ST. LAWRENCE ACADEMY

Student & Parent Handbook

2025–2026 | Updated August 2026 (Revised)

560 Edward Street, P.O. Box 1673, Prescott, Ontario, K0E 1T0
613-925-5600 | info@stlawrenceacademy.ca | www.stlawrenceacademy.ca

1. Vision, Values, and Character Development

1.01 Mission Statement

Our mission is to inspire learning and develop the intellectual, creative, spiritual, and physical potential of every child, shaping them into caring, respectful, global citizens and future leaders.

1.02 Underlying Institutional Principles

- **Small Class Sizes:** Facilitating individualized attention, extension, enrichment, and support for learners. Classes are capped at 15 for Kindergarten to Grade 2 and 18 for Grades 3–8.
- **Academic Rigour:** Meeting or exceeding Ontario Curriculum standards. Core focuses include Language, Mathematics, Science, Social Sciences, Technology, and JK–Grade 8 Core French.
- **Holistic Development:** Promotion of healthy active living through Physical Education and robust Arts education (Music, Visual Arts, and Drama).
- **Faculty Excellence:** Commitment to attracting, nurturing, and retaining dedicated faculty within a supportive, high-expectation professional environment.
- **Safe Environment:** Maintenance of a secure, clean, and safe learning space optimized for student educational goals.

1.03 Code of Conduct & Character Development

Daily student conduct is anchored in kindness and respect. Students are expected to take personal responsibility for their actions and demonstrate verbal and physical self-control.

Faith and character attributes are celebrated via weekly devotionals. The ten core monthly Christ-like character traits required of students are:

- **Respectful:** Courteous, well-mannered, and treating all people equally (1 Peter 2:17).
- **Gracious:** Receiving and expressing ideas with humility and gratitude (1 Thess. 5:16–18).
- **Courageous:** Approaching unfamiliar situations with confidence and defending beliefs (Deut. 31:6).
- **Creative:** Applying critical and creative thinking to solve complex problems (Exodus 35:35).
- **Committed:** Displaying initiative and maintaining a lifelong love of learning (Psalm 119:4–6).
- **Caring:** Showing sensitivity to the needs of others; keeping promises of service (Ephesians 4:32).
- **Gentle & Non-judgmental:** Patiently respecting diverse views, values, and traditions (Ephesians 4:2).
- **Sincere:** Honest, genuine, and whole-hearted in efforts to improve (Proverbs 12:22).
- **Leaders:** Serving as school mentors with a vision and the drive to persevere (1 Cor. 11:1).
- **Motivated:** Striving for excellence through continuous self-analysis and growth (Hebrews 12:1).

2. Admissions and Academic Policies

2.01 Admission Requirements

- **Application Process:** Completion of the online application form and an academic placement assessment.
- **Age Requirements:** Pre-Kindergarten students must be 3 years of age by December 31 of the current school year; Junior Kindergarten students must be 4 years of age by December 31. Kindergarten readiness requires independent toileting, emotional regulation, and compliance with routines.
- **Grades 1–8 Admission:** Dependent on administrative review of previous academic records and an entry assessment in reading, language, writing, and mathematics.
- **Mandatory Documentation:** Before a student may begin attendance, their file must be complete. Please submit: copies of past report cards; the signed enrollment contract; full immunization records from birth; and, if applicable, copies of any formal or psycho-educational assessments.
- **Custody & Guardianship Documentation:** If the biological parents are no longer together, or if the student resides with a legal guardian, the school requires the most up-to-date custody agreement or guardianship documentation.

Please Note: The school reserves the right to deny or revoke admission if it is determined that we cannot appropriately support a student. This includes situations where a student's needs exceed the scope of our educational programming, staff resources, operational capacity, available supports, or health and safety obligations. This discretion is exercised in accordance with the Ontario Human Rights Code, R.S.O. 1990, c. H.19, and the school's obligation to accommodate students with disabilities to the point of undue hardship.

