



STUDENT/PARENT HANDBOOK

Welcome to St. Lawrence Academy

This handbook is designed to answer basic questions about the school and give you information to help you throughout the school year.

The handbook outlines school policies about attendance, student behavior, uniforms, the role of parents, and school government, and gives information about grading. It is our sincere hope that you will have a successful and enjoyable school year at St. Lawrence Academy, and we look forward to working with you.

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St. Lawrence Academy

Statement of Faith

Our Statement of Faith is best expressed in the Nicene Creed:

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible: And in one Lord Jesus Christ, the Son of God, the Only-begotten, Begotten of the Father before all ages; Light of Light; true God of true God; begotten, not made; of one essence with the Father; by whom all things were made:

Who for us men, and for our salvation, came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary, and became man; and was crucified for us under Pontius Pilate, and suffered, and was buried; and rose again on the third day according to the Scriptures; and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the living and the dead; whose kingdom shall have no end.

And in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets. And in One, Holy, Catholic, and Apostolic Church. I confess one baptism for the remission of sins. I look for the resurrection of the dead, and the life of the age to come. Amen.

Mission Statement

The mission of St. Lawrence Academy is to provide an Orthodox school for Orthodox families and others who are willing to subscribe to our mission and goals, in which rigorous mental, physical, and spiritual training prepares students for responsible citizenship and virtuous living.

We believe that all mental and physical development is incomplete unless it is substantially joined to spiritual development. The aim of such an effort is to develop thinking skills while shaping character. Traditional academic subjects are vigorously taught, but are taught in such a manner that the student sees them in connection with the most important aim: knowing God and living in a manner pleasing to Him.

OUR GOALS

We envision our mission being fulfilled to the degree that we are successful in:

1. providing a strong, traditional academic curriculum for children from kindergarten through eighth grade;
2. providing a school environment that focuses on the struggle for the development of virtue;
3. providing a vehicle for children to enter into the life of the Church through daily prayers, divine liturgies, and confession;
4. providing a systematic catechism that supplements and expands upon parental and parish catechism efforts.

Student Life

It is our aim to create an atmosphere that fosters respect between students, and between students and teachers. An atmosphere for learning is easier to create when the development of healthy relationships is encouraged.

UNIFORMS

Uniforms should be clean and in good repair. The outer layer is either a sweatshirt, hoodie, or fleece jacket, evergreen, **with the school logo**. The polo shirt is evergreen and the logo is optional. Evergreen turtlenecks are an option.

The boys' pant is navy chino, not cargo pants. The girls' options are the navy or plaid pleated skirt or the longer navy skort, and the plaid or navy jumper. Please adjust hemlines to the knee as the girls grow.

Shoes should be of a conservative style and suitable for active outdoor play. Girls may wear socks and head scarves in navy, black, or white. Knee socks must be navy. Girls **must** wear navy blue or black shorts, tights, or leggings (to the ankle) under their skirts or jumpers for modesty in play. Pants or sweatpants under skirts are not allowed.

Physical Education—Boys and Girls, Grades 3–8

PE uniforms must be the designated Academy shirts and shorts **purchased from our designated suppliers**. The PE uniform consists of lace-up or Velcro athletic shoes with a closed toe, socks, navy shorts with an inseam of 6" or longer (no cargo shorts), and an evergreen T-shirt. Academy sweatshirts and navy sweatpants may be worn for cold weather.

You will receive a list of acceptable items from Land's End and French Toast, with their catalog numbers (some items are available

only from Land's End). These are the only acceptable suppliers and the only acceptable items from those suppliers.

BICYCLES

No bikes are to be ridden on campus. Bikes may be parked outdoors, under the awning on the north side of the church, not on the walkway or inside the classroom.

PERSONAL ITEMS

Students should not bring toys from home.

No electronic equipment of any kind, including cell phones, is allowed at school.

Parent-School Relations

Parents are a very important part of our school. We encourage parents to be involved in their children's education as much as possible. Some of our best improvements have been a direct result of parent suggestions. Involved parents are essential to the functioning of the school.

One way parents can participate is to be a part of APPLE, Academy Parents Providing Loving Effort. To quote one of the parents involved, "APPLE provides opportunities that help develop our school as a community and make it a better place for our children. It also helps parents to have a role in their children's experience at St. Lawrence Academy." Interested parents may contact Anne Schoepp at schoepp6@cruzio.com or 336-3019.

COMMUNICATION

Quarterly

Parent meetings will be held quarterly (see the school calendar for dates). These provide an opportunity for parents to ask questions, give suggestions, and interact with one another and the staff as a group. Many good things can come out of these meetings—please take advantage of them!

