



WELCOME TO ST. LAURENCE CATHOLIC SCHOOL

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

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

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

SCHOOL GOVERNANCE

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

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FACULTY

Pre-Kindergarten.....	Connie Johnson
Kindergarten	Anne Sonneman
1st Grade	Pamela Collins
2nd Grade.....	Norine Huber
3rd Grade	Karen Coyne
4th Grade.....	Diane Graffagna
5th Grade.....	Michelle Swiderek
6th Grade.....	Kathleen Jones
7th Grade.....	Joanne Trisilla
8th Grade.....	Susan Turas
Art	Jeanine Austin
Art	Mary Loechner
Physical Education.....	Jeanine Austin
Learning Center	Dawn Krocko
Secretary	Kathleen Laudont
Principal	Phyllis Jensen
Pastor.....	Father Kenneth Wasilewski

ST. LAURENCE SCHOOL PHILOSOPHY

We believe,

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

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

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

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

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

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

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

MISSION STATEMENT

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

ENROLLMENT POLICIES

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

ENTRANCE REQUIREMENTS

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

ADMISSION FOR STUDENTS CURRENTLY ENROLLED

All students in grades Preschool-7 will be guaranteed placement for the next year before any new admissions are accepted.

ADMISSION POLICY FOR NEW STUDENTS

Priorities

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

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

FINANCIAL SUPPORT, TUITION, FEES

Saint Laurence School is supported financially through a percentage subsidy of normal parish income during the year. Tuition and fees are determined yearly by the Saint Laurence Education Commission.

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

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

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

determine whether a family remains eligible for in parish tuition. If the total amount of the parish contribution agreement has not been met the balance, plus \$50.00, will be added to the tuition. A stewardship contribution is also required of parishioners who have children attending St. Edward High School.

3. The entire family's tuition of 8th graders is due May 1st and is a necessary graduation requirement.
4. Enrolling a student in Saint Laurence School is a privilege. Therefore, with this privilege comes a responsibility to pay tuition on a timely basis. Tuition is payable in 10 monthly payments, August through May, due on the second Monday of every month. If payments fall in arrears more than one month during the school year, the quarterly report card will be held until tuition is current. If the payments should fall in arrears more than three months, a discussion, in person with the Pastor and bookkeeper must be held. At that time, the parent may choose to initiate a suitable payment plan or to withdraw the child from school. Failure to follow the payment plan for three continuous months will constitute grounds for automatic dismissal from the school.
5. All families are required to sell/buy 30 Tuition Trifecta Tickets. This method of raising income was chosen as an alternative to higher tuition. Ticket monies must be submitted by Registration Day for the current school year. Charges for unsold tickets will be added to the tuition of the current school year.
6. Fund-raising programs, such as Market Day, add a substantial amount of money to the school. Volunteers support 100% of these programs. Parents are required to pledge service to these programs.
7. Students entering or withdrawing after the start of the school year are responsible for payment of the entire quarter's tuition in which they enter or withdraw.
8. A \$30.00 fee will be charged for any NSF check received. After 2 returned checks for payment of any school charges, parents will be asked to make all future payments by cash or money order.

CURRICULUM

The curriculum at St. Laurence offers a comprehensive approach to Mathematics, English, Spelling, Social Studies, Science and Reading for grades 1-8. Foremost to all subjects, Religion class enlightens each student to the fundamentals of our Faith. The celebration of Mass compliments the prayer life of each student. Enriching this curriculum are the areas of Physical Education, Music, Art and Computer Education that aim to develop the total child.

HOMEWORK

Homework guidelines for each grade level are sent home to parents during the first week of school. Homework is an important part of the academic process, for it enhances concepts and skills presented in class and gives students opportunities to increase his/her academic achievement. Homework includes the following areas:

- Written assignment
- Long Range Projects
- Oral Presentations
- Studying for Quizzes and Tests

COMPUTER AND INTERNET USAGE

Usage of the Internet is available in the Library. All students and their parents are required to sign a computer and interned Acceptable Use Policy form.

Students are held responsible for actions and activity on computers.