2.02 Tuition and Ancillary Fee Collection

- **Contract Requirement:** A signed enrollment contract and a confirmed payment option must be on file before the student's first day of attendance.
- **Billing Schedule:** Invoices for monthly tuition, Homework Club, and Hot Lunch programs will be distributed according to our billing cycle and are subject to strict payment deadlines.
- **Arrears and Penalties:** All outstanding tuition balances from the previous term must be paid in full before a student may begin the next term. If a family is experiencing difficulty meeting a payment deadline, they are encouraged to speak with the Executive Director as soon as possible. Failure to comply with the agreed terms of payment may result in the student being dismissed from the Academy. Any alternative payment arrangement must be reviewed and approved by the Board of Trustees.

Our goal is to work collaboratively with families while ensuring that tuition commitments are met and the school remains financially sustainable

2.03 Progression, Retention, and Placement

- **Promotion:** Awarded at the end of the school year to students meeting all academic, social, and emotional benchmarks for the next grade.
- **Placement:** Students struggling to meet expectations may be placed in an alternate grade to fill in learning gaps under close monitoring by the Executive Director.
- **Retention:** Recommended if a student requires additional time to reach promotional benchmarks. Decisions are finalized by the Executive Director and the teaching staff.
- **Grade Change Policy:** Exceptional promotion (skipping a grade) or retention requires the exhaustion of tutoring/enrichment resources, verification that the child aligns physically and socially with the target peer group, and direct parental consultation.

2.04 Student Learning Accommodations

In accordance with the Ontario Human Rights Code, R.S.O. 1990, c. H.19, the school will make reasonable, good-faith efforts to accommodate students with documented disabilities on an individualized basis, up to the point of undue hardship. The duty to accommodate is engaged where a disability creates a barrier to a student's meaningful access to education. The existence of a disability alone does not automatically entitle a student to any specific accommodation.

- Accommodation decisions will be made in consideration of the school's staffing resources, operational capacity, financial sustainability, and health and safety obligations.
- Where appropriate, the school will engage in consultation with the requesting family, relevant school personnel, and designated representatives of the Board of Trustees as part of the accommodation review and decision-making process.
- St. Lawrence Academy does not provide formal Individual Education Plans (IEPs). However, the school strives to support students' learning needs within its existing programs and resources.
- Where a student has undergone a psycho-educational assessment, recommendations may be reviewed and considered for implementation based on the school's capacity to provide reasonable accommodations within the classroom setting.

For the full accommodation framework, including service animals, support persons, and documentation requirements, refer to the full **Student Supports and Accommodation Policy,** which is available upon request.

2.05 Grading and Reporting

Evaluation is continuous and encompasses assignments, participation, quizzes, tests, and projects based on the Ontario Curriculum levels. Formal report cards are issued at the end of each term. Parent-teacher conferences are scheduled twice a year: parent-teacher interviews (October) and optional targeted appointments (March).

Achievement of the Curriculum Expectations		
A	(80%–100%)	The student consistently demonstrates the required knowledge and skills. Achievement exceeds the standard.
B	(70–79%)	The student demonstrates most of the required knowledge and skills. Achievement meets the standard.
C	(60–69%)	The student demonstrates some of the required knowledge and skills. Achievement approaches the standard.
D	(50–59%)	The student consistently demonstrates the required knowledge and skills in limited ways. Achievement falls significantly below the standard.
R		Remedial support is required for the student to produce any relevant results.
INS		Insufficient evidence to report on the achievement of the expected learning outcomes at this time.
NA		Not assessed this term.

3. Operations and Daily Procedures

3.01 Communications

- **Phone (613-925-5600):** The school telephone is monitored throughout the day, and voicemail is accessible to those wishing to leave a message.
- **Remind App:** Used for regular classroom announcements and brief communications between teachers and parents; codes are distributed the first week of school.
- **Email:** Staff emails follow the format: [FirstInitial][LastName]@slacademy.ca. Parents must address concerns with teachers directly before contacting administration.
- **Digital Media:** General school notices are updated on the school website and official Facebook page.

