintain behavior that reflects an academic atmosphere.
4. Any time a student is out of the classroom during the teaching day, the student must have a pass.
5. There should be no running or pushing in the halls at any time. Students are not allowed to eat in the hallways except in cold weather.
6. Students should show respect for self and others when maintaining order and cleanliness on campus.
7. Meetings and activities that are held inside of classrooms, the Library, or in any building must have teacher authorization and direct supervision. This includes school assignments or working on a project during break or lunch.
8. Students are to remain in appropriate areas of the campus before, during and after school.
9. Students should report any individuals or situations which appear suspicious or possibly dangerous.

Parental Custody

In order to cooperate with family and child needs, the school should be informed of custody arrangements. As a matter of policy the school should have a certified copy of the decree of dissolution that defines the custody rights of parents. The school will provide access to student information and to the student unless it is provided with written documentation indicating that there is a restraining order in place against one of the parents.

Emergency Information

Emergency information cards must be on file for each student. It is the responsibility of the parent/s and student to see that these records are kept up to date. **All students must have their emergency information on file before the first day of school. If this information is not on file, students will not be allowed to attend class.** Parents should contact the office immediately if there is any change in the emergency

information, such as phone number, address, email or change of employment.

Medication

In order to maintain better control of medications, any student who needs to take or use medication during the school day must bring it to the office, along with the permission form signed by a parent or guardian and doctor. On the permission form, please state the type of medication, times it should be taken, and the dosage recommended. The school is not allowed to dispense any other medications unless listed on the medical form.

For emergency reasons, the school should be informed of all medication a student is taking.

Fire and Safety

It is the responsibility of the administration, faculty and staff to develop a serious attitude toward fire safety. Fire drills will occur without warning during the school year. When the fire alarm sounds, the students are to evacuate the building. A detention will be issued for violating any of the evacuation procedures.

A deliberate false alarm shows disregard for fellow students by disrupting the school day and, more seriously, by exposing the entire school to a potentially dangerous situation. Any offense will result in severe disciplinary action.

Fire Drills/Emergency Evacuation Procedures

Evacuate classrooms, offices and buildings quickly and quietly. Walk quickly to your designated area following the emergency evacuation plan and check in with your teacher.

Do not run. **Proceed in silence** in order to hear emergency directions as given. This is necessary for everyone's safety. Respond immediately to the directions given to you by supervising emergency teams. A signal will be given to reenter the building.

Earthquake Procedures

In the event of an earthquake, the faculty members are to instruct the students to drop to a crouched position on the floor with their backs to the window and their heads protected. Students should stay away from windows. A signal will be given to begin any necessary evacuation of the building. The emergency teams will assess the situation and ensure the safety of the students. In the case of a major disaster, students will only be released to a parent/guardian or another adult who is listed on their emergency card.

Shelter In Place Procedure

In the event of a community situation where police need to keep people off the streets, we will be asked to stay inside locked rooms and continue with class activities until there is no danger outside. Students will not be dismissed from class or school until the

police have cleared us to do so.

Code Red Procedures

Doors need to be barricaded, blinds closed, lights turned off. Students will form barricades with the remaining desks and crouch behind these barricades. Students must remain quiet as teachers take roll and wait for further information via school email. Personnel in the main office will not be available to take phone calls from parents; school e-mail is the best source of information. Students will not be dismissed from class or school during a Code Red lockdown. Police will advise as to whether or not the buildings need to be evacuated.

During an actual emergency situation police or fire personnel will take command upon their arrival. School personnel, students and parents must follow the directions of the police or fire personnel.

Release of Students

The safety of students and staff is of paramount importance. All actions taken during an emergency shall focus on the safety and well-being of both. No student shall be released from the custody of school personnel unless and until it can be done with reasonable safety. No student will be released to any person not authorized by his or her parents.

Pregnant Student Policy

As a Catholic institution, Saint Lawrence Academy promotes abstinence until marriage. In conversation with students, through our religious education program, and in our school policies, Saint Lawrence Academy attempts to relay this message to our students. In the case where a student should find herself pregnant, the school advocates a pro-life stance and discourages abortion as an option.

