



113 South 6th Street, Milbank SD 57252

Parent & Student Handbook

2026-2027

(A more detailed version of this handbook can be found on our webpage.)

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www.stlawrenceschoolmilbank.org

Welcome to St. Lawrence Catholic School

Dear St. Lawrence School Families,

Welcome back to a new school year! We are thrilled to have you join us as we begin another year of nurturing our students' minds, bodies, and spirits within our vibrant Catholic community. At St. Lawrence Catholic School, we are dedicated to providing a faith-filled environment where students can grow in knowledge, character, and a deep understanding of their Catholic faith.

We believe that parents are the primary educators, and we are honored to partner with you in guiding your children on their educational journey. We encourage you to reach out to us with any questions or concerns, and we look forward to seeing you at our upcoming events throughout the year.

Together, we will foster a love of learning, cultivate a strong moral compass, and empower our students to become compassionate leaders and contributing members of our community and the world.

May God bless you and your families, and may this be a year filled with grace, growth, and joyful discovery.

Sincerely,

Brenda Anderson
Principal

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Mission Statement

Through the intercession of St. Lawrence, we support our families in their mission as the first educators of the Catholic faith. St. Lawrence Catholic School is committed to develop in our students a love for Christ and all that is true, good, and beautiful in accordance with the Catholic faith. Our mission is to educate our students in the Catholic Tradition to be productive, responsible, and authentic witnesses of Jesus Christ in the world as they work to attain sanctification of souls and the glory of God.



Tuition & Fees

The attendance fee for students in Preschool through 6th grade is set by the school annually. Families are notified by the school of the method available for the tuition to be paid. Payments may be made in one(1), two(2), four(4) or nine(9) installments. Additional fees may be imposed without notice for activities such as field trips, books, etc.

In justice to all parents/guardians and the parish community, it is expected that tuition payments be kept up to date. Both parents/guardians are jointly responsible for tuition and other fees charged by St. Lawrence School. The school administration reviews the tuition records on a regular basis. Notice of delinquency will be delivered to the families. **NOTE:** Financial programs are available for those in need of assistance. Please see the principal for more information.

Attendance Policy

Regular attendance in school is vital to your child's progress. In-person participation, group discussion and hands-on activities are crucial to your child and cannot be made up. Consistent, regular attendance is imperative to successful school performance. Persistent absences will affect students' academic achievement and evaluations.

Therefore, according to South Dakota law, excessive absences are cause for great concern and require immediate intervention by the school and local law enforcement personnel in cases of potential truancy. When a student has reached ten days of unexcused absences, the parent will be notified through a letter from the school office making them aware of the number of absences. If the student reaches 20 days of unexcused absences, a parent meeting will be scheduled with administrators to discuss continued attendance. If absences continue thereafter, law enforcement will be asked to intervene.

ABSENCES

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

and the total number of late arrivals recorded. At 15 days of unexcused absence and/or 15 late unexcused arrivals, parents will receive a second letter indicating the total days absent and the total number of late arrivals recorded.

The school office must be notified by 8:30 a.m. if a student is unable to attend school due to illness or emergency. Please feel free to leave a voice mail if no one is available to answer the phone.

Should it be necessary for a child to be absent for a reason other than illness, arrangements must be made with the teacher or principal in advance. We strongly encourage you to schedule medical and dental appointments during non-school days or after school hours, as this contributes to unnecessary absence from school.

MAKE-UP WORK POLICY

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

VACATION POLICY

Family vacations are encouraged to be taken over school breaks. In the event that a child is absent while school is in session, all work must be made up. These will be counted as absences on their student record.

ARRIVAL TIMES

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

TARDINESS

A student who arrives late to school (after 8:10 a.m.) must report to the school office. It may be required that unexplained tardiness will require a written explanation from a parent/guardian explaining the reason for tardiness. Remember that tardiness affects the attendance record and the student's learning.

DISMISSAL

Students are dismissed from their classrooms at 3:05 p.m. No student may leave the school building without the direction of their teacher or principal. If a student is to be dismissed early, a phone call or a note signed by the parent/guardian must be brought to the school office prior to dismissal. No student will be dismissed until the parent/guardian arrives at the school office.

EARLY DISMISSAL

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

CANCELLATION OF SCHOOL

In case of severe weather or other school emergency, the official announcement for school closing will be sent via the Remind app as a text message or email. St. Lawrence follows the calendar and emergency weather closing coordinated with the Milbank Public Schools. Parents/Guardians will also be notified by the Milbank Public School Phone Call System. You can sign up for this notification at Open House.

Transportation

BUS

The Milbank School district provides bus transportation for students who reside at a distance greater than one (1) mile from the school. All students on the bus are expected to behave in a safe, obedient and orderly manner. Failure to comply may result in denied privilege to ride the bus. DeFea Bus Services may be contacted at 605-432-4836 for inquiries.