3.02 Arrival and Dismissal

- **Morning Arrival:** 8:00 AM – 8:25 AM. Playground supervision is provided. Students must place bags in their respective class lines.
- **Late Entry:** Doors lock at 8:25 AM. Late arrivals must ring the doorbell, sign the late registry at the main office, and enter class. Attendance is finalized by 8:45 AM.
- **Inclement Weather:** During rain or extreme cold, students report directly to classrooms/lockers upon arrival; outdoor recesses will be replaced with supervised indoor activities.
- **Safe Schools Procedure:** If a student is absent at 8:45 AM without prior notice, the school will contact parents/emergency contacts. If verification fails, local police will be notified.
- **Dismissal:** 3:30 PM at the James Street gate. Alternative pickup arrangements must be submitted via voicemail, email, or Remind. Unverified individuals will be asked for identification.
- **Late Pickup Protocol:** Students who have not been collected by 3:45 PM will be brought to Homework Club. There may be subsequent charges for those late pickups that require placement in the Homework Club.

3.03 Visitors

- All non-staff/non-student individuals are considered visitors and must sign the visitor log at the main office between 8:00 AM and 3:30 PM.

3.04 Early Dismissal

- Parents must request early dismissal at the main office; students will be escorted to reception. Direct classroom visits during instructional times are strictly prohibited.

3.05 Severe Weather

- **Snow Days:** The Academy adheres to transportation decisions made by STEO. In the event that bus service is cancelled due to inclement weather, parents and guardians will be notified and may exercise their discretion regarding attendance. Alternative learning opportunities will be provided, and students who are not in attendance will not be considered absent.

3.06 Personal Property & Lost & Found Policy

St. Lawrence Academy assumes no responsibility or liability for the loss, theft, damage, or destruction of personal property brought onto school premises, school buses, or to off-site school events. This includes electronics, clothing, footwear, toys, jewelry, and cash.

Family Responsibility

- **Labelling:** All personal items (uniforms, outerwear, lunchboxes, water bottles) must be clearly labelled with the student's first and last name.
- **Valuables:** Students are strongly discouraged from bringing expensive items or electronics to school. If brought, they must remain powered off and stored securely in a locker or backpack.

Lost & Found Protocol

- **Retrieval:** Found items will be placed in the school's designated Lost & Found area. Labelled items will be returned to the student when possible.
- **Disposal:** The Lost & Found will be cleared out periodically (e.g., before major school breaks). Families will receive a reminder to check the bin, after which all unclaimed items will be donated to charity or discarded.

4. Health, Safety, and Dress Code

4.01 Student Health Policies

- **Medical Files:** Confidential health histories must be completed upon admission and updated annually.
- **Immunization:** Compliance with the Immunization of School Pupils Act is mandatory. Failure to provide up-to-date documentation will result in suspension.

Allergies Protocol: Pursuant to Sabrina's Law (2005), the Academy enforces a strict peanut and tree-nut-free policy and reserves the right to implement additional environmental restrictions at any time. Our allergy protocols extend beyond food-based risks; for any student with a documented allergy, the school will exercise due diligence and make reasonable efforts to maintain an allergen-aware environment within the school setting. Families are asked to disclose any documented allergies — including non-food allergies- in writing to the school upon enrollment or upon diagnosis. Written disclosure allows the school to incorporate allergy management into its accommodation planning for all students.

- **Illness & Recovery:** Students experiencing fever, vomiting, diarrhea, or upper respiratory symptoms must remain home until they are symptom-free without medication for 24 hours (fever) or 48 hours (vomiting/diarrhea).
- **Head Lice:** Targeted screenings occur upon classroom concern. Parents/guardians of affected students will be contacted and asked to have the student treated. They may return once live lice are no longer present.
- **Medication Administration:** Whenever possible, administer medication at home. On-site administration requires signed authorization forms submitted to the office.

4.02 Student Mental Health Protocol

Scope of Support

- **School Role:** St. Lawrence Academy provides a supportive environment, monitors behavioural changes, and offers temporary academic adjustments.
- **Boundaries:** Staff do not provide clinical therapy, medical diagnoses, or treatment. We will refer families to external healthcare professionals when needed.