A student who is pregnant while attending Saint Lawrence Academy is expected to do the following:

- Agree to regular meetings with the school counselor and Principal to discuss her adjustment to pregnancy and her child's relationship with the rest of the school.
- Contact an outside agency (i.e. Catholic Social services, Birthright, Children's Home Society, etc.) as part of her regular counseling to determine what is best for her child, herself, her parents and the child's father.
- If the father is a member of the Saint Lawrence Academy community, he must also participate in the counseling and education programs.
- Visit a school district's program for young mothers with the school counselor to explore other education options.
- Realize that her remaining at Saint Lawrence Academy is a joint decision made by her,

her parents, her physician, counselor and the principal subject to periodic review during the pregnancy.

Miscellaneous Information

Bookstore

The bookstore is open daily Monday - Thursday at lunch time. It is located at the far end of the building across from the Library. School supplies, uniform shirts and outerwear are sold at the bookstore.

Duplicate Mailings

The school will be happy to provide duplicate mailings of student information. Please contact the Main Office with your request for a second or third mailing or family contact.

Field Trips

Field trips are privileges; no student has an absolute right to a field trip. A student may be denied participation if he/she fails to meet academic or behavioral requirements. A permission slip is needed for each field trip. A student may not attend a field trip unless his/her permission slip is returned completed and signed by the due date. Permission via fax will be accepted. Phone calls home for permission are not permitted.

Insurance

The Diocese of San Jose has adopted an insurance policy, which serves as a secondary policy for every student enrolled in the school. This is included in the registration fee.

Offices

The offices of the Principal, Assistant Principal, Academic Services Liaison, and Main Office staff are housed in the Main Office. The offices of Admissions and Athletics are located in the middle of the building. Further down the hall (moving towards the church) are Counseling (room 4) and Campus Ministry offices and the Activities Office (room 8). The Development Office is located in the Elementary school.

Parent Participation

Many of our activities, fund raising and social events are dependent upon the services of our parent community. Each family is required to volunteer ten hours of service to Saint Lawrence Academy as well as purchase \$4,000 in scrip, and generate \$150 in fundraisers. (Scrip purchases do not cost money beyond what parents would normally spend at grocery stores, department stores, etc.) Opportunities for parent involvement will be advertised throughout the school year. Parents will be notified of their status throughout the year. A parent may make a monetary donation in lieu of these

commitments.

Prayer and Announcements

Saint Lawrence Academy begins each day with a prayer, pledge, and announcements over the public announcement system. Only announcements approved by a teacher, coach or moderator and turned in on time will be read. Parents will have access to read the morning announcements through email.

Right of Access

Parents have a right to access all records in their student's cumulative folder. To request viewing of a student's cumulative folder, a parent must make an appointment. A qualified staff person shall be present at the time of the inspection in order to interpret data and to respond to questions which parents may ask. Access shall be granted within a reasonable period of time after the request has been made. Parents may challenge and request an amendment of said record to ensure that the record is not inaccurate, misleading or otherwise in violation of the student's privacy of rights.

Scholarships and Awards

Scholarship opportunities are posted on the bulletin board outside of the Main Office. For more information about scholarship opportunities or scholarship forms, see Ms. Stoll in the Counseling Office.

School Hours

The regular school day begins at 8:10 am and ends at 2:45 pm. Every Tuesday there will be a special schedule to accommodate a faculty meeting. On these days, unless otherwise noted, students will be dismissed at 1:30. Occasionally, a minimum day will be necessary; students will be dismissed at 12:15 on these days. All special dismissal times will be published on a monthly calendar. The school building is generally locked at 6 pm each day.

***** Please note: the school does not provide supervision of students before 7:30 am or after 3:30 pm unless the student is involved in an organized school activity, such as a sport or play practice.**

School Picture

Individual student pictures will be taken in the fall for school records and for the yearbook. Purchasing pictures by students is optional.