CAR PICK-UP and DROP-OFF

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

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

School Lunch Program

The Milbank Public School provides a well-balanced nutritional hot lunch each day

- Price and Payment: Checks are made out to: Milbank Public School. Prices change yearly, so please be aware.
- Free or Reduced Lunches: For those who qualify, an application may be picked up at the school office.
- Special Diets: Students with allergies or special dietary needs must submit an annual medical statement signed by a licensed physician each year.
- Parents/Guardians for Lunch: You are welcome to join the children for lunch. Please notify the office by 8:30 a.m. and please arrive by 10:55 to eat with your child. We cannot guarantee a lunch for anyone who has not called ahead or is late. Bringing siblings that are smaller children and not a current student is the parent's/guardian's responsibility. Correct payment for meal(s) is required at lunch time.
- Cold Lunches: To help instill healthy choices in all children, lunches from home should contain a balanced meal. Pop and candy are prohibited.
- Lunch Out of the Building: If a parent/guardian wishes for their child to leave school during the lunchtime period, prior arrangements must be made with the school office. We ask that you notify the office by 8:30 a.m. that day. Meals are prohibited from being eaten in the lunchroom if they are brought in from local restaurants.

Report Cards

Learning not only cultivates intellectual skills but also personal responsibility for one's actions and choices. St. Lawrence School will issue a report card quarterly for academic achievement. Grading and learning at St. Lawrence School are to help students strive to reach their fullest potential in academic, spiritual, emotional, social and moral areas.

Grading is as follows:

Kindergarten: Standards based report cards are used for all students in kindergarten. Students will receive a proficiency number indicating their performance on each skill.

Grades 1-2:

H – Highly Satisfactory Progress	H+	=	100%
S – Satisfactory Progress	H	=	94%-99%
N – Needs Improvement	H-	=	92%-93%
U – Unsatisfactory Progress	S+	=	89%-91%
P – Participates in Class Activity	S	=	79%-88%
I – Improving	S-	=	75%-78%
	N	=	70%-74%
	U	=	69% and below

Grades 3-6:

A – Excellent	94%-100%	H – Highly Satisfactory Progress
B – Above Average	86%-93%	S – Satisfactory Progress
C – Average	75%-85%	N – Needs Improvement
D – Below Average	70%-74%	U – Unsatisfactory Progress
F – Failing	69% and below	I – Incomplete
P – Pass		

Character Development Grades 1-6:

- [X] – Indicates Commendable Performance
- [] – Indicates Satisfactory Performance
- [√] – Indicates Improvement Needed
- [S] – Indicates Showing Improvement

Student Safety

PRACTICE DRILLS

St. Lawrence School follows a Standard Response Plan to respond to emergency situations. There will be 2 fire drills per semester, one tornado drill per semester, and various HOLD, SECURE, LOCKDOWN, EVACUATE and SHELTER drills throughout the school year.

RECORDS

State law requires all students to have a certified copy of their birth certificate and immunization records on file at school. Students will not be allowed to start school if either the birth certificate or immunization records are not on file.

COLD WEATHER

Students will remain inside for recess when the temperature drops below 0° or the windchill is below 0°. If temperatures are 1° or above, they will go outside for recess and will be expected to have the appropriate winter gear: snowpants, boots, winter coats, hats, glove/mittens to be able to play outside for up to 20 minutes.

CHILD ABUSE AND NEGLECT

The South Dakota Codified Law requires school personnel to report if they know, or have reason to believe, a child is being or has been abused or neglected. Failure to report child abuse is a misdemeanor and punishable by law. School personnel are required to report known or suspected cases of child abuse and/or neglect.

All staff and volunteers who work with students are required by the Diocese of Sioux Falls to complete Safe Environment Training and pass a background check prior to working with students.

Dress Code

**The Letter to Timothy 2:9 states this requirement nicely:
"Dress modestly and with decency."**

REGULAR SCHOOL DAY

Tops:

- Must have a sleeve; wide-strap tank tops may be worn in August, September and May
- Must completely cover torso while hands are raised
- Slogans must have a positive message

Shorts/Pants/Shoes:

- Shorts may only be worn through September 30 and again starting May 1
- Length of shorts and skirts must be as long as fingertips
- No holes or ripped pants
- No writing or designs extending across the seat of the pants
- No flip flops/Sandals must have a strap around back of ankle
- Wear sturdy shoes only – no heels

ATTIRE ON MASS DAYS

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

St. Lawrence School shirt WITH LOGO along with khaki pants, shorts (when shorts are permissible), or khaki skirts, jumpers and dresses

VIOLATION OF DRESS CODE

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

- A note will be sent home
- Student may be asked to exchange his/her T-shirt, pants, etc. with one from the office and will wash and return it on the next day
- A parent may be called to provide a change of clothing

Please monitor your child's clothing prior to them leaving the house as this is a difficult way to start the morning.

Discipline & Conduct Code

Students will be informed of and taught the rules on the opening day of school. At this time, the teacher will establish and explain the consequences for behaviors that adversely affect the smooth running of the classroom, the learning process or welfare of others. Moreover, St. Lawrence School encourages and supports good choice-making; students learn to live and work with others according to the tenets of the Catholic faith and also the acceptable standards of society so as to be good citizens now and later.