Communication & Accommodations

- **Disclosures:** We encourage families to confidentially share mental health diagnoses with administration so we can establish appropriate school-based supports.
- **Supports:** The school will make every effort to provide appropriate supports, taking into account written recommendations from licensed healthcare professionals, the student's specific circumstances, and the school's operational capacity and obligations to the broader school community. A healthcare professional's recommendation is an important input into the accommodation process, but does not by itself determine the school's obligations or the outcome of an accommodation request.

Crisis Response

- **Immediate Action:** If a student is an immediate risk to themselves or others, they will be moved to a supervised space, and parents will be notified for immediate pickup.
- **Emergency:** If parents cannot be reached and imminent danger exists, the school will call 911.

Return-to-School

- Before a student may resume attendance following a mental health crisis or related absence, a Re-Entry Meeting between administration, parents, and the student is required.
- Parents must provide documentation from a licensed medical professional confirming the student is fit to return to the school environment.

4.03 Uniform Guidelines

All uniform items must be either purchased through the Academy's designated provider or obtained through the used-uniform exchange. Students must maintain high standards of grooming. Black indoor school shoes must remain on campus alongside separate indoor athletic shoes.

- **Boys Everyday:** Navy pants, baby/navy blue polo, navy or black socks, and black shoes. In warm weather, a baby/navy blue golf shirt and navy Bermuda shorts may be worn.
- **Boys' Dress:** Mandatory for special events and designated dress uniform days. Includes navy pants, white shirt, tie, and insignia vest. Students in Grades 7 and 8 are permitted to wear the official Academy blazer.
- **Girls Everyday:** Navy plaid skort/kilt, blue polo, navy tights or navy knee socks. Navy pants or shorts may substitute for the kilt on regular days.
- **Girls' Dress:** Mandatory for special events and designated dress uniform days. Requires the navy plaid kilt, white blouse, tie, and insignia vest. Students in Grades 7 and 8 are permitted to wear the official Academy blazer.
- **Gym Uniform (K–8):** Indoor running shoes required. Grades 3–8 must wear black or navy athletic shorts and an SLA t-shirt. Gym uniforms must be laundered weekly. Non-compliance results in non-participation for safety and hygiene reasons.
- **Spirit Wear (K–8):** Spirit wear sweatshirts approved by St. Lawrence Academy may be worn as an additional layer of comfort during regular academic days. Spirit wear joggers are permitted only during physical education classes, athletic activities, or designated sporting events.

4.04 Nutrition Regulations

- Students must bring a healthy, packed lunch and snack each day. Eating occurs in designated areas during scheduled parts of the day and under teacher supervision.
- **Prohibited Items:** Nuts and nut products, candy, soft drinks or energy drinks, and chewing gum.
- An increased water supply should be provided on days with higher temperatures.

5. Behavioural Expectations and Discipline

5.01 Behavioural Guidelines

Students are expected to respect the rights of others to learn in a safe environment. Misconduct is addressed through progressive discipline. Serious violations require an Incident/Behaviour Report filed with the Director, potentially leading to parent-teacher-administrative conferences.

Examples of Unacceptable Behaviour (Non-Exhaustive List):

- Defacing or destroying school or personal property.
- Disruptive conduct in classrooms, hallways, transit, or activities.
- Academic dishonesty, theft, or skipping classes.
- Physical aggression (hitting, pushing, fighting) or verbal/relational abuse.
- Insubordination toward staff or violation of uniform and electronic device rules. •

Use of profanity, disrespectful language, or threats of violence.

5.02 Bullying Prevention

Bullying is defined as deliberate, repeated physical, verbal, relational, or cyber intimidation involving a power imbalance.

- **Reporting:** Students are encouraged to report incidents to staff confidentially.

Response: Bullying situations are addressed promptly and seriously through immediate administrative intervention. The Director will work closely with staff, students, and parents/guardians to fully understand the situation and determine an appropriate response. Consequences will depend on the severity and context of the incident, and may include restorative and disciplinary measures as appropriate. For a complete outline of disciplinary steps, please reference Section 5.06.