ACADEMIC ASSESSMENT

- Each homeroom teacher sends a letter to parents at the beginning of the school year concerning grading homework and testing. Parents with students in grades 4 through 8 can access grades via the internet.
- Progress reports are sent home during the fifth week of the new quarter to students who are experiencing academic difficulty. Progress reports may also highlight a student's outstanding performance or effort. All progress reports are to be signed by the parent and returned to the homeroom teacher.
- Report cards are distributed on a quarterly basis which is approximately 8 weeks.
- Parent - Teacher Conferences occur at the conclusion of the 1st quarter. Parents are highly encouraged to communicate with their child's teacher. Appointments to see individual teachers can be made through the school office.
- The Grading Scale is as follows:
 - A = Excellent (93-100)
 - B = Very Good (88 –92)
 - C = Average (76-85)
 - D = Below average (70-75)
 - F = Failure (below 70)

HONOR ROLL

- Point System A=4 B=3 C=2 D=1
- Students may not receive a D or F or have been given a 1 in effort in any subject to be considered for the Honor Roll.
- Any student in grades 5 through 8 maintaining a 3.0 average (B) or higher is considered for the Honor Roll. Classes that do not meet every day (Gym, Art, Music and Library) will be averaged into one grade.
- Any student in grades 7 and 8 maintaining a 3.5 average, or higher, will be considered for the **High Honor Roll**. Students must receive an A or B in all subjects, specials included (Gym, Art, Music, Library).

SUMMER SCHOOL

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

RETENTION

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

STUDENT RECORDS

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

STANDARDIZED TESTING

St. Laurence students are administered the Iowa Test of Basic Skills in the fall of the school year. The test is given to students in grades 3, 5 and 7.

ASBESTOS MANAGEMENT PLAN

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

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

DRESS CODE

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

Parents are to monitor their child's appearance before arriving to school. Violations of the dress code will result in a warning first, followed by a detention. A judgment as to the appropriateness of uniform items will be determined by the principal.

GIRLS UNIFORM

- Blackwatch plaid jumper for girls in Grades K-3
- Blackwatch plaid skort for girls in Grades 4-8
- White, long or short sleeve polo shirt with logo, or white pin tick blouse with logo
- Navy blue cotton or cotton blend dress pant – no corduroy or stitching on the seams and pockets
- Tights or knee-high socks: White or Navy
- Crew socks – white or navy

BOYS UNIFORM

- Navy blue cotton or cotton blend dress pant – no corduroy or stitching on the seams and pockets.
- Solid light blue knit collared shirt with logo
- White, navy, or black crew length socks

ALL STUDENTS

- White, navy, or green solid color sweater or sweatshirt
- St. Laurence logo sweatshirts without hoods

SHOES

- Dress or casual shoe – brown or black
- Low cut gym shoe mostly solid color.
- No light-ups, wheelies, patterned or fluorescent shoes
- Crocs, Sandals or backless shoes may not be worn at any time.

WARM WEATHER UNIFORM

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

- Navy blue cotton or cotton blend dress shorts.
- No cargo, oversized or fad shorts
- White crew length socks
- Girls may wear the navy skort.

SPECIAL NOTES

- Make up and nail polish may not be worn
- Boys may not wear earrings
- Nobody piercing
- No visible tattoos
- Shirts are to be tucked into the pants
- All shirts under the uniform shirt are to be white
- Bracelets and necklaces are to be religious in nature
- Boys hair must not hang below the collar, over the ears or into the eyes
- No dyed, streaked, beaded, shaved or extreme hairstyles

GYM UNIFORM

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

- Gold T-shirt (mandatory grades 1-8)
- Solid black or St. Laurence logo pants or shorts
- Gym shoe (mandatory PreK – 8)

SPECIAL NO UNIFORM DAYS

Students are to follow guidelines set by the school and teachers. The uniform shoe policy also applies on these days.

PHYSICAL EDUCATION

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

MASS AND SACRAMENTS

Students in grades K through 8th attend Mass weekly. Second graders receive instruction for the reception of the sacraments of Reconciliation and Eucharist.

Parents are required to attend an informational meeting concerning both sacraments.

ELECTRONIC DEVICES

St. Laurence does not allow students to use any electronic devices such as **cell phones, beepers, iPods** during school or at any related school activities.

Use of cell phones during the day will result in the cell phone being taken away and returned only to a parent or guardian.

BULLYING POLICY

Any action, word, or behavior which harasses, intimidates or causes physical, emotional, or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm. Students who violate this policy will be subject to the Behavior/Discipline Policy on the following page.

At the start of each school year, all students and parents will be given a copy of the Diocesan wide adopted policy. A copy of this policy is also on file in the school office for review.

GUM CHEWING AND EATING

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

BEHAVIOR/DISCIPLINE

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

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

BEHAVIOR NOTICE

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

DETENTION NOTICE

A Detention notice will be sent home for school violations. Parents are to sign the detention and indicate the date that it is to be served. Detentions are held during lunch/recess.

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

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

LUNCH SUPERVISION

A student fee will be charged on registration day for Lunch Supervision. Parents may apply to be a Lunch Supervisor. Lunch supervisors will receive a daily wage for each day worked. Parents can sign up for Lunch Supervision at registration.

HOT LUNCH PROGRAM

An optional Hot Lunch will be offered daily. Order forms will be sent home in advance with students. A beverage will not be offered with hot lunch. Only students who order advance will be served hot lunch. Order forms can be downloaded from our website.