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

- Losing privileges (i.e. free play, group work, etc.)
- Missing recess
- Visiting with the principal
- Child calling parents to inform them of their behavior
- Staying after school

OST (Out of School Time)

St. Lawrence School OST is a licensed South Dakota childcare program that offers after-school care for children 5-12 years of age. Hours during the school year are 3:05-5:30 p.m. on scheduled school days and from 7:30-5:30 in the summer. **We are not open on non-school days and holidays.** Parents are asked to register their child(ren) and pick up the OST Parent Handbook in the school office for further information.

Prayers to Know

Kindergarten: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God

1st Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God

2nd Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God, Act of Contrition

3rd Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God, Act of Contrition, The Apostles Creed

4th Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God, Act of Contrition, The Apostles Creed, Morning Offering, Hail Holy Queen, The Angelus, Acts of Love, Hope, and Faith, Mysteries of the Rosary

5th Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God, Act of Contrition, The Apostles Creed, Nicene Creed, Morning Offering, Mysteries of the Rosary, Hail Holy Queen, The Angelus, Acts of Love, Hope, and Faith, The Memorare, Come Holy Spirit

6th Grade: Sign of the Cross, Before and After Meal Prayer, Our Father, Glory Be, Hail Mary, Angel of God, Act of Contrition, The Apostles Creed, Nicene Creed, Morning Offering, Mysteries of the Rosary, Hail Holy Queen, The Angelus, Acts of Love, Hope, and Faith, The Memorare, Come Holy Spirit

<p>Sign of the Cross</p> <p><i>In the name of the Father, and of the Son, and of the Holy Spirit. Amen.</i></p>	<p>Before Meal Prayer</p> <p><i>Bless us, Oh Lord, and these thy gifts, which we are about to receive, from thy bounty, through Christ, Our Lord. Amen.</i></p>	<p>After Meal Prayer</p> <p><i>We give you thanks, almighty God, for all thy benefits which we received from thy bounty. Through Christ our Lord. Amen.</i></p>	<p>Angel of God</p> <p><i>Angel of God, my guardian dear, to who God's love commits me here. Ever this day be at my side, to light, to guard, to rule and guide. Amen.</i></p>
<p>Glory Be</p> <p><i>Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen.</i></p>	<p>Our Father</p> <p><i>Our Father, who art in Heaven, hallowed be Thy Name. Thy kingdom come, thy will be done on Earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. Amen.</i></p>	<p>Hail Mary</p> <p><i>Hail Mary, full of grace, the Lord is with thee. Blessed are you among women and Blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, Pray for us sinners now and at the hour of our death. Amen.</i></p>	<p>Morning Offering</p> <p><i>O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: The salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.</i></p>
<p>Act of Contrition</p> <p><i>O my God, I am heartily sorry for having offended You, and I detest all my sins, because I dread the loss of Heaven and the pains of hell. But most of all because I have offended You, my God, who are all good and deserving of all my love. I firmly resolve with the help of Your grace, to confess my sins, to do penance and to amend my life. Amen.</i></p>	<p>Acts of Faith</p> <p><i>O my God, I firmly that You are one God, in three Divine Persons, the Father, the Son and the Holy Spirit; I believe that Your Divine Son became man and died for our sins and that He will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teachers, because You have revealed them, Who can neither deceive nor be deceived. Amen.</i></p>	<p>Acts of Hope</p> <p><i>O My God, relying on Your infinite goodness and promises, I hope to obtain pardon of my sins, the help of Your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.</i></p>	<p>Acts of Love</p> <p><i>O my God, I love You above all things with my whole heart and soul, because You are all good and worthy of all love. I love my neighbor as myself for love of You. I forgive all who have injured me, and I ask pardon for all whom I have injured. Amen.</i></p>

<p>The Apostles Creed <i>I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead.</i></p> <p><i>I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.</i></p>	<p>Nicene Creed <i>I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.</i></p> <p><i>I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.</i></p> <p><i>I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.</i></p> <p><i>I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.</i></p>	<p>Hail Holy Queen <i>Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy toward us, and after this our exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.</i></p>	<p>The Angelus <i>V. The Angel of the Lord declared unto Mary. R. And she conceived of the Holy Spirit. Hail, Mary...</i></p> <p><i>V. Behold the handmaid of the Lord. R. Be it done unto me according to thy word. Hail Mary...</i></p> <p><i>V. And the Word was made flesh. R. And dwelt among us. Hail Mary...</i></p> <p><i>Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ.</i></p> <p><i>Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.</i></p>
<p>Come Holy Spirit <i>Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created. And You shall renew the face of the earth.</i></p> <p><i>O, God, who by the light of the Holy Spirit, did instruct the hearts of the faithful, grant that by the same Holy Spirit we may be truly wise and ever enjoy His consolations, Through Christ Our Lord, Amen.</i></p>	<p>The Memorare <i>Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided.</i></p> <p><i>Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother.</i></p> <p><i>To thee do I come, before thee I stand, sinful and sorrowful.</i></p> <p><i>O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.</i></p>		