5.03 Academic Honesty

St. Lawrence Academy holds its students to the highest standards of academic honesty. Cheating, the unauthorized use of Artificial Intelligence (AI) tools, and plagiarism in any format (print or electronic) are treated as academic theft.

- **Immediate Action:** Any suspected or confirmed infraction will result in immediate notification to the school administration and the student's parents or guardians.
- **Consequences:** The student will receive a grade of zero or partial credit for the affected assignment, assessment, or test.

Please Note: At the dual discretion of the teacher and the Director, the student may be required to complete makeup work or an alternative assignment.

- **Behavioural Documentation:** The student will be required to complete a formal Behaviour Report detailing the incident, which must be reviewed and signed by a parent or guardian before being returned to the administration.

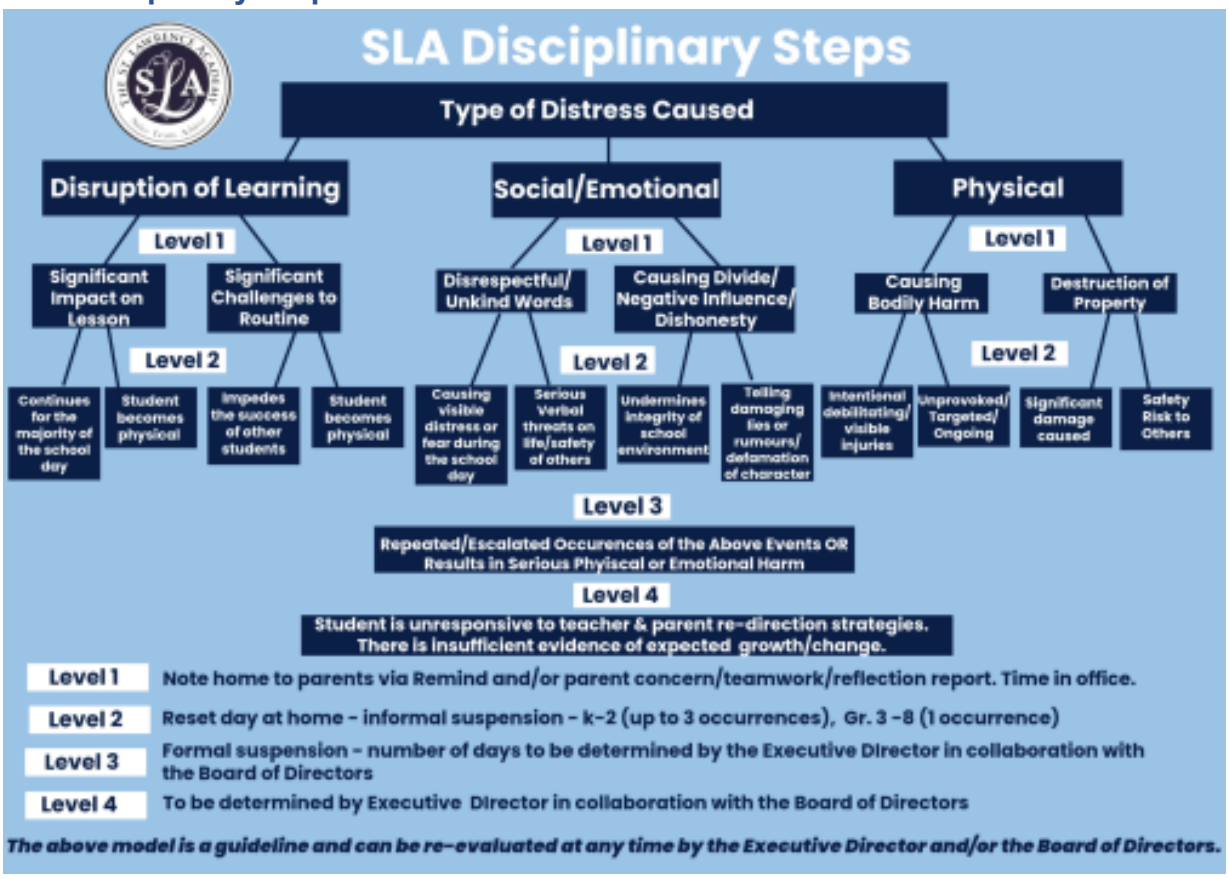
5.04 Suspensions and Expulsions

- **Suspension:** Imposed for severe or repeated infractions. Parents are notified immediately via telephone and formal mail. Reasons for immediate suspension include physical violence, insubordination, or actions compromising student, teacher, or staff safety. Suspended students forfeit participation in all co-curricular and school-sponsored events.
- **Expulsion:** Enforced by the Director and Board of Directors for severe, irremediable offences or failure to reform after repeated suspensions.

5.05 Electronics and Valuables Policy

- **Cell Phones and Personal Electronics:** Must remain turned off, out of sight, and stored in student lockers from 8:00 AM to 3:30 PM. They are prohibited on school buses and field trips.
  - 1st Offence: Device confiscated, stored in the office, and returned to the student at the end of the day; parents notified.
  - 2nd Offence: Device (including SIM card) confiscated and held in the office for one week, requiring parental retrieval.
  - 3rd Offence: Administrative disciplinary review.
- **Valuables:** Students should not bring excess money or valuables to school. The Academy assumes no responsibility for lost, stolen, or damaged property.
- **Lost and Found:** Located near the main office. Unclaimed items are donated to charity after 30 days.

5.06 Disciplinary Steps



6. Community Engagement: Volunteers, Field Trips & Fundraising Events

6.01 Volunteer Policies

All volunteers require a clear Vulnerable Sector Check and a signed confidentiality agreement. A formal police authorization letter can be requested from the Director.

- **On-Site Operations:** Volunteers must sign in at reception and strictly protect student confidentiality. Access to official student files or records is prohibited. Unscheduled classroom visits for informal teacher conferences are prohibited.
- **Field Trip Volunteers:** Chaperones must be 18 years of age or older. Tobacco use, smoking, vaping, and vulgar language are banned on school trips. Chaperones must accompany their assigned cohorts continuously, silence cell phones, and follow student-to-adult ratios: 5:1 for Kindergarten and 10:1 for Elementary (Grades 1–8). Sibling attendance is prohibited. If a volunteer cancels, they must notify the teacher 48 hours in advance.

6.02 Field Trips

- **Field Trips:** Signed permission slips are mandatory for participation. Fees paid to external venues are strictly non-refundable.
- **Bus Privileges:** School bus transportation for field trips is a privilege, not a right. Unsafe behaviour may result in the loss of busing privileges.
  - Seating: Board quickly, sit facing forward, and keep the aisle completely clear. Bags must be placed on your lap or under the seat.
  - Conduct: Speak quietly so the driver can concentrate. Fighting, shouting, throwing objects, or using inappropriate language is strictly prohibited.
  - Safety Boundaries: Keep your head, hands, and arms inside the bus windows at all times.
  - Special Procedures: Remain absolutely quiet when approaching railroad crossings and participate fully in all emergency bus evacuations.

6.03 Fundraising Events

The St. Lawrence Academy Parent Association (PA) is a volunteer organization that works in partnership with the Board of Directors, the Executive Director, and school staff to strengthen the school community and support the mission of St. Lawrence Academy through fundraising, volunteerism, and family engagement.

All parents and guardians of St. Lawrence Academy students are encouraged to become active members of the Parent Association and to attend organized meetings throughout the school year. These meetings provide updates on upcoming events, fundraising initiatives, volunteer opportunities, and other ways families can support the school. Parent Association members also have the opportunity to vote on matters brought before the membership.

The Parent Association is led by an Executive Team consisting of:

- **Two Co-Chairs** – Provide leadership, facilitate meetings, coordinate activities, and serve as the liaison between the PA and the school.
- **Secretary** – Records meeting minutes, maintains records, and assists with communications.
- **Treasurer** – Oversees the PA's finances and provides financial reports.