Scrip

Scrip is available for purchase through the Main Office of the Academy. Scrip order forms may be found on the school website www.saintlawrence.org or outside the Main Office. Scrip orders can be dropped off in the morning and are generally filled within 48 hours by our scrip volunteers. At holiday times, special order scrip is available for purchase. Scrip purchases count toward the family's \$4,000 scrip family commitment.

Sick Room Policy

A student who is not feeling well must check in with the Attendance Secretary in the Main Office. If a student is not feeling well enough to return to class, then the student's parents will be called to pick up the student or to give the student permission to drive home. Students should not use their cell phone to call parents unless given permission to do so.

Student Body Cards

Each student will be issued a Student Body card with picture identification. This I.D. card is needed for attending athletic events and dances and to attend functions at other high schools. In the event that a student loses his/her student body card, the student should contact the Main Office to receive a new one. There is a \$5 replacement card fee.

Telephone Policy

Parents should not call a student's cell phone during the school day. If you need to contact your student, call the Main Office. Only phone messages of an emergency nature can be delivered to a student during the school day. Reminders of appointments, changes in transportation plans, etc, are discouraged. **Students are allowed to use the phone in the office to notify parents in the event of illness or injury.**

Transcripts

Transcript requests should be made by completing a Request for Transcript of Record form located on the wall outside the Main Office or on the website. A required fee must accompany the request. Students may also request transcripts through Naviance. Additional information is available online.

Tuition

Information regarding tuition balance, fees, or other financial questions should be directed to Susie Pierce in the Business Office, phone number 296-3000, extension 510.

**Only those students whose tuition accounts are current are allowed to take final exams, receive report cards and/or diplomas, or have a transcript sent to another school or college.

Work Permits

Work permits are issued by the Main Office. Students who receive employment may pick up an application to be completed by their employer and signed by a parent or guardian. Once the form has been filled out by the employer and parents, then the school will issue the permit. The actual work permit will be issued the next work day.

Yearbook

All students receive a yearbook at the end of the school year. Yearbooks are an automatic fee assessed to each student's account.

BELL SCHEDULES- 2010 - 2011

REGULAR SCHEDULE

1 st	8:10 – 9:10	(60)
2 nd	9:14 – 10:09	(55)
Break	10:09 – 10:19	(10)
3 rd	10:23 – 11:18	(55)
4 th	11:22 – 12:17	(55)
Lunch	12:17 – 12:47	(30)
5 th	12:51 – 1:46	(55)
6 th	1:50 – 2:45	(55)

MINIMUM DAY SCHEDULE

1 st	8:10 – 8:50	(40)
2 nd	8:54 – 9:29	(35)
3 rd	9:33 – 10:08	(35)
Break	10:08 – 10:18	(10)
4 th	10:22 – 10:57	(35)
5 th	11:01 – 11:36	(35)
6 th	11:40 – 12:15	(35)

FACULTY MEETING/ MENTORING/CLUB SCHEDULE

1 st	8:10 – 8:50	(40)
2 nd	8:54 – 9:30	(36)
Ment/Club	9:34 – 10:09	(35)
Break	10:09 – 10:19	(10)
3 rd	10:23 – 10:59	(36)
4 th	11:03 – 11:39	(36)
5 th	11:43 – 12:19	(36)
Lunch	12:19 – 12:50	(31)
6 th	12:54 – 1:30	(36)
Meeting	1:40 – 2:45	(65)

SPECIAL SCHEDULE (MASS, RALLIES, ASSEMBLIES)

1 st	8:10 – 8:20	(10)
Travel	8:20 – 8:30	(10)
Event	8:30 – 9:40	(70)
1 st	9:44 – 10:24	(40)
Break	10:24 – 10:34	(10)
2 nd	10:38 – 11:18	(40)
3 rd	11:22 – 12:02	(40)
4 th	12:04 – 12:46	(40)
Lunch	12:46 – 1:17	(31)
5 th	1:21 – 2:01	(40)
6 th	2:05 – 2:45	(40)