Weekly

The weekly Thursday Bulletin, known as the Green Sheet, as well as the church newsletter (available to anyone who requests it), will keep parents up to date on events, needs, class information, etc. The Thursday Bulletin is available online at the Academy website, www.stlawrenceacademy.com. Each week you will receive an e-mail letting you know that the new bulletin is available.

As Needed

All staff members are available by e-mail and also make every effort to connect with parents in person, as needed. Most teachers send out e-mails about class activities on a daily or weekly basis as needed. Daily opportunities for parent/teacher conversations occur when students are picked up.

PARENTAL COMMITMENT WITH ST. LAWRENCE ACADEMY

Every parent is expected to commit to the following:

I recognize that the school has the full responsibility and authority for placement of my child(ren) in the proper grade/class.

I understand that I am liable for charges arising from loss or damage to school property (including books issued to my child), regardless of whether such damage was caused by accident or not. I understand that the school is not responsible for loss or damage to personal property.

Attendance

I understand that removing students from school for vacations, shopping, and other non-school related events has the potential to send mixed messages to the students about the importance of school and can have a negative impact on grades.

I understand that attendance at St. Lawrence Academy is a privilege and not a right; that said privilege could be revoked at any time; that the board, faculty, and principal of St. Lawrence Academy are the determiners of all school policy and thus administratively set the standard for continued attendance at St. Lawrence Academy.

Discipline

I agree to abide by and fully support the school's disciplinary policy as outlined in the handbook. If, after reasonable effort has been made to discipline my child and to assist his/her academic adjustment, he/she does not comply with the standards of the school, I agree to withdraw him/her from enrollment and pay for all costs incurred.

I recognize that the school reserves the right to dismiss any student who does not respect its spiritual, academic, and behavioral standards, or cooperate in the education process. I hereby authorize the school to use such discipline as it considers just and necessary for the good of my child, including suspension and expulsion. I further agree that I will cooperate and support the school's policies and procedures.

Grievances

If any member of my family should experience trouble arising out of this school relationship or have difficulty with or disagree with a teacher, other personnel, or its policies and procedures, I will not complain to any other person but will register my complaint with the proper school personnel. I agree to observe the following procedure:

1. Talk to the parent/teacher concerned.
2. If I do not get satisfaction by doing #1, I will talk with the principal.
3. In the event a satisfactory resolution is not reached through steps #1 and #2, I will talk with the Academy Advisory Committee, which has been approved by the Board of Directors of St. Lawrence Orthodox Christian Church.

I understand the standards of St. Lawrence Academy in all areas including character, academics, and social and spiritual development. I recognize that St. Lawrence Academy is an Orthodox school and approaches education and character development from an Orthodox Christian mindset. I have read the “Statement of Faith” (printed on page 3), and I agree to support and abide by all of the policies and procedures of St. Lawrence Academy. St. Lawrence Academy exists to serve students and parents who support Orthodox Christian values. I realize that what the school teaches may conflict with what I teach my children at home.

Volunteer Hours and Fundraising

I understand that St. Lawrence Academy tries to keep costs (and hence tuition) down so that as many as share our vision can attend the school. To help with this, we (like many private schools) require service hours. In particular, the school requires my support for our two main fundraisers, namely the Silent Auction and the Golf Tournament. These are our biggest events of the year. While most parents are amazingly supportive and give an enormous amount of time and energy to the school, it is necessary to ensure that the workload for these events is spread equally among all families, since all benefit from the lower tuition the school is thus able to charge.

I agree to participate in and support all school functions and to volunteer a minimum of 35 hours per family in the Parent Volunteer

program (17 hours for single parent families), or pay \$20.00 for each hour not worked by May 15 for non-returning families or by July 31 for returning/registered families. These hours/fees will be prorated for late enrollment or early withdrawal.

I agree to support the annual Academy fund-raising events. In particular:

Silent Auction:

1. My spouse and I will attend the Silent Auction unless there are compelling reasons that we cannot.
2. I will help with arrangements/prep/cleanup.

Golf Tournament:

1. My spouse and I will attend the dinner unless there are compelling reasons that we cannot.
2. I will volunteer for at least one golf committee, which will meet at parent meetings and at other times as needed, and will work to make that committee's assignment a success.
3. If I cannot fulfill both 1 & 2, I will sponsor a hole at the tournament (\$300).

By signing this Parental Commitment, I affirm my commitment to wholeheartedly support and uphold all policies and procedures, and the statement of mission and faith as outlined in the school's handbooks or as amended from time to time, and to fully cooperate with school personnel and the board. I support the curriculum, texts, equipment, methods, counseling, discipline, and motives of the school.

Academic Information and Policies

ACADEMICS

There are four quarters in the school year. At the end of each quarter, for all grades except kindergarten, a report card is sent home. Parent/teacher conferences are held at the end of the first quarter. Parents are encouraged to contact their student's teacher at any time during the school year if they have questions about their progress.

REPORT CARDS

Kindergarten

There are two reporting periods for kindergarten: one in the fall accompanied by a parent/teacher conference, and another at the end of the year.

Grades 1–2

Students are not given letter grades in first and second grade. Their academic progress is evaluated based on an N–E scale: N = Needs Improvement; I = Improving; S = Satisfactory; E = Excellent. Their conduct and work habits are evaluated by check marks: \surd = Attention needed; + = Satisfactory growth; * = No growth expected.

Grades 3–8

Report cards are sent home at the end of each quarter. Parents or teachers may request a conference at any time during the school year. If a student's grade falls below a C in any subject, parents will be notified at mid-quarter. If you would like information about your student's progress at any time during the year, please feel free to contact his/her teacher.

GRADING SCALE

The grading scale for grades 3–8 is as follows:

- A 90–100
- B 80–89
- C 70–79
- D 60–69
- F 59 and below

HOMEWORK

One of the goals in each classroom is to encourage and build student responsibility on all levels. Homework plays an important role in this. Keeping track of assignments, doing nightly work, and handing in papers and projects on time all help to instill responsibility. In the lower grades, students will need their parents' help in establishing good habits for study. Older students have (we hope) already established good study patterns and will continue to build on them throughout the school year. Please encourage them in this by providing a place and time for study. Your help in holding students accountable for their work will be greatly appreciated.

SCHOOL RECORDS

Student records are kept at the school/church office. If the school should become defunct, the church will keep the records. If the school and the church become defunct, the records will go to the local school district.

ATTENDANCE POLICIES

Class attendance is a critical aspect of successful course completion. Excessive absences or tardies (five or more per semester) may result in

administrative review of student performance. A pupil absent from school with an excused absence will be allowed to complete all assignments and tests missed in a timely fashion. Unexcused absences will be reviewed on a case-by-case basis, and a possible consequence might be the inability to make up missing work or tests. When a student misses class due to illness, he will be given as many days to make up his work as days spent home sick. **In the case of lost school days due to family vacations, the work will be expected to be completed one day after returning to school.** Please speak directly with teachers regarding specific questions about making up schoolwork.

Student Absences

Excused:

Parents must call the Academy office, 335-0328, extension 4, before 8 A.M. to clear absences for that day. A reason for the absence and the specific times of the absence should be included in the message. Students who have a legitimate reason to leave school during the day must leave with a parent or designated adult. Parents or designated adults who remove students early or bring them in late due to doctor's appointments, etc. must call the office the day before, or before 8 A.M. on the day of the absence, and sign the student in/out at the office. Please do not show up unexpectedly to remove your child from school.

Unexcused:

Any absence that is not cleared by a parent is considered unexcused. There is no substitution option for unexcused absences. The school secretary will call parents each day to report any unexcused absences.

CONDUCT

Students are expected to behave in a manner consistent with the highest standards of Christian behavior both on and off the campus, at all times. Students are expected to treat each other and all adults with kindness and respect. When at all possible, we believe that logical consequences are the best manner of discipline.

Physical or Verbal Abuse

Incidents involving profanity, bullying, or fighting will be dealt with on an individual basis. Parents will be notified.

Theft or Vandalism of School or Personal Property

Any student's involvement in theft or damage to school property or personal property will potentially result in consequences including remuneration for damages, suspension, or expulsion. Parents will be contacted, and every attempt will be made to work out a reasonable solution to the problem.

Possession of Weapons or Drugs

Guns, knives, explosives, and drugs (including cigarettes) are not to be brought to school under any circumstances. Violations will be dealt with in a serious manner and students will be subject to suspension or expulsion. Students using drugs or bringing them onto school property will be expelled.

School Governance

ACADEMY ADVISORY COMMITTEE

The Academy Advisory Committee exists to provide support and oversight to the administration of Saint Lawrence Academy. It is a

five-member body appointed by the board of St. Lawrence Orthodox Church. Current members are Kati Adams, Grete Vasby, Sue Johnson, Bethany Young, and Katherine Aufdermaur. Chairman Kati Adams may be contacted at katiadams@sbcglobal.net.

ST. LAWRENCE ORTHODOX CHURCH BOARD

The principal reports monthly to the church board, which oversees the Academy budget and financial issues, as well as approving all contracts.

We are honored that you have entrusted your students to us for this school year. We pray that it will be an enjoyable and profitable year for us all.