The Parent Association organizes fundraising initiatives, coordinates parent volunteers, assists with school events throughout the year, welcomes new families into the school community, and promotes positive relationships between the school and the wider community. The PA operates in accordance with the policies and procedures of St. Lawrence Academy.

The Parent Association is self-funded and does not receive financial support from the school's operating budget. St. Lawrence Academy is the **sole beneficiary** of all Parent Association fundraising. Funds raised are used to support the school through direct financial contributions or the purchase of equipment, resources, or other gifts, as determined in collaboration with the Executive Director.

7. Homework Framework and Responsibilities

Homework serves to reinforce skills, review concepts, and build strong study habits, not to require parental instruction. Most tasks brought home represent incomplete classwork. If a task is too complex, parents should reach out to the assigning teacher for assistance.

7.01 Regular Expectations

- **Reading:** A minimum of 20 minutes of daily reading for enjoyment is highly encouraged.
- **Spelling:** Lists are issued weekly, culminating in a Friday assessment.
- **Assessments:** Happen periodically throughout each unit or term. Teachers aim to coordinate scheduling to prevent overlap of major unit tests and projects.
- **Term Exams:** Grades 7 and 8 complete exams in core subjects twice a year. Mid-year exams occur in February, and final exams are administered in June.
- Enrichment Note: Parents looking to provide extra academic challenges are encouraged to introduce real-life applications involving time and money management.

7.02 Stakeholder Matrix — Roles & Responsibilities

Core Concept: This matrix outlines a balanced educational ecosystem: Teachers design and evaluate the learning, Students execute the work and manage their materials, and Parents provide the structure and oversight at home to ensure success. All three collaborate to maintain a positive attitude toward growth.

Teacher	Student	Parent
Purposeful design	Records assignments	Fosters a positive outlook
Clear evaluation methods	Secures study materials	Sets consistent routines
Diverse configurations	Meets set deadlines	Monitors completion

8. Attendance Mandates

The completion of an academic year requires uniform class attendance.

- **Academic Review Threshold:** Students in JK–Grade 8 exceeding 15 unexcused absences in a school year will undergo an academic progress review by the Director to determine if credit can be granted.
- **Retention Threshold:** Students exceeding 30 unexcused absences will be retained in their current grade level due to the inability to satisfy Ontario Ministry curriculum expectations.
- **Reporting Absences:** Parents must notify the office via telephone prior to 8:45 AM on the morning of the absence.
- **Medical Certification:** Absences due to illness exceeding 5 consecutive days require a medical certificate from a physician outlining the illness duration and return readiness.
- **Extended Vacations:** Scheduling trips during instructional terms is discouraged. Unavoidable trips require prior written notification. Teachers are not responsible for creating parallel lesson packages.

9. Parent Conduct Protocols

We believe that a successful school experience is built on a strong partnership between parents, students, and staff. To maintain a safe and respectful learning environment, we ask that our parents and guardians help us model behaviour that reflects our school's core values and contributes positively to the well-being of our entire community.

9.01 Expectations for Parent Conduct

Parents and guardians are expected to:

- Treat all students, staff, volunteers, and other families with courtesy, respect, and professionalism.
- Communicate concerns in a calm, constructive, and respectful manner.
- Support the school's policies, procedures, and decisions while following appropriate channels for questions or concerns.
- Respect the privacy and confidentiality of students, families, and staff members.
- Ensure that communication with staff occurs during appropriate times and through approved school communication methods.
- Model positive conflict resolution and respectful behaviour for students.
- Follow all visitor, sign-in, safety, and supervision procedures while on school property or attending school events.

9.02 Commitment to a Safe Environment

The St. Lawrence Academy is dedicated to maintaining a safe and respectful community. Please note that aggressive, threatening, discriminatory, harassing, or abusive language and behaviour will not be tolerated. This policy applies to all forms of communication, whether in person, in writing, online, or through social media channels.

9.03 Resolution of Concerns

The school encourages open communication and collaborative problem-solving. Parents are asked to first address classroom concerns with the teacher involved before escalating matters to school administration when necessary. The administration's decisions regarding school operations, student safety, and community expectations are final. For the appropriate channels regarding inquiries or disputes, parents and guardians should refer to the Parent Communication Ladder outlined in Section 9.04.

Please note: St. Lawrence Academy reserves the right, at its sole discretion and in accordance with applicable laws and human rights obligations, to deny, revoke, or discontinue a student's admission or enrollment where a parent, guardian, or family member is found to be in breach of the Parent Conduct Protocols or engages in behaviour that is harmful, disruptive, threatening, abusive, or otherwise inconsistent with the safety, well-being, or values of the school community. The school reserves the right to determine the appropriate course of action based on the circumstances of each situation. Before exercising the right to revoke or discontinue enrolment under this provision, the school will, where reasonably practicable, provide the family with written notice of the concern, identify the specific conduct at issue, and allow a reasonable opportunity to respond.

9.04 Parent Communication Ladder

10. Institutional Pledges and Commitments

Student Pledge

As an enrolled student of St. Lawrence Academy, I commit to the following expectations:

- Adhere to the Parent/Student Handbook and directives given by the teachers.
- Prioritize my education, maximize my effort, and preserve an environment free of learning disruptions.
- Show courtesy to teachers, staff, and peers; obtain permission before moving or exiting rooms.
- Uphold all school regulations on school property, on buses, at assemblies, on excursions, and when in uniform off-property.
- Arrive punctually with completed assignments and necessary educational supplies.
- Acquire written parental permission and administrative authorization for early dismissals.
- Perform my own academic work with integrity, avoiding all forms of copying, cheating, or plagiarism.
- Follow uniform requirements and maintain proper personal hygiene.
- Limit digital device use strictly to the parameters defined in this handbook.
- Return signed notices and bulletins to the school within three academic days.
- Abstain from drugs, alcohol, vaping, and tobacco use at school, school events, or while in a school uniform.
- Protect the public reputation of the school during field trips and community excursions.
- Monitor my personal conduct and support peers in maintaining behavioural compliance.
- Exercise my right to seek institutional support for personal or academic challenges.
- Extend fair, equal, and respectful treatment to all members of the school community.

Student: _____ Date: _____ / _____ / _____ (DD/MM/YYYY)

Parent Commitment

As a parent/guardian within the St. Lawrence Academy community, I commit to the following parameters:

- Review the Parent/Student Handbook and familiarize myself with the Parent Conduct Protocols.
- Acknowledge my foundational responsibility to support the academic growth, character development, and values of my child.

Follow the strict conflict resolution process:

- Level 1: Direct, respectful communication with the specific individual involved to seek reconciliation.
- Level 2: Administrative mediation via the School Director if Level 1 fails to resolve the matter.
- Level 3: Submission of a formal written agreement (Form SLAGCR-1) via the Director to the Board of Directors for review at the next scheduled session. Non-compliance with this workflow will result in institutional disciplinary action.

- Exercise my right to convey institutional concerns through the proper channels noted above. •

Attend mandatory conferences and administrative meetings when requested by school staff.

- Make every effort to attend school events and assemblies to stay actively involved in my child's education.
- Provide truthful, accurate, and fair information in all written and verbal communication with the school.
- Protect the school's public reputation by avoiding rumours, gossip, or demeaning commentary. •

Expect complete and transparent tracking of my child's academic and behavioural progress. •

Ensure my child receives equal and fair treatment as guaranteed to all students.

- Maintain neutrality, confidentiality, and institutional standards if serving as an elected parent representative.
- Model and instill respect for all school educators and administrators within my child. •

Meet all tuition and financial obligations to the Academy on schedule.

- Thoroughly review and discuss the Student Pledge with my child to ensure compliance.

Parent/Guardian 1: _____ Parent/Guardian 2: _____

Date: _____ / _____ / _____ (DD/MM/YYYY)