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

There is no taking food from the cafeteria at the end of lunch.

LUNCH & PLAYGROUND BEHAVIOR

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

LUNCH RECESS

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

STARTING AND DISMISSAL

- School begins at 7:50 a.m. and dismisses at 2:10 p.m.
- Morning supervision is provided by teachers from 7:30 a.m. to 7:50 a.m.
- Students are to remain outside on the playground until the bell is rung.
- Preschool parents are to bring students to the pre-school room or to the area outside the school office.
- During inclement weather students are to enter the building and go directly to their classroom.
- For safety sake, the doors to the school are not open until 7:15 a.m.
- A signed note by the parent is needed if there is a change in the normal dismissal routine, i.e. going home with a friend.

DROP OFF AND PICK UP PROCEDURES

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

BICYCLE RIDERS

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

VACATIONS

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

ABSENCES

- Parents will notify the school by phone before 8:30 a.m. each day the child is absent.
- If a student's absence has not been reported, the school will contact parents at work or at home.
- A written note, signed by the parent and explaining the absence is required when the student returns to school.

EXCESSIVE ABSENCES

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

TARDIES

Any student who is tardy is required to report directly to the school office before going to their classroom. A signed note of explanation is to be presented upon arrival at school.

EXCESSIVE TARDIES

- Repetitive lateness is harmful to both a child's education and to the class that it disturbs.
- Parents will be notified through written communication when a student receives 4 tardies in one quarter.

EARLY DISMISSAL

- Parents are to provide a written request presented to the school office when a child leave during class hours.
- Parents must call for their student at the school office and sign them out.
- Upon returning to school, students are to report to the school office.

VISITORS

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

SCHOOL CLOSINGS

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

- On their home phone through the School Reach alert program
- On St. Laurence web site: www.stlaurenceschool.com
- At WRMN 1410 AM and WJKL 94.3 FM.
- St. Laurence will close when school district U-46 closes due to inclement weather.

LOST AND FOUND

Please mark all belongings, especially lunch boxes and gym clothing with your child's name. Lost and Found is located in the hallway near the office.

ILLNESS

When a child becomes ill, the teacher sends him/her to the school office. Parents will be contacted. If parents are unavailable, the student is made comfortable until arrangements can be made for the student to be taken home.

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

COMMUNICABLE DISEASES

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

MEDICINE

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

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

COMMUNICATION

- Please notify the school of any change or address, phone and/or emergency numbers.
- Weekly communication is sent to each family via our newsletter, “Tiger Tracks”. Please make it a point to read all school communication promptly. “Tiger Tracks” is published on the web site.
- Messages for teachers can be given to the school secretary. Teachers are encouraged to return phone calls promptly.
- Teachers can be contacted through their E-mail address given to parents at the beginning of school. Please note that teachers only have access to their E-mail during planning times and after school and do not always have time or ability to check E-mails.
- Students will be given messages via the school secretary. Students will not be called out of class to accept calls.
- The principal is available for parent or student questions during the school day. Because of meeting and other responsibilities, it is suggested that parents call ahead to make an appointment.

ATHLETICS

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

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

A complete written list of requirements and policies are distributed and explained by the coaches and Athletic Director when the student chooses to participate in any of these areas.

INSURANCE/PHYSICAL

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

MANNA

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

PARENT-TEACHER CLUB

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

MARKET DAY

Market Day brochures are sent home every month through the "Tiger Tracks". Parents may also order Market Day items on line. Market Day offers high quality food items and is the major fund raiser for the P.T.C.

ROOM PARENTS

- Room parents assist the homeroom teacher in planning class parties and special events.
- Room parents are involved in planning special events for the school children.
- All room parents are a volunteer group under the supervision of the principal.
- All class fees of Room Parents will be accounted for and channeled through the school office.

ST. LAURENCE EDUCATION COMMISSION

The Education Commission develops regulations and supports the policies of the Diocesan Board of Education. The Commission coordinates parochial educational activities, acts as a liaison body with the local and state school officials and endeavors to create a better understanding and support of Catholic Education.

All regular meetings are published in the “Tiger Tracks” and are open to the members of St. Laurence Parish. Non-members of the commission can request an opportunity to speak at meetings from the President. This request must be made in writing at least one week prior to the next regularly scheduled meeting.

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

KINDERGARTEN PROGRAM

Policies and descriptions specific to the Kindergarten Program are found in the Kindergarten Handbook. All general policies stated in the handbook also apply to Kindergarten.

PREKINDERGARTEN PROGRAM

Policies and descriptions specific to the Preschool Program are found in the Preschool Handbook.

CONCLUSION